AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
November 23, 2017

1. CALL THE MEETING TO ORDER

2. ADOPTION OF THE AGENDA

3. ADOPTION OF THE MINUTES
- **a.** October 26, 2017 Inaugural (Organizational) Meeting (Page 3)
- **b.** October 26, 2017 Regular Council Meeting Minutes (Page 10)

4. DELEGATIONS

9:05 AM **a.** Sgt Ryan Frost – Detachment Commander – Spirit River RCMP

11:00 AM **b.** Doug Buyar - Area Manager – WSP
Re charitable donation – Eaglesham Royal Purple Elks

11:15 AM **c**. Liisa Vihvelin, Manager Peace Country Beef & Forage Association (**ASB**)

5. COUNCILLOR REPORTS
- a. Reeve Manzulenko
- b. Deputy Reeve Carbone
- c. Councillor Paradis (Ward 1)
- d. Councillor Wendland (Ward 2) (Page 16)
- e. Councillor Reum (Ward 3)
- f. Councillor Bogdanek (Ward 5)
- g. Councillor Joudrey (Ward 6) (Page 19)

6. CHIEF ADMINISTRATIVE OFFICER REPORT
- a. CAO Report (Page 20)
- b. CAO Action Log (Page 30)

7. BYLAWS
- a. Bylaw 2017-08, the Council Code of Conduct Bylaw (Page 34)

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

9. NEW BUSINESS
- a. 2018 Interim Operating Budget (Page 50)
- b. 2018 Capital Budget - Initial Draft (Page 52)
- c. Appointment of Auditor (Page 56)
- d. FCM Conference (Page 57)
- e. Cancellation of Penalties – West Smoky Recreation Center (Page 59)
- f. Development Permit 14-17-19 (IWW Tower) (Page 63)
- g. Office Closure – December 14, 2017 (Page 65)

10. FOR INFORMATION

a. Bank Reconciliation for period ended October 31, 2017 (Page 66)
b. 2017 O&M Budget Variance Summary (Page 70)
c. Municipal Sustainability Initiative (MSI) Capital Program (Page 78)
d. Federal Gas Tax Funding Program (Page 107)
e. Early Payroll Cutoff – December 2017 (Page 129)

11. CORRESPONDENCE

a. Letter to V.S.I. re appointment and cost sharing (Page 130)
b. Letters re CAEPLA/PRMLC v NGTL re NEB ADR (Page 131)

12. IN-CAMERA

a. Labour

NEXT REGULAR COUNCIL MEETING DATE – December 14, 2017

Present:	**Councillor**	Ginette Paradis
	Councillor	Deanne Wendland
	Councillor	Paul Reum
	Councillor	Gerald Manzulenko
	Councillor	Cheryl Bogdanek
	Councillor	Denise Joudrey
	Councillor	Terry Carbone
	Chief Administrative Officer	Hermann Minderlein
	Recording Secretary	Beverly Howard

Absent: None

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

Sgt Ryan Frost, Danny Zahara, Lucy Stevenson entered meeting at 9:00am

Introductions CAO Minderlein made introductions and had the Councillors give an introduction of themselves.

**OATH OF OFFICE-
ALL COUNCILLORS** The Oath of Office for all Councillors was administered by Sergeant Ryan Frost, RCMP, Spirit River Detachment Commander.

**ELECTION OF REEVE
AND DEPUTY REEVE**

Election of Reeve

CAO Minderlein opened the floor for nominations for the position of Reeve, in Birch Hills County, for the 2017/2018 year.

Councillor Carbone nominated Councillor Manzulenko for the position of Reeve.

Councillor Manzulenko accepted.

Nominations were called for a second time.

Nominations were called for a third and final time.

RC17-348 Moved by Councillor Carbone that nominations for Reeve of Birch Hills County cease.

CARRIED

Councillor Manzulenko was acclaimed as Reeve for Birch Hills County for the period October 26, 2017 to October 2018.

Reeve Manzulenko assumed the Chair

Election of Deputy Reeve

Reeve Manzulenko opened the floor for nominations for the position of Deputy Reeve, in Birch Hills County, for the 2017/2018 year.

Reeve Manzulenko nominated Councillor Carbone for the position of Deputy Reeve.

Councillor Carbone accepted.

Nominations were called for a second time.

Nominations were called for a third and final time.

RC17-349 Moved by Councillor Bogdanek that nominations for Deputy Reeve of Birch Hills County cease.

CARRIED

Councillor Carbone was acclaimed as Deputy Reeve for Birch Hills County for the period October 26, 2017 to October 2018.

Oath of Office
Reeve and Deputy Reeve

The Oath of Office for the Reeve and Deputy Reeve was administered by Sergeant Ryan Frost, RCMP, Spirit River Detachment Commander.

SEATING ARRANGEMENT OF COUNCILLORS

Council confirmed that the Council Chambers seating arrangements of Councillors be based on the County's Wards, numerically from left to right, with the central position at the Council Table reserved for the Reeve and the position to his immediate right to be reserved for the Deputy Reeve.

Recess from 9:24am to 9:30am

Sgt Ryan Frost exited meeting at 9:25am
Lucy Stevenson exited meeting at 9:28am

COMMITTEE AND BOARD APPOINTMENTS

Council reviewed the list of appointments to boards and committees that were required to be made at this meeting, and the responsibilities and time commitments that were associated with each of those positions.

Recess from 10:53am-11:05am

Agriculture Service Board

RC17-350 Moved by Deputy Reeve Carbone that Council receive the presentation regarding the Agriculture Service Board as information.

CARRIED

Central Peace Medical Services Corporation

RC17-351 Moved by Councillor Bogdanek that Council appoint Deputy Reeve Carbone to sit as a Director of the Central Peace Medical Services Corporation, and direct that the Chief Administrative Officer continue to attend meetings of the Central Peace Clinic Management Committee, to provide advice and administrative support to the Committee, and to report back to Council on those meetings when the member appointed from Council is unable to attend or report back.

CARRIED

Central Peace Health Council

RC17-352 Moved by Councillor Paradis that Council defer a decision regarding appointments to the Central Peace Health Council until such time as it is determined (possibly at a G5 meeting) that there is a valid requirement for such a committee and terms of reference are developed for that Council for Birch Hills County Council to review and approve.

CARRIED

Central Peace Attraction and Retention Committee (CPARC)

RC17-353 Moved by Councillor Wendland that Council appoint Councillor(s) Paradis, and (alternate) Joudrey to sit on the Central Peace Attraction and Retention Committee.

CARRIED

Central Peace Regional Emergency Management Committee (CPREMC)

RC17-354 Moved by Councillor Joudrey that Council appoint Councillor Reum, (alternate) Deputy Reeve Carbone as well as CAO Minderlein, the Director of Emergency Services (DOE), and Director of Public Works Dion Hynes, the Deputy DOE, to

sit on the Central Peace Regional Emergency Management Committee.

CARRIED

Central Peace Senior Housing Committee

RC17-355 Moved by Councillor Reum that Council appoint Reeve Manzulenko, and (alternate) Councillor Joudrey to the Central Peace Senior Housing Committee that oversees the Central Peace Region (G5)-Seniors' Housing Study.

CARRIED

Central Peace Waste Management Commission

RC17-356 Moved by Councillor Paradis that Council appoint Councillor(s) Reum, and (alternate) Wendland to sit on the Central Peace Waste Management Commission.

CARRIED

Fire Guardians

RC17-357 Moved by Councillor Wendland that Council accept the *Fire Guardians* information for information and appoint the Deputy Director of Emergency Management (DEM) Dion Hynes, all Fire Chiefs and all Deputy Fire Chiefs as Fire Guardians for Birch Hills County.

CARRIED

Grande Spirit Foundation

RC17-358 Moved by Councillor Bogdanek that Council appoint Councillor(s) Joudrey, and (alternate) Bogdanek to sit on the Grande Spirit Foundation Board of Directors.

CARRIED

Grievance Committee

RC17-359 Moved by Deputy Reeve Carbone that Council receive the presentation regarding the Grievance Committee for information, and dissolve the Grievance Committee to which members of Council had previously been appointed to.

CARRIED

Municipal Library Board And Peace Library System (PLS)

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

CARRIED

RC17-361 Moved by Councillor Paradis that Council appoint Sally Howard, Deb Jacob, Gale Skogen, and Amanda Leblanc to the Municipal Library Board for terms of no more than three

(3) years and that administration advertise for another person to sit on the Board.

CARRIED

Peace Valley Conservation, Recreation and Tourism Society (PVCRT)

RC17-362 Moved by Deputy Reeve Carbone that Council appoint Councillor(s) Reum, Wendland, and (alternate) Bogdanek to sit on the Peace Valley Conservation, Recreation and Tourism Society (PVCRTS) Board of Directors.

CARRIED

Peace Regional Economic Development Alliance (PREDA)

RC17-363 Moved by Councillor Reum that Council appoint Councillor(s) Wendland and (alternate) Bogdanek to sit on Peace Region Economic Development Alliance.

CARRIED

Northern Transportation Advocacy Bureau (NTAB)

RC17-364 Moved by Councillor Joudrey that Council appoint Councillor(s) Wendland and (alternate) Bogdanek to sit on the Northern Transportation Advocacy Bureau (NTAB).

CARRIED

Signing Authority

RC17-365 Moved by Deputy Reeve Carbone:

1. that Council authorize electronic access for all ATB Financial, ATB Securities Inc. CIBC and RBC Dominion Securities Inc. accounts to the following members of staff:
   CAO, Hermann Minderlein; and
   Director of Corporate Services, Shelley Braun;

2. that Council authorize CIBC Visa Cards in the limit of $15,000.00 in the names of:
   CAO, Hermann Minderlein;
   Director of Corporate Services, Shelley Braun;
   Director of Public Works, Dion Hynes; and
   Agriculture Fieldman, Amanda Ouellet;
   With Dion Hynes being the Visa card coordinator;

3. that Council appoint the signing authority, any two (2) to sign, consisting of one elected official one county employee for all ATB Financial, ATB Securities Inc., ATB Investment Management Inc., CIBC and RBC Dominion Securities to the following members of Council and staff:
   Reeve Gerald Manzulenko;
   Councillor Cheryl Bogdanek;

Councillor Paul Reum;
CAO, Hermann Minderlein; and
Director of Corporate Services Shelley Braun.

CARRIED

Water North Coalition (WNC)

RC17-366 Moved by Councillor Paradis that Council appoint Deputy Reeve Carbone, (alternate) Councillor Joudrey as voting members of the WNC and the Director of Public Works Dion Hynes to be a non-voting member of the Water North Coalition and that administration ask the Water North Coalition to come give a presentation to Council to decide if Council should continue to sit on the board.

CARRIED

Veterinary Services Insurance (VSI)

RC17-367 Moved by Deputy Reeve Carbone that Council appoint Reeve Gerald Manzulenko, with Councillor Deanne Wendland to serve as his alternate, as a Director, on VSI Services (1980) Ltd.

CARRIED

Fire Chiefs and Deputy Chiefs

RC17-368 Moved by Councillor Bogdanek that Council appoint Alan Connell as the Deputy Fire Chief for the Wanham department for a term to coincide with the balance of terms of the previously appointments of the Birch Hills County Fire Department detachments and ending on November 30, 2019.

CARRIED

Municipal Planning Commission (MPC)

RC17-369 Moved by Councillor Wendland that Council reappoint Fiona Love, Maurice Lemay and Lorraine Frape to sit as the Municipal Planning Commission.

CARRIED

Recreation Board

RC17-370 Moved by Councillor Joudrey that Council reappoint the following members of the Recreation Board

Ward	Member
1	Rae-Ann Bolster
2	Kara Wendland
3	Betty Bohnke
4	Lisa Pierog
5	Andrea Farrell
6	JoAnn Martin
7	Lynne Laurin

to a new three (3) year term on the Birch Hills County Recreation Board, and in the event that any of those members

advise the County that they are unable to accept the appointment, direct Administration to advertise for new members and bring the names of the applicants back to Council for selection and appointment.

CARRIED

Regional Assessment Review Board

RC17-371 Moved by Councillor Wendland that Council accept the presentation regarding the *Regional Assessment Review Board* for information.

CARRIED

Subdivision & Development Appeal Board

RC17-372 Moved by Deputy Reeve Manzulenko that Council reappoint Cindy Trudel, Steve McLaughlin and Dimitri Boychuk to sit as the *Subdivision and Development Appeal Board.*

CARRIED

Agricultural Appeal Board

RC17-373 Moved by Councillor Bogdanek that Council reappoint Dale Emerson, Steve McLaughlin and Gary Sanocki to sit on the *Agricultural Appeal Committee*.

CARRIED

ADJOURNMENT

Being that there was no further business, Reeve Manzulenko adjourned the meeting at 11:22 a.m.

Original to be signed by
_____
REEVE
GERALD MANZULENKO

Original to be signed by
_____
CAO
HERMANN MINDERLEIN

INITIALS: Chair: _____

CAO: _____

Present:	**Reeve**	Gerald Manzulenko
	Deputy Reeve	Terry Carbone
	Councillor	Ginette Paradis
	Councillor	Deanne Wendland
	Councillor	Paul Reum
	Councillor	Cheryl Bogdanek
	Councillor	Denise Joudrey
	CAO	Hermann Minderlein
	Recording Secretary	Beverly Howard

Absent: None

CALL TO ORDER: **Reeve Manzulenko** called the meeting to order at 11:30 a.m.

ADDITIONS TO THE AGENDA

9. New Business
h. VSI Funding

ADOPTION OF THE AGENDA

RC17-374 Moved by Councillor Paradis that Council adopt the agenda as amended.

CARRIED

ADOPTION OF THE MINUTES

Regular Council Meeting
September 14, 2017

RC17-375 Moved by Deputy Reeve Carbone that Council approve the minutes of the September 14, 2017 Regular Council Meeting with the following amendment:

Under RC17-335 remove “direct Council”

CARRIED

DELEGATIONS No delegations

COUNCILLOR REPORTS

Councillor Paradis No Report

Councillor Wendland No Report

Councillor Reum Councillor Reum spoke on the G5 Meeting he attended where there had been a presentation related to the Water Study recently completed, and information related to the

Seniors' Housing Study and that the committee was working to schedule a meeting with the Minister of Health, the Minister for Seniors, and our MLA, preferably in conjunction with the AAMDC Convention.

Reeve Manzulenko Spoke on the ASB meeting attended October 25th in Fairview. Alberta is the only province with Agriculture Service Boards. He also mentioned the aspen tree diseases being a global epidemic and spruce trees are starting to see signs of it as well. Also mentioned there was a need for a clubroot policy.

Councillor Bogdanek No Report

Councillor Joudrey No Report

Deputy Reeve Carbone No Report

RC17-376 Moved by Councillor Paradis that Council accept Councillor Reports for Information.

CARRIED

CHIEF ADMINISTRATIVE OFFICER'S REPORTS

CAO Report CAO Minderlein provided verbal updates to the written report that had been distributed to Council.

RC17-377 Moved by Councillor Wendland that Council receive the CAO's written report and updates for information.

CARRIED

CAO Action Log Council reviewed the CAO Action Log provided in the Agenda Package that had been updated to October 18, 2017.

RC17-378 Moved by Deputy Reeve Carbone that Council receive the CAO Action Log for information.

CARRIED

Danny Zahara left meeting at 11:57am

Lunch from 11:58am-12:39pm

Shelley Braun entered meeting at 12:39pm

BYLAWS No Bylaws

UNFINISHED BUSINESS

Central Peace Emergency Management Partnership Agreement

RC17-379 Moved by Councillor Bogdanek that Council authorize Reeve Manzulenko (or his alternate) and CAO Minderlein (or his alternate) to sign on behalf of Birch Hills County the Central Peace Emergency Management Partnership Agreement renewal that will be in effect for a period of five (5) years, or until such time as the Parties mutually agree otherwise.

CARRIED

NEW BUSINESS

Request for Support- Remembrance Day Activities

Council was presented with a request received by Birch Hills County from Mike McKay at the Eaglesham School for support from the County for the school's Remembrance Day activities.

RC17- 380 Moved by Deputy Reeve Carbone that Council authorize support to Eaglesham School for their Remembrance Day activities by the arranging for a portable toilet to be placed at the fairground in the parking area west of the quonset building, providing Eaglesham Hall and cleaning services free of charge, and a load of topsoil if available from County stockpiles to be delivered following November 11 to the Donaldson residence to smooth out the depressions left by earth settling over the filled-in trenches from previous years, and to do so from existing funding.

CARRIED

ATB Group Financial Benefits Program

Council was presented with a request to authorize administration to sign an agreement on behalf of Birch Hills County to participate in the ATB Group Financial Benefits Program.

RC17- 381 Moved by Councillor Reum that Council authorize administration to sign the ATB Group Financial Benefits Program agreement.

CARRIED

Contract Grader Tender Results

Council was provided with information regarding the results of the contract grader tender that closed on October 17th, 2017.

RC17-382 Moved by Councillor Paradis that Council authorize Administration to award Codesa Construction a three (3) year grader contract based on their bid of $125.50 per hour and to fund this expenditure from expense account 2-32-00-01-249.

CARRIED

2018 FCSS Funding Agreement

Council was presented with the 2018 Family and Community Support Services (FCSS) Funding Agreement.

RC17-383 Moved by Councillor Joudrey that Council authorize Administration to enter into an agreement on behalf of Birch Hills County for 2018 FCSS funding with the Human Services division of the Alberta Government.

CARRIED

2017 Capital Budget Amendment

Council was requested to approve an amendment to the 2017 Capital Budget that reflects the actual capital expenditures made or still planned for purchases and projects planned to be undertaken, continued or completed in 2017, 2018, and or 2019.

RC17-384 Moved by Councillor Wendland that Council approve an amended 2017 Capital Budget with:
Total Revenues of $3,173,900 comprised of:
Funding from Reserves totaling $420,000;
Funding from FGTF Grant totaling $190,000; and
Funding from MSI Grant totaling $2,238,900; and
Funding received from the disposal of Fixed Assets totaling $325,000; and
Total Expenses of $3,173,900 comprised of Departmental purchases and projects totaling:
$25,000 in Administration;
$2,414,500 in Public Works;
$213,400 Regional Water Supply & Distribution;
$121,000 in Agricultural Services; and
$400,000 in Public Health & Welfare.

CARRIED

Hwy 49 Chip Seal Project

RC17-385 Moved by Deputy Reeve Carbone that Council direct Administration to write a letter to Alberta Transportation regarding the process used for chip seal and what can be done going forward in regards to the loose chips.

CARRIED

Upcoming Meetings

RC17-386 Moved by Deputy Reeve Carbone that Council remove November 9th and December 28th as Council meeting dates, that Council move the ASB meeting to November 23rd and remove the ASB meeting from December 14th and that Council cancel the Governance meeting on November 23rd.

CARRIED

VSI Funding

RC17-387 Moved by Councillor Bogdanek that Council advise Administration to forward a letter to VSI stating that no one will be attending their upcoming meeting but that Birch Hills County approves the 50/50 cost share for the agreement.

CARRIED

FOR INFORMATION

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

1. October 11, 2017 Tax Sale Minutes
2. Bank Reconciliation for Period ended September 30, 2017
3. 2017 O&M Budget Variance Detail
4. BirchHillsCounty.com Quarterly Statistics

RC17-388 Moved by Councillor Paradis that Council accept the information items as information.

CARRIED

CORRESPONDENCE

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

1. Call for Nominations- Excellence in Public Library Service
2. STARS Thank You Letter-2017 Donation
3. Letter from Minister of Municipal Affairs re Taxes
4. Request for Letter of Support

RC17-389 Moved by Councillor Joudrey that Council accept the correspondence provided for information.

CARRIED

IN-CAMERA

There were no in-camera items

ADJOURNMENT

Being that there were no other items for discussion, Reeve Manzulenko adjourned the meeting at 2:38 p.m.

Original to be signed by
GERALD MANZULENKO
REEVE

Original to be signed by
HERMANN MINDERLEIN
CAO

Birch Hills County

Deanne Wendland ▸ Birch Hills County Councilor – Ward 2 ▸ 11/23/2017

I attended the following meetings:

- MUNIS 101 in Grande Prairie November 2 & 3rd.
- Peace valley Conservation, Recreation and Tourism Society in Fairview on November 7th report included.
- PREDA in Grande Prairie November 10th report included.
- AAMDC Convention in Edmonton November 13th to the17th.

Peace Valley Conservation, Recreation and Tourism Society

PVCRTS

Deanne Wendland ▸ Birch Hills County Councilor – Ward 2 ▸ 11/7/2017

Clint Rombs, Dunvegan River Rats Association Report

- River Rats have been fund raising
- Website and face book are up and running
- Sold several memberships
- There have been many sponsors and donations of time and equipment including cleaning of the boat launch.
- They intend to raise enough money to try and match funding
- Will have two contractors quote a scope of work for widening of the boat launch, to submit to government. Design of new boat launch will come to PVCRTS.
- Will move last cabin this fall
- Goal for next year is to have signs and barricades up by August.

Municipal Contributions

- Much of our focus has been the boat launch in the past. Now funds will go directly to River Rats Association.
- A letter will be sent by PVCRTS to member partner municipalities with the request of continuing to fund $1000.00 also we would like ideas and what is needed in each municipality. Some suggestions were updating the river mapping book with historical sites, and updating any entrance signs to parks, boat launches and points of interest.

New Business

- Have a one year agreement with River Rats Association. Renew after River Rats give their annual report at the November meeting. Term would be from January 1 to /December 31.

Round Table - Ken Titford from Saddle Hills County

- Cotillion Park will no longer be supplied with power by CNRL due to plant closure. They will be looking for a power source.

Next meeting will be February 6/18 at 5:00 pm

Peace Region Economic Development Alliance

PREDA

Deanne Wendland ▸ Birch Hills County Councilor – Ward 2 ▸ 11/10/2017

PREDA UPDATE – Dan Dibbelt – Executive Director

PREDA/REDI – North to Alaska Symposium – Next Steps

- Railway to Alaska would be double track. This will promote the transport of agricultural products from our area. When the ground is dug up new pipelines and waterlines will be installed. This will promote growth of the North.

2018 CARES Application – Commodity Production & Export – Rural Municipality Focus

- The application to Economic Development and Trade's CARES program, REDA funding stream has been submitted September 13, 2017 in the amount of $100,000.00.
- He is in the process of putting a report together to update site data commodities for Agricultural, Forest, Oil and Gas baseline to see what is coming and going should be done end of April.

AAMDC/AUMA/REDA Managers

HEMP Studies

- There are two companies in Alberta that process HEMP Fiber. Bio Fiber in Calgary Produces building fiber blocks used in place of concrete blocks in building projects. Bio Comp Group produces construction mats in place of what we think of as rig matts.
- Vehicle parts, fiberglass, bale wrap, clothing and bath products are also products made from HEMP.
- Diane Chiasson from Smoky River explained 1.1 million dollar project to promote HEMP production to raise awareness. Our area would cost $75,000.00.
- To make HEMP viable in our area we would need a close processing plant. Ideally 6 plants in the North would accommodate our area as the product is large and would need rail to transport. We require 120 quarters of land in the north to produce enough HEMP to get what we need.

Presentation to retiring PREDA members

- Director – Marvin Doran and Director – Ron Longtin received recognition for their service to PREDA. The Board of Directors did a presentation.

Broadband

- Broadband – Final Report: Access to broadband is critical to the development of any community. Internet access is no longer a luxury, but has become a necessity for business, education and personal use.

Next meeting will be February 2/18

COUNCILLOR JOUDREY'S REPORT

From October 27, 2017 – November 20, 2017

Grande Spirit Foundation Management Committee Meeting

October 27, 2017 at Wild Rose Manor in Grande Prairie

- Grande Spirit Foundation 2017 Annual Seniors Fundraising Harvest Dine and Dance on October 14, 2017 raised $20 000.00. 100 % proceeds go towards the local Seniors Lodges to purchase items to help make our Lodges more of a home, and not just housing.
- The wait list to get into lodges is getting shorter.
- Lakeview has opened and is currently providing accommodations for over 70 residents. The majority of Lakeview's residents are new residents not movers from other lodges.
- Administration is drafting a motion to increase the lodge residents monthly rent by $5.00.

Eaglesham Ag. Society - Pumpkin Festival

October 29, 2017 at the West Smoky Arena in Eaglesham

- The Pumpkin Festival was well attended by Birch Hills County Residents young and old.
- There were games, contests and a lunch.
- I attended as a volunteer.

EOEP Training

November 2, 2017 & November 3, 2017 at the Stonebridge Inn in Grande Prairie

- Training was very informative and a great opportunity to meet other councilors from neighboring municipalities.

Remembrance Day Service

November 11, 2017 at Eaglesham Hall

- Service was put on by the Eaglesham School and the community.
- 9 Students dug trenches and stayed in them overnight to reenact a war time experience under the supervision of organizer/teacher Mike McKay.
- Ceremony was well attended.
- I attended as a volunteer.

AAMDC Fall Convention

November 14, 2017 – November 15, 2017 at the Shaw Conference Centre in Edmonton

- The Convention was full days with a lot of information.
- Great opportunity to connect with our new council and meet other councilors from around rural Alberta.
- The Breakout Sessions I attended were;
  1. Municipal Cannabis - for more information go to: alberta.ca/cannabis
     Some of the major issues are;
     a. Workplace safety
     b. Taxation
     c. Land Use Bylaw
     d. Testing
  2. Conflict Management – a group exercise that I found very interesting to hear how other municipalities deal with rate payer problems and their approaches.

- I was the lucky recipient of a draw for a $1,000.00 donation to the charity of my choice donated by WSP.

  I would like to make a motion that the $1,000.00 donation that I won from WSP at the AAMDC Fall Convention be donated to the Eaglesham Royal Purple Elks.

TO: Members of Council

FROM: Hermann Minderlein, CAO

RE: Report to Council – November 23, 2017 Regular Meeting of Council

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SUBJECT: CAO Report

RECOMMENDATION: That the CAO's written reports with verbal updates be received for information.

REPORT:

The following is a brief update to Council on activity since the October 26, 2017 Regular Council Meeting. Reports to me from the Directors of Corporate Services, Public Works, and Ag Services as well as the Birch Hills County Fire Chief are attached to this report for Council's reference.

October 30, 2017

I attended a meeting of the G5 CAO's to discuss current G5 projects, and the various G5 boards and committees.

November 2 and 3, 2017

I accompanied Deputy Reeve Carbone and Councillors Paradis, Wendland, Bogdanek, and Joudrey to the EOEP Munis 101 Course, The Essentials of Municipal Governance, in at the Stonebridge Hotel in Grande Prairie. Other than some rescheduling required due to timing changes that were made from those originally announced and the onset of winter, the course was informative, permitted for plenty questions and interaction with council members from other municipalities. There was a problem with the electronic version of the course material originally distributed via email (too large for our server), but I did get a copy from the organizers at the event, and will make it available to anyone that would like it. Reeve Manzulenko and Councillor Reum have been booked for the same course being offered in Manning om December 11 and 12.

While in Grande Prairie, Deputy Reeve Carbone, staff, and I received communication from a County Resident regarding the poor snow removal/sanding of Highway 49 from Wanham to Eaglesham. Although this is a Provincial Highway and a responsibility of Ledcor, we did try to pass her concerns on to Ledcor, advised her that this was the proper action to take for future complaints, and to forward her observations on to Alberta Transportation or our MLA if the problem persists.

November 10, 2017

I am glad to report that this was Shawna Schwerdt's first day working with Birch Hills County as our new Executive Assistant/Legislative Officer. Please take the time to welcome Shawna if you have not done so already, and I look forward to working with her.

November 11, 2017

On Remembrance Day, I lowered the flags at Tom Lessard Park at sunrise, raised them at sunset, visited with students and volunteers at the "trenches", attended the Ceremony of Remembrance at the Eaglesham Hall, and accompanied the other attendees to the Cenotaph and laid a wreath on behalf of Birch Hills County.

November 13 to 17, 2017

I accompanied Council to the fall AAMDC Convention in Edmonton. Many of the sessions I attended were with members of Council, and will leave it to you to report on as deemed necessary. I did attend a session organized specifically for CAO's on the last day that provided information on new cyber liability (basic) coverage added to our policy through Jubilee Insurance. Good information, and quite timely, as phishing activity is on the increase, and I had actually received such an email that morning from "one of our employees."

The corrected street signs for "Maplewood Ave" have arrived, and I hope to coordinate a photo op with Betty Pucci, Director of Public Works Dion Hynes, and the previous and current Councillors for Ward 1 on a clear and warmer date in the near future.

I will be out of office and in Ontario from December 5th to the 12th, and back for our next meeting on the 14th.

I have included copies of the latest Director's reports to me for Council's information, except for the Ag Fieldman's report, which will be presented at the Ag Services Board meeting. I will provide Council with verbal updates as required at the meeting.

MEMORANDUM

November 23, 2017

TO: CAO, Birch Hills County

Director of Corporate Services – Administrative Update as of November 15, 2017

Birch Hills County welcomed Shawna Schwerdt to our administrative team on Friday, November 10. We look forward to working with Shawna as our new Legislative Assistant.

First Aid Course certification was completed on November 1 with twelve staff members participating.

Finance Update

Administration continues to review and update the **2018 O&M and Capital Budgets**. Draft 1 of the 2018 Capital Budget is included with this agenda.

Administration is also starting to prepare for yearend with preliminary preparation for the annual audit in early March.

Municipal Affairs provided notice November 1 indicating the **2018 equalized assessment was complete and available for review**. Equalized assessment is a process that levels the playing field for municipalities so that property tax requisitions and grants can be fairly allocated. Just as property owners pay taxes in proportion to the value of the property they own, municipalities are required to contribute to the provincial education and other requisitions based on the proportion of assessment within their jurisdictions. Equalized assessments are used to determine the specific contributions to be made by each municipality, and they are also used in formulas for provincial grants to municipalities.

Residential utility and bulk water bills for September-October consumption were mailed November 2. Payments are required by November 30 to avoid a 2% penalty.

Our **Canada Summer Jobs program application** was successful this year. November 3 we received conditional grant funding of $6,588. This revenue offsets several ASB summer staff payroll expenditures.

The annual volunteer **Firefighter & Medical First Responder points program** reporting was due November 15. Volunteers earn 3 points for the first hour and 1 point each additional hour, with points being worth $10.00. Thank you to Dion, Tom, Jim, and Darcy for completing the point summaries. The 2017 payment process went very smoothly this year.

The annual **Jubilee Insurance Agency property and liability insurance** invoices were received November 8. Community groups signed up as Additional Named Insureds will have received invoices this week.

The **3rd and final tax deadline was November 15**. A 4% penalty will be added to tax rolls that remain outstanding.

We have a **RBC Dominion Securities (DS) GIC maturing November 29** and a **RBC DS Coupon maturing December 1**. Administration will reinvest funds in a prudent manner that will provide optimum investment returns with maximum security while meeting the cash flow requirements of Birch Hills County and conforming with Section 250 of the Municipal Government Act.

The next **Notice Demand Account (NDA) authorized** transfer is scheduled for November 30. Administration will review cash flows and initialize the transfer if necessary.

Emergency Management Planning

Keep your family, friends and neighbors safe. Make an emergency plan.
Do you have a 72 hour emergency kit? Visit www.aema.alberta.ca
In a crisis, you don't rise to the occasion; you sink to your training.

The first **2017 Central Peace Emergency Management plan revision** will be completed once Municipal Election amendments have been finalized and updated documents are received from Brian Ballard.

Lucy attended the **Emergency Social Services meeting** at Saddle Hills County office on October 16. Items on the agenda included; upcoming courses, new CPREMS Regional Emergency Plan, Emergency Social Services Plan, Severe Weather Plan, mutual aid agreements with neighbors, and the spring 2018 Regional Exercise with a Reception Centre component included which Birch Hills County will be hosting.

Dion & I attended the **AEMA All Hazards Type 3 Incident Management Team Block 3 training** held November 6-8 at the Pete Edgar Fire Hall in Grande Prairie. This training event was supported by four Canada Task Force 2 members from Calgary as well as eleven Alberta Emergency Management Agency staff members from Edmonton. Twenty two members attended from nine Municipal Districts, Towns and Cities

On November 6, AEMA staff presented an emergency exercise scenario with trainees completing the documentation process by working through the Incident Command System (ICS) forms 201, 202, 208, 215 and 215A with a reminder of how the ICS Planning P process works.

November 7 & 8 were a continuous emergency scenario event which encompassed several operating periods and included a transfer of command with a goal of efficient exchange of information. Trainees worked through a "real life" scenario. An event code was used for tracking expenses, contractors were called and Finance received actual invoices. We saw an improvement in communication between several of the five ICS major management functions, with a realization that certain functions require closer interaction with each other.

Lessons learned at the Block 1 training in May were reinforced as follows:

- Maximize strengths and minimize weaknesses.
- Inaccurate information is worse than no information, fast and wrong is still wrong – slow down and get it right. Jump on rumors early with facts.
- Documentation is very important in all areas of emergency response. Legally defend yourself after the incident with accurate facts. Event logs are a useful reporting tool.
- Demobilization may start immediately or once incident stops escalating. Ensure equipment and people are demobilized well, look after people's wellbeing & say Thank you.

The three day event concluded with an AEMA, CTF2, and Command and General Staff verbal reports on strengths and weaknesses and an overall evaluation of the training event. Once again, all parties involved provided very positive feedback regarding improvement of the team over the three days.

This AEMA event concludes the IMT training provided by the Province of Alberta. The Northern Alberta All Hazards Incident Management Team will be participating in future regional exercises to ensure lessons learned will be retained for effective emergency response.

Courage does not always roar.
Sometimes, it is the quiet voice at the end of the day saying, "I will try again tomorrow."

Shelley Braun
Director of Corporate Services

MEMORANDUM

November 17th, 2017

TO: CAO, Birch Hills County

Public Works Report (As of November 17th, 2017)

Culvert Work
Work on the culvert on rr23 south of Twp 764 started on October 5th, 2017 and finished in late October. Work is needed in the spring of 2018 to widen the driving lane to the regular width. Signs have been erected notifying the motoring public of a narrow road.

Dispositions
No confirmation from Alberta Environment on reclamation certificates to date. DLO 841068, DLO 961699 and SML 960060. Conversation with the approval department with AB Environment it may be the spring of 2018 before we get confirmation.

Mowing
The County mowing has finished for this year. A map of mowing the areas is attached showing areas where double cuts were completed and the standard one cut in conjunction with the re-claimer operations.

Road Work
Road work on the Codesa Hill has finished with staff forces. Like other roads staff with monitor and maintain throughout the winter season.

Parts of Wanham and Tangent have been re-surfaced with SP90 paving mix as per normal operations. Some issues have arisen with the material itself and we are not getting the bond needed or expected in some areas. Staff will discuss with the supplier and review in house operations to resolve the issue going forward.

NSC Training Update
The County has received the audit report letter from the Carrier Services Section of Alberta Transportation which monitors the on-road performance of National Safety Codes carriers. NSC has approved the maintenance and safety program submitted on November 2nd, 2017.
Employees are booked into a training session on November 22nd at the County office. At this point public works employees will be trained by a professional instructor in Hours of Service, Trip Inspections, Weights and Dimensions and Load Securement at a cost of $275.00 per person.

All mentioned in my last report members of the County fire stations that are expected to or operate County emergency vehicles will have to partake in this required training as well. Training is mandatory and time sensitive as well with a January 8th deadline. If the staff or emergency services members do not take the training they will not and should not be permitted to operate any registered carrier vehicles. If the County chooses to neglect, ignore or circumvent these requirements it may lose its safety certificate meaning no one can operate the registered highway vehicles.

AFRRCS Overview.
The Alberta First Responders Radio Communications System (AFRRCS) is a two-way radio network for first responders in municipal, provincial and First Nations agencies across the province. The Alberta government is funding the network's construction, operation and maintenance, and it became operational on July 1, 2016.

Public safety agencies using AFRRCS include:

- first responders, such as police, fire and ambulance services
- secondary responders, such as public works and public transit

Agencies using AFRRCS are able to:

- fully coordinate joint responses to emergency scenes
- improve and integrate radio communication among first responders from different agencies
- reduce the cost of radio system infrastructure
- use robust, resilient radio technology in day-to-day operations

Public safety agencies are encouraged to use AFRRCS, but their participation is voluntary.

First responder agencies are eligible to use the system on a no-cost basis. Secondary responders are able to use the system with a fee, which is scalable according to usage

The AFRRCS (Alberta Frist Responders Radio Communications System) coverage testing was completed and report submitted by Creative Telecom Consulting on October 24th, 2017. The intention of the report was to highlight or identify the strength of coverage areas with Birch Hills County and Saddle Hills County. Coverage area is based off existing towers that were installed in the development of the provincial AFRRCS plan with Birch Hills having substantial coverage in most if not all areas, see attached map.
Birch Hills County first responders (fire and MFR) group would obviously be included in the first responder agency with PW being a secondary agency with a fee attached.

First Aid
October 31 to November 1, 2017. 13 staff member completed standard first aid and CPR/AED training at the County office. It is always a great idea to keep first aid skills sharp and current.

IMT Training
November 6-8 Shelley and I participated in Block 3 of the AHIMT (All Hazards Incident Management Team) training in Grande Prairie. The AHIMT concept is that the team made up from trained personal from around the Peace Country could be respond to large scale incidents to help the County or MD affected. A great training session again put together by AEMA, CAN-TF2 and hosted the City of GP.
Day 1: The team was deployed to an incident that was 1 operational period (8 hours) in length.
Day 2 and 3: The team was deployed to an incident involving multiple operational periods spanning the 48 hours. Each incident involved setting and establishing the incident command, command and general staff positions (IC, Operations Section Chief, Finance and Administration, Planning Section Chief, Logistics Section Chief etc… Tasked with managing the incident given the team had to formal smart objectives with inputs from stakeholders (town, industry and environment), make a plan for the objectives, budget the objectives, order resources and manage the ordered resources and provide updates to the public on the situation. The direction in any incident that will carry over into different operational periods (new fresher IC command teams) is to also develop a plan for them to follow during that period where they in turn do the same for the incoming team and so on until the incident is over.
The teamed I think has progressed so much over the past year from where we started to the end of the 3rd day. Instructors feel confident that the team is ready with the warning not to become complacent but to keep challenging the team as a whole so we are ready if needed.

Year End
As the year end approaches I will be busy doing year-end inventory reports on fuel, gravel, culverts and grader wear items**.**

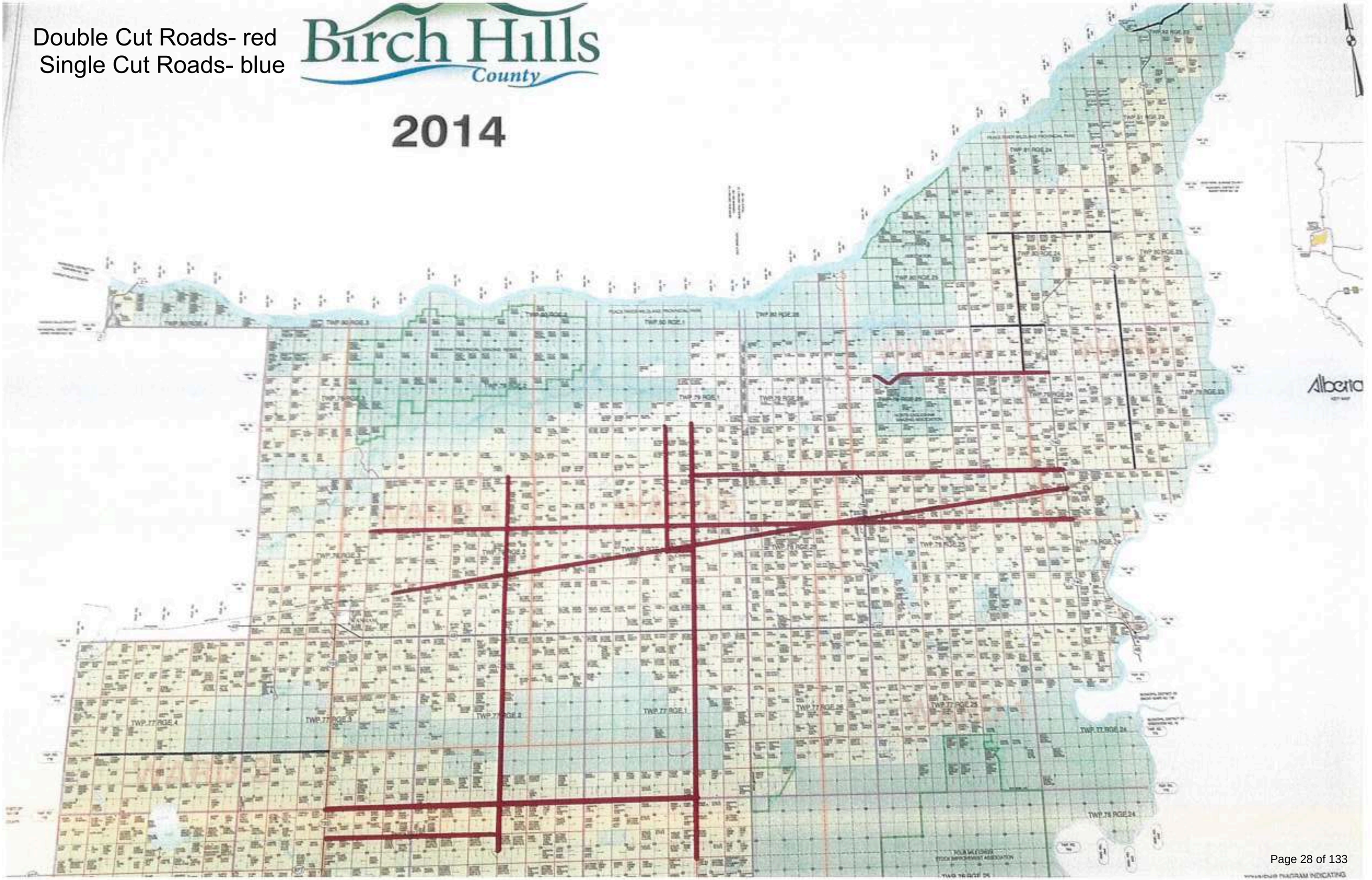
Finally
Snow is here, roads are being plowed, graders are breaking down of course which makes this time of year so interesting.

Dion Hynes, CET PMP
Director of Public Works

Double Cut Roads- red
Single Cut Roads- blue

Birch Hills County

2014



Memorandum

Nov 15 2017

TO: CAO,Birch Hills County

FIRE SERVICE BOARD REPORT(as of date prepared

Oct 03…….WFD responded to an mvc on hwy 49 and rangeroad 45

Oct 13…….EFD responded to assist at a medical call at 4909 52 ave

Oct 14…..EFD training again postponed to allow harvest to finish

Oct 25…..EFD training on water shuttle/static water supply

Oct 28….Both EFD and TFD responded to a late night tanker truck fire on hwy 740 north of Tangent

Nov 03 TFD responded to set up an LZ for STARS at 241021 and twp 794

Nov 05…TFD and EFD responded to a grain dryer fire at twp 792 and RR 235

Nov 07…I was called by dispatch to investigate reports of heavy smoke on hwy 49 that had resulted in multiple vehicles going into the ditch

Nov 08 Both EFD and WFD respond to the same smoke area for an MVC, the heavy smoke shrouding the hiway was a result of a weather condition called temperature inversion,to minimize the risk of further incidents at this spot I had the landowner repile his windrows into smaller piles with 150 yards between each pile. It was effective and the smoke issues were gone

Nov 09…I attended the Partners in Protection meeting in GP,these meetings are held twice a year with Alberta Forestry as well as our neighbouring MD fire chiefs in attendance.

Nov 11…BHCFD attends and lays wreath at Rememberence Day service in Eaglesham

Oct still saw many volunteer firefighters still finishing up the harvest so early Oct trainings were at a minimum but with harvest out of the way I am writing up the training schedule for the 2018 calender year and look forward to delivering it to our firefighters. The incident of Nov 07 saw myself on the hiway from 1100 at night until 0400 in the morning along with the RCMP dealing with the smoke issues until Ledcor arrived to set up signage. Since this incident,although rare,I will be reviewing the way brush piles are staged along roadways and hiways. Piling differently will no doubt cut down the chances of any smoke out incidents from happening in the future. With the snowfall coming and winter conditions here I am prepping the depts to be ready for any hiway incidents with safety being the number one priority.

Tom Morgan

Birch Hills County Fire Chief

CAO Action Log - Regular Council- Updated November 23, 2017

Agenda Item 6.b.

Motion #	Motion	By	Action	Status
MEETING	**APRIL 14, 2016 REGULAR COUNCIL MEETING**			
RC16-169	Trinus Technologies Inc. for $5,764.50 and proceed with the IT Security and PIPA/FOIP privacy Assessment and the FOIP Compliance Executive and Management Training.	HERMANN	Site visit June Payment	ON GOING - preliminary report received July 12/16 CAO to respond to draft
MEETING	**DECEMBER 8, 2016 REGULAR COUNCIL MEETING**			
RC16-495	that Council direct administration to Contact Alberta Culture and Tourism to initiate action to have Birch Hills County take title of lots 16, 17, 18, 19, 20 and 21 Plan 1309KS, NW 35-77-24 W5 in Watino and to research liability implications and flood zone setbacks, and bring the matter back to a future Council meeting.	LUCY/ DION HERMANN	Email Muni. Affairs to point us in the right direction	ON GOING
MEETING	**JANUARY 12, 2017**			
RC17-017	that Council direct administration to investigate the possibility of utilizing of the Alberta First Responder Radio Communications System (AFRRAC) for future years, and to include $6,450 (15% of $43,000) in the 2017 operating budget if required to join the Saddle Hills area survey for that purpose.	HERMANN SHELLEY DION	2-23-00-00-249 50% $3,250 2-32-10-01-249 50% $3,250	Budget Approved Invoice Paid < Budget SEE DION'S REPORT
MEETING	**FEBRUARY 23, 2017 REGULAR COUNCIL MEETING**			
RC17-085	that Council authorize the name change of Railway Avenue in the Hamlet of Watino to Maplewood Avenue.	DION	Letter sent to Mrs. Pucci March 14, 2017 Signs reordered due to spelling (Maple Wood vs Maplewood) Signs are in awaiting installation and photo op. with Marvin Doran, Councillor Paradis, and Mrs. Pucci.	ON GOING

Motion #	Motion	By	Action	Status
MEETING	**APRIL 27, 2017 REGULAR COUNCIL MEETING**			
RC17-185	that Council direct Administration to draft a policy spelling out the purpose, composition, appointments and procedures related to the Birch Hills County Recreation Board, and bring the Policy back to Council for review at the future Governance Meeting.	HERMANN		ON GOING
MEETING	**AUGUST 24, 2017 REGULAR COUNCIL MEETING**			
RC17-296	**that Council direct Administration to invite Ryan Konowalyk, Regional Director with Alberta Transportation for the Peace Region and other members of his staff to a future Regular Council Meeting to discuss Birch Hills County's priorities for Alberta Transportation road projects in the County.**	**HERMANN**	**1. Burnt was being researched by Shahid Gill and Darcy Beach 2. Ryan no show at Joint LGAA/ARMAA meeting Sept 15**	**Meeting set up for 1:30 PM on Nov 16 at AAMDC**
MEETING	**SEPTEMBER 14, 2017 REGULAR COUNCIL MEETING**			
RC17-321	that Council direct Administration to draft a letter of support to the Provincial and Federal Government regarding the potential Rail Line from the Peace Country to Alaska that was discussed at the North to Alaska Conference.	HERMANN		ON GOING
RC17-333	that Council direct Administration to complete a review of the County's utilities, including costs, rates, and a cost benefit analysis related to provision of untreated water for non-residential purposes, and to bring the information back to the next Council for consideration as part of their strategic planning process.	DION SHELLEY		ON GOING
RC17-340	that Council direct Administration to bring the 2017 Capital Budget back to the Regular Council Meeting on October 26 along with a request to make adjustments based on actual capital project costs.	CAO SHELLEY		COMPLETE
MEETING	**OCTOBER 26, 2017 INAUGURAL COUNCIL MEETING**			
RC17-352	that Council defer a decision regarding appointments to the Central Peace Health Council until such time as it is determined (possibly at a G5 meeting) that there is a valid requirement for such a committee and terms of reference are developed for that Council for Birch Hills County Council to review and approve.			

Motion #	Motion	By	Action	Status
RC17-361	that Council appoint Sally Howard, Deb Jacob, Gale Skogen, and Amanda Leblanc to the Municipal Library Board for terms of no more than three (3) years and that administration advertise for another person to sit on the Board.			
RC17-369	that Council reappoint Fiona Love, Maurice Lemay and Lorraine Frape to sit as the Municipal Planning Commission.	Hermann Lucy	Fiona Love resigned - Vacancy advertised	ONGOING
RC17-370	that Council reappoint the following members of the Recreation Board Ward — Member 1 — Rae-Ann Bolster 2 — Kara Wendland 3 — Betty Bohnke 4 — Lisa Pierog 5 — Andrea Farrell 6 — JoAnn Martin 7 — Lynne Laurin to a new three (3) year term on the Birch Hills County Recreation Board, and in the event that any of those members advise the County that they are unable to accept the appointment, direct Administration to advertise for new members and bring the names of the applicants back to Council for selection and appointment.			
MEETING	**OCTOBER 26, 2017 REGULAR COUNCIL MEETING**			
RC17-379	that Council authorize Reeve Manzulenko (or his alternate) and CAO Minderlein (or his alternate) to sign on behalf of Birch Hills County the Central Peace Emergency Management Partnership Agreement renewal that will be in effect for a period of five (5) years, or until such time as the Parties mutually agree otherwise.			
RC17- 380	that Council authorize support to Eaglesham School for their Remembrance Day activities by the arranging for a portable toilet to be placed at the fairground in the parking area west of the quonset building, providing Eaglesham Hall and cleaning services free of charge, and a load of topsoil if available from County stockpiles to be delivered following November 11 to the Donaldson residence to smooth out the depressions left by earth settling over the filled-in trenches from previous years, and to do so from existing funding.			
RC17- 381	that Council authorize administration to sign the ATB Group Financial Benefits Program agreement.	Shelley	Signed and submitted	Complete

CAO Action Log - Regular Council- Updated November 23, 2017

Motion #	Motion	By	Action	Status
RC17-382	that Council authorize Administration to award Codesa Construction a three (3) year grader contract based on their bid of $125.50 per hour and to fund this expenditure from expense account 2-32-00-01-249.	Dion	Contract not signed yet	ONGOING
RC17-383	that Council authorize Administration to enter into an agreement on behalf of Birch Hills County for 2018 FCSS funding with the Human Services division of the Alberta Government.	Hermann	Agreement approved online and signed	COMPLETE
RC17-385	that Council direct Administration to write a letter to Alberta Transportation regarding the process used for chip seal and what can be done going forward in regards to the loose chips.	Hermann	Meeting set for Nov 16 at AAMDC with Ryan Konowaluk	TO BE REPORTED ON AT NOV 23 REGULAR COUNCIL MEETING
RC17-386	that Council remove November 9th and December 28th as Council meeting dates, that Council move the ASB meeting to November 23rd and remove the ASB meeting from December 14th and that Council cancel the Governance meeting on November 23rd.			COMPLETE
RC17-387	that Council advise Administration to forward a letter to VSI stating that no one will be attending their upcoming meeting but that Birch Hills County approves the 50/50 cost share for the agreement.	Hermann		Completed

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**
Meeting Date:	November 23, 2017	**CAO:**
Originated By:	Hermann Minderlein, CAO	**Director:**
Item Title:	Bylaw 2017-08 Council Code of Conduct Bylaw	**Presenter:**

DESCRIPTION:
Council is being presented with Bylaw 2017-08, the Council Code of Conduct Bylaw.

BACKGROUND:
The changes made to the Municipal Government Act require that each municipal council in Alberta establish a Council Code of Conduct by bylaw. Alberta Regulation 200/2017, the Code of Conduct for Elected Official Regulation, (copy attached) provides the specific requirements for the bylaw.

Administration has taken the initiative to draft a bylaw for use in Birch Hills County. The draft was previously distributed to Council and there was one change made based on Council input.

During Administration's review, it was also determined that there was a Code of Ethics policy on file that had been signed by Reeve Warren Smith and CAO Irene Cooper. Administration has determined that this policy will not be required following the passing of Bylaw 2017-08.

COST & SOURCE OF FUNDING:
NA

RELEVANT LEGISLATION (Cite):
Municipal Government Act, Section 146.1
Alberta Regulation 200/2017, the Code of Conduct for Elected Official Regulation

ATTACHMENT(s):
Draft Bylaw 2017-08, the Council Code of Conduct Bylaw.
Alberta Regulation 200/2017, the Code of Conduct for Elected Official Regulation
Code of Ethics Policy

OPTIONS:
Council may choose to:

1. Provide first reading to the Bylaw, and if deemed appropriate, provide additional readings up to and including 3rd reading; or

2. Provide first reading to the Bylaw, and if deemed necessary, provide Administration with directions required for amendments to the Bylaw prior to being brought back at future meeting for additional readings up to and including 3rd reading; or

3. Receive the presentation regarding the Bylaw for information, and provide Administration with direction as to how to proceed.

RECOMMENDED ACTION:

It is Administrations recommendation that Council pass the following resolutions:

Motion 1:

That first reading be given to Bylaw 2017-08, the Council Code of Conduct Bylaw.

Motion 2:

That second reading be given to Bylaw 2017-08, the Council Code of Conduct Bylaw.

Motion 3: (requires unanimous support)

That consideration be given to proceed to third reading of Bylaw 2017-08, the Council Code of Conduct Bylaw.

Motion 4:

That third reading be given to Bylaw 2017-08, the Council Code of Conduct Bylaw.

Motion 5:

That Council rescind the Code of Ethics Policy that was adopted by Council on September 11, 2011 and last amended on November 12, 2012 by Resolution RC12-419.

BIRCH HILLS COUNTY

BY-LAW 2017-08

COUNCIL CODE OF CONDUCT BYLAW

A BYLAW OF BIRCH HILLS COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING A CODE OF CONDUCT FOR COUNCILLOLRS

WHEREAS, pursuant to Part 2 of the Municipal Government Act (MGA), S.A. 2000, M-26, a council may pass a bylaw in whatever way the council considers appropriate, within the jurisdiction given to them to enhance the ability of council to respond to present and future issues; and

WHEREAS, the citizens and the taxpayers of the County have the right to be served by a Council committed to conducting its service in an ethical, impartial, businesslike, and professional manner; and

WHEREAS, Birch Hills County Council deems it necessary to establish a Council Code of Conduct to guide members of Council, reflecting the values of Birch Hills County, its commitment to professional, accountable and lawful conduct, and its desire to provide strong local governance and leadership; and

WHEREAS, the Council Code of Conduct is a supplement to the existing federal and provincial statues, laws, and policies governing the conduct of municipal elected officials.

NOW THEREFORE, the Council for Birch Hills County, duly assembled, enact as follows:

1. TITLE

a. This Bylaw will be cited as the "Council Code of Conduct".

2. DEFINITIONS

a. "CAO" means the Chief Administrative Officer for the County;
b. "County" means Birch Hills County;
c. "Council" means all members of Council duly elected and holding office;
d. "Councillor" means any member of Council including the Reeve and Deputy Reeve;
e. "County Property" means the County's financial and non-financial assets including but not limited to land, vehicles, equipment, electronic devices and documents;
f. "Confidential" or "Confidential Information" means any aspect of in-camera deliberations; information identified as confidential within the provisions of the Freedom of Information and Protection of Privacy Act (FOIPP); and information subject to solicitor-client privilege;
g. "Director" mean an employee of the County that reports directly to the CAO and may carry some delegated or designated duties of the CAO.

3. CODE OF CONDUCT

a. Representing the County

i. All councillors shall:
   1. work for the common good of the County citizens and taxpayers while promoting the public interest and advancing the mandate and long-term interests of the County;

2. conduct Council business in an open and transparent manner that promotes public confidence and trust, recognizing that an individual councillor cannot exercise individual authority over the County;
3. exercise their duties with care, diligence and skills that a reasonably prudent person would exercise in comparable circumstances;
4. exercise their duties by placing the interests of the County ahead of their personal interests; and
5. exercise their duties in an impartial manner, making decisions based on objective criteria, rather than on the basis of bias or prejudice.

b. Communicating on behalf of the County

i. The Reeve, or in his/her absence the Deputy Reeve, is the official spokesperson for the County;
ii. All councillors acknowledge that official information related to the decisions of Council will be communicated to the community and the media on behalf of the Council as a whole.

c. Respecting the decision making process

i. All councillors shall:
   1. foster respect for the democratic decision making process; and
   2. work towards effective and consistent implementation of the positions and/or decisions of Council.

d. Adherence to policies, procedures and bylaws

i. As the County's stewards and decision makers, all councillors shall respect, and adhere to, the established policies, procedures and bylaws of the County, showing commitment to performing their duties and functions with care and diligence.

e. Respectful interaction with councillors, staff, the public and other members of society

i. All councillors shall:
   1. treat fellow councillors, administration/staff and the public with respect, concern and courtesy;
   2. demonstrate the highest standards of personal integrity and honesty; and
   3. communicate and work with fellow councillors in an open and honest manner promoting a spirit of cooperation by listening to and respecting those opinions that may differ.

f. Confidential information

i. All councillors shall hold in strict confidence all information concerning matters deemed confidential and shall not, either directly or indirectly, release, make

public or in any way divulge any information which is deemed to be confidential unless expressly authorized by Council or required by law to do so.

g. Conflict of interest

i. No councillor shall engage in any activity which is incompatible or inconsistent with the ethical conduct of official duties in the public interest. These activities include but are not limited to:
   1. use any influence of the office for any purpose other than official duties;
   2. use any information gained in the execution of the office that is not available to the general public for any purpose other than for official duties;
   3. place themselves in a position of obligation to any person or organization who might reasonably benefit from special consideration or may seek preferential treatment; and
   4. influence any Council decision or decision-making process involving or affecting any person or organization in which a councillor or councillors have a financial interest.

h. Improper use of influence

i. All councillors shall, at all times, conduct themselves in a manner that reflects the separation of roles and responsibilities between Council and Administration, and shall:
   1. refrain from giving direction to any municipal employee or contracted resource, except through the CAO;
   2. convey all concerns or requests for action or information directly to the CAO or, where appropriate, and as agreed by the CAO, communicate with a Director without committing the County to any specific course of action, expenditure, or use of municipal resources outside of the County's established policies, procedures, or budget, or otherwise;
   3. not solicit, demand or accept the services of any municipal employee or contracted resource;
   4. avoid any situation in which a friendship, social relationship or social interaction with a member of staff may be seen to create undue influence, access to information, conflict of interest, or to undermine the authority of the CAO; and
   5. not express any opinion on the performance of any municipal employee with exception of the formal CAO performance evaluation as specifically required by MGA, or in good faith, as may deemed necessary under the County's Whistleblower Policy AD48;
   6. not advocate for the promotion, sanction, or termination of any municipal employee.

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i. Use of municipal assets and services

i. No councillor shall use or attempt to use the County's property, funds, services, or information for personal benefit or the benefit of any other individual.

j. Orientation and other training attendance

i. All councillors shall be offered, and are encouraged to attend, the orientation sessions and training opportunities that may be made available following their election.

4. COMPLAINTS

a. Any person, in good faith, may report perceived wrongdoing or make a complaint alleging a breach of the Council Code of Conduct by a councillor. All reasonable attempts shall be made to keep the reports and complaints confidential until full investigation is completed in order to protect a councillor and a complainant.
b. The report or complaint shall be in writing outlining the nature and specifics, be dated, include a name of the complainant, signed, addressed to the Reeve (or in the case of perceived wrongdoing of the Reeve, to the Deputy Reeve), and marked "confidential". The complaint may be mailed, emailed, or hand-delivered to the County's office. All received complaints shall be included in the in-camera session of a regular council meeting for Council's perusal upon receiving it.
c. An anonymous report or complaint shall not be considered valid.
d. Depending on the nature of the complaint, Council may:
    i. authorize the Reeve and Deputy Reeve (or in the case of perceived wrongdoing by the Reeve, the Deputy Reeve and one councillor), to investigate the complaint and report to Council;
    ii. dismiss the report or complaint as invalid;
    iii. request legal opinion regarding the report or complaint;
    iv. request the County's legal counsel to investigate the complaint and report to Council through the Reeve (or in the case of perceived wrongdoing by the Reeve, through the Deputy Reeve).
e. The results of the investigation and Council's decision shall be publicly communicated.
f. If the complaint is determined to be valid by the majority of Council or through independent legal advice, Council may impose sanctions, defining the specific action to be taken by a motion.

5. SANCTIONS

a. Council may impose sanctions on a councillor who contravenes the Council Code of Conduct in the following forms:
    i. a letter of reprimand;
    ii. requesting a letter of apology;
    iii. requesting to attend training;
    iv. suspension or removal from the Reeve or Deputy Reeve position;

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v. suspension or removal from some or all council committees and bodies to which council has the right to appoint members;
vi. restricting the privileges of attending conferences and workshops at the County's expense;
vii. reduction or suspension of remuneration as council may deem appropriate and in accordance with MGA.

6. REVIEW

a. The Council Code of Conduct Bylaw must at a minimum be reviewed every four (4) years, following the general municipal election.

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

Read a first time the 23rd day of November, 2017.

Read a second time the 23rd day of November, 2017.

Read a third and final time the 23rd day of November, 2017.

Signed this 23rd day of November, 2017.

DRAFT

_____	_____
Reeve	Chief Administrative Officer
Gerald Manzulenko	Hermann Minderlein

Province of Alberta

MUNICIPAL GOVERNMENT ACT

CODE OF CONDUCT FOR ELECTED OFFICIALS REGULATION

Alberta Regulation 200/2017

Extract

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(no amdt)

ALBERTA REGULATION 200/2017

Municipal Government Act

CODE OF CONDUCT FOR ELECTED OFFICIALS REGULATION

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Code of conduct contents

1 The code of conduct each council is required to establish governing the conduct of its councillors pursuant to section 146.1 of the Act must be consistent with the Act and any regulations made under the Act and, at a minimum, include the following topics:

(a) representing the municipality;

(b) communicating on behalf of the municipality;

(c) respecting the decision-making process;

(d) adherence to policies, procedures and bylaws;

(e) respectful interactions with councillors, staff, the public and others;

(f) confidential information;

(g) conflicts of interest;

(h) improper use of influence;

(i) use of municipal assets and services;

(j) orientation and other training attendance.

Complaints

2 A code of conduct must establish a complaint system including

(a) who may make a complaint alleging a breach of the code of conduct,

(b) the method by which a complaint may be made,

(c) the process to be used to determine the validity of a complaint, and

(d) the process to be used to determine how sanctions are imposed if a complaint is determined to be valid.

Bylaws

3 If any matter required to be included in a code of conduct is addressed in a separate bylaw, the contents of that bylaw shall be incorporated by reference into the code of conduct.

Establishing code of conduct

4(1) When establishing a code of conduct, council shall consider sections 3 and 153 of the Act.

(2) A council must establish a code of conduct within 270 days from the date section 16 of the *Municipal Government Amendment Act, 2015* comes into force.

Sanctions for breaching code of conduct

5 If a councillor has failed to adhere to the code of conduct, sanctions may be imposed including any of the following:

(a) a letter of reprimand addressed to the councillor;

(b) requesting the councillor to issue a letter of apology;

(c) publication of a letter of reprimand or request for apology and the councillor's response;

(d) a requirement to attend training;

(e) suspension or removal of the appointment of a councillor as the chief elected official under section 150(2) of the Act;

(f) suspension or removal of the appointment of a councillor as the deputy chief elected official or acting chief elected official under section 152 of the Act;

(g) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;

(h) suspension or removal from some or all council committees and bodies to which council has the right to appoint members;

(i) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings.

Requirement to fulfil duties

6 A code of conduct or any sanctions imposed under a code of conduct must not prevent a councillor from fulfilling the legislated duties of a councillor.

Review of code of conduct

7 Each council must review and update its code of conduct and any related bylaws that have been incorporated by reference into the code of conduct in accordance with section 3, at least once every 4 years starting from the date when the code of conduct is passed.

Coming into force

8 This Regulation comes into force on the coming into force of section 16 of the *Municipal Government Amendment Act, 2015*.

POLICY TITLE: **CODE OF ETHICS**

Date Adopted by Council / Motion Number: Sept. 11/11 07-09 (11-11)
Amendment: November 12, 2012 RC12-419

PURPOSE:

To establish a set of guidelines outlining certain basic rules of conduct for Elected Officials.

POLICY:

Council will adhere to and uphold the Code of Ethics for County Councillors.

1. Elected local government officials will:

   a) take an Oath of Office; and

   b) after the Oath of Office, recite the Code of Ethics attached to this policy.

2. The proper operation of democratic local government requires that elected officials be independent, impartial and duly responsible to their residents. To this end it is imperative that:

   a) Government policy and decisions be made through the proper channels of government structure;

   b) Public office not be used for personal gain; and

   c) The public have confidence in the integrity of its government.

3. Accordingly, it is the purpose of these guidelines of conduct to outline certain basic rules for all elected local government officials in the County so that they may carry out their duties with impartiality and equality of service to all, recognizing that the basic

3 Con't

functions of elected local government officials are, at all times are *to provide good government, to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or part of the municipality and to develop and maintain safe and viable communities.*

4 To further these objectives, certain ethical principles should govern the conduct of all elected local government officials in the County, in order to maintain the highest standards of conduct in public office and faithfully discharge the duties of office without fear or favor.

5 Any requests for services made by a Councillor must be approved by Council prior to the work being undertaken.

REEVE **C.A.O**

CODE OF ETHICS

REEVE AND COUNCIL
BIRCH HILLS COUNTY

The Chief Elected Official and/or Elected Local Government Officials will:

1. Govern their conduct in accordance with the requirements and obligations set out in the Municipal Legislation of the Province of Alberta.

2. Not use confidential information for the personal profit of themselves or any other person.

3. Not communicate confidential information to anyone not entitled to receive same.

4. Ensure that all confidential information in print not be accessible to anyone not entitled to review same.

5. Not use their position to secure special privileges, favors, or exemptions for themselves or any other person.

6. Preserve the integrity and impartiality of Council.

7. For a period of twelve (12) months after leaving office, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.

The Chief Elected Official and/or Elected Local Government Officials will not assume that any unethical activities not covered by or specifically prohibited by these ethical guidelines of conduct, or by any legislation, are therefore condoned.

Members of Birch Hills County Council agree to uphold the intent of these guidelines and to govern their actions accordingly.

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	November 23, 2017	**CAO:**	
Originated By:	Shelley Braun, DCS	**Manager:**	**SDB**
Item Title:	2018 Interim Operating Budget	**Presenter:**	

DESCRIPTION:

Council is being requested to approve an interim Operating and Maintenance Budget for 2018.

BACKGROUND:

The requirement for Council to adopt an operating budget is spelled out in Section 242 of the Municipal Government Act and reads as follows:

> **Adoption of operating budget**
>
> **242(1)** Each council must adopt an operating budget for each calendar year.
>
> **(2)** A council may adopt an interim operating budget for part of a calendar year.
>
> **(3)** An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted.

Administration had previously discussed this matter with this Council, and provided information related to our inability to prepare an actual operating budget for 2018 prior to the end of 2017 due to various unconfirmed factors including the release of actual values for assessments in the County until the end of February, and the uncertainty of Provincial Grant programs until such time as a Provincial Budget is passed, usually in the spring of the year.

The previous Council and Administration had done a lot of work on the 2016 and 2017 operating budgets, working to more accurately forecast the anticipated expenditures related to the programs approved by Council. These actions were required to address continually decreasing assessment values, specifically linear assessment and machinery and equipment assessments.

Due to the relatively short period of time this Council has to get up to speed on the County's operations, and the requirement to have am operating budget in place to carry out operations starting January 1, 2018, Council provided Administration with direction to prepare an RFD to bring to this meeting to adopt the 2017 Operating Budget as the Interim 2018 Operating Budget.

The current 2017 Operating Budget was approved by Council on April 13, 2017 by Resolution RC17-158 that read as follows:

"Moved by Councillor Langlois that Council adopt the 2017 Operating Budget with:

Total Revenues of $7,586,236.40 comprised of:

Operating Revenues (sales, grants, etc.) of	$1,608,133.77;
Revenue Drawn from Operating Reserves of	$ 293,196.45; and
Municipal Property Tax Revenue of	$5,684,906.18; and

Total Expenses of $10,205,036.40 comprised of:

Operating Expenses of	$7,586,236.40; plus
Amortization Expense of	$2,618,800.00

Which results in a balanced budget before the amortization expense of $2,618,800.00."

COST / SOURCE OF FUNDING:

Revenues to cover the expenses in the budget are comprised of mainly the sales of goods and services, grants, and Municipal taxes. The 2017 mill rates for municipal taxes and any amount to be drawn down from reserves will be determined at such time as the final 2017 O&M budget is passed in the spring of 2017.

RELEVANT LEGISLATION (Cite):

Section 242 of the Municipal Government Act (quoted above)

ATTACHMENT(s): NA

OPTIONS:

Council may choose to:

1. adopt the 2017 Operating Budget as the Interim 2018 Operating Budget; or

2. direct Administration to make changes to the budget and bring it back to either the December 14, 2017 Regular Council Meeting, or a future Special Meeting of Council that will need to be scheduled and held on or before December 31, 2017.

RECOMMENDED ACTION:

It is Administration's recommendation that Council adopt the 2017 Operating Budget as the 2018 Interim Operating Budget with:

Total Revenues of $7,586,236.40 comprised of:

Operating Revenues (sales, grants, etc.) of	$1,608,133.77;
Revenue Drawn from Operating Reserves of	$ 293,196.45; and
Municipal Property Tax Revenue of	$5,684,906.18; and

Total Expenses of $10,205,036.40 comprised of:

Operating Expenses of	$7,586,236.40; plus
Amortization Expense of	$2,618,800.00

Which results in a balanced budget before the amortization expense of $2,618,800.00.

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	November 23, 2017	**CAO:**	
Originated By:	Shelley Braun, DCS	**Director:**	**SDB**
Item Title:	2018 Capital Budget - Initial Draft	**Presenter:**	

DESCRIPTION:

Administration is providing Council with the initial draft of the 2018 Capital Budget in order to provide any clarification that may be deemed necessary and to obtain any input deemed appropriate.

BACKGROUND:

Although this presentation is primarily to provide Council with a preview of the direction that the Capital Budget is taking, Administration would appreciate any questions or observations that are major in nature or where it is deemed that additional information is required to explain variances from previous year numbers.

The 2018 capital budget will continue to be analyzed and revised, with a goal to adopt the Capital Budget at the December 14th meeting.

It should be noted that the Federal Gas Tax Funding (FGTF) of $141,920.00 is unallocated at this time, and that FGTF plans must be submitted in order to receive the $85,569 estimated 2018 provincial funding.

ATTACHMENT(s):

1. 2018 Interim Capital Summary; and
2. 2018 Interim Capital Funding Source Summary

RECOMMENDED ACTION:

It is recommended that Council:

1. receive the presentation regarding the 2018 Capital Budget for information;

2. direct Administration to take note of any observations raised by Council during the presentation; and

3. direct Administration to continue to revise the 2018 Capital Budget based on Council's observations and updated information that becomes available, and provide Council with the updated Capital Budget at the December 14, 2017 Council meeting for adoption, or direction for additional updates.

Birch Hills County
2018 Capital Budget

Description	Cost Price	Trade In Sales	Net Cost	Grant (If applicable)
Council				
Council Vehicle	70,000.00		13,633.00	Reserves
	-	-	56,367.00	MSI
Sub-Total	**70,000.00**	**-**	**13,633.00**	
Administration				
Photocopier	25,000.00	5,000.00	20,000.00	Reserves
Sub-Total	**25,000.00**	**5,000.00**	**20,000.00**	
Public Works				
Grader Purchase	485,000.00	100,000.00	385,000.00	MSI
Backhoe	180,000.00	20,000.00	160,000.00	MSI
Truck Canopy	8,500.00		8,500.00	MSI
Gravel Crushing	1,600,000.00	-	1,145,147.18	MSI
	-	-	454,852.82	Reserves
Sub-Total	**2,273,500.00**	**120,000.00**	**2,153,500.00**	
Regional Water Supply & Distribution				
Wanham Hydrant Replacement	7,700.00		7,700.00	MSI
Wanham Water Backup Pump Rebuild	12,000.00	-	12,000.00	MSI
Water Plant Aerator Upgrade	25,000.00		25,000.00	MSI
Water Plant Turbidimeter Replacement	12,000.00		12,000.00	MSI
Eaglesham Water Backup Pump Rebuild	13,000.00		13,000.00	MSI
Sub-Total	**69,700.00**	**-**	**69,700.00**	
Agriculture Services Board				
Roadside Mowers (sell 2 - replace in 2017)		8,000.00		
Trailer Replacement (funded by mower sales)	8,000.00			
Weed Control Truck	50,000.00	1,000.00	49,000.00	MSI
Weed Control Truck	50,000.00	1,000.00	49,000.00	MSI
Hamlet Maintenance Truck	55,000.00	1,000.00	54,000.00	MSI
Sub-Total	**163,000.00**	**11,000.00**	**152,000.00**	
Total Expenditures	**2,601,200.00**	**136,000.00**	**2,408,833.00**	
Source of Funding:				
Council Reserve	13,633.00			
General Administration Reserve	20,000.00			
PW - Roads & Streets Reserve	454,852.82			
		488,485.82	**Total Reserves**	
Federal Gas Tax Fund	-			
Municipal Sustainability Initiative (MSI) Grant	1,976,714.18			
		1,976,714.18	**Total Grants**	
		136,000.00	**Trade-in/Sale**	
		2,601,200.00	**Total Funding**	

2018 Capital Funding Source Summary

	Page #	Capital Project Description	Project Cost	Grant Program	Grants	Reserves	Proceeds on Disposal
	1	Council Vehicle (replace 140)	70,000.00	MSI	(56,367.00)	(13,633.00)	
C/F	2	**Photocopier**	25,000.00			(20,000.00)	(5,000.00)
	3	Grader (replace G32)	485,000.00	MSI	(385,000.00)		(100,000.00)
	4	Backhoe (replace E50)	180,000.00	MSI	(160,000.00)		(20,000.00)
	5	Truck Canopy (146 attachment - PW)	8,500.00	MSI	(8,500.00)		
	6	Gravel Crushing (Watino)	1,600,000.00	MSI	(1,145,147.18)	(454,852.82)	
C/F	7	**Wanham Hydrant (1 replacement)**	7,700.00	MSI	(7,700.00)		
C/F	8	**Wanham Water Backup Pump (rebuild)**	12,000.00	MSI	(12,000.00)		
	9	Water Plant Aerator (new)	25,000.00	MSI	(25,000.00)		
	10	Water Plant Turbidimeter (replacement)	12,000.00	MSI	(12,000.00)		
	11	Eaglesham Water Backup Pump (rebuild)	13,000.00	MSI	(13,000.00)		0.00
C/F	12	**Roadside Mowers (sell 2 replaced 2017)**					(8,000.00)
	13	Trailer (replace T30 - ASB) funded mower s	8,000.00	MSI			
	14	Truck #1 (replace 138 - ASB)	50,000.00	MSI	(49,000.00)		(1,000.00)
	15	Truck #2 (replace 139 - ASB)	50,000.00	MSI	(49,000.00)		(1,000.00)
	16	Truck #3 (replace 141 - ASB)	55,000.00	MSI	(54,000.00)		(1,000.00)
		Capital Total	**2,601,200.00**		**(1,976,714.18)**	**(488,485.82)**	**(136,000.00)**

***MSI funding may be carried forward 5 subsequent year with an approved spending plan. 2017 must be spent by December 31, 2022.**

***Note: do not allocate less than 5% of yearly MSI grant funding to any one individual project.**

***Gas Tax Funding may be carried forward 5 years with an approved spending plan. 2017 must be spent by Deadline December 31, 2022**

		2018 Grant Allocation Summary					
		2017 Unallocated GTF Grant	(56,351.00)	Est			
		2018 GTF Grant	(85,569.00)	Est			
		2017 Unallocated MSI Cap Grant	(884,141.18)	Est			
		2018 MSI Cap Grant	(1,092,573.00)	Est			
		Total Capital Grants	(2,118,634.18)		(141,920.00)	zero if fully allocated	
		Total GTF Grant	(141,920.00)				
		Allocated GTF Capital Grant Funds					
	2018 Unallocated GTF Capital Grant		**(141,920.00)**	Est			
		Total MSI Capital Grant	(1,976,714.18)				
		Allocated MSI Capital Grant Funds	(1,976,714.18)				
	2018 Unallocated MSI Capital Grant		**0.00**	Est	(141,920.00)	(0.00)	**check**

Request for Decision (RFD)

Meeting:	**Regular Council**	**Reviewed/ Approved For Submission**
Meeting Date:	November 23, 2017	**CAO**
Originated By:	Shelley Braun, DCS	**Director**
Item Title:	Appointment of Auditor	**Presenter**

DESCRIPTION:
Council is being requested to appoint an auditor as required by Section 280(1) of the Municipal Government Act.

BACKGROUND:
MGA Section 280(1) states that, "Each Council must appoint one or more auditors for the municipality".

Historical audit costs as follows (g/l 2-12-10-00-231):

Audit Year	Total Expense	Payment Year
2016	$26,202	2017
2015	$26,438	2016
2014	$26,550	2015
2013	$27,996	2014
2012	$29,056	2013
2011	$22,375	2012

COST / SOURCE OF FUNDING:
2018 Interim Budget $28,000

ATTACHMENT(S):
None

RECOMMENDED ACTION:
That Council appoint Sylvain & Company from Falher, AB to complete the financial audit for the year ending December 31, 2017.

Request for Decision (RFD)

Meeting:	**Regular Council**	**Reviewed/ Approved For Submission**	
Meeting Date:	November 23, 2017	**CAO**	
Originated By:	CAO Minderlein	**Director**	
Item Title:	2018 FCM Conference	**Presenter**	CAO Minderlein

DESCRIPTION:
Council is being requested to provide Administration direction regarding arrangements required for the 2018 FCM Conference to be held in Halifax, NS from May 31 to June 4, 2018.

BACKGROUND:
The FCM Conference is held annually, and the 2018 will be held in Halifax, NS. The 2017 Conference was held on Ottawa, ON, and attended by Reeve Doran, Councillor Reum, and CAO Minderlein. The plan for future events is as follows:

2019	May 30 to June 2	Quebec City, QC
2020	June 4 to 7	Toronto, ON
2021	June 3 to 6	Montreal, QC
2022	June 2 to 5	Regina SK

Hotel accommodations became available for booking on the afternoon of November 7th, and I was unable to reach any of the hotels listed for the conference until after the rooms blocked were sold out. I reached out to these hotels on the 8th, and was able to reserved 3 rooms (CAO and 2 members of Council) at Atlantica Hotel Halifax, checking in on the 31st, and checking out on the 4th. The cost for the rooms will be $274 per night per room, plus taxes. The hotel is located 1.4 kms or 20 minutes on foot from the convention site, or 1.6 kms by road, a 6-minute cab ride. There will be a shuttle provided to and from the convention centre. I have requested that we be placed on the waiting list should rooms blocked for the event become available.

Flights availability and pricing vary based on timings, airlines, etc., but can range from $750 to $1,100, not including any insurance for changes or cancellations.

Rough estimates would put cost per attendee in the $3,500 to $3,800 range, based on travel arrangements and final hotel costs.

If Council is going to send delegates to the conference, then Administration needs names in order to finalize travel arrangements and other bookings/registrations. Traditionally, there have been 2 members of Council and the CAO attend.

Following last year's event, I believe that there would be better value for the money spent for the CAO to attend the Canadian Association Municipal Administrators (CAMA) convention, usually held in the same location as the FCM conference, though the 2018 event will be in Fredericton, NB May 28th to 30th.

COST / SOURCE OF FUNDING:
$10,500 to $11,400 - Operating and Maintenance Budget

ATTACHMENT(S):
None

OPTIONS
Council may choose to make 1 or more motions, including the following options:

1. Approve CAO Minderlein to select the best option for him to attend, either the Canadian Association Municipal Administrators (CAMA) convention, in Fredericton, NB May 28th to 30th or the FCM Convention in Halifax NS from May 31st to June 3rd, based on Agenda and time availability;

2. Select 1 or more Councillors to attend the FCM Convention in Halifax NS from May 31st to June 3rd;

3. Defer a decision on one ore both of the previous options until more information can be collected;

4. Decide not to send any delegates to the 2018 FCM Conference.

RECOMMENDED ACTION:
It is recommended that Council provide Administration with direction related to the 2018 FCM Conference.

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	November 23, 2017	**CAO:**	
Originated By:	Shelley Braun, DCS	**Director:**	**SDB**
Item Title:	Cancellation of Penalties - West Smoky Recreation Center (Arena)	**Presenter:**	

DESCRIPTION:
Council is being requested to approve the cancellation of penalties charges for the West Smoky Recreation Centre (Arena).

BACKGROUND:
At the February 9, 2017 meeting, Council approved the West Smoky Recreation Center (WSRC) (Arena) to reduce the amount of insurance carried on the Arena, and to waive the $1,151.12 in interest charges assessed by the County due to non-payment by West Smoky Recreation of current invoice for insurance.

West Smoky Recreation Center (Arena) is a non-profit volunteer organization, who has insurance through the County as an added named insured (ANI). As per Jubilee Insurance policy, an ANI cannot make a reduction of coverage without County approval.

The invoice from BHC for insurance coverage was generated in November of 2016 in the amount of $28,778.08, and while the West Smoky Recreation Center (Arena) Board was exploring options for alternate coverage, the penalties had been compounding. Birch Hills County approved waiving $1,151.12 at the February meeting.

Administration mailed a letter to Jubilee Insurance Agencies Ltd on March 10 advising approval of the insurance reduction. Jubilee Insurance credit note in the amount of $18,295.89 for the reduction was received April 13. Recreation Board funding was paid to West Smoky May 2, resulting in West Smoky paying $10,492.82, which is the reduced balance of invoice 9610. During this time frame, additional penalties of $1,871.91 compounded. They respectfully request that Birch Hills County Council waive the $1,871.91 that has occurred.

COST / SOURCE OF FUNDING:
Decreased revenue $1,871.91 from cancellation of interest (not included in amount budgeted)

ATTACHMENT(s):
1. Birch Hills County notification letter to Jubilee Insurance Agencies Ltd
2. Jubilee Credit note JUB-CN2710

OPTIONS:
Council may choose to:
1. approve the cancellation of the $1,871.91 in penalties for the West Smoky Recreation Centre (Arena); or

2. not approve the cancellation of the $1,871.91 in penalties and notify West Smoky Recreation Centre (Arena) of the outstanding balance.

RECOMMENDED ACTION:

It is recommended that Council approve the cancellation of the $1,871.91 in penalties for the West Smoky Recreation Centre (Arena).

Birch Hills County

Jubilee Insurance Agencies Ltd.
Attn: John Hackwell
2510 Sparrow Drive
Nisku AB T9E 8N5

March 10, 2017

RE: West Smoky Recreation Centre (Arena)

Dear Mr. Hackwell,

Birch Hills County wishes to advise you that the West Smoky Recreation Centre's (Arena) request to reduce the insurance coverage carried for their facility has been approved. The change from Replacement Cost to Demo & Debris Removal only was approved by Birch Hills County Council by Resolution Number RC 17-063 at their Regular Council Meeting on February 9, 2017 in response to a formal request on received February 1, 2017 from West Smoky Recreation Centre (Arena) Vice President Mr. Scott Day.

This change will permit the West Smoky Recreation Center (Arena) to devote their very limited funds on many of the updates/upgrades that have lapsed over the years. It was recognized that without this change, there is a very real possibility that the West Smoky Recreation Center (Arena) would have had to close their doors.

If we can be of any other assistance, please don't hesitate to call.

Hermann Minderlein
Chief Administrative Officer

cc: Mr. Scott Day, West Smoky Recreation Center

COPY

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Partners in Advocacy & Business

Jubilee Insurance Agencies Ltd.
2510 Sparrow Drive
Nisku, Alberta T9E 8N5
Canada

Credit Note

Number: JUB-CN2710
Page: 1
Date: (mm/dd/yy) 4/7/2017

Sold To: BIRCH HILLS County
4601 50 Street
PO Box 157
Wanham, AB T0H 3P0

Attn: Lisa Price

Comments:
Endorsements for March 2017

Policy No.	Customer No.	Additional Named Insured	Terms Code - Due Date
RSLE2215/6-17	BIR100		4/7/2017

Description/Comments	Effective Date - Expiry Date	Amount
Property	Mar 1, 2017 - Nov 1, 2017	17,763.00

CHEQUE No.	DATE	INITIAL

EXPENDITURE OFFICER SIGNATURE

	Supplier #	Transaction	Unit	Subsidiary	Program	Object of Expenditure	AMOUNT
							18,295.89

CREDIT

Please make cheque payable to:
Jubilee Insurance Agencies Ltd.
2510 Sparrow Drive
Nisku, AB T9E 8N5

Subtotal	17,763.00
Administration Fee	532.89
Amount due	18,295.89

Please call (780) 955-8405 with any questions or concerns regarding this invoice.

CREDIT NOTE - DO NOT PAY

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	November 23, 2017	**CAO:**	
Originated By:	Development Clerk	**Manager:**	
Item Title:	Development Permit 14-17-19	**Presenter: LS**	

DESCRIPTION:

Council is being requested to pass a resolution related to Development Permit 14-17-19 for IWantWireless for the placement of a communication tower at the Lot 1 Plan 0122228 in Belloy.

BACKGROUND:

In addition to the approval that has already been provided by the Development Officer, a development permit for antenna siting, Industry Canada requires that the governing council adopt a resolution for the development.

COST / SOURCE OF FUNDING: Nil

RELEVANT LEGISLATION (Cite):

Section 2.6 of *The Guide to Assist Land-Use Authorities in Developing Antenna Siting Protocols.*

ATTACHMENT(s):

OPTIONS:

RECOMMENDED ACTION:

It is recommended that Council pass the following resolution:

WHEREAS IWantWireless proposes to erect a wireless telecommunication tower on certain lands more particularly described as, Lot 1 Plan 0122228,

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

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

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

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

NOW THEREFORE BE IT RESOLVED THAT:

The Development Officer be instructed to advise IWantWireless that

1. IWantWireless has satisfactorily completed its consultation with Birch Hills County.;

2. Birch Hills County is satisfied with IWantWireless public consultation process and does not require further consultation with the public; and

3. Birch Hills County concurs with IWantWireless proposal to construct a wireless telecommunication facility comprising of a 100 feet telecommunication tower.

Request for Decision (RFD)

Meeting:	**Regular Council**	**Reviewed/ Approved For Submission**	
Meeting Date:	November 23, 2017	**CAO**	
Originated By:	CAO Minderlein	**Director**	
Item Title:	Office Closure – December 14, 2017	**Presenter**	CAO Minderlein

DESCRIPTION:
Council is being requested to authorize Administration to close the Birch Hills County Office from 10:45 am to 1:30 pm on December 14, 2017.

BACKGROUND:
Representatives from ATB will be making a presentation at 11:00 am on December 14, 2017 to Council and staff related to our benefit program that they provide.

Additionally, a joint Council and staff lunch is being arranged for that date, and it is planned to be held in, and catered by, the Wanham Seniors Centre.

In order to minimize disruptions, it is planned to recess the Council meeting at 10:45 on that date, hold the ATB briefing in the Seniors' Centre, and carry on with the lunch following the presentation, and then reconvene the Council meeting back in chambers at 1:30.

COST / SOURCE OF FUNDING:
Funding for the joint Council/Staff lunch is in the 2017 Budget.

ATTACHMENT(S):
None

RECOMMENDED ACTION:
That Council authorize the closure of the Birch Hills County Office from 10:45 am to 1:30 pm on December 14, 2017, and direct that Administration advertise the closure.

Request for Decision (RFD)

Meeting:	**Council Meeting**	**Reviewed/ Approved For Submission**	
Meeting Date:	November 23, 2017	**CAO:**	
Originated By:	Shelley Braun, DCS	**Director:**	**SDB**
Item Title:	Bank Reconciliation, Cheque Register	**Presenter:**	

BACKGROUND / PROPOSAL:

Council is being provided with the October 31, 2017 Bank Reconciliation and November 14, 2017 Register Report for cheques issued.

DISCUSSION / BENEFITS / DISADVANTAGES:

October 31, 2017 Bank Reconciliation adjustment details are as follows:

31-10-17	Interest	1366.19	
01-10-17	GST	(1.75)	
01-10-17	September Service Charges	(208.81)	
31-10-17	Split Deposit	2533.26	Originator: Marlene McLaughlin
		3688.89	

October & November 2017 Pre-authorized Payments were as follows:

11-Oct-17	Manulife	$10,646.54	
13-Oct-17	Telus	$1,249.62	
16-Oct-17	Manulife	$98.91	
20-Oct-17	Altagas (power) buildings	$5,675.86	
20-Oct-17	Altagas (power) streetlights	$3,863.62	
25-Oct-17	Access Gas	$371.60	
01-Nov-17	I Want Wireless	$62.85	
9-Nov-17	Local Authorities Pension Plan	$32,881.36	
9-Nov-17	Receiver General	$36,256.13	
10-Nov-17	Manulife	$10,369.28	
		$101,475.77	Originator: L Price

ATTACHMENT(s):

Bank Reconciliation (Posting Journal) for Bank Statement ending October 31, 2017
October 17- November 10, 2017 Vendor Cheque Register – Total cheques issued $254,334.82
Note: * cheques have been voided

RECOMMENDED ACTION:

That Council accepts the October 31, 2017 Bank Reconciliation and November 14, 2017 Register of Cheques documentation for information.

Audit Trail Code: CMADJ00000244
Chequebook ID: ATB PRIMARY
Description: ALBERTA TREASURY BRANCH

Bank Statement Ending Balance: $1,173,525.94
Bank Statement Ending Date: 10/31/2017
Cutoff Date: 10/31/2017

Statement Ending Balance	$1,173,525.94
Outstanding Cheques (-)	$115,791.70
Deposits in Transit (+)	$10,386.78
Adjusted Bank Balance	$1,068,121.02
Chequebook Balance as of Cutoff	$1,064,432.13
Adjustments	$3,688.89
Adjusted Book Balance	$1,068,121.02
Difference	$0.00

System: 11/14/17 9:42:29 AM Birch Hills County Page: 1
User Date: 11/14/17 VENDOR CHEQUE REGISTER REPORT User ID: LISA
Payables Management

Ranges:	From:	To:		From:	To:
Cheque Number	0029467	0029590	Cheque Date	First	Last
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
0029467	AAMDC01	ALBERTA ASSOCIATION OF	10/17/17	ATB PRIMARY	PMCHQ00001168	$33,438.01
0029468	EXPRESS01	EXPRESS IMPRESSIONS INC.	10/17/17	ATB PRIMARY	PMCHQ00001168	$3,199.35
0029469	FIRSTCHOICE01	FIRSH CHOICE ELECTRICAL SUPPLY	10/17/17	ATB PRIMARY	PMCHQ00001168	$487.27
0029470	GREENFIELDM01	GREENFIELD, MAGGIE	10/17/17	ATB PRIMARY	PMCHQ00001168	$500.00
0029471	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	10/17/17	ATB PRIMARY	PMCHQ00001168	$472.80
0029472	GRIMSHAWT01	GRIMSHAW TRUCKING L.P.	10/17/17	ATB PRIMARY	PMCHQ00001168	$127.49
0029473	KONSHAKW01	KONSHAK, WENDY	10/17/17	ATB PRIMARY	PMCHQ00001168	$500.00
0029474	LIGHTHOUSE02	LIGHTHOUSE PROMOTIONS	10/17/17	ATB PRIMARY	PMCHQ00001168	$122.85
0029475	SUTD01	SUTER, DAVID	10/17/17	ATB PRIMARY	PMCHQ00001168	$25.00
0029476	TRINUS01	TRINUS TECHNOLOGIES INC.	10/17/17	ATB PRIMARY	PMCHQ00001168	$453.60
0029477	WIPW01	WIPF, WARREN	10/17/17	ATB PRIMARY	PMCHQ00001168	$505.00
0029478	ALSLAB01	ALS CANADA LTD	10/25/17	ATB PRIMARY	PMCHQ00001169	$868.14
0029479	ATCOELEC02	ATCO ELECTRIC	10/25/17	ATB PRIMARY	PMCHQ00001169	$333.90
0029480	BHCLIBRARY01	BIRCH HILLS COUNTY LIBRARY BOA	10/25/17	ATB PRIMARY	PMCHQ00001169	$13,670.66
0029481	BIGCOUNTRY01	CJXX-FM A DIV OF JIM PATTISON	10/25/17	ATB PRIMARY	PMCHQ00001169	$840.00
0029482	BIOVISION01	BIO VISION SEED RESEARCH LTD.	10/25/17	ATB PRIMARY	PMCHQ00001169	$2,198.07
0029483	BROGAN01	BROGAN SAFETY SUPPLY LTD.	10/25/17	ATB PRIMARY	PMCHQ00001169	$427.25
0029484	GOVAB01	GOVERNMENT OF ALBERTA	10/25/17	ATB PRIMARY	PMCHQ00001169	$29,212.00
0029485	JDFINANCIAL01	JOHN DEERE FINANCIAL	10/25/17	ATB PRIMARY	PMCHQ00001169	$236.45
0029486	LARSONV01	LARSON, VERN	10/25/17	ATB PRIMARY	PMCHQ00001169	$132.00
0029487	SRHMHW01	SPIRIT RIVER HARDWARE	10/25/17	ATB PRIMARY	PMCHQ00001169	$115.41
0029488	TSPRV01	TOWN OF SPIRIT RIVER	10/25/17	ATB PRIMARY	PMCHQ00001169	$500.00
0029489	VELOGEO01	VELOCITY GEOMATICS INC.	10/25/17	ATB PRIMARY	PMCHQ00001169	$4,446.75
0029490	DELORME01	DELORME, COLLETTE	10/25/17	ATB PRIMARY	PMCHQ00001169	$154.00
0029491	AAMDC01	ALBERTA ASSOCIATION OF	10/25/17	ATB PRIMARY	PMCHQ00001170	$3,412.52
0029492	BRADWI01	BRADVIN TRAILER SALES	10/25/17	ATB PRIMARY	PMCHQ00001170	$939.20
0029493	BROGAN01	BROGAN SAFETY SUPPLY LTD.	10/25/17	ATB PRIMARY	PMCHQ00001170	$99.23
0029494	CODESACONST01	CODESA CONSTRUCTION LTD	10/25/17	ATB PRIMARY	PMCHQ00001170	$8,433.60
0029495	COTTON01	COTTON TRUCKING	10/25/17	ATB PRIMARY	PMCHQ00001170	$3,123.75
0029496	DLEQUIPMENT01	DOUGLAS LAKE EQUIPMENT	10/25/17	ATB PRIMARY	PMCHQ00001170	$296.89
0029497	HITECH01	HITECH BUSINESS SYSTEMS LTD	10/25/17	ATB PRIMARY	PMCHQ00001170	$1,140.77
0029498	JDFINANCIAL01	JOHN DEERE FINANCIAL	10/25/17	ATB PRIMARY	PMCHQ00001170	$22.95
0029499	NEWHARVEST01	NEW HARVEST MEDIA INC	10/25/17	ATB PRIMARY	PMCHQ00001170	$892.50
0029500	NMETALIC01	NORTHERN METALIC SALES (GP) L	10/25/17	ATB PRIMARY	PMCHQ00001170	$22.87
0029501	PREDA01	PEACE REGION ECONOMIC DEV ALLI	10/25/17	ATB PRIMARY	PMCHQ00001170	$1,189.00
0029502	SCOTTJ01	SCOTT, JOANNE	10/25/17	ATB PRIMARY	PMCHQ00001170	$71.50
0029503	SHCOUNTY01	SADDLE HILLS COUNTY	10/25/17	ATB PRIMARY	PMCHQ00001170	$35,340.63
0029504	WATINOL01	WATINO LADIES COMMUNITY ASSOCI	10/25/17	ATB PRIMARY	PMCHQ00001170	$100.00
0029505	D&LSTEAMING01	D&L STEAMING & VACUUM LTD.	10/25/17	ATB PRIMARY	PMCHQ00001170	$64.07
0029506	AAMDC01	ALBERTA ASSOCIATION OF	11/06/17	ATB PRIMARY	PMCHQ00001171	$4,418.91
0029507	ALSLAB01	ALS CANADA LTD	11/06/17	ATB PRIMARY	PMCHQ00001171	$82.95
0029508	ATOZHAN01	A TO Z HANDYWORKS	11/06/17	ATB PRIMARY	PMCHQ00001171	$2,119.82
0029509	CDROULEAU01	CD ROULEAU CONSTRUCTION LTD	11/06/17	ATB PRIMARY	PMCHQ00001171	$44,362.50
0029510	CIBCVISA01	CIBC Credit Card Services	11/06/17	ATB PRIMARY	PMCHQ00001171	$1,236.07
0029511	CKYL01	CKYL PEACE RIVER BROADCASTING	11/06/17	ATB PRIMARY	PMCHQ00001171	$772.80
0029512	CODESACONST01	CODESA CONSTRUCTION LTD	11/06/17	ATB PRIMARY	PMCHQ00001171	$658.87
0029513	COUNTYCHARM01	COUNTRY CHARM	11/06/17	ATB PRIMARY	PMCHQ00001171	$193.20
0029514	DMMOTOR01	DOUG MARSHALL MOTOR CITY (2000	11/06/17	ATB PRIMARY	PMCHQ00001171	$5.73
0029515	EAGLEPARTS01	EAGLESHAM PARTS & SERVICE CORP	11/06/17	ATB PRIMARY	PMCHQ00001171	$579.69
0029516	EFROC01	EFROC INDUSTRIES LTD	11/06/17	ATB PRIMARY	PMCHQ00001171	$1,424.41
0029517	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	11/06/17	ATB PRIMARY	PMCHQ00001171	$1,049.26
0029518	GWKENWORTH01	GREATWEST KENWORTH LTD	11/06/17	ATB PRIMARY	PMCHQ00001171	$115.70
0029519	HITECH01	HITECH BUSINESS SYSTEMS LTD	11/06/17	ATB PRIMARY	PMCHQ00001171	$502.96
0029520	MACAULEY J01	MACAULEY, JACK	11/06/17	ATB PRIMARY	PMCHQ00001171	$7,686.00
0029521	MD13301	MD OF SPIRIT RIVER #133	11/06/17	ATB PRIMARY	PMCHQ00001171	$1,000.00
0029522	PETTY01	MCLAUGHLIN, MARLENE	11/06/17	ATB PRIMARY	PMCHQ00001171	$319.59
0029523	PRDISPOSAL01	PRAIRIE DISPOSAL LTD	11/06/17	ATB PRIMARY	PMCHQ00001171	$[illegible]

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0029524	PUROLAT01	PUROLATOR COURIER LTD.	11/06/17	ATB PRIMARY	PMCHQ00001171	$159.89
0029525	RENTCO01	RENTCO EQUIPMENT LTD.	11/06/17	ATB PRIMARY	PMCHQ00001171	$1,392.30
0029526	STRONGHEART01	STRONG HEART HOLDINGS LTD	11/06/17	ATB PRIMARY	PMCHQ00001171	$800.00
0029527	TRINUS01	TRINUS TECHNOLOGIES INC.	11/06/17	ATB PRIMARY	PMCHQ00001171	$756.00
0029528	WJFINSTRU01	WJF INSTRUMENTATION (1990) LTD	11/06/17	ATB PRIMARY	PMCHQ00001171	$525.00
0029529	ACEINILIFE01	CHUBB LIFE INSURANCE OF CANADA	11/06/17	ATB PRIMARY	PMCHQ00001172	$251.96
0029530	CANADAREVENUE01	RECEIVER GENERAL	11/06/17	ATB PRIMARY	PMCHQ00001172	$321.72
0029531	MANBEN01	MANULIFE FINANCIAL GROUP BENEF	11/06/17	ATB PRIMARY	PMCHQ00001172	$47.25
0029569	AAAF01	AAAF 2017 1ST	11/10/17	ATB PRIMARY	PMCHQ00001173	$420.00
0029570	ABHSERV01	ALBERTA HEALTH SERVICES	11/10/17	ATB PRIMARY	PMCHQ00001173	$110.00
0029571	ACCU-FLO01	ACCU-FLO METER SERVICE LTD.	11/10/17	ATB PRIMARY	PMCHQ00001173	$620.34
0029572	BHILLGAS01	BIRCH HILLS GAS CO-OP LTD.	11/10/17	ATB PRIMARY	PMCHQ00001173	$987.64
0029573	BLACKROCK01	BLACKROCK AUTOMATION LTD.	11/10/17	ATB PRIMARY	PMCHQ00001173	$5,515.79
0029574	CIBCVISA01	CIBC Credit Card Services	11/10/17	ATB PRIMARY	PMCHQ00001173	$2,842.73
0029575	CO-OPGIROUX01	GIROUXVILLE GENERAL CO-OP	11/10/17	ATB PRIMARY	PMCHQ00001173	$8,636.23
0029576	COLLIE01	MIKE & JANET COLLIE	11/10/17	ATB PRIMARY	PMCHQ00001173	$100.00
0029577	DIAMOND01	DIAMOND SOFTWARE INC.	11/10/17	ATB PRIMARY	PMCHQ00001173	$1,396.50
0029578	EAGLEPARTS01	EAGLESHAM PARTS & SERVICE CORP	11/10/17	ATB PRIMARY	PMCHQ00001173	$912.45
0029579	FRAPE01	FRAPE, LORRAINE	11/10/17	ATB PRIMARY	PMCHQ00001173	$136.00
0029580	KENCO01	KEN-CO EQUIPMENT LTD	11/10/17	ATB PRIMARY	PMCHQ00001173	$3,146.85
0029581	LEMAYM01	LEMAY, MAURICE	11/10/17	ATB PRIMARY	PMCHQ00001173	$175.00
0029582	MD13601	MD OF FAIRVIEW #136	11/10/17	ATB PRIMARY	PMCHQ00001173	$115.50
0029583	MINDERLEINH01	HERMANN MINDERLEIN	11/10/17	ATB PRIMARY	PMCHQ00001173	$160.50
0029584	SCOTTJ01	SCOTT, JOANNE	11/10/17	ATB PRIMARY	PMCHQ00001173	$71.50
0029585	SSEMENIUK01	STEVE SEMENIUK CONSULTING	11/10/17	ATB PRIMARY	PMCHQ00001173	$4,158.00
0029586	TRINUS01	TRINUS TECHNOLOGIES INC.	11/10/17	ATB PRIMARY	PMCHQ00001173	$84.00
0029587	TRIPLET01	TRIPLE T TRUCKING	11/10/17	ATB PRIMARY	PMCHQ00001173	$4,221.53
0029588	WANHAMW01	WANHAM WAREHOUSE LTD	11/10/17	ATB PRIMARY	PMCHQ00001173	$36.50
0029589	WSP01	WSP CANADA	11/10/17	ATB PRIMARY	PMCHQ00001173	$239.40
0029590	YAREMK01	YAREMKO, PAUL & VICKY	11/10/17	ATB PRIMARY	PMCHQ00001173	$1,213.80

Total Cheques: 87 Total Amount of Cheques: $254,334.82

Request for Decision (RFD)

Meeting:	**Council Meeting**	**Reviewed/ Approved For Submission**	
Meeting Date:	November 23, 2017	**CAO**	
Originated By:	Shelley Braun, DCS	**Director**	**SDB**
Item Title:	2017 O&M Budget Variance Summary	**Presenter**	

BACKGROUND / PROPOSAL:

Council is being provided with the 2017 O&M Budget Variance report.

DISCUSSION / BENEFITS / DISADVANTAGES:

Please be aware of the following reference notes regarding the 2017 O&M Budget Variance report.

Year	Current Annual Levy Only	Aug 15 $ O/S	% O/S	Dec 31 $ O/S	% O/S
2015	$6,565,324.01	$ 184,118.23	2.80%	$ 135,069.87	2.06%
2016	$6,167,222.32	$ 292,422.79	4.74%	$ 120,640.89	1.97%
2017	$5,684,906.18	$ 422,923.85	7.44%		

Revenue: 97% of Budget

- $291,887.25 drawn from reserves ($425,000 - $291,887.25 = net change $133,112.75)
- Investment interest receivable setup $340,000, reconciled by auditors at yearend
- Jubilee Additional Named Insured – coverage reduced to Demolition & Debris Removal only
- Accounts Receivable Finance Charge adjustment outstanding with approval
- Fire training grant to be spent – carried forward from 2014
- Safety – WCB Surplus Distribution Rebate 2015 & 2016 – carried forward to 2018?
- MSI Operating grant of $87,706 received (decrease of $1,603 from 2016)
- MSI Capital grant allocation $205,126.01 – no gravel transfer in 2017
- Dust Control over budget $22,376
- Residential water, wastewater & garbage billed to October 30
- Solid Waste miscellaneous revenue – sold steel from landfill & transfer site
- FCSS grant of $47,606 received, BHC 20% $4,861.80
- Spirit River Medical Clinic – auditors year end journal entry for BHC 25% share
- ASB grant of $115,946 received (no change from 2016)

Expenses: 83% of Budget

- Amortization accrual processed to November- $2,398,558.36 (based on 2017 budget amounts)
- Payroll Burden to October 30, including final pays to date (10 day accrual reversal pending)

- Jubilee Additional Named Insured – coverage reduced to Demolition & Debris Removal only
- Northern Sunrise County - contract assessor accrual setup
- Dust Control over budget $8,298.25
- Alberta School Requisitions paid to Sept 30, December accrual setup
- Fuel inventory expensed to August 31, grader blades/tips and culverts preliminary estimates
- ASB chemical usage preliminary estimate

ATTACHMENT(S):

1. 2017 O&M Budget Variance Summary

    * Net Revenue & Expense (including amortization estimate) $1,141,595.08

    * Net Revenue & Expense (before amortization estimate)
    ($1,141,595.08 - $2,398,558.36) = ($1,256,963.28)

OPTIONS:

Council may choose to:

1. receive the presentation regarding the 2017 O&M Budget Variance Summary for information;

2. direct Administration to take note of any observations raised by Council during the presentation;

3. bring the 2017 O&M Budget Variance Summary back to a February 2018 Council meeting.

RECOMMENDED ACTION:

It is Administration's recommendation that Council receive the presentation regarding the 2017 O&M Budget Variance Summary for information and direct Administration bring the 2017 O&M Budget Variance Summary back to the February 2018 Council meeting.

Birch Hills County
Budget Variance Summary Report by Function Printed 11/17/201711:13 AM

Description	2016 Actual	2017 Budget	2017 YTD	Variance	% of Budget
General Revenue	(6,164,304.35)	(5,719,906.18)	(5,723,057.39)	3,151.21	100%
Requistions	943,338.71	888,841.25	885,996.02	2,845.23	100%
Net General Revenue	**(5,220,965.64)**	**(4,831,064.93)**	**(4,837,061.37)**	**5,996.44**	
11 - Council					
Council Expense	**151,736.21**	**157,970.00**	**105,201.51**	**52,768.49**	**67%**
11 - Election					
Election Expense	**-**	**5,100.00**	**2,679.28**	**2,420.72**	**53%**
12 - General Administration					
General Admin Revenue	(500,620.97)	(536,705.00)	(495,506.03)	(41,198.97)	92%
General Admin Expense	868,001.87	913,302.00	685,149.20	228,152.80	75%
Net General Administration	**367,380.90**	**376,597.00**	**189,643.17**	**186,953.83**	
12 - Assessment					
Assessment Revenue	(50.00)	-	-	-	
Assessment Expense	130,229.47	128,300.00	123,204.16	5,095.84	96%
Net Assessment	**130,179.47**	**128,300.00**	**123,204.16**	**5,095.84**	
12 - Building Maintenance - All Functions					
Building Maintenance Revenue	-	(20,000.00)	(20,000.00)	-	100%
Building Maintenance Expense	76,022.44	60,000.00	6,411.62	53,588.38	11%
Net Building Maintenance	**76,022.44**	**40,000.00**	**(13,588.38)**	**53,588.38**	
23 - Fire Preventive Services					
Fire Services Revenue	(27,480.00)	(15,440.00)	(9,697.50)	(5,742.50)	63%
Fire Services Expense	242,344.25	252,745.00	149,521.09	103,223.91	59%
Net Fire Protection	**214,864.25**	**237,305.00**	**139,823.59**	**97,481.41**	

Birch Hills County

Budget Variance Summary Report by Function Printed 11/17/201711:13 AM

Description	2016 Actual	2017 Budget	2017 YTD	Variance	% of Budget
24 - Disaster Services					
Disaster Services Revenue		(10,000.00)	(10,000.00)		100%
Disaster Services Expense	21,125.00	27,000.00	367.18	26,632.82	1%
Net Disaster Services	**21,125.00**	**17,000.00**	**(9,632.82)**	**26,632.82**	
25 - Medical Services					
Medical Services Revenue	(425.00)	(4,000.00)	(4,000.00)	-	100%
Medical Services Expense	41,289.63	44,040.00	41,100.88	2,939.12	93%
Net Medical Services	**40,864.63**	**40,040.00**	**37,100.88**	**2,939.12**	
26 - Safety & By-Law Enforcement					
Safety Revenue	0.00	(64,233.62)	(50,000.00)	(14,233.62)	78%
Safety Expense	86,798.05	71,650.00	6,820.79	64,829.21	10%
Net Safety	**86,798.05**	**7,416.38**	**(43,179.21)**	**50,595.59**	
32 - Public Works					
PW - Grader Revenue		(118,309.00)	(116,706.00)	1,603.00	99%
PW - Grader Services Expense	921,246.37	999,750.00	822,438.42	(177,311.58)	82%
Net Grader Services	**921,246.37**	**881,441.00**	**705,732.42**	**(175,708.58)**	
PW - Administration Revenue	(939,921.61)	(26,939.00)	(30,552.84)	3,613.84	113%
PW - Administration Expense	533,601.90	490,265.00	386,895.93	103,369.07	79%
Net PW General Administration	**(406,319.71)**	**463,326.00**	**356,343.09**	**106,982.91**	
PW - Street Lights Expenses	**42,496.47**	**51,050.00**	**31,578.05**	**19,471.95**	62%
PW- Gen Maintenance Revenue	(1,789.27)	(42,696.45)	(57,446.64)	14,750.19	135%
PW- Gen Maintenance Expense	2,479,019.61	2,519,850.00	2,181,333.83	338,516.17	87%
Net PW General Maintenance	**2,477,230.34**	**2,477,153.55**	**2,123,887.19**	**353,266.36**	
PW - Gravel Services Revenue		(413,293.00)	(205,126.01)	208,166.99	50%
PW - Gravel Services Expense	1,043,351.85	1,099,150.00	1,118,845.60	(19,695.60)	102%

Birch Hills County

Budget Variance Summary Report by Function Printed 11/17/201711:13 AM

Description	2016 Actual	2017 Budget	2017 YTD	Variance	% of Budget
Net Gravel Services	**1,043,351.85**	**685,857.00**	**913,719.59**	**188,471.39**	
PW- Project Services Revenue	(10,976.43)	(45,000.00)	(42,943.59)	(2,056.41)	95%
PW- Project Services Expense	134,885.68	172,000.00	166,781.40	5,218.60	97%
Net PW Project Services	**123,909.25**	**127,000.00**	**123,837.81**	**3,162.19**	
PW- Contigency Expense	**-**	**-**	**-**	**-**	
PW - Dust Control Revenue	(36,240.00)	(35,000.00)	(57,376.00)	22,376.00	164%
PW - Dust Control Expense	46,713.53	46,000.00	56,592.35	(10,592.35)	123%
Net PW Dust Control	**10,473.53**	**11,000.00**	**(783.65)**	**11,783.65**	
PW - Bridge File Expense	**328,902.00**	**332,700.00**	**272,185.62**	**60,514.38**	82%
Net Public Works	**4,541,290.10**	**5,029,527.55**	**4,526,500.12**	**503,027.43**	90%
33 - Airport					
Airport Revenue	(3,615.00)	(5,450.00)	(3,040.00)	(2,410.00)	56%
Airport Expense	1,636.95	4,400.00	1,666.99	2,733.01	38%
Net Airport Services	**(1,978.05)**	**(1,050.00)**	**(1,373.01)**	**323.01**	
37 - Drainage Ditches					
Drainage Ditches Revenue	-	(10,000.00)	(10,000.00)	-	100%
Drainage Ditches Expense	14,305.00	12,000.00	-	12,000.00	
Net Drainage Ditches	**14,305.00**	**2,000.00**	**(10,000.00)**	**12,000.00**	
41 -Regional Water Services					
Regional Water Services Revenue	(310,546.10)	(185,100.00)	(198,876.85)	13,776.85	107%
Regional Water Services Expense	651,277.04	669,645.00	514,795.25	154,849.75	77%
Net Regional Water Services	**340,730.94**	**484,545.00**	**315,918.40**	**168,626.60**	

Birch Hills County

Budget Variance Summary Report by Function Printed 11/17/201711:13 AM

Description	2016 Actual	2017 Budget	2017 YTD	Variance	% of Budget
42 - Wastewater Services					
Wastewater Services Revenue	(47,959.09)	(50,000.00)	(41,623.73)	(8,376.27)	83%
Wastewater Services Expense	87,409.03	97,755.00	81,467.98	16,287.02	83%
Net Reg Wastewater Treatment	**39,449.94**	**47,755.00**	**39,844.25**	**7,910.75**	
43 - Solid Waste Services					
Solid Waste Services Revenue	(53,775.94)	(19,400.00)	(25,064.38)	5,664.38	129%
Solid Waste Services Expense	174,762.54	152,450.00	91,360.98	61,089.02	60%
Net Solid Waste Collection	**120,986.60**	**133,050.00**	**66,296.60**	**66,753.40**	
51 - Family & Community Support Services					
FCSS - Revenue	(61,832.20)	(52,467.80)	(52,467.80)	-	100%
FCSS- Expense	77,910.71	65,584.75	50,272.64	15,312.11	77%
Net FCSS	**16,078.51**	**13,116.95**	**(2,195.16)**	**15,312.11**	
53 - Medical Clinic					
Medical Clinic - Revenue	(5,400.00)	(5,400.00)	-	(5,400.00)	
Medical Clinic - Expense	2,814.89	2,600.00	-	2,600.00	
Net Medical Clinic	**(2,585.11)**	**(2,800.00)**	**-**	**(2,800.00)**	
56 - Cemeteries					
Cemetery Revenue	(145.00)	-	-	-	
Cemetery Expense	800.00	900.00	-	900.00	
Net Cemeteries	**655.00**	**900.00**	**-**	**900.00**	
61-10 MPC Planning, Zoning & Development					
Planning & Development Revenue	(11,823.49)	(29,000.00)	(37,101.39)	8,101.39	128%
Planning & Development Expense	49,159.37	65,900.00	35,137.30	30,762.70	53%
Net Planning & Development	**37,335.88**	**36,900.00**	**(1,964.09)**	**38,864.09**	
61-20 - Development Appeal Board					

Birch Hills County

Budget Variance Summary Report by Function Printed 11/17/201711:13 AM

Description	2016 Actual	2017 Budget	2017 YTD	Variance	% of Budget
Planning & Development Expense	**-**	**900.00**	**-**	**900.00**	
61-30 - Development Administration					
Planning & Development Expense	**35,160.30**	**44,500.00**	**36,436.54**	**8,063.46**	82%
62 - Community Services					
Community Services Expense	**-**	**-**	**-**	**-**	
63 - Agriculture Services					
ASB Administration Revenue	(180,331.36)	(160,946.35)	(168,616.00)	7,669.65	105%
ASB Administration Expense	29,595.47	35,350.00	24,868.91	10,481.09	70%
ASB Board Expense	39,566.57	39,300.00	30,865.65	8,434.35	79%
ASB Fieldman Expense	180,040.30	214,500.00	155,725.74	58,774.26	73%
ASB Extentions Expense	6,046.53	6,500.00	2,281.86	4,218.14	35%
ASB Weed Control Expense	133,397.22	205,400.00	161,722.88	43,677.12	79%
ASB Roadside Spraying Expense	40,473.22	-	-	-	
ASB Roadside Mowing Expense	91,531.37	96,000.00	73,566.54	22,433.46	77%
ASB Brushing Expense	115,654.88	25,000.00	25,685.00		
ASB Hamlet Maintenance Expense	8,924.32	8,050.00	10,546.39	(2,496.39)	131%
Net ASB	**464,898.52**	**469,153.65**	**316,646.97**	**152,506.68**	
64 - Natural Resources Development					
Natural Resources Expense	**-**	**-**	**-**	**-**	
66 - Subdivision Land & Developments					
Sale of Lots Revenue	(5,373.86)	-	(500.00)	500.00	
Cost of Land Sold Expense	-	-	-	-	
Net Subdivision	**(5,373.86)**	**-**	**(500.00)**	**500.00**	
69 - Tourism					
Tourism Expense	**4,975.00**	**4,500.00**	**2,500.00**	**2,000.00**	56%
71- Recreation Board & Services					

Birch Hills County

Budget Variance Summary Report by Function Printed 11/17/201711:13 AM

Description	2016 Actual	2017 Budget	2017 YTD	Variance	% of Budget
Recreation Board Expense	**150,671.31**	**126,600.00**	**126,050.47**	**549.53**	100%
72 - Recreation/Parks Facilities & Programs					
Parks Revenue	(980.01)	-	(2,039.61)	2,039.61	
Parks Expense	1,101.93	1,500.00	1,014.08	485.92	68%
Net Recreation Board	**121.92**	**1,500.00**	**(1,025.53)**	**2,525.53**	
72- Community Beautification					
Beautification Expense	**6,970.92**	**5,000.00**	**940.00**	**4,060.00**	19%
74 - Library Board Services					
Library Revenue	(4,816.61)	(9,950.00)	(5,184.60)	(4,765.40)	52%
Library Expense	28,088.42	33,673.40	28,882.67	4,790.73	86%
Net Library Board	**23,271.81**	**23,723.40**	**23,698.07**	**25.33**	
74 - Cultural Facilities					
Cultural Facilities Revenue	(7,880.24)	(7,000.00)	(4,891.36)	(2,108.64)	70%
Cultural Facilities Expense	18,256.59	27,315.00	14,522.00	12,793.00	53%
Net Cultural Facilities	**10,376.35**	**20,315.00**	**9,630.64**	**10,684.36**	
97 - Contingencies					
Contigency Revenue	102,359.51	-	-	-	
Contingency Expense	(425,000.00)	-	-	-	
Net Contingencies	**(322,640.49)**	**-**	**-**	**-**	
Total Revenues	(8,273,927.02)	(7,586,236.40)	(7,371,817.72)	(214,418.68)	97%
Total Expenses	9,616,632.92	10,205,036.40	8,513,412.80	1,691,623.60	83%
Net Rev & Exp (Inc amortization)	**1,342,705.90**	**2,618,800.00**	**1,141,595.08**	**1,477,204.92**	

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	November 23, 2017	**CAO:**	
Originated By:	Shelley Braun, DCS	**Director:**	**SDB**
Item Title:	Municipal Sustainability Initiative (MSI) Capital Program	**Presenter:**	

DESCRIPTION:

Council is being provided historical information regarding the provincial Municipal Sustainability Initiative Capital (MSI) funding program.

BACKGROUND:

Municipal Sustainability Initiative – Capital Description

Since the program was announced in 2007, municipalities have been allocated almost $7.6 billion in Municipal Sustainability Initiative (MSI) Capital funding to meet the demands of growth, address local infrastructure needs, and enhance municipal sustainability. The Basic Municipal Transportation Grant (BMTG) was consolidated with the MSI capital program in 2014 resulting in increased program flexibility.

All municipalities in Alberta i.e., city, town, village, specialized municipality, municipal district, improvement district, special area, Metis Settlement, and the Townsite of Redwood Meadows Administration Society, are eligible to receive MSI Capital funding based on their long-term funding agreement.

Eligible project costs directly result in, relate to, or support, the acquisition, construction, development, betterment, rehabilitation or non-routine maintenance of capital assets in a variety of project categories. General types of capital projects include municipal roads, bridges, public transit, water and wastewater systems, emergency services facilities and equipment, solid waste management facilities and equipment, and other municipal buildings and facilities such as recreation and sports facilities, libraries, public works buildings, and cultural/community centres.

MSI funds may be combined with, or used to fund the municipal contribution required under other provincial-municipal or federal-municipal grant programs, unless doing do is prohibited by that program.

Budget 2017-18: $1.18 billion (including $331 million in BMTG funds)

Birch Hills County Municipal Sustainability Initiative funding

2017 MSI Capital Component carried forward (est)	$ 488,031.02
2017 MSI BMTG Component carried forward (est)	$ 396,110.16
Total 2017 MSI Capital c/f	$ 884,141.18
2018 MSI Capital Component (assumed)	$ 679,280.00
2018 MSI BMTG Component (assumed)	$ 413,293.00
Total 2018 MSI Capital	$1,092,573.00
Total 2017 c/f (est) & 2018 assumed	$1,976,714.18

ATTACHMENT(s):

1. Municipal Sustainability Initiative 2017 Guidelines
2. MSI Amending Memorandum of Agreement (MOA) & Letter

RECOMMENDED ACTION:

It is recommended that Council receive the presentation regarding the Municipal Sustainability Initiative Capital funding program for information.

MUNICIPAL SUSTAINABILITY INITIATIVE CAPITAL PROGRAM GUIDELINES

2017

Alberta Government

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1. GUIDELINES

These guidelines are intended to assist applicants in completing the Municipal Sustainability Initiative (MSI) capital grant application and financial reporting requirements, and apply to all applications and Statement of Funding and Expenditures (SFEs) received as of January 1, 2017.

2. PROGRAM HIGHLIGHTS for 2017

- 2017 MSI funding allocations are not covered by the 2007-2016 provincial-municipal MSI funding agreements, and payment of 2017 funds cannot commence until renewed MSI funding agreements are in place.

- The MSI funding agreements are being extended for two years, covering funding allocations for the period of 2017 and 2018.

- As of January 1, 2017, all MSI documentation, including MSI capital projects and amendments, and MSI capital Statement of Funding Expenses (SFE), must be submitted through the MSI online system (MSIO).

3. PROGRAM OBJECTIVES and TERM

The MSI is the Government of Alberta's (GOA's) commitment to work in partnership with municipalities to manage growth pressures, provide municipalities with sustainable funding, and support infrastructure needs. Municipalities are encouraged to consider their long-term infrastructure needs when identifying project priorities, and are required to report annually on how these funds are spent.

These objectives are outlined in Memorandums of Agreement (MOA), which include capital and operating funding estimates for program years 2007 to 2016. The MOAs were last amended in 2014 to facilitate payment of the Basic Municipal Transportation Grant (BMTG) portion of the consolidated MSI capital program funding (see section 8.8).

All municipalities in Alberta are eligible to receive MSI funding based on these funding agreements, subject to the municipality providing Municipal Affairs with: a project application for each project, a Multi-Year Capital Plan (MYCP) if requested, and a Statement of Funding and Expenditures (SFE) for the prior year.

4. KEY DATES and CONTACTS

ACTIVITY	TIMELINE	QUESTIONS? CONTACT
2017 Project Application Submission	Submit anytime between January 1 and December 31, 2017	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email ma.msicapitalgrants@gov.ab.ca
2017 Annual Allocation Payment	By approximately **June 30**, following provincial budget approval and upon execution of funding agreement extension	Call a Grant Compliance Advisor at 780-422-7125 (toll-free 310-0000), or email ma.msicapitalgrants@gov.ab.ca
2016 Statement of Funding and Expenditures (SFE)	Due **May 1, 2017**	Call a Grant Compliance Advisor at 780-422-7125 (toll-free 310-0000), or email ma.msicapitalgrants@gov.ab.ca

ACTIVITY	TIMELINE	QUESTIONS? CONTACT
Communication and Project Recognition Requirements	Ongoing	Call Communications at 780-427-8862 (toll-free 310-0000), or email ma.msicapitalgrants@gov.ab.ca

5. SUBMISSION METHODS

As of January 1, 2017, all MSI documentation, including capital project applications and amendments, operating spending plans, and capital and operating SFE, must be submitted through the MSI online system (MSIO). These documents will no longer be accepted through email, fax, or mail.

Questions or requests to access MSIO can be directed to 780-644-2413 (toll-free 310-0000) or MSIOaccess@gov.ab.ca. MSIO access is through MAConnect, the GOA web portal www.maconnect.alberta.ca/MAConnect.

MSIO user guides are located under the "Help" button in MSIO, and on the MSI program website.

6. FUNDING FORMULA and ALLOCATIONS

MSI funding is allocated annually with Ministerial authorization of the program budget and individual allocations. Following legislative approval of the provincial budget, payments are made to municipalities pending all payment conditions have been met.

- The total MSI (capital and operating) allocation is based on the following formula:
  - the majority of MSI funding is allocated 48 per cent on a per capita basis; 48 per cent based on education property tax requisitions; and 4 per cent based on kilometres of local roads;
  - municipalities receive $120,000 in base funding with the exception of summer villages, which receive $60,000 in base funding; and
  - municipalities with populations under 10,000 and limited local assessment bases also receive sustainable investment funding, with a total of $9 million allocated to qualifying municipalities.
- The BMTG allocation formula is based on municipal status, with Calgary and Edmonton receiving funding based on litres of taxable road-use gasoline and diesel fuel sold in the province; the remaining cities and urban service areas receive funding based on a combination of population and length of primary highways. Towns, villages, summer villages, improvement districts and the Townsite of Redwood Meadows receive funding based on population; and rural municipalities and Métis Settlements receive funding based on a formula that takes into account kilometres of open road, population, equalized assessment, and terrain.

6.1) Restructured Municipalities

Municipal restructuring will not affect funding allocations to municipalities for a defined period under the MSI. In cases where amalgamation or dissolution has occurred (post April 1, 2007), the restructured municipality will receive a funding allocation equivalent to that which would have been calculated pre-restructuring for a subsequent five years, and any unexpended funding will be transferred to the amalgamated/receiving municipality.

An amalgamated municipality should be aware MSI funds, or portions thereof, may have been committed to previously approved projects.

For example, if two municipalities amalgamated on June 1, 2012, the restructured municipality will receive the benefit of an MSI allocation calculated as if the two municipalities had not amalgamated for the next five consecutive program years (i.e., 2013 through 2017). Municipalities that amalgamate in 2017 will receive the same benefit for five years following amalgamation or until the end of the MSI program, whichever is earliest.

Project location will determine the minimum 5 per cent threshold for projects submitted by a restructured municipality (see section 8.3).

6.2) Carrying Forward Funds and Committing Future Years' Funding

- Annual Grant Allocation Carry Forward

  To provide flexibility in scheduling capital projects and/or accommodate larger projects requiring more than one year's grant allocation, capital funding provided and not expended in the current year may be carried forward to the next five subsequent years.

  Funds that are carried forward must be expended on an accepted project before December 31 of the fifth subsequent year. This provides a total of six years in which to use allocated funding. For example, the 2012 capital allocation must be expended before December 31, 2017, or returned to the GOA.

- Credit Items Carry Forward

  Where a credit item (see section 10.3) has been recorded on an annual SFE, the amount becomes part of the annual allocation for the year in which it is reported. Credit item amounts not expended in the year they are reported may be carried forward.

- Commiting Future Years' Funding

  Municipalities may initiate project(s) that will be funded using up to 75 per cent of their remaining estimated future years' capital funding (see section 8.4). There is no mechanism to pay a municipality more than what has been allocated to-date; however borrowing costs associated with financing a project that draws from future years' funding are eligible under MSI capital (see section 8.5).

7. ELIGIBILITY REQUIREMENTS

7.1) Eligible Applicants

All municipalities in Alberta are eligible applicants, and may receive MSI funding based on their established funding agreements. For program purposes, an eligible applicant includes any city, town, village, summer village, specialized municipality, municipal district, improvement district, special area, Métis settlement, or the Townsite of Redwood Meadows Administration Society.

Applicants may contribute funds to other eligible entities for activities and assets identified in Schedule 1 and 3 that provide a municipal service or benefit, and do not limit public access.

Eligible entities include:

- eligible applicants as noted above;

- a non-profit organization, as defined in Section 241 of the *Municipal Government Act* (i.e., a society, credit union or co-operative established under a law of Canada or Alberta; a corporation that is prohibited from paying dividends to its members and distributing the assets to its members on a winding up; or any other entity established under a law of Canada or Alberta for a purpose other than to make a profit).

- a regional services commission established under Part 15.1 of the *Municipal Government Act*;

- a controlled corporation as defined in Section 241 of the *Municipal Government Act*; and

- provincial agencies, crown-controlled school jurisdictions, universities, colleges, technical institutes, the Alberta Health Services Board, and other health boards, excluding charter schools and school societies that are included in the Government of Alberta annual report.

When contributing to a non-profit organization, the municipality must certify that they will bind the organization to all MSI conditions and obligations that apply to the municipality with respect to the project, including adherence to provincial regulations/standards and Municipal Affairs access to project records; and maintain adequate control over public access to the asset, or over the municipal service that it provides. This is declared on the online application in MSIO.

It is recommended the municipality enter into a binding legal agreement with the non-profit organization to protect the municipal interest in the asset or facility and to meet the obligations of the certification. Municipal Affairs does not require a copy of this agreement.

7.2) Eligible Projects

MSI capital funding is limited to projects that involve the purchase, construction, development, betterment, rehabilitation, or non-routine maintenance of a capital asset, owned by a municipality or eligible entity identified in section 7.1.

An asset is a resource that has an expected life of more than one year. Eligible MSI capital assets are defined in Schedule 3 and must be for the purpose of providing good government, services, facilities or other items that are necessary or desirable for all or part of the municipality, or to develop and maintain safe and viable communities.

8. APPLICATION and AMENDMENT PROCESS

New and amended project applications can be submitted any time during the program year and should include sufficient information to determine project eligibility, including: a description of the proposed asset(s), activities, estimated annual project costs, funding sources and partnerships (including municipal partner names), where applicable.

Applications must be digitally signed by the Chief Administrative Officer (CAO), or duly delegated authority, who certifies that the information is correct and in accordance with the program guidelines and funding agreements.

8.1) Grouping Similar Assets

A separate application is required for each capital asset, except where assets can be grouped together because they perform or provide a similar function (e.g. fire truck replacement and purchase of rescue protective equipment); are typically used together to provide a service (waste disposal landfill construction and installation of a recycling collection container system); and/or are related to the same system (road construction and replacement of associated sidewalks, water and wastewater lines).

A system is a group of independent but interrelated elements that share functional or structural relationships, which comprise a unified capital asset, and where the function of an independent component impacts the functioning of the entire system.

See Schedule 1 and 3 for a complete list of project activities and assets that qualify for MSI funding. Schedule 2 outlines ineligible activities.

8.2) Amending a Project

An amendment is required when a previously accepted project has experienced a change in scope, costs, and/or funding sources. A project scope change occurs when the activities described in the original project application are different than the activities that actually occur.

An amendment is **not** required when:

- a project's schedule or timing has changed, yet scope, costs and/or funding sources remain the same.
- MSI funding applied to a project exceeds the accepted amount **in the year the project is reported as Completed/Fully Funded on the SFE**.
- MSI funding applied to a project is less than the accepted amount. In these instances, the unexpended amount will be returned to the municipality's available allocation in the year the project is reported as Completed/Fully Funded on the SFE. However, an amendment can be submitted for a decreased MSI amount prior to the project being reported as Completed/Fully Funded, should the municipality require these funds to apply to other eligible projects.

Applicants should follow the same application process as they would for a new project and include: the original project number (e.g., CAP-2560); the reason for the change; a revised project description; and a revised financial grid that captures the entire project costs, including certified expenditures from prior years.

8.3) Minimum 5 Per Cent Project Threshold

The amount of MSI capital funding applied to each project must be at least 5 per cent of the applicant's current year capital allocation. For municipalities with annual capital allocations over $20 million, the minimum project threshold is $1.0 million. The minimum project threshold will be waived in cases where the project involves: infrastructure management systems (e.g., MIMS); contributions to eligible projects carried out in partnership with other municipalities (excluding maintenance equipment), by regional entities controlled by 2 or more municipalities, or by non-profit organizations; and previously approved BMTG projects with funding commitments beyond 2013.

Project location will determine the 5 per cent minimum threshold for projects submitted by a restructured municipality. The threshold for a project geographically located in a dissolved municipality will be based on the allocation amount that would have been calculated for the dissolved municipality, pre-restructuring. This will be in place for a maximum of 5 years plus the year of restructuring. Similarly, the 5 per cent minimum for projects located outside the geographic area of the dissolved municipality will be based on the allocation amount that would have been calculated pre-restructuring for this same period (see section 6.1).

8.4) Maximum 75 Per Cent Funding Threshold

As part of the province's long-term funding commitment to support local infrastructure priorities, a municipality may commit up to 75 per cent of its estimated future years' MSI capital to eligible project(s)

prior to receiving its annual allocation. To accommodate this, MSI capital can be applied to interest costs related to financing (see section 8.5).

Where a municipality intends to commit future MSI funding to a project, an application must be submitted to receive approval for the project. The application should include all project costs, including future years. If a municipality is financing the project in advance of receiving its annual allocation(s), the financial grid on the application should show project costs and funding sources (including MSI) in the year of budgeted expenditure (not the debt payment amounts/years).

Please note, acceptance of a project on the basis of estimated future funding does not guarantee program continuance or the timing and amount of future funding. MSI funding is subject to program changes and the availability of provincial funding for the program.

8.5) Borrowing Costs/Interest Expense

Municipalities are encouraged to contact a Grant Advisor prior to submitting applications involving MSI-funded borrowing costs. Borrowing costs, also defined as Interest Expense, are an eligible expenditure under MSI capital. Municipalities can borrow temporarily to keep projects moving forward, in advance of receiving their annual MSI allocation, subject to the following conditions:

- interest costs must have been incurred on or after January 1, 2009;
- borrowed funds must be used to fund qualifying project costs incurred on or after January 1, 2009;
- insufficient future MSI funds have been received to fully fund the MSI-funded portion of the project

  For example, a municipality borrows $1 million over 10 years and its annual MSI allocation is $500,000 in year 1 and an additional $500,000 in year 2. The maximum interest expense that can be funded by MSI is 2 years, as sufficient grant funds have been received by then to fully fund the $1 million project (assuming MSI funds have not been committed or expended on other projects);
- the amount borrowed by the municipality cannot exceed one-half (50 per cent) of a municipality's estimated long-term allocation. This figure is cumulative across all project applications;
- a maximum of 7 per cent of a municipality's estimated long-term allocation can be applied to borrowing costs. This figure is cumulative across all project applications;
- declaration on the application that the municipality anticipates cost savings and/or efficiency gains from completing the project using debt financing; and
- submission of a business case (supported by a copy of the debenture and the Multi-Year Capital Plan) for each project that includes: the total amount borrowed; the term of the borrowing; the amount of interest to be funded by MSI per year over the term of the borrowing; and the amount of principal payment(s) to be funded by MSI per year of the term.

Municipalities are responsible for updating the actual interest expense funded by MSI and the borrowing amount per project on an annual basis; this can be done through a project amendment.

8.6) Use of Municipal Forces

Where a municipality has been unable to secure an appropriate or cost-effective private sector response to a proposal or tender for a capital project, or anticipates that it will be able to carry out the project on a more efficient or cost-effective basis itself, project costs can include the cost of municipal forces (staff and equipment) used to carry out the project.

Costs can include all labour costs, including benefits, attributable to work carried out on- and off-site (see Schedule 1). Labour costs associated with general municipal administration are excluded. The municipality must declare on page 4 of the project application that the use of municipal forces and/or equipment will result in a more efficient, timely, or cost-effective project. Municipalities are not required to submit a business case to Municipal Affairs.

8.7) Joint Projects

Projects that involve funding from more than one municipality should identify all contributing parties in the project description of the application.

Each municipality must submit an application for its own portion of the project to be funded by MSI. The municipality that is directly responsible for the project should include the complete financial information (total project costs), while the contributing municipality(s) should include only its portion/contribution of these costs.

All funding contributions from municipalities other than the applicant should appear on Line J (Ineligible Costs) of the financial grid on the application.

8.8) Projects Using Former BMTG Funds

Effective April 1, 2014, the BMTG was consolidated with the MSI capital program. Annual MSI capital allocations for 2014 onwards, include a BMTG funding component (see section 6) and follow MSI capital program conditions. Allocation tables for every program year are posted on the program website.

All projects proposing to use BMTG funding allocated in 2014 and onwards should be submitted to Municipal Affairs on an MSI capital application, even if the grant funds are to be applied to a project that was previously approved by Transportation. To this effect, SFEs for 2014 and onwards should report all project expenditures for the consolidated MSI capital and BMTG funding allocation.

8.9) Use of Other Grants

MSI capital may be used to fund the municipal contribution of provincial-municipal grant programs and the municipal or provincial contribution of federal-municipal grant programs that require a municipal contribution, unless doing so is prohibited by that program. For example, if a municipality is purchasing accessible transit vehicles for $1.0 million, and is receiving Green TRIP funding of $500,000, MSI capital may be used to fund the remaining $500,000 of transit vehicle costs.

When choosing to use multiple grant funding sources, it is the municipality's responsibility to understand the separate requirements of each grant program. For example, Alberta Transportation requires that project-specific funding under the Alberta Municipal Water/Wastewater Partnership (AMWWP) program and Water for Life (W4L) be approved prior to using allocation-based funding such as the MSI. In order for MSI applications that also include AMWWP or W4L funding to be processed, a copy of the award letter from the Minister of Transportation approving the project-specific funding is required.

More information about the requirements of other provincial grant programs can be found on the Municipal Grants Web Portal at www.municipalaffairs.alberta.ca/municipalgrants.

9. REVIEW and APPROVAL PROCESS

Each new capital application and/or amendment is reviewed by program staff to ensure it meets the requirements outlined in these guidelines. Once the project is assessed, a recommendation is forwarded to the Minister of Municipal Affairs.

It is anticipated that applications not requiring follow-up and/or corrections will be processed and municipalities advised of project status, within ten to twelve weeks. Decisions by the Minister regarding project status are final.

A municipality may proceed with a project that is expected to be wholly or partially funded with an MSI allocation(s) prior to receiving notification of acceptance from the Minister if it believes the project will be eligible under these guidelines. However, if the Minister should deem a project to be ineligible, the municipality will be responsible for bearing the cost of the project and must apply the MSI funding to a different eligible project.

9.1) Provincial Standards

It is expected that MSI-funded projects undertaken by municipalities will comply with provincially regulated standards. For example, MSI-funded projects involving regional water and wastewater systems should appropriately align with the *Environmental Protection and Enhancement Act*, administered by Alberta Environment and Parks. Where an MSI project includes work on a highway under provincial jurisdiction, the municipality must enter into a separate agreement with Alberta Transportation to carry out the work and/or receive permission to access the highway right-of-way. Grant advisors may request confirmation of the agreement.

9.2) Requirements for Award of Contracts

All calls for proposals or tenders for projects to be funded under MSI shall be carried out in accordance with the rules, regulations and laws governing such activities and in accordance with the best current practices. They must also be advertised in accordance with the guidelines of the New West Partnership Trade Agreement (NWPTA) (www.newwestpartnershiptrade.ca), effective July 2010, and the Agreement on Internal Trade (AIT) (www.ait-aci.ca/).

The municipality may award contracts for planning, design, engineering, and architectural services for a municipal capital infrastructure project based on best overall value consistent with the municipality's policies.

The municipality may award contracts for the construction or purchase of a municipal capital infrastructure project by public tender based on either unit prices or lump sum amounts. The MSI capital program does not require municipalities to award projects to the lowest tender, and does not prohibit municipalities from using a process that qualifies suppliers prior to the close of call for tenders where the process is consistent with the AIT and NWPTA.

Where a municipality has been unable to secure appropriate or cost-effective private sector services, or anticipates that this will be the case, the municipality may propose to utilize its own forces, including municipal staff and equipment, in accordance with section 8.6.

9.3) Multi-Year Capital Plan

The Multi-Year Capital Plan (MYCP) provides a high level overview of anticipated municipal capital expenditures for all grant supported and non-grant supported capital projects over a minimum three-year planning period to assist in prioritizing capital projects, develop financial strategies, and to ensure that critical long-term community needs are considered. The plan should be in the most practical format available to the municipality, and should be updated periodically.

Municipalities are no longer required to submit a MYCP with their application, unless requested to do so by Municipal Affairs and if MSI is being used to fund borrowing costs (interest expense). Municipalities

must declare on page 4 of the application that an MYCP has been prepared and includes the project for which MSI funding is being applied.

10. PAYMENT PROCESS and FINANCIAL REPORTING REQUIREMENTS

10.1) Payments

MSI payments are based on annual allocation amounts. Payment of the 2017 annual allocation will occur following legislative approval of the provincial budget, and is conditional on meeting the following requirements:

1. submission of the 2016 SFE;
2. certification of all previous program year SFEs;
3. submission of sufficient project applications that commit all MSI capital funding allocated to date; and
4. sufficient reported expenditures on submitted and certified MSI capital SFEs to commit funds that have been carried forward the maximum six years. For example, the 2007 through 2012 MSI capital allocations must be fully expended by December 31, 2017 (see section 6.2).

Half of a municipality's annual allocation amount will be paid upon submission of applications committing at least half the current year funding allocation, and provided conditions 1, 2 and 4 outlined above have been met.

10.2) Statement of Funding and Expenditures (SFEs)

By May 1st of the current program year, each municipality is required to submit an SFE that reports the previous program year's expenditures (e.g., the 2016 SFE is due by May 1, 2017). The 2016 SFE captures the following information:

- the MSI capital carry-forward amount from the previous program year (2015);
- grant allocation for the reporting year (2016), whether or not it was received;
- credit items earned in reporting year;
- total funding available in reporting year;
- all active projects, and those projects completed in the reporting year, including the project name, status, reporting year expenditures and funding sources;
- total MSI expended in the reporting year; and
- MSI funds to be carried forward to the next program year (2017).

All projects listed on the SFE must be accepted by the Minister.

All supporting documentation, such as reports, drawings, and invoices for each project must be retained by the municipality for a minimum of three years following completion of the project. SFEs may be subject to a review by the Provincial Auditor General.

SFEs must be submitted through MSIO by the Chief Administrative Officer (CAO) or an authorized representative of the municipality (see section 5).

10.3) Credit Items

When an MSI allocation results in net proceeds to the municipality, within five years of project completion, these proceeds become part of the MSI allocation and shall be expended on Ministry accepted projects.

These credit items are to be reported on the reporting year (2016) SFE, and can include:

- income earned on deposited or invested MSI grant funds;
- rent and other income derived from capital assets purchased with MSI funds for a capital project prior to project completion (e.g., rent from land purchased);
- net proceeds (to a maximum of grant applied) from the sale of land purchased with MSI funds;
- net proceeds (to a maximum of grant applied) from the sale of land bettered (i.e., rehabilitated, reclaimed or remediated) with MSI funds;
- appraised value of unsold land purchased and/ or bettered (i.e., rehabilitated, reclaimed or remediated) with MSI funds, but not required for the project;
- net proceeds (to a maximum of grant applied) from the sale or trade-in of capital assets purchased with MSI funds;
- net proceeds from an insurance claim on capital assets purchased with MSI funds;
- net salvage value (to a maximum of grant applied) on disposal of any asset purchased with MSI funds, or from any material obtained from removal or demolition of any structure or any part of a facility purchased with MSI funds.

Credit item amounts not expended in the year they were reported may be carried forward to the next five subsequent years.

10.4) Calculation of Income Earned

The municipality must maintain separate accounting records for MSI grant funds.

The municipality is encouraged to invest and earn income on all unexpended grant funds, subject to the provisions of Section 250 of the *Municipal Government Act*. The amount of income earned on the funds is to be reported on the SFE and becomes part of the total MSI capital funding available for eligible projects.

The amount of income earned on grant funds may be calculated by one of two methods:

- actual income earned on the funds being held; or
- notional income earned on the funds. This can be calculated by multiplying the average MSI funding balance by the number of months the grant funds were held in an account, by the average annual interest rate for those months. For example: If a municipality has a carry forward amount of $100,000 held in an interest bearing account for a period of eight months with an annual interest rate of one percent, the credit item amount reported should be $667 (e.g. $100,000 X 8/12 X 1%).

11. SITE VISITS

On an annual basis, Municipal Affairs program representatives may select and visit a number of municipalities to discuss the MSI program specific to a completed project(s).

The main objectives of a site visit are to share a municipality's overall experiences with the program including project selection, application process, project implementation, expenditure reporting process, and to highlight the resulting benefits impacting the community.

A site visit offers an opportunity for municipal and program representatives to discuss how the program operates, explore suggestions for improvement, and to view completed projects where applicable.

12. COMMUNICATIONS and PROJECT RECOGNITION REQUIREMENTS

Municipalities are required to highlight the provincial-municipal partnership on MSI-funded projects by publicizing the projects (e.g., council minutes, annual reports, local newspapers).

Municipalities may also choose to mark a project milestone through advertising, public information campaigns, or ceremonies and events. If a municipality initiates a communications event related to an MSI-funded project, they are asked to advise the Municipal Affairs Communications office of the proposed event a minimum of 15 working days prior to the celebration/launch/completion.

News releases should acknowledge the province's contribution and must include a quote from the Minister or other GOA representative as determined by the province. Any advertising of MSI-funded projects should include a reference to the MSI program and the province's contribution.

To discuss project recognition options or communications requirements, please call Municipal Affairs Communications at 780-427-8862, toll free by first dialing 310-0000, or email ma.msicapitalgrants@gov.ab.ca.

SCHEDULE 1 – ELIGIBLE CAPITAL PROJECT ACTIVITIES

Costs directly related to, and in support of the following activities are eligible for MSI capital funding, where the activity is associated with an eligible asset defined in Schedule 3.

1.a) Acquisition

- Purchase of equipment that will be used primarily to maintain a capital asset and/or system.
- Purchase or replacement of ancillary or small equipment used to provide services in connection with an infrastructure asset, such as appliances, furniture, remote data access terminals, meter reading devices, radios, equipment location devices, and geographic positioning systems.
- Purchase of land and rights-of-way (including legal and survey fees), where the land is intended for a specific, eligible capital project (see Schedule 3); or the appraised value of land owned by a municipality which is to be used for a specific, eligible capital project. Where MSI is used to purchase land, the resulting capital asset must be completed within 5 years of the Anticipated Project Start Date identified on the project application; or within 10 years for transportation and utility corridors.

1.b) Construction and Development

- Engineering and architecture, including functional planning, design, tender preparation and advertising.
- Construction supervision. Where capital projects are constructed or developed using municipal staff, all labour costs, including benefits, attributable to work carried out on and off the construction site, as follows:
  - On-site costs: site supervision; operating, leasing, maintenance, and insurance costs attributable to municipal construction equipment used at the construction site; and equipment mobilization and demobilization costs.
  - Off-site costs: staff and space costs associated with off-site design and construction of project components that are subsequently installed on site; off-site construction supervision, material requisitioning and site monitoring; and off-site general project management including contract management, purchasing and procurement of materials and services, project scheduling, and budget monitoring.
- Where capital projects are constructed or developed using construction equipment that is owned or leased by the municipality, the following costs are eligible:
  - costs of locating the equipment at and removing the equipment from the construction site (mobilization and demobilization).
  - all operating, leasing, maintenance, and insurance costs attributable to the use of the construction equipment at the construction site.
- Restoration of grass-standard landscaping in areas disturbed by construction or reconstruction of infrastructure facilities.

1.c) Betterment

The enhancement of the service potential of a capital asset (including land) that results in an increase in physical output or service capacity, lowering of associated operating costs, extension of the useful life, or improvement in the quality of output, including:

- Beautification and cosmetic activities, including fixed permanent artistic components of buildings and facilities, community welcome signs, tree planting and decorative lighting.
- Removal of pollution or contaminants from environmental media such as soil, groundwater, sediment, or surface water intended to address/mitigate health and safety concerns (with or without a resulting capital asset), including enhanced landscaping necessary for the mitigation of environmental impacts to eligible capital infrastructure, facilities, etc.
- Land betterment (i.e. rehabilitation, reclamation, and remediation) on land owned by a municipality or eligible entity, where the land is intended for a specific, eligible capital asset; or the betterment activities are intended to address/mitigate health and safety concerns (with or without a resulting capital asset).
- Significant enhancements or improvements for the safety of users of transportation or other municipal infrastructure system.
- Energy efficiency upgrades.

1.d) Rehabilitation

The complete replacement or rebuilding of a major component of a capital asset (including land) to extend its useful life beyond the original expected or design life. Project examples include:

- Repaving or re-gravelling a road surface.
- Replacing or re-lining a section of water or wastewater line between logical system nodes or intersections.
- Replacing the roof or the heating, ventilation and air conditioning (HVAC) system of a building.
- Substantial reconstruction of the interior of a building.

1.e) Non-routine Maintenance

Any non-routine, but recurring activity necessary to ensure that an asset reaches its normal design life and/or retains an acceptable appearance throughout its life, such as:

- Painting or refinishing of building components.
- Repair or replacement of individual parts of an infrastructure asset's major components or systems, such as repairing cracks and holes in a road, repairing or replacing sections of water or wastewater lines, replacing the compressor in a building's air conditioning system.
- Aggregate loss activities such as dust abatement, or sealant application.

1.f) Other

- Studies, plans, and system-wide reviews that directly relate to capital infrastructure.
- Relocation and adjustment of associated utilities, including gas and electric utilities.
- Communications and project recognition costs for MSI-funded projects when requested by the Minister of Municipal Affairs.
- Borrowing costs on the amount that is to be funded by MSI, subject to conditions outlined in section 8.5.
- Other capital infrastructure costs as may be deemed appropriate by Municipal Affairs.

SCHEDULE 2 – INELIGIBLE CAPITAL PROJECT ACTIVITIES

The following activities whether related to, or in support of a capital asset are not eligible for MSI capital funding. See Schedule 1 for eligible capital project activities and Schedule 3 for eligible capital assets.

2.a) General Government and Administration

- Planning expenditures not directly related to specific capital infrastructure.
- General municipal administration activities
- Public relations, stakeholder relations, partnership and governance development, communication/media services, and grant funding application and reporting activities
- Management of programs to monitor/maintain existing facilities and components of facilities.

2.b) Operating Support

- Routine Maintenance, including any routinely scheduled, recurring, or superficial activity necessary to ensure that an asset reaches its normal design life and/or retains an acceptable appearance throughout its life, such as:
  - vehicle servicing or oil changes
  - snow sweeping/removal (including provincial highways)
  - cleaning of buildings or facilities
  - the operation of facility mechanical systems
- Goods and Services Tax (GST)
- Depreciation or amortization
- Loan fees
- Operating costs

2.c) Acquisition

- Cars and other fleet vehicles
- New and replacement heavy equipment to be used primarily for construction.
- Land purchase where the land is not intended for a specific eligible capital asset, or is intended for resale.
- Purchase of capital assets with an expected life of one year or less

2.d) Other

- Land betterment (i.e., rehabilitation, reclamation, remediation) where the land is intended for resale.
- Land betterment where the land is not intended for a specific eligible capital asset, nor is the land being bettered to mitigate/address health and safety concerns.
- Constructing or developing subdivisions, except for some typical subdivision development costs, such as road and sidewalk construction, water and wastewater lines to the property lines, and purchase of transportation and utility corridor rights-of-way.
- Water licence cost.
- Costs funded under other grant programs

SCHEDULE 3 – ELIGIBLE CAPITAL PROJECT ASSETS

Costs directly related to, and in support of the following assets are eligible for MSI capital funding, where the asset is associated with an eligible activity defined in Schedule 1.

The purchase of land and/or rights-of-way including legal and survey fees, are eligible under MSI capital where the purchase is associated with an asset identified below.

3.a) Municipal Roadways, Bridges, and Related Facilities and Equipment

- Roadways, bridges, and related structures [including costs associated with aggregate purchase, abatement, hauling, crushing and storage (pit or facility), and the application of new gravel to roadways and/or non-routine re-grading of existing gravel back onto roadways]
- Railway or Light Rail Transit (LRT) grade separations and roadway crossings
- Other ancillary works such as sidewalks, commuter bikeways, lighting and energy efficient retrofitting, traffic control signals, pedestrian signals, storm drainage, and utility relocations
- Traffic management projects such as major intersection improvements, major traffic signal coordination, etc.
- Noise attenuation devices as a part of a qualifying project, and rehabilitation of existing noise attenuation devices on qualifying roadways or transit ways, consistent with the municipality's noise attenuation policy
- Transportation planning studies and major infrastructure systems planning reviews (municipality-wide or regional)
- Pedestrian trail systems along roadways
- Parking facilities
- Transportation studies to address specific environmental and/or safety concerns including environmental impact assessments
- Snow dump sites and snow storage facilities

3.b) Public Transit Vehicles and Facilities

- LRT lines, station structures, park and ride facilities, and LRT maintenance facilities. LRT lines must be designated in the municipality's transportation system bylaw
- Major public transit terminals and transit garages
- Public transit vehicles, LRT vehicles, "low-floor" standard buses, "low-floor" articulated buses, and accessible community public transit vehicles as well as specialized transit vehicles for seniors and/or persons with disabilities
- Comprehensive transit-stop retrofit programs to achieve a "barrier free path of travel" to accessible transit services
- System-wide capital transit improvement or betterment projects
- Major capital transit security devices, communication equipment, and other public safety enhancements

3.c) Water Supply, Treatment, and Distribution Systems

- Raw-water supply lines and storage facilities (reservoirs)
- Water treatment facilities
- Water quality management and monitoring systems (e.g. SCADA system)
- Water pumping facilities
- Treated-water supply lines, storage facilities and related works
- Water distribution system extensions, betterment, and replacements, including individual services to the property line and municipally-owned water meters

3.d) Wastewater Collection and Treatment Systems

- Wastewater collection system extensions, betterment, and replacements, including service mains to the property line
- Wastewater pumping facilities and lift stations
- Wastewater lines from the collection system to the wastewater treatment facilities
- Wastewater treatment facilities
- Outfall wastewater lines from wastewater treatment facilities to the point of discharge or disposal and related works

3.e) Storm Water Drainage Systems and Facilities

- Storm water ditches and major relocation of existing storm water ditches
- Storm water or waterway flooding containment structures
- Storm water collection lines including service lines, and catch basins
- Storm water retention ponds and treatment facilities
- Outfall storm water to the point of discharge or disposal and related works

3.f) Solid Waste Management Facilities and Equipment

- Waste collection depots
- Solid waste and recycling collection container systems
- Recycling and material recovery facilities
- Organics management systems
- Thermal treatment systems
- Waste disposal landfills
- Waste transfer vehicles, landfill compactors, loaders, and material handlers

3.g) Police

- Police stations
- Police training facilities

- Fixed central communications and computerized information management hardware and software that is integral to the delivery of police services

3.h) Fire

- Fire halls
- Fire training facilities
- Specialized firefighting and rescue vehicles (including basic on-board equipment necessary for vehicle functionality), such as:
  - pumper trucks
  - rapid attack trucks
  - aerial trucks
  - water delivery tankers (or tanker shuttles)
  - dangerous goods spill recovery tankers and related equipment
  - mobile command post vehicles (excluding cars and pickup trucks)
  - equipment vehicles
  - personnel carriers (vehicles with the primary purpose of transporting multiple fire services personnel to the scene of the fire)
  - wildland equipment trailers
- Specialized firefighting and rescue protective equipment
- Fixed central communications and computerized information management hardware and software that is integral to the delivery of fire services

3.i) Disaster and Emergency Services

- Emergency operations centres
- Emergency vehicle storage and administration facilities
- Multi-service emergency response facilities
- Emergency response telephone systems
- Portable emergency power generators
- Rural signage systems
- Fixed central communications and computerized information management hardware and software that is integral to the delivery of emergency services

3.j) Ambulance and First Aid

- Ground ambulances, as well as basic on-board equipment necessary for vehicle functionality
- Ambulance stations
- Fixed central communications and computerized information management hardware and software that is integral to the delivery of ambulance services

3.k) Other Protective Services

It is recommended applicants not use this general protective category, and instead select a more specific response function from this schedule (i.e., Police, Fire, Disaster and Emergency Services, and Ambulance and First Aid).

3.l) Regional and Community Airport Facilities and Equipment

- Primary runway, cross-wind runways, secondary runways and taxiways, and runway extensions
- Aprons
- Primary taxiway from main/terminal apron to runway
- Airport buildings, including terminals and storage areas/sheds
- Development areas, access roads, fencing and drainage
- Lighting and navigation equipment

3.m) Common and Equipment Pool

- Equipment used primarily to maintain a qualifying asset or system:
  - backhoe loaders
  - excavators
  - loaders/skid steers
  - gravel trucks
  - motor graders
  - sanding trucks
  - sewer cameras
  - snowplows
  - street sweepers
  - tandem trucks
  - tractors
  - tractor-mounted equipment
  - vacuum trucks
  - ice resurfacers
  - pickup trucks
- Small and ancillary equipment used to provide services in connection with a qualifying asset:
  - furniture
  - appliances
  - meter reading equipment
  - radios
  - geographic positioning systems

3.n) Infrastructure Management Systems

- Infrastructure management systems capable of recording and retrieving information on various types of infrastructure, including key infrastructure characteristics and condition, on a consistent basis to assist systematic infrastructure planning and management, including:
  - purchase of computer hardware and software to facilitate the Municipal Infrastructure Management System (MIMS) or other infrastructure management systems
  - collection and input of data

3.o) General Government and Administration

- Municipal halls or administrative buildings
- Public works facilities
- Maintenance equipment buildings
- Sand and salt storage sheds
- Animal control facilities and shelters
- Fuel storage tanks
- Operational services buildings
- Telecommunication infrastructure (e.g., fibre optic or copper cable, radio, cell towers, satellite links)
- Community entrance/welcome signs

3.p) Public Health and Welfare

- Daycare centres
- Seniors' centres
- Family and community support facilities
- Youth centres
- Cemeteries

3.q) Parks, Recreation and Sports Facilities

- Recreational and sports facilities, including baseball diamonds, swimming pools, ski areas
- Campground facilities
- Playgrounds and equipment
- Permanent park facilities
- Public wharves, docks, and piers
- Trail systems

3.r) Libraries

- Library buildings

3.s) Other Community and Recreation

- Cultural or community centres
- Convention or trade centres
- Exhibition buildings
- Performing arts facilities

- Museums and Art galleries
- Tourist facilities
- Designated local heritage sites
- Zoo facilities

3.t) Other

- Land betterment costs (i.e. rehabilitation, reclamation, and remediation) on land owned by a municipality or eligible entity, where the betterment activities are intended to address/mitigate health and safety concerns (with or without a resulting capital asset).

Alberta Municipal Affairs

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

AR88963

May 8, 2017

Mr. Hermann Minderlein, Chief Administrative Officer
Birch Hills County
PO Box 157
Wanham, AB T0H 3P0

Dear Mr. Minderlein:

The Government of Alberta is committed to providing stable, predictable funding to municipalities so they may deliver the programs and services their residents rely on. In support of this, the Municipal Sustainability Initiative (MSI) program has been extended for two years.

To extend the program, the long-term funding agreements for MSI must be amended. Please note that while the long-term estimates from the original agreement have not been modified, the long-term funding agreement schedule of estimated allocations has been removed rather than amended.

Attached are two copies of the MSI Amending Memorandum of Agreement (MOA). Please sign both copies, retain one for your records, and return the other copy to:

Attn: Grant Compliance and Payments
Grants and Education Property Tax Branch
Alberta Municipal Affairs
15th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4

Payment of the 2017 MSI funding allocations cannot be made until the MSI Amending MOA is signed and returned.

Should you have any questions, please contact a Grant or Compliance Advisor in the Grants and Education Property Tax Branch, toll-free at 310-0000, then 780-422-7125.

Yours truly,

Janice Romanyshyn
Executive Director
Grants and Education Property Tax Branch

Attachment

Municipal Sustainability Initiative

AMENDING MEMORANDUM OF AGREEMENT

BETWEEN: HER MAJESTY THE QUEEN in Right of the Province of Alberta as represented by the Minister of Municipal Affairs

(hereinafter called "the Minister")

and

the **Birch Hills County**, in the Province of Alberta

(hereinafter called "the Municipality")

(hereinafter called "the Parties")

WHEREAS the Parties entered into a Municipal Sustainability Initiative Memorandum of Agreement (hereinafter called the "Original Agreement") dated October 15, 2007;

AND WHEREAS the Parties have, by written agreement, amended the Original Agreement on July 17, 2009 and June 12, 2014;

AND WHEREAS the Parties wish to further amend the Original Agreement;

THEREFORE the Parties agree as follows:

1. The Original Agreement and subsequent Amendments are amended by:

    a. deleting "a nine-year funding commitment" in the preamble and replacing it with "an eleven-year funding commitment".

    b. adding in the preamble as follows:

        "WHEREAS a review of the funding arrangement between the Province of Alberta and Alberta municipalities is underway and may lead to further amendments or replacement of the Original Agreement as amended from time to time".

    c. deleting "nine-year term" in section 4. and replacing it with "eleven-year term" and by deleting "Revised Schedule 1" and replacing it with "section 5".

d. deleting section 15. and replacing it as follows:

15. "Notwithstanding that the grant payments will terminate in fiscal 2018– 2019, the other provisions of this agreement shall continue in effect until March 31, 2024."

e. deleting "Revised Schedule 1".

2. Except as amended herein, all other provisions of the Original Agreement as amended remain in full force and effect.

3. This Amending Memorandum of Agreement shall be effective as at April 1, 2017 following signing by the Parties' authorized representatives.

The parties have therefore executed this Agreement, each by its duly authorized representative(s), on the respective dates shown below.

HER MAJESTY THE QUEEN
in Right of the Province of
Alberta as Represented by
the Minister of Municipal Affairs

Per: _____
MINISTER, MUNICIPAL AFFAIRS

Date: April 20, 2017

Birch Hills County

Witness (or Seal)

Per: _____
CHIEF ELECTED OFFICIAL

Date: July 19, 2017

Witness (or Seal)

Per: _____ CAO
Herman Mindedien
DULY AUTHORIZED SIGNING OFFICER

Date: July 14, 2017

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	November 23, 2017	**CAO:**	
Originated By:	Shelley Braun, DCS	**Director:**	**SDB**
Item Title:	Federal Gas Tax Funding Program	**Presenter:**	

DESCRIPTION:

Council is being provided historical information regarding the Federal Gas Tax Funding (FGTF) program.

BACKGROUND:

Federal Gas Tax Fund (GTF)
Description
The renewed Federal GTF was introduced in 2014 as a 10 year program running from 2014-15 to 2023-24. The GTF, a component of the New Building Canada Plan (NBCP), is a federal program that provides predictable, long-term, stable funding for Canadian municipalities to help them build and revitalize their local public infrastructure while creating jobs and long-term prosperity. Under the program, funding is provided to provinces and territories which in turn flow this funding to their municipalities and/or municipal associations. Under the renewed GTF, Alberta is expected to receive $1.08 billion in funding in the first five years of the program.
For more information, please visit the program website, or call a Municipal Affairs grant advisor at 780-422-7125, toll-free in Alberta by first dialing 310-0000.
Budget 2017-18: $222 million

Birch Hills County Federal Gas Tax Funding

2017 estimated capital grant allocations carried forward to 2018	$ 56,351.00
2018 capital grants assumed at the 2017 funding level	$ 85,569.00
Total Gas Tax Funding	$141,920.00

ATTACHMENT(s):

Federal Gas Tax Funding 2017 Guidelines

RECOMMENDED ACTION:

It is recommended that Council receive the presentation regarding the Federal Gas Tax Funding program for information.

2017

GAS TAX FUND

PROGRAM GUIDELINES

MUNICIPAL AFFAIRS

Effective January 1, 2017
www.municipalaffairs.alberta.ca/gastaxfund.cfm

Alberta Government

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1. What's New?

- Federal signage requirements for the GTF have been finalized by Canada and are now available on the GTF program website at http://municipalaffairs.alberta.ca/federal-gas-tax-fund, in the Materials and Resources section. A high level summary can also be found in section 6.5 of these guidelines.
- Alberta's approach to asset management was approved by Infrastructure Canada and is outlined in Section 5.4, Asset Management. Specific details on the approach are under development.
- GTF applications should indicate the project start and end dates in the comment section of the Municipal Grants Management Application (MGMA) system.

2. General Information

2.1) Key Dates

The 2017 federal Gas Tax Fund (GTF) Program Guidelines come into effect January 1, 2017.

Activity	Timeline
2017 Project Profiles Submission	Any time through MGMA
2017 Grant Allocation Payment	After projects accessing 2017 funding have been submitted, and the 2016 SFE has been accepted (Section 4.4)
Statement of Funding and Expenditures (SFE) Submission	**2016 Signed SFE: due May 1, 2017** **2017 Signed SFE: due May 1, 2018**

2.2) Contact Information

Alberta Municipal Affairs
Grants and Education Property Tax Branch
Gas Tax Fund Program
15th Floor 10155 – 102 Street
Edmonton, Alberta T5J 4L4
Ph: 780-422-7125 (toll-free: 310-0000)
Fax: 780-422-9133
Email: ma.gtfgrants@gov.ab.ca
GTF website:
http://municipalaffairs.alberta.ca/federal-gas-tax-fund

3. Program Description

3.1) Overview

Through the GTF program, Canada and Alberta are helping communities to build and revitalize their public infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong communities.

Municipalities determine projects and activities to be funded by the GTF based on local priorities, within the general qualification criteria set out in these guidelines.

The funding provided under this program is in addition to other provincial grant funding, such as the Municipal Sustainability Initiative, and non-grant funding of municipal infrastructure. It is intended to cover capital costs only and may not be used for maintenance costs, operating costs, debt reduction, or replacement of existing municipal infrastructure expenditures.

3.2) Program Objectives

The objectives of the GTF are to:

- provide municipalities with predictable long-term funding;
- support local infrastructure needs; and
- enhance economic, environmental and social well-being, which translates into strong and vibrant communities across Alberta.

3.3) Program Eligibility

Only eligible municipalities may submit projects for GTF funding. For the purposes of this program, an eligible municipality means any municipality (city, town, village, summer village, specialized municipality, municipal district, improvement district, and special area), Métis Settlement, or the Townsite of Redwood Meadows Administration Society.

Contributions to Other Entities

Municipalities may choose to contribute GTF funding to eligible projects that involve assets owned by other municipalities, provincially- or municipally-controlled entities, or non-profit organizations defined as follows:

- a municipality as defined in Section 1 of the *Municipal Government Act*;
- a non-profit organization, as defined in Section 241 of the *Municipal Government Act*;
- a regional services commission established under Part 15.1 of the *Municipal Government Act*; and
- a controlled corporation as defined in Section 241 of the *Municipal Government Act*.

If a municipality chooses to contribute GTF funding to one of the above entities, the municipality is responsible for submitting the project profile and ensuring that the contribution is being used to acquire, construct, develop, better, or rehabilitate a capital asset that will be used to provide or deliver municipal services. Projects involving contributions to these other entities must provide a municipal service, and use of the resulting asset must be open to the public and not be limited to cultural or religious groups.

3.4) GTF Funding Allocation Formula

The annual program budget for the GTF is subject to Canada advising Alberta of the yearly provincial funding.

Municipalities will be advised of their annual GTF funding allocations after Alberta's funding has been confirmed by Canada and specific funding allocations have been authorized by the Minister of Alberta Municipal Affairs.

GTF funding will be allocated to municipalities on a per capita basis, according to the previous year's *Municipal Affairs Population List*. Municipalities receive a minimum allocation of $50,000

per year, with the exception of summer villages which receive a base allocation of $5,000 per year, in addition to the per capita amount.

The annual allocations are available on the Alberta Municipal Affairs website.

4. Funding Conditions

4.1) Project Eligibility

Eligible GTF projects must fall into a project category listed and defined in Schedule 1.

Eligible project costs must be associated with construction, renewal, or material enhancement of municipal infrastructure. Additional information on eligible and ineligible project costs is provided in Schedule 2 and 3.

4.2) Memorandum of Agreement

GTF funding is administered through a long-term Memorandum of Agreement (funding agreement). This funding agreement covers program funding from 2014 through 2024.

Under the terms of the funding agreement, the municipality is required to provide Alberta Municipal Affairs with:

- a project profile for each project; and
- an annual SFE for the previous year.

4.3) Incrementality

GTF funding allocated to municipalities is not intended to replace or displace existing sources of capital funding.

Municipalities are required to maintain their historical capital spending, excluding federal and provincial capital transfers, and may be requested to substantiate this fact.

4.4) Payment of Funds

2017 GTF funding allocations will be paid following confirmation from Canada of Alberta's annual allocation and are conditional on the following:

- Ministerial authorization of the program budget and individual allocations;
- acceptance of the previous year's SFE; and
- submission of sufficient project profiles that commit all previous years' and current year GTF funding.

4.5) Time Period to Use Allocated Funds

To provide flexibility in scheduling capital projects, and to accommodate larger projects requiring more than one year's grant allocation, funding provided and not expended or committed in one year may be carried forward to the next five subsequent years. The funding must be expended on an accepted project before December 31 of the fifth subsequent year. This provides a total of six years in which to use allocated funding. For example, the 2017 allocation must be expended before December 31, 2022. Funding that is not expended within this period must be returned to the Government of Alberta.

Where a credit item (see Section 6.3) has been recorded on an annual SFE, the amount becomes part of the annual allocation for the year in which it is reported. Credit item amounts

not expended or committed in the year they were reported may be carried forward to the next five subsequent years.

Where a municipality intends to carry surplus GTF funding forward to a future year, a project profile must be submitted to receive future annual funding allocations (see Section 4.4 and 5.1).

4.6) Funding Provided under the Previous GTF Agreement

The new GTF is an extension of the previous program, which provided annual funding in support of the development of environmentally sustainable municipal infrastructure. GTF funding provided to municipalities under the previous program and not spent as of December 31, 2013 (i.e., reported as the Amount Carried Forward on the 2013 SFE) is subject to the 2014 GTF Program Guidelines.

4.7) GTF Funding and Borrowing Costs

Borrowing costs (see Schedule 2) on the amount borrowed in advance of receiving annual GTF funding, commonly known as bridge financing, qualify for funding, subject to the following conditions:

- interest costs must be identified with an asset that is being acquired, planned for, designed, constructed or renovated through the GTF;
- interest costs must have been incurred on or after April 1, 2014;
- borrowed funds must be used to fund qualifying costs incurred on or after April 1, 2014; and
- for any project, interest costs may not exceed seven per cent of the portion of the project costs funded through the GTF.

Borrowing costs do not qualify if at the time the amount is borrowed, the municipality has sufficient GTF funding to fully fund the GTF-funded portion of the project.

If the municipality chooses to apply GTF funding to borrowing costs, it must enter the amount of borrowing costs in MGMA in the project profile's Functional Cash Flow Items section by selecting *Financing Charges* from the Function field drop down list.

4.8) Application of Other Provincial and Federal Grant Funds

Under the GTF, use of multiple grant funding sources for a GTF project is permitted; however, if a municipality chooses this approach, it is the municipality's responsibility to understand the separate requirements of each grant program.

GTF funds may be used to fund the municipal contribution of provincial-municipal grant programs that require a municipal contribution, unless doing so is prohibited by that program. For example, if a municipality is constructing a road for $1 million, and is receiving Municipal Sustainability Initiative funding of $500,000, GTF funding may be used to fund the remaining $500,000 of the road construction costs.

GTF funds are treated as federal funds with respect to other federal infrastructure programs. As such, GTF funds may not be used to fund the municipal or provincial contribution of federal grant programs that require a municipal and/or provincial contribution, unless doing so is explicitly permitted by that program.

<u>Application of Alberta Transportation Project-Specific Funding</u>

Project-specific funding is one-time funding based on the cost of a project. Alberta Transportation has indicated that in order to receive project-specific funding under their programs (such as the Alberta Municipal Water/Wastewater Partnership (AMWWP) program

and the Water for Life (W4L) program), the project-specific funding should be approved before utilizing allocation-based funding such as GTF.

More information about the specific requirements of provincial-municipal grant programs can be found on the individual program websites, which can be accessed through the Municipal Grants Web Portal at http://municipalaffairs.alberta.ca/municipalgrants.

4.9) Municipal Restructuring and Funding Allocations

Under the GTF, municipal restructuring will not negatively affect funding allocations to municipalities, as outlined below. In cases where amalgamation or dissolution has occurred, the unexpended portion of the funding allocation will be transferred to the amalgamated/receiving municipality.

Restructured municipalities will receive a funding allocation equivalent to that which would have been calculated pre-restructuring for the subsequent five years of the program. This applies to municipalities that underwent restructuring on or after April 1, 2009.

For example, if two municipalities amalgamated on June 1, 2017, the restructured municipality will receive the benefit of a GTF allocation calculated as if the two municipalities had not amalgamated, until December 31, 2021.

The restructured municipality will receive the combined total of the two calculated amounts. The amalgamated/receiving municipality should be aware that the funding allocation being transferred, or portions thereof, may have been committed to previously approved projects.

4.10) Requirements for Award of Contracts

All calls for proposals or tenders for projects to be funded under this program shall be carried out in accordance with the rules, regulations and laws governing such activities and in accordance with the best current practices. They must also be advertised in accordance with the guidelines of the New West Partnership Trade Agreement (NWPTA) (www.newwestpartnershiptrade.ca), effective July 2010, and the Agreement on Internal Trade (AIT) (www.ait-aci.ca).

The municipality may award contracts for planning, design, engineering, and architectural services for a municipal capital project based on best overall value consistent with the municipality's policies.

The municipality may award contracts for the construction or purchase of a municipal capital project by public tender based on either unit prices or lump sum amounts. The GTF program does not require municipalities to award projects to the lowest tender, and does not prohibit municipalities from using a process that qualifies suppliers prior to the close of call for tenders where the process is consistent with the AIT and NWPTA.

Where a municipality has been unable to secure appropriate or cost-effective private sector services, or anticipates that this will be the case, the municipality may propose to utilize its own forces, including municipal staff and equipment, in accordance with Section 4.11.

4.11) Use of Municipal Forces

Where a municipality has been unable to secure an appropriate or cost-effective private sector response to a proposal or tender for a capital project, or anticipates that it will be able to carry out the project on a more efficient or cost-effective basis itself, project costs can include the cost of municipal forces (staff and equipment) used to carry out the project. Costs can include all labour costs, including benefits, attributable to work carried out on- and off-site (see Schedule 2). Labour costs associated with general municipal administration are excluded.

If the municipality chooses to use municipal forces, it must declare the following on the project profile (in MGMA's Project Description field): "*The use of municipal forces will result in a more efficient, timely, and/or cost-effective project*."

Municipalities are not required to submit a business case to Alberta Municipal Affairs.

4.12) Provincial Standards

It is expected that GTF projects will comply with provincially regulated standards such as the Alberta Environmental Protection and Enhancement Act administered by Alberta Environment and Sustainable Resource Development.

Where a GTF project includes work which impacts a highway under provincial jurisdiction, including pedestrian pathways along highways, the municipality must enter into a separate agreement with Alberta Transportation to carry out the work and/or receive permission to access the highway right-of-way.

5. Application Process

5.1) Project Profiles

The municipality must submit a project profile for each project proposed under the GTF program. Project profiles can be submitted at any time through the MGMA system.

The objective of the project profile is to provide basic information regarding the proposed project such as location, project functions, primary accomplishments, an estimate of the total project cost, estimate of annual GTF funding to be used, and anticipated project start date.

The estimated total project costs should reflect the total value of the project. Where other sources of funding (municipal and provincial) will be used, in addition to the GTF funding, to fund the project, these sources of funding should be included in the total project cost estimate.

As there is no designated field in the project profile to capture the anticipated project start date, the date (month/year) should be provided in the Comment section in MGMA.

Where an accepted project includes proposed cash-flows in more than one year, the subsequent years cash-flows are also accepted. Where the cost of a project is being shared between two or more municipalities, each municipality is responsible for updating its own cash-flow items in MGMA.

Where a project changes significantly, the municipality should update the project profile in MGMA and add comments to the project profile, identifying the changes that were made. Where a municipality decides to add a new project or re-direct GTF funding from an accepted project to a new project, it must submit a new project profile for review.

The MGMA Training Guide is available to assist municipalities in entering project information into MGMA.

If required by the municipality, MGMA can be used to create hard copies of the project profiles for filing or other municipal uses.

5.2) Joint Projects

Projects that involve funding from more than one municipality should identify all contributing parties in the project description of the project profile. Each municipality must submit a project profile for its own portion of the project costs being funded through the GTF.

5.3) Multi-Year Capital Plan (MYCP)

The MYCP is an integral component of asset management planning. The objective of the MYCP is to provide a high level overview of anticipated municipal capital expenditures for all grant supported and non-grant supported capital projects over the planning period. Completion of the plan provides the municipality with a structured basis for prioritizing capital projects, facilitates the development of financial strategies, ensures that critical long-term needs are considered in current planning documentation, and supports the community sustainability plan.

The MYCP should be based on the outcome of municipal infrastructure condition reports and/or other planning studies and reports substantiating the need, priority, and timing for capital projects. Ideally, the MYCP should list all proposed capital expenditures for the municipality, and cover, at minimum, a three-year planning period.

The MYCP can be generated using MGMA based on the projects entered in MGMA but municipalities are not required to submit a hard copy of the plan. A municipality may include non-grant supported and unfunded projects on the plan by assigning a “None” or “Draft” status to project profiles entered in MGMA. Profiles with a “None” or “Draft” status are not reviewed with respect to eligibility under GTF and are not included in the Application for Project Acceptance or SFE reports generated by MGMA.

It is acknowledged that the MYCP is an estimate only, and that it will likely change as the condition of existing municipal infrastructure and the needs and priorities of the municipality change. Periodic updating of the plan is recommended.

To ensure continued progress, an approach is being developed to enhance asset management planning.

5.4) Asset Management

The Government of Alberta recently developed an approach to asset management, as required under the terms of the Canada-Alberta Gas Tax Fund Agreement. The approach, which was approved by Infrastructure Canada, is available on the Municipal Affairs web page at http://municipalaffairs.alberta.ca/federal-gas-tax-fund. The approach includes:

- Publishing an inventory of current asset management tools and resources;
- Supporting the development of new tools that support asset management;
- Enhancing existing advisory services and training opportunities;
- Assessing existing gaps and expand tools and resources where required; and
- Reviewing corporate planning requirements as part of the *Municipal Government Act* review.

Additionally, the *Municipal Government Amendment Act, 2015* introduced a new corporate planning provision which, when proclaimed, will require that municipalities prepare a written plan respecting anticipated capital property additions over a period of at least the next five financial years. Although this new requirement does not specify how each municipality will determine the projects to be included in this plan, it does imply that appropriate asset management processes will be used to ensure that the resulting plan adequately reflects local infrastructure pressures and needs. Additional information is available on the Municipal Affairs Asset Management web page at http://www.municipalaffairs.alberta.ca/asset-management.

5.5) Review Process

Project profiles submitted through MGMA will be reviewed to ensure they meet the requirements set out in the program guidelines. A recommendation will then be forwarded to the Minister. All decisions by the Minister regarding project acceptance are final.

It is anticipated that project profiles that do not require follow-up will be processed and municipalities advised of project acceptance status within ten to twelve weeks.

A municipality may proceed with a project that is expected to be wholly or partially funded with a GTF allocation(s) prior to receiving notification of acceptance from the Minister if it believes that the project will be eligible under these guidelines. However, if the Minister should deem a project to be ineligible, the municipality will be responsible for bearing the cost of the project and must apply the GTF funding to a different eligible project.

6. Compliance

6.1) Statement of Funding and Expenditures

Each municipality must submit an SFE for the previous calendar year's expenditures in the prescribed format, summarizing the following:

- the GTF carry-forward amount from the previous year;
- the total of all GTF program payments received in the reporting year;
- interest and other income;
- project identification, status, and expenditures;
- the actual GTF amounts applied to accepted projects; and
- GTF funds to be carried forward to the next year.

The SFEs are generated using MGMA based on the actual project expenditures recorded in MGMA. The projects listed on the SFE must correspond with projects that have been accepted by the Minister.

SFEs must be signed by the Chief Administrative Officer, who certifies that the municipality is in compliance with the terms of the funding agreement and the program guidelines.

The SFE may be subject to a review by the Provincial Auditor General.

A signed hard copy of the 2016 SFEs must be submitted to Municipal Affairs by May 1, 2017.

6.2) Records Retention

All supporting documentation, such as reports, drawings, and invoices for each project must be retained by the municipality for a minimum of six years following completion of the project.

6.3) Interest and Other Income

Income earned on deposited or invested GTF grant funds shall be reported as Interest and Other Income on the SFE for the program year in which it was earned.

When a GTF allocation results in net proceeds to the municipality, these proceeds, if generated within five years from project completion, become part of the GTF allocation and shall be expended on Ministry accepted projects.

Interest and other income shall be reported on the current year SFE, and can include:

- income earned on deposited or invested GTF grant funds;
- rent and other income derived from capital assets purchased with GTF funds for a capital project prior to project completion;
- net proceeds (to a maximum of grant applied) from the sale or trade-in of capital assets purchased with GTF funds;
- net proceeds from an insurance claim of capital assets purchased with GTF funds; and
- net salvage value (to a maximum of grant applied) on disposal of any asset purchased with GTF funds, or from any material obtained from the removal or demolition of any structure or any part of a facility purchased with GTF funds.

Credit item amounts not expended in the year they were reported may be carried forward to the next five subsequent years.

6.4) Calculation of Interest and Income Earned

The municipality must maintain separate accounting records for the grant funds.

The municipality is encouraged to invest and earn interest/income on all unexpended grant funds, subject to the provisions of Section 250 of the *Municipal Government Act*. The amount of the interest/income earned on the funds is to be reported on the SFE and becomes part of the total GTF funding available for eligible projects.

The amount of the interest/income earned on grant funds may be calculated by one of two methods:

- the actual interest/income earned on the funds being held; or
- notional interest/income earned on the funds. This can be calculated by multiplying the average GTF funding balance by the number of months the grant funds were held in an account by the average interest rate for those months. For example: if a municipality has a total carry forward amount of $100,000 held in an interest bearing account for a period of eight months with an annual interest rate of one percent, the interest and other income amount reported should be $667 (e.g. $100,000 X 8/12 X 1%).

6.5) Project Recognition and Communication Requirements

Municipalities are required to recognize the GTF through installation of federal signs and/or hosting of events according to the guidelines below and all communications activities must follow a joint Alberta-Canada communications approach.

The federal government may select specific projects that merit public recognition through installation of signs, media events, or other communication activities. Municipalities with such selected projects will be contacted by Alberta Municipal Affairs.

Signs

Placing signs at construction sites is a long-standing practice to communicate key project details to the public. Albertans can easily recognize where infrastructure investments are being made in their communities and the benefits of those investments through project signage.

Canada takes a flexible, common sense approach to signage installations, allowing project managers to select the right type, size and nature of signage based on the project's specific nature. This recognizes that physical signage may not always be the best option. The use and size of physical signs should be based on project scope and size, duration and cost. In

some instances, an interior sign placed in a lobby or a sign installed in a community gathering place may be a good alternative to an exterior sign.

Not all projects will require a sign. For example, a sign may not be required because a project is of short duration (i.e. under seven days), represents a modest investment (i.e. less than $100,000) or is located in a remote area where signage would not be visible to the public. As well, several similar projects that are in close proximity to each other could share a single sign.

For questions related to whether municipalities are to use unilingual or bilingual signs, please refer to the table on the last page of the Infrastructure Project Sign Design and Installation Guidelines on the GTF web site at www.municipalaffairs.alberta.ca/documents/LGS/Federal%20Signage%20Guidelines.pdf.

Canada has also provided specifications for digital sign options.

The cost of the sign is an eligible expense under GTF.

If you have any questions on signage requirements for your project or require additional technical information or other guidance, please contact a Grant Advisor at 780-422-7125 or email ma.gtfgrants@gov.ab.ca. The Infrastructure Project Sign Design and Installation Guidelines can be accessed on the GTF web site at www.municipalaffairs.alberta.ca/documents/LGS/Federal%20Signage%20Guidelines.pdf.

Media Events

Municipalities should provide the federal and provincial governments opportunities to be represented at any media events, including news conferences, public announcements and official ceremonies, that celebrate the key milestones for GTF funded projects.

Media events may not occur without prior knowledge and agreement of the federal and provincial governments. If the municipality decides to hold a media event, it must provide a minimum of 20 working days notice to Alberta Municipal Affairs by emailing ma.gtfgrants@gov.ab.ca. Alberta Municipal Affairs Communications will then make arrangements with the federal government.

Other Communications Activities

Municipalities may carry out, at their own cost, advertising and public information campaigns related to the GTF program and GTF funded projects. Where such a campaign is to be carried out, the municipality must inform the Alberta Municipal Affairs Communications office at minimum 30 working days prior to the campaign launch.

Municipalities may also install, at their own cost, permanent plaques for projects that are partially or fully funded through GTF. If the municipality decides to install a permanent plaque, the plaque must recognize the federal contribution and be approved by Canada. The municipality must contact the Alberta Municipal Affairs Communications office, which work directly with the federal government to obtain plaque approval.

To further discuss options for project recognition of GTF funded projects and communications requirements please email ma.gtfgrants@gov.ab.ca.

6.6) Site Visits

On an annual basis, Alberta Municipal Affairs program representatives may select and visit a number of municipalities to discuss the GTF program specific to a completed project(s).

The main objectives of a site visit are to share a municipality's overall experiences with the program including project selection, application process, project implementation, expenditure reporting process, and to highlight the resulting benefits impacting the community.

A site visit offers an opportunity for municipal and program representatives to discuss how the program operates, explore suggestions for improvement, and to view completed projects where applicable.

Schedule 1 – Eligible Project Categories

The following section categorizes the general types of capital projects that are eligible for GTF funding. Eligible costs related to these categories are defined in Schedule 2.

1. Local roads and bridges
    - Roadways, bridges, and related structures
    - Railway or Light Rail Transit (LRT) grade separations and roadway crossings
    - Other ancillary works such as sidewalks, commuter bikeways, lighting and energy efficient retrofitting, traffic control signals, pedestrian signals, storm drainage, and utility relocations
    - Traffic management projects such as major intersection improvements, major traffic signal coordination, etc.
    - Noise attenuation devices as a part of a qualifying project, and rehabilitation of existing noise attenuation devices on qualifying roadways or transitways, consistent with the municipality's noise attenuation policy
    - Pedestrian trail systems along roadways
2. Public transit
    - LRT lines, station structures, park and ride facilities, and LRT maintenance facilities. LRT lines must be designated in the municipality's transportation system bylaw
    - Major public transit terminals and transit garages
    - Public transit vehicles, LRT vehicles, "low-floor" standard buses, "low-floor" articulated buses, and accessible community public transit vehicles as well as specialized transit vehicles for seniors and/or persons with disabilities
    - Comprehensive transit-stop retrofit programs to achieve a "barrier free path of travel" to accessible transit services
    - Intelligent Transportation Systems (ITS) in support of public transit services
3. Drinking water
    - Water treatment facilities
    - Water quality management and monitoring systems (e.g. SCADA system)
    - Water pumping facilities
    - Treated-water supply lines, storage facilities and related works
    - Water distribution system extensions (including to and within new subdivisions), betterment, and replacements, including individual services to the property line and municipally owned water meters
4. Wastewater
    - Wastewater collection system extensions (including to and within new subdivisions), betterment, and replacements, including service mains to the property line
    - Wastewater pumping facilities and lift stations
    - Wastewater lines from the collection system to the wastewater treatment facilities
    - Wastewater treatment facilities

- Wastewater outfalls from the wastewater treatment facilities to the point of discharge or disposal and related works

5. Storm water
   - Storm water ditches and major relocation of existing storm water ditches
   - Storm water or waterway flooding containment structures
   - Storm water collection lines including service lines, and catch basins
   - Storm water retention ponds and treatment facilities
   - Storm water outfalls to the point of discharge or disposal and related works
6. Solid waste
   - Waste collection depots
   - Solid waste and recycling collection container systems only eligible if part of the construction of a waste collection depot
   - Recycling and material recovery facilities
   - Organics management systems
   - Thermal treatment systems
   - Waste disposal landfills
7. Community energy systems
   - Building retrofits that serve to improve the energy efficiency of current operations, for example:
     - Architectural retrofits that reduce heat transfer (gain or loss) through building components (e.g. walls, roofs, doors and windows)
     - Modifying or upgrading Heating, Ventilating and Air-Conditioning systems (HVAC) to newer, more energy efficient models (e.g., Energy Star qualified furnaces, air conditioners and programmable thermostats)
     - Upgrading insulation, weather-stripping and/or replacing windows with modern sealed-glass windows
     - Upgrading to an energy efficient furnace/hot water heater
     - Upgrading or retrofitting the interior and/or exterior lighting to energy saving alternatives
     - Green power generation (e.g., solar pool, geothermal pool, or ground-source heat pump)
   - Reinforcement, expansion of existing and construction of new transmission grids to transmit clean electricity; including smart grid technologies
   - Renewable Electricity Generation facilities (e.g., wind energy, solar energy, small scale hydro)
   - Thermal heat/cooling delivery system (i.e. district energy systems) using renewable or combined heat/power plants
   - Projects for new or material rehabilitation or expansion of carbon transmission and storage infrastructure
   - Electric vehicle infrastructure

8. Sport infrastructure
    - Amateur sports facilities, for example:
        - baseball diamonds, swimming pools, ski areas
    - Note: excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (for example, Western Hockey League)
9. Recreational infrastructure
    - Playgrounds and equipment
    - Permanent park facilities
    - Public wharves, docks, and piers
    - Trail systems
10. Cultural infrastructure
    - Cultural or community centres
    - Performing arts facilities
    - Museums and Art galleries
    - Designated local heritage sites
11. Tourism infrastructure
    - Campground facilities
    - Convention or trade centres
    - Exhibition buildings
    - Tourist facilities
    - Zoo facilities
12. Capacity building
    - Infrastructure management systems capable of recording and retrieving information on various types of infrastructure, including key infrastructure characteristics and condition, on a consistent basis to assist systematic infrastructure planning and management, for example:
        - purchase of computer hardware and software to facilitate the Municipal Infrastructure Management System (MIMS) or other infrastructure management systems
        - collection and input of data
13. Disaster mitigation
    - Other infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters, for example:
        - Infrastructure to manage and control flood water movement, including floodwalls and flood gates
        - River stabilization infrastructure, including spurs, berms and ripraps
    - Note: excludes normal routine, maintenance and operational work (e.g., dredging of sediment, gravel removal, debris traps, removal of trees and shrubs in firebreak zones, etc.)

14. Brownfield redevelopment

- Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:
  - the construction of public infrastructure as identified in the context of any other category under the GTF
  - the construction of municipal use public parks and publicly-owned social housing

15. Broadband connectivity

- Network connectivity infrastructure, including high-speed backbone networks, fiber optic cables and transmitting towers
- Servers and server applications
- Data storage infrastructure
- Local distribution networks
- Satellite capacity infrastructure

16. Regional and local airports

- Primary runway, cross-wind runways, secondary runways and taxiways, and runway extensions
- Aprons
- Primary taxiway from main/terminal apron to runway
- Airport buildings, including terminals and storage areas/sheds
- Development areas, access roads, fencing and drainage
- Lighting and navigation equipment
- Note: excludes the National Airport System

Other eligible project categories include highways, short-line rail and short-sea shipping. Please contact your GTF Advisory Staff at 780-427-2225 (toll-free: 310-0000) or by email at ma.gtfgrants@gov.ab.ca prior to submitting projects that fall in these categories.

Note: investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

Schedule 2 – Eligible Expenditures

Eligible expenditures are limited to the following:

a) the expenditures associated with acquiring, planning, designing, constructing or renovating a tangible capital asset, as defined by Generally Accepted Accounting Principles (GAAP), and any related debt financing charges specifically identified with that asset

b) for capacity building category only, the expenditures related to strengthening the ability of municipalities to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and asset management plans. The expenditures could include developing and implementing:

- studies, strategies, or systems related to asset management, which may include software acquisition and implementation
- training directly related to asset management planning
- long-term infrastructure plans

c) the expenditures directly associated with joint federal communication activities and with federal project signage

d) the incremental costs of the employees or leasing of equipment under the following conditions:

- the municipality must declare that it is not economically feasible to tender a contract
- the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract

Schedule 3 – Ineligible Expenditures

The following expenditures are deemed ineligible:

a) project expenditures incurred before April 1, 2005

b) project expenditures incurred before April 1, 2014 for the following project categories:

- highways
- regional and local airports
- short-line rail
- short-sea shipping
- disaster mitigation
- broadband connectivity
- brownfield redevelopment
- cultural infrastructure
- tourism infrastructure
- sport infrastructure
- recreational infrastructure

c) the cost of leasing of equipment by the municipality, any overhead costs, including salaries and other employment benefits of any employees of the municipality, direct or indirect operating or administrative costs of the municipality, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with eligible expenditures above

d) taxes for which the municipality is eligible for a tax rebate and all other costs eligible for rebates

e) purchase of land or any interest therein, and related costs

f) legal fees

g) routine repair and maintenance costs

Request for Decision (RFD)

Meeting:	Regular Council	**Reviewed / Approved For Submission**	
Meeting Date:	November 23, 2017	**CAO**	
Originated By:	Shelley Braun, DCS	**Director**	
Item Title:	Early Payroll Cutoff – December 2017	**Presenter**	

DESCRIPTION:

Council is being advised that there will be an early payroll cutoff date used for December, 2017.

BACKGROUND:

The last few years' staff has processed the December payroll early with the direct deposit completed midnight December 24. An early payroll cutoff is setup and base hours are assumed for the third week of December with the actuals processed/paid in January.

The 20th of each month is the standard payroll cutoff. For December 2017, administration has established Saturday, December 9 as the adjusted payroll cutoff for staff. Dates being assumed are December 10-20. Payroll direct deposit will be completed midnight December 22.

Council is reminded to submit all 2017 approved remuneration documents at the December 14, 2017 Council meeting by 1:00 pm.

COST / SOURCE OF FUNDING:

n/a

ATTACHMENT(S):

Nil

RECOMMENDED ACTION:

Motion: That Council accepts the presentation regarding the December, 2017 early payroll cutoff for information.

November 1, 2017

Rik Vandekerkhove, DVM
V.S.I. Services (1980) Ltd
Box 137
Fairview AB T0H 1L0

Dear Doctor Vandekerkhove

Re: V.S.I Services (1980) Ltd AGM

Please accept this letter as notification that Birch Hills County is unable to send a representative to the VSI AGM on Friday, November 3, 2017.

Council did pass the following resolutions at their Inaugural and their Regular Council Meetings on October 26, 2017:

RC17-367 Moved by Deputy Reeve Carbone that Council appoint Reeve Gerald Manzulenko, with Councillor Deanne Wendland to serve as his alternate, as a Director, on VSI Services (1980) Ltd.; and

RC17-387 Moved by Councillor Bogdanek that Council advise Administration to forward a letter to VSI stating that no one will be attending their upcoming meeting but that Birch Hills County approves the 50/50 cost share for the agreement.

Please feel free to contact me should you require any additional information.

Sincerely,

Hermann Minderlein
Chief Administrative Officer

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Chatham, ON N7M 5K6
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F (519) 672-5960

November 2, 2017

Via email

Birch Hills County
Box 157
Wanham, AB T0H 3P0
Attention: Hermann Minderlein *(cao@birchhillscounty.com)*

Municipal District of Peace No. 135
PO Box 34
Berwyn, AB T0H 0E0
Attention: Robert Willing *(lmcken@mdpeace.com)*

Dear Sir:

RE: CAEPLA/PRMLC v NGTL re NEB ADR

Further to our correspondence of September 20/17 enclosing copies of our letters to the NEB filing your respective letters of support for CAEPLA/PRMLC's intervention, we are pleased to advise that CAEPLA/PRMLC has resolved with NGTL issues related to NGTL's proposed PRM Abandonment project. As part of this settlement, please find enclosed a copy of the letters which we have received from NGTL confirming its commitments to your respective municipalities (NGTL will be forwarding copies of these letters to you directly). In addition, we enclose a copy of our letter to the NEB of today's date advising the Board that CAEPLA/PRMLC are withdrawing from further participation in the PRM Abandonment hearing.

We trust this is satisfactory and would like to take this opportunity to thank your respective municipalities for their support of CAEPLA/PRMLC's NEB intervention.

Yours very truly,
COHEN HIGHLEY LLP

Paul Vogel

email: vogel@cohenhighley.com
c.c. CAEPLA – Attention: Dave Core
PRMLC – Attention: Gregory Loewe
PRMLC – Attention: Gerald Matzner
Enclosure
/lm

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TransCanada
In business to deliver

November 1, 2017

Sent Via Email

TransCanada PipeLines Limited
450 - 1st Street, SW
Calgary, Alberta T2P 5H1

Tel: 403-920-2000
Fax: 403-920-2308

Jason Kellock

Direct Line: 587-933-8706
Email:
jason_kellock@transcanada.com

Birch Hills County

P.O. Box 157
Wanham, Alberta, Canada
T0H 3P0

Attention: Hermann Minderlein, Chief Administrative Officer

Dear Hermann,

Re: NOVA Gas Transmission Ltd. (NGTL) Peace River Mainline Abandonment

CAEPLA has asked that NGTL write you. NGTL is writing to confirm it will abide by its legal and regulatory obligations associated with the PRML Abandonment Project and has made it clear throughout the regulatory proceedings that landowners will not be liable for the costs of abandonment.

Yours truly,

NOVA GAS TRANSMISSION LTD.

Jason Kellock
Manager, NGTL 2020-2021 Development Projects

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F 519 672-5960

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P.O. Box 420
Chatham, ON N7M 5K6
T 226 494-1034
F 519 672-5960

November 2, 2017

E-FILED

National Energy Board
Attention: Sheri Young, Secretary of the Board
Suite, 210 - 517 10th Ave SW
Calgary, AB T2R 0A8

Dear Ms. Young:

RE: NGTL Peace River Mainline Abandonment
Hearing Order MH-002-2017
NEB File No. OF-Fac-Gas-N081-2016-08-01

We are counsel representing CAEPLA/PRMLC with respect to the above noted matter. We are pleased to advise the Board that CAEPLA/PRMLC, Birch Hills County, and the Municipal District of Peace No.135 have resolved with NGTL issues related to NGTL's proposed PRM Abandonment Project (Project). Accordingly, please be advised that CAEPLA/PRMLC are withdrawing from further participation in the PRM Abandonment hearing (including withdrawal of CAEPLA/PRMLC comments on NEB draft conditions and proposed additional conditions filed Oct.30/17) and any further intervention in the regulatory proceedings in respect of this Project.

We trust this is satisfactory. If you have any questions, or require further information, please contact us.

Yours very truly,

COHEN HIGHLEY LLP

Paul Vogel

email: vogel@cohenhighley.com

/lm

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