AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
November 28, 2019

9:00 a.m. **1. CALL THE MEETING TO ORDER**

2. ADOPTION OF THE AGENDA

3. ADOPTION OF THE MINUTES
a. October 24, 2019 Organizational Council Meeting Minutes (Page 3)
b. October 24, 2019 Regular Council Meeting Minutes (Page 13)
c. November 8, 2019 Special Council Meeting Minutes (Page 23)

Adjourn meeting, start ASB meeting (PCBFA presentation 9:15 a.m.)

4. DELEGATIONS

1:00 p.m. a. Larry Kirkpatrick and/or Dave Dmytryshyn from Transitional Solutions are scheduled and will be available to appear as a delegation via phone to brief Council on the County of Grande Prairie/Birch Hills County ICF Bylaw (see item 7.a) if Council deems that their input is necessary

11:30 a.m. b. Sgt. Mark Hall, McLennan RCMP Detachment Commander (Page 25)
Sgt. Bryce Tarzwell, Spirit River RCMP Detachment Commander

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

6. CHIEF ADMINISTRATIVE OFFICER REPORT
a. CAO Report (Page 28)
b. CAO Action Log (Page 36)

7. BYLAWS
a. Bylaw 2019-13 ICF BHC/County of Grande Prairie (Page 47)
b. Bylaw 2019-14 ICF BHC/Saddle Hills County (Page 67)
c. Bylaw 2019-15 Procedural Bylaw (Page 86)

8. BUSINESS ARISING OUT OF THE MINUTES (UNFINISHED BUSINESS) –
a. Correction of the Minutes of the September 26, 2019 Regular Council Meeting (Page 134)
b. Policy No 11-05-19 – Travel Expense Remuneration Policy (Page 135)

AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
November 28, 2019
(CONTINUED)

c. Outstanding Policy and Bylaw Matters - CAO Action Log (To be distributed prior to meeting)
d. Request For Proposal re CAO Recruitment (Closed Session - to be distributed at meeting)

9. NEW BUSINESS

a. **Council** - Nil

b. **Administration**
   i. Appointment of Auditor (Page 141)
   ii. BHC Recreation Board Appointments (Page 142)
   iii. RMA Patronage Rebate (Page 146)
   iv. 2020 Cost of Living Adjustments (Page 148)

c. **Emergency Services**
   i. BHC Fire Chiefs and Deputy Fire Chiefs Appointments (To be distributed prior to meeting)

d. **Public Works**
   i. Fleet Management re Light Duty Trucks (To be distributed prior to meeting)
   ii. Water Report (Page 155)

e. **Agricultural Service** - Nil

10. FOR INFORMATION

a. Bank Reconciliation October 31, 2019 (Page 163)

11. CORRESPONDENCE

a. Letter dated October 29, 2019 response to Ervin Murray re Road Extension request. (Page 167)
b. Letter dated October 28 from SHC re Appointments 2019 (Page 169)
c. Letter dated November 7, 2019 re Alberta Capital Finance Authority (Page 170)
d. Letter dated November 14, 2019 from Minister of Municipal Affairs re Grant Funding (Page 171)

12. CLOSED SESSION

a. 8.b

NEXT REGULAR COUNCIL MEETING DATE – December 12, 2019

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

Absent

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

ADOPTION OF AGENDA **OC19-01 Moved by Councillor Manzulenko** that Council adopt the agenda of the October 24, 2019 Organizational Meeting as presented.

CARRIED

Nomination for Reeve

CAO Minderlein opened the floor for nominations for the position of Reeve, in Birch Hills County, for the 2019-2020 term.

Councillor Duval nominated Councillor Gerald 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.

OC19-02 Moved by Councillor Duvall that nominations for Reeve of Birch Hills County cease.

CARRIED

Councillor Manzulenko was appointed as Reeve for Birch Hills County for the period October 24, 2019 to October 2020. Oath of Office was administered for Reeve.

Nomination for Deputy Reeve

Reeve Manzulenko opened the floor for nominations for the position of Deputy Reeve, in Birch Hills County, for the 2019-2020 term.

Councillor Joudrey nominated Councillor Terry Carbone for the position of Deputy Reeve

Nominations were called for a second time.

Nominations were called for a third and final time.

OC19-03 Moved by Councillor Reum that nominations for Deputy Reeve of Birch Hills County cease.

CARRIED

Councillor Carbone was appointed as Deputy Reeve for Birch Hills County for the period October 24, 2019 to October 2020. Oath of Office was administered for Deputy Reeve.

MEMBERS OF COUNCIL COMMITTEES & BOARDS 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.

Agriculture Service Board

Council was advised of their appointment to the Agriculture Service Board (ASB), and of the requirement to appoint an ASB Chairperson at the Organizational Meeting.

Councillor Poetker nominated Councillor Mel Duvall for the position of ASB Chairperson. Councillor Duvall accepted.

Nominations were called for a second time.

Nominations were called for a third and final time.

OC19-04 Moved by Councillor Reum that nominations for ASB Chairperson cease.

CARRIED

Councillor Duvall was appointed as the ASB Chairperson for Birch Hills County for the period October 24, 2019 to October 2020.

BHC Intermunicipal Committee (IDP's & ICF's)

Council was requested to appoint a member of

Council, an alternate member of Council as well as the CAO to sit as a board member of the Intermunicipal Committee.

OC19-05 Moved by Councillor Duvall that Council reappoint Reeve Manzulenko, alternate Deputy Reeve Carbone as well as, CAO Minderlein to sit on the Birch Hills County Intermunicipal Committee for the 2019-2020 term.

CARRIED

Central Peace Attraction and Retention Committee

Council was requested to appoint a member and an alternate of Council to sit on the Central Peace Attraction and Retention Committee (CPARC).

OC19-06 Moved by Deputy Reeve Carbone that Council reappoint Councillor Joudrey, and alternate Councillor Duvall to sit on the Central Peace Attraction and Retention Committee for the 2019-2020 term.

CARRIED

Central Peace Health Council

Council was requested to determine if Council needs to appoint a member and an alternate of Council to sit on the Central Peace Health Council.

OC19-07 Moved by Councillor Wendland that Council accept Central Peace Health Council 2019-2020 appointment as information.

CARRIED

Central Peace Medical Services Corporation

Council was requested to review appointments of members of Council that sit as Directors of the Central Peace Medical Services Corporation (Part 9 Company) that oversees the operation of the Central Peace Health Center.

OC19-08 Moved by Councillor Joudrey that Council receives the presentation regarding the Central Peace Medical Services Corporation (Part 9 Company) 2019-2020 appointment for information and direct that the Chief Administrative Officer continue to attend meetings of the G5 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 Region (G5) Seniors' Housing Committee

Council was requested to appoint a member (Reeve or Deputy Reeve) and an alternate of Council to sit on the Central Peace Region (G5) Seniors' Housing Committee.

OC19-09 Moved by Councillor Poetker that Council reappoint Reeve Manzulenko, and alternate Councillor Joudrey to the Central Peace Senior Housing Committee that oversees the Central Peace Region (G5) - Seniors' Housing Study for the 2019-2020 term.

CARRIED

Central Peace Regional Emergency Management Services Committee

Council was requested to appoint a member and an alternate of Council to sit on the Central Peace Regional Emergency Management Services Committee.

OC19-10 Moved by Councillor Duvall that Council reappoint Councillor Reum, alternate Deputy Reeve Carbone as well as CAO Minderlein, the Director of Emergency Management (DEM), and Director of Public Works Dion Hynes, the Deputy DEM, to sit on the Central Peace Regional Emergency Management Committee for the 2019-2020 term.

CARRIED

Central Peace Regional Waste Management Commission

Council was requested to appoint a member and an alternate of Council to sit on the Central Peace Regional Waste Management Commission.

OC19-11 Moved by Deputy Reeve Carbone that Council reappoint Councillor Reum, and alternate Councillor Wendland to continue to sit on the Central Peace Waste Management Commission for the 2019-2020 term.

CARRIED

Eaglesham Seed Cleaning Co-op Board

Council was requested to appoint a member and an alternate of Council to sit on the Eaglesham Seed

Cleaning Co-op Board.

OC19-12 Moved by Councillor Wendland that Council reappoint Deputy Reeve Carbone and alternate Councillor Duvall to continue to sit on the Eaglesham Seed Cleaning Co-op Board for the 2019-2020 term.

CARRIED

Fire Guardians

Council was requested to appoint Fire Guardians for Birch Hills County.

OC19-13 Moved by Councillor Poetker that Council receives the presentation regarding the Fire Guardians 2019-2020 appointments for information and appoint the Deputy Director of Emergency Management Dion Hynes, all Fire Chiefs, and all Deputy Fire Chiefs as Fire Guardians for Birch Hills County for the 2019-2020 term.

CARRIED

G5 Intermunicipal Economic Development Committee

Council was requested to appoint a member and an alternate of Council to sit as a board member of the G5 Intermunicipal Economic Development Committee.

OC19-14 Moved by Councillor Joudrey that Council reappoint Councillor Poetker, and Councillor Wendland to serve as the alternate, on the G5 Intermunicipal Economic Development Committee for the 2019-2020 term.

CARRIED

G5 Peace Regional Water Study Committee

Council was requested to appoint a member and an alternate of Council to sit as a board member of the G5 Peace Regional Water Study Committee.

OC19-15 Moved by Councillor Reum that Council reappoint Deputy Reeve Carbone and alternate Councillor Poetker to the G5 Peace Regional Water Study Committee for the 2019-2020 term.

CARRIED

Grande Spirit Foundation

Council was requested to appoint a member and an alternate of Council to sit as a board member of the Grande Spirit Foundation (GSF).

OC19-16 Moved by Deputy Reeve Carbone that Council reappoint Councillor Joudrey, and alternate Councillor Poetker to sit on the Grande Spirit Foundation Board of Directors for the 2019-2020 term.

CARRIED

Municipal Library Board

Council was requested to appoint one or two members (but not an alternate), of Council to sit on the Municipal Library Board.

OC19-17 Moved by Councillor Wendland that Council reappoint Councillor Joudrey to sit on the Municipal Library Board for the 2019-2020 term.

CARRIED

Northern Transportation Advocacy Bureau (NTAB)

Council was requested to appoint a member and an alternate of Council to sit on the Northern Transportation Advocacy Bureau (NTAB).

OC19-18 Moved by Councillor Duvall that Council reappoint Councillor Wendland and appoint alternate Councillor Duvall to sit on the Northern Transportation Advocacy Bureau for the 2019-2020 term.

CARRIED

Peace Library System

Council was requested to appoint one member of Council and one alternate member to sit on the Peace Library System.

OC19-19 Moved by Councillor Reum that Council reappoint Councillor Joudrey and alternate Councillor Poetker to sit on the Peace Library System for the 2019-2020 term.

CARRIED

Peace Region Economic Development Alliance

Council was requested to appoint a member and an alternate of Council to sit on the Peace Region Economic Development Alliance (PREDA).

OC19-20 Moved by Deputy Reeve Carbone that Council reappoint Councillor Wendland and alternate Reeve Manzulenko to sit on the Peace Region Economic Development Alliance Board of Directors for the 2019-2020 term.

CARRIED

Peace Valley Conservation, Recreation & Tourism Society

Council was requested to appoint a member and an alternate to the Peace Valley Conservation, Recreation & Tourism Society (PVCRTS) Board of Directors.

OC19-21 Moved by Councillor Wendland that Council reappoint Councillor Duvall and alternate Councillor Poetker to sit on the Peace Valley Conservation Recreation and Tourism Society Board of Directors for the 2019-2020 term.

CARRIED

BHC Recreation Board

Council was requested to appointment a member of Council for observation purposes (non-voting) to sit on the Birch Hills County Recreation Board.

OC19-22 Moved by Councillor Poetker that Council reappoint Deputy Reeve Carbone as the observer, and Reeve Manzulenko as the alternate observer, to the Birch Hills County Recreation Board for the 2019-2020 term.

CARRIED

Signing Authority

Council was requested to review the authorize signatories for agreements and cheques.

OC19-23 Moved by Councillor Joudrey that Council accept the Signing Authority as information.

CARRIED

Veterinary Services Incorporated

Council was requested to appoint a member and an alternate of Council to sit on the Veterinary Services Incorporated (V.S.I.) program.

OC19-24 Moved by Councillor Duvall that Council reappoint Reeve Manzulenko with alternate Councillor Wendland to sit as Directors on the Veterinary Services Incorporated (1980) Ltd. program for the 2019-2020 term, and confirm that Gerald Manzulenko and Kathrin Langlois will be attending their V.S.I. Annual General Meeting to be held on November 8, 2019.

CARRIED

Water North Coalition

Council was requested to appoint a member and an alternate member of Council to sit on the Water North Coalition.

OC19-25 Moved by Councillor Reum that Council reappoint Deputy Reeve Carbone and Councillor Poetker alternate from Council to sit on the Water North Coalition to be a voting member and Director of Public Works Dion Hynes to be a non-voting member of the WNC for the 2019-2020 term.

CARRIED

MEMBERS-AT-LARGE COMMITTEES & BOARDS APPOINTMENTS

Agricultural Appeal Board

Council was requested to appoint members to the Birch Hills County Agricultural Appeal Board.

Councillor Duvall declared pecuniary interest and exited meeting at 9:19 a.m.

OC19-26 Moved by Councillor Poetker that Council reappoint Dale Emerson, Gary Sanocki and Andrea Farrell as members to sit on the Agriculture Appeal Board for the 2019-2020 term.

CARRIED

Councillor Duvall came back into room 9:19 a.m.

Central Peace Regional Assessment Review Board

Council was requested to review the members appointed to the Central Peace Regional Assessment Review Board.

OC19-27 Moved by Councillor Wendland that Council receive the Central Peace Regional Assessment Review Board appointments for information and reappoint Hermann Minderlein and reappoint Lucy Stevenson as an Assessment Clerk for Birch Hills County, to the Central Peace Regional Assessment Review Board for 2019-2020 term.

CARRIED

Central Peace Regional Intermunicipal Subdivision and Development Appeal Board (ISDAB)

Council was requested to review appointments of members to the Central Peace Regional Intermunicipal Subdivision and Development Appeal Board (ISDAB).

OC19-28 Moved by Councillor Poetker that Council receive the presentation related to the Central Peace Regional Intermunicipal Subdivision and Development Appeal Board for information.

CARRIED

Fire Department

Council was requested to review the list of chiefs and deputy chiefs for the three (3) detachments of the Birch Hills County Fire Department.

OC19-29 Moved by Councillor Joudrey that Council accept the information on Fire Chiefs and Deputy Fire Chiefs as information.

CARRIED

Municipal Library Board

Council was requested to review the appointed Members at Large to the Birch Hills County Municipal Library Board.

Deputy Reeve Carbone declared pecuniary interest and exited meeting at 9:21 a.m.

OC19-30 Moved by Councillor Duvall accept the presentation on Birch Hills County Municipal Library Board 2019-2020 appointments as information; and appoint Janice Carbone-Brassard as a representative to sit on the Birch Hills County Municipal Library Board for a three (3) year term ending in 2022.

CARRIED

Deputy Reeve Carbone entered meeting 9:21 a.m.

Municipal Planning Commission

Council was requested to review appointments of Birch Hills County Municipal Planning Commission members.

Councillor Poetker declared pecuniary interest and exited meeting at 9:22 a.m.

OC19-31 Moved by Councillor Reum that Council reappoint Maurice Lemay, Martine Piebiak and Pam Poetker to sit on the Municipal Planning Commission for the 2019-2020 term.

CARRIED

Councillor Poetker entered meeting 9:22 a.m.

BHC Recreation Board

Council was requested to reaffirm appointments of

members to sit on the Birch Hills County Recreation Board.

OC19-32 Moved by Deputy Reeve Carbone that Council accept the presentation related to the Recreation Board Members for information and direct Administration to continue advertising for the required 4 weeks per Bylaw 2019-01 for Ward 1 and continue advertising to find a replacement for Ward 2 and bring the names of any applicants back to Council for selection and appointment for the remainder of the 2019-2020 term.

CARRIED

ADJOURNMENT

Being that there was no further business, Reeve Manzulenko adjourned the meeting at 9:25 a.m.

Original to be signed
GERALD MANZULENKO
REEVE

Original to be signed
HERMANN MINDERLEIN
CAO

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

Absent

CALL TO ORDER

Reeve Manzulenko called the meeting to order at 9:30 a.m.

ADOPTION OF AGENDA

RC19-332 Moved by Councillor Wendland that Council adopt the agenda of the October 24, 2019 Regular Council Meeting with the addition of **10.a.ii** CAO Recruitment.

CARRIED

ADOPTION OF MINUTES

Regular Council Meeting September 26, 2019

RC19-333 Moved by Councillor Joudrey that Council approve the minutes of the September 26, 2019 Regular Council Meeting as presented.

CARRIED

COUNCILLOR REPORTS

Reeve Manzulenko No Report.

Deputy Reeve Carbone No Report.

Councillor Poetker Councillor Poetker provided a verbal update to Council on the tour of the Aquatera Water Plant and facilities on October 2 in Grande Prairie and the Water North Coalition meeting he attended on October 3, 2019 in Grande Prairie hosted by Aquatera.

Councillor Wendland No Report.

Councillor Reum No Report.

Councillor Duvall No Report.

Draft

Councillor Joudrey

Councillor Joudrey advised Council that she had attended a Grande Spirit Foundation (GSF) Special Meeting in Clairmont on September 20, 2019 that was a closed session and that she had attended the Friends of the GSF Harvest Dinner Fundraiser on October 5, 2019 in Grande Prairie.

RC19-334 Moved by Councillor Poetker that Council accept the Councillor Reports for information.

CARRIED

CHIEF ADMINISTRATIVE OFFICER'S REPORTS

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

Dion Hynes Director of Public Works entered meeting at 10:18 a.m.

DOPW Hynes exited meeting at 10:33 a.m.

RC19-335 Moved by Deputy Reeve that Council receive the CAO's written report and verbal updates for information.

CARRIED

RC19-336 Moved by Councillor Wendland that Council authorize the closure of the Birch Hills County Office from 12:00 p.m. to 4:30 p.m. on November 5, 2019 for a Team Building event and direct that Administration advertise the closure.

CARRIED

CAO Action Log

Council reviewed the CAO Action Log updated to October 23, 2019 provided in the Agenda Package.

RC19-337 Moved by Councillor Poetker that Council receive the CAO Action Log for information.

CARRIED

RC19-338 Moved by Councillor Duvall that Council table item 8.a until later in the meeting.

CARRIED

RC19-339 Moved by Councillor Joudrey that Council table item 8.b until later in the meeting.

CARRIED

UNFINISHED BUSINESS

Tax Sale

Council was requested to provide Administration with direction as to the action(s) to be taken for those

Draft

properties that were offered at the 2019 Public Auction held October 7, 2019, and that did not sell.

RC19-340 Moved by Councillor Joudrey that Council for Birch Hills County not purchase the following properties
1. Municipal Roll 061854;
2. Municipal Roll 061855;
3. Municipal Roll 061856;
4. Municipal Roll 315230;
5. Municipal Roll 315344;
6. Municipal Roll 315378;
7. Municipal Roll 315604; and
8. Municipal Roll 316468.

but direct Administration to register Birch Hills County on title of these properties by registering a Tax Forfeiture Instrument (a “Notification of Municipal Acquisition” form).

CARRIED

BHC Sale of Lots

Council was provided with the reported results of the GovDeals Auction for properties that had been listed where the titles were in the name of the Birch Hills County.

RC19-341 Moved by Councillor Poetker that Council approve the sale of roll number 315222 for the bid submitted of $3,000 plus Buyer’s Premium plus GST through GovDeals.com.

CARRIED

RC19-342 Moved by Deputy Reeve Carbone that Council authorize Administration to offer and sell tax arrears properties that have gone unsold at public auction and where Birch Hills County has registered its name on title by registering a Tax Forfeiture Instrument (a “Notification of Municipal Acquisition” form), for sale on the GovDeals Auction Server, and establish the reserve bids for such properties at a price as close as reasonably possible to market value, that being deemed to be the value assessed on the properties for tax purposes.

CARRIED

Meeting was recessed at 10:50 a.m.

Draft

Meeting was resumed at 11:00 a.m.

DELEGATIONS

Elisa Stamatakis from V3 Companies of Canada Ltd. attended via phone.

PUBLIC HEARING

Bylaw 2019-09, IDP BHC/County of Grande

Birch Hills County was required to hold a Public Hearing regarding Birch Hills County (BHC) Bylaw 2019-09, the "Birch Hills County/ County of Grande Prairie No. 1 Intermunicipal Development Plan (County of Grande Prairie IDP)", that is scheduled to be presented for second and third reading later on as part of this Regular Council meeting agenda.

RC19-343 Moved by Councillor Poetker that Council open the Public Hearing related to Bylaw 2019-09, the Birch Hills County / County of Grande Prairie Intermunicipal Development Plan.

CARRIED

Reeve Manzulenko outlined the purpose of the Public Hearing, CAO Minderlein Development Officer, Elisa Stamatkis from V3 Companies of Canada Ltd. provided a verbal summary with clarification to Council on their questions related to the Bylaw No. 2019-09.

RC19-344 Moved by Councillor Joudrey that Council adjourn the Public Hearing related to Bylaw 2019-09, the Birch Hills County/County of Grande Prairie Intermunicipal Development Plan and resume the October 24, 2019, Regular Council Meeting.

CARRIED

RC19-345 Moved by Councillor Deputy Carbone that Council remove from the table the matter related to item 8.a Bylaw 2019-09.

BYLAWS

Bylaw 2019-09 IDP BHC/County of Grande

Council was presented with Bylaw No. 2019-09, the "County of Grande Prairie IDP Bylaw" for second and third reading.

RC19-346 Moved by Councillor Duvall that Council provide 2nd reading to Bylaw No. 2019-09, the County

Draft

of Grande Prairie Intermunicipal Development Plan Bylaw.

CARRIED

RC19-347 Moved by Councillor Wendland that Council provide 3rd and final reading to Bylaw No. 2019-09, the County of Grande Prairie Intermunicipal Development Plan Bylaw".

CARRIED

RC19-348 Moved by Councillor Poetker that Council direct Administration to advertise Bylaw 2019-09 as per the Procedural Bylaw 2014-06.

CARRIED

NEW BUSINESS CON'T

Remembrance Day

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

RC19-349 Moved by Councillor Joudrey that Council authorize support to Eaglesham School for their Remembrance Day activities by providing Eaglesham Hall and cleaning services free of charge, and publishing notice of the activity in the Signal on the Birch Hills County page.

CARRIED

RC19-350 Moved by Councillor Poetker that Council authorize the attendance of CAO Minderlein to attend the Remembrance Day ceremony in Eaglesham to represent Birch Hills County and place a wreath on behalf of the County.

CARRIED

CAO RECRUITMENT

Council discussed CAO recruitment options.

RC19-351 Moved by Councillor Poetker that Council direct Administration to issue a Request for Proposals to fill the anticipated CAO vacancy that will be required to be filled in the April to June, 2020 timeframe from qualified firms or individuals that specialize in recruiting candidates for high level positions on behalf of Local Governments throughout Alberta, and to bring proposals and quotes received to the November 28, 2019 Regular Council Meeting.

CARRIED

Draft

PUBLIC HEARING

Bylaw 2019-10 IDP
BHC/Saddle Hills County

Birch Hills County is required to hold a Public Hearing regarding Birch Hills County (BHC) Bylaw 2019-10, the "Birch Hills County/Saddle Hills County Intermunicipal Development Plan (Saddle Hills County IDP)", that is scheduled to be presented for second and third reading later on as part of this Regular Council meeting agenda.

RC19-352 Moved by Wendland that Council open the Public Hearing related to Bylaw 2019-10, the Birch Hills County / Saddle Hills County Intermunicipal Development Plan.

CARRIED

Reeve Manzulenko outlined the purpose of the Public Hearing, and CAO Minderlein Development Officer provided a verbal summary with clarification to Council on their questions related to the Bylaw No. 2019-10.

RC19-353 Moved by Councillor Joudrey that Council adjourn the Public Hearing related to Bylaw 2019-10, the Birch Hills County / Saddle Hills County Intermunicipal Development Plan and that Council reconvene the October 24, 2019, Regular Council Meeting.

CARRIED

RC19-354 Moved by Councillor Wendland that Council remove from the table the matter related to item 8.b Bylaw 2019-10.

CARRIED

Bylaw 2019-10 IDP
BHC/Saddle Hills County

Council was presented with Bylaw No. 2019-10, the "Saddle Hills County IDP Bylaw" for second and third reading.

RC19-355 Moved by Councillor Poetker that Council provide 2nd reading to Bylaw No. 2019-10, the Saddle Hills County Intermunicipal Development Plan Bylaw.

CARRIED

RC19-356 Moved by Councillor Reum that Council provide 3rd and final reading to Bylaw No. 2019-10, the Saddle Hills County Intermunicipal Development Plan Bylaw.

CARRIED

INITIALS: **Reeve:** _____

CAO:

Draft

RC19-357 Moved by Deputy Carbone that Council direct Administration to advertise Bylaw 2019-10 as per the Procedural Bylaw 2014-06.

CARRIED

NEW BUSINESS CON'T

Office Closure re Christmas Staff Lunch

Council was requested to authorize Administration to close the Birch Hills County Office from 12:00 p.m. to 1:00 p.m. on December 12, 2019.

RC19-358 Moved by Councillor Joudrey that Council authorize the closure of the Birch Hills County Office from 12:00 p.m. to 2:00 p.m. on December 12, 2019, and direct that Administration advertise the closure.

CARRIED

DOPW Hynes entered meeting at 11:40 a.m.

Request to approve purchase re Culvert

Council was provided with a request from administration to accept a quote for a culvert purchase.

RC19-359 Moved by Deputy Reeve Carbone that Council direct Administration to accept the quote from Armtec for $32,252.82.

CARRIED

Request to extend Range Road 43

Council was presented a request received from Mr. Ervin Murray to extend Range Road 43 past the driveway to his residence at SE-9-77-4W6.

RC19-360 Moved by Councillor Reum that Council Direct staff to include the extension of RR43 from its current end and within the road allowance to Mr. Murray's driveway and to include the funding for this in the 2020 Capital Budget.

DEFEATED

RC19-361 Moved by Deputy Carbone that Council accept the request from Mr. Ervin Murray to extend RR43 from its current end and within the road allowance to Mr. Murray's driveway for information, and direct staff to advise Mr. Murray that Birch Hills County would be willing to permit him to extend RR43

Draft

at his expense from its current end, and within the road allowance, provided that the work is completed to the County's specifications and be subject to inspection by County staff, and that any major maintenance required during the three (3) years following completion of the extension will be the responsibility of Mr. Ervin Murray or any subsequent owner of the property and driveway of his residence at SE-9-77-4W6.

CARRIED

Road repair re Tough Cell

Council was provided with information regarding the road repairs that have been completed in Eaglesham and Tangent using Tough Cell.

RC19-362 Moved by Councillor Poetker that Council authorize the addition of the road repair projects, estimated to have costed at least $63,708.89, that were completed in Eaglesham and Tangent in 2019 using the product "Tough Cell" to the 2019 Capital Budget with funding to be provided from either Gas Tax Funding (if approved) or Capital Reserves if required.

CARRIED

Councillor Reum and DOPW Hynes exited meeting 12:09 p.m.

Meeting was recessed for lunch at 12:09 p.m.

Meeting was resumed at 1:00 p.m.

VSI 50/50

Council was requested to approve the 50/50 cost share for the Veterinary Services Incorporated (VSI) program.

RC19-363 Moved by Deputy Carbone that Council direct Administration to forward a letter to Veterinary Services Incorporated (V.S.I.) program stating Birch Hills County approves the 50/50 cost share for the V.S.I. agreement.

CARRIED

Draft

ASB Provincial Conference Attendance

Administration brought back information regarding the 2020 Provincial Agriculture Service Board Conference and requested from Council, confirmation on attendance and travel arrangements.

RC19-364 Moved by Councillor Wendland that Council accept Provincial Agriculture Service Board Conference confirmation on attendance as information.

CARRIED

ASB Meeting Date

Council was requested to review the upcoming change to Agricultural Service Board (ASB) meeting.

RC19-365 Moved by Councillor Poetker that Council cancel the 2019 ASB Meeting scheduled for December 12, 2019 and direct Administration to provide notice of these changes in accordance with the requirements of Bylaw 2014-06, the Procedures Bylaw and schedule a new ASB Meeting for November 28, 2019.

CARRIED

FOR INFORMATION

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

1. Bank Reconciliation – September 30, 2019;
2. 2019 Tax Sale Minutes from October 7, 2019; and
3. MLB Minutes from April 30, 2019.

RC19-366 Moved by Councillor Wendland that Council accept the items presented for information.

CARRIED

CORRESPONDENCE

Council was provided with copies of the following documents:

a. Letter from Peace Library System dated September 30, 2019; and
b. Letter from Saddle Hills County re ISDAB dated October 17, 2019.

RC19-367 Moved by Councillor Joudrey that Council accept the correspondence provided for information.

CARRIED

Draft

CLOSED SESSION

RC19-368 Moved by Deputy Carbone that Council move into closed session at 1:27 p.m. to discuss one item related to land per Freedom of Information and Protection of Privacy Act (FOIP) Division 2, section 27.

CARRIED

Shawna Schwerdt
L.O./E.A. exited meeting at 1:27 p.m.

RC19-369 Moved by Councillor Duvall that Council move out of closed session at 2:09 p.m.

CARRIED

ADJOURNMENT

Being that there was no further business, Reeve Manzulenko adjourned the meeting at 2:09 p.m.

Draft

Original to be signed
GERALD MANZULENKO
REEVE

Original to be signed
HERMANN MINDERLEIN
CAO

MINUTES OF A SPECIAL COUNCIL MEETING FOR BIRCH HILLS COUNTY HELD IN THE COUNCIL CHAMBERS NOVEMBER 8, 2019

Present:	**Reeve**	Gerald Manzulenko
	Deputy Reeve	Terry Carbone
	Councillor	Albert Poetker
	Councillor	Deanne Wendland
	Councillor	Paul Reum
	Councillor	Mel Duvall
	Councillor	Denise Joudrey
	Director of Corporate Services	Shelly Braun
	Recording Secretary	Lucy Stevenson
	Director of Agriculture	Amanda Ouellet
	Assistant Agriculture Fieldman	Kathrin Langlois
Absent:	**CAO**	Hermann Minderlein

CALL TO ORDER

Reeve Manzulenko called the meeting to order at 3:30 p.m.

ADOPTION OF AGENDA

SC19-370 Moved by Deputy Reeve Carbone that Council adopt the agenda of the November 8, 2019 Special Council Meeting as presented.

CARRIED

NEW BUSINESS

Agriculture Disaster for BHC

Council was provided with information on the status of Agriculture sectors in Birch Hills County area.

SC19-371 Moved by Councillor Wendland that Council declare an Agricultural Disaster in Birch Hills County for 2019, and directs the Agricultural Fieldman to draft a letter, to be signed by the Reeve, to both the Federal and Provincial Ministers of Agriculture explaining the situation and requesting extra supports for producers.

CARRIED

INITIALS: Reeve: _____

ADJOURNMENT

Being that there was no further business, Reeve Manzulenko adjourned the meeting at 4:24 p.m.

Original to be signed
GERALD MANZULENKO
REEVE

Original to be signed
SHELLEY BRAUN
DIRECTOR OF CORPORATE SERVICES

INITIALS: **Reeve:** _____

Birch Hills County - McLennan & Spirit River Detachment
Crime Statistics (Actual)
January to September: 2016 - 2019

All categories contain "Attempted" and/or "Completed"

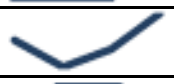
October-04-19

CATEGORY	Trend	2016	2017	2018	2019	% Change 2016 - 2019	% Change 2018 - 2019	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	0	N/A	N/A	0.0
Robbery		0	1	0	0	N/A	N/A	-0.1
Sexual Assaults		1	0	1	4	300%	300%	1.0
Other Sexual Offences		0	0	0	1	N/A	N/A	0.3
Assault		2	0	7	2	0%	-71%	0.7
Kidnapping/Hostage/Abduction		0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	N/A	N/A	0.0
Criminal Harassment		1	3	2	1	0%	-50%	-0.1
Uttering Threats		1	1	0	3	200%	N/A	0.5
TOTAL PERSONS		**5**	**5**	**10**	**11**	**120%**	**10%**	**2.3**
Break & Enter		6	5	7	9	50%	29%	1.1
Theft of Motor Vehicle		9	2	3	4	-56%	33%	-1.4
Theft Over $5,000		0	1	0	4	N/A	N/A	1.1
Theft Under $5,000		12	9	9	15	25%	67%	0.9
Possn Stn Goods		2	0	1	3	50%	200%	0.4
Fraud		4	2	4	2	-50%	-50%	-0.4
Arson		0	0	0	0	N/A	N/A	0.0
Mischief To Property		2	5	9	8	300%	-11%	2.2
TOTAL PROPERTY		**35**	**24**	**33**	**45**	**29%**	**36%**	**3.9**
Offensive Weapons		0	3	0	0	N/A	N/A	-0.3
Disturbing the peace		0	1	0	1	N/A	N/A	0.2
Fail to Comply & Breaches		0	0	2	5	N/A	150%	1.7
OTHER CRIMINAL CODE		2	2	2	3	50%	50%	0.3
TOTAL OTHER CRIMINAL CODE		**2**	**6**	**4**	**9**	**350%**	**125%**	**1.9**
TOTAL CRIMINAL CODE		42	35	47	65	55%	38%	8.1

Birch Hills County - McLennan & Spirit River Detachment
Crime Statistics (Actual)
January to September: 2016 - 2019

All categories contain "Attempted" and/or "Completed"

October-04-19

CATEGORY	Trend	2016	2017	2018	2019	% Change 2016 - 2019	% Change 2018 - 2019	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	2	0	3	N/A	N/A	0.7
Drug Enforcement - Trafficking		0	0	0	1	N/A	N/A	0.3
Drug Enforcement - Other		0	0	0	0	N/A	N/A	0.0
Total Drugs		**0**	**2**	**0**	**4**	**N/A**	**N/A**	**1.0**
Cannabis Enforcement		0	0	0	3	N/A	N/A	0.9
Federal - General		0	0	0	0	N/A	N/A	0.0
TOTAL FEDERAL		**0**	**2**	**0**	**7**	**N/A**	**N/A**	**1.9**
Liquor Act		0	0	0	0	N/A	N/A	0.0
Cannabis Act		0	0	0	1	N/A	N/A	0.3
Mental Health Act		3	0	2	6	100%	200%	1.1
Other Provincial Stats		4	12	12	7	75%	-42%	0.9
Total Provincial Stats		**7**	**12**	**14**	**14**	**100%**	**0%**	**2.3**
Municipal By-laws Traffic		0	0	0	0	N/A	N/A	0.0
Municipal By-laws		0	1	0	0	N/A	N/A	-0.1
Total Municipal		**0**	**1**	**0**	**0**	**N/A**	**N/A**	**-0.1**
Fatals		1	0	0	1	0%	N/A	0.0
Injury MVC		6	2	2	2	-67%	0%	-1.2
Property Damage MVC (Reportable)		36	41	25	28	-22%	12%	-4.0
Property Damage MVC (Non Reportable)		4	0	1	0	-100%	-100%	-1.1
TOTAL MVC		**47**	**43**	**28**	**31**	**-34%**	**11%**	**-6.3**
Provincial Traffic		**24**	**41**	**49**	**51**	**113%**	**4%**	**8.9**
Other Traffic		**1**	**1**	**3**	**1**	**0%**	**-67%**	**0.2**
Criminal Code Traffic		**1**	**5**	**6**	**4**	**300%**	**-33%**	**1.0**
Common Police Activities								
False Alarms		**15**	**17**	**11**	**3**	**-80%**	**-73%**	**-4.2**
False/Abandoned 911 Call and 911 Act		**21**	**13**	**13**	**5**	**-76%**	**-62%**	**-4.8**
Suspicious Person/Vehicle/Property		**13**	**5**	**7**	**8**	**-38%**	**14%**	**-1.3**
Persons Reported Missing		**2**	**1**	**0**	**1**	**-50%**	**N/A**	**-0.4**

McLennan RCMP Detachment

Community Events Your Detachment Members attended this year!

- 2019-04-14: Cst. FOURNIER attended an impromptu road hockey game with kids in Falher - Positive social media posts were noted.
- 2019-04-18: Designated Driver program proposal made to Donnelly Town Council - Cst. FOURNIER
- 2019-05-02: Honey Fest Community Co-ordinators meeting to discuss changes in alcohol Bylaws. - Sgt. HALL and Cpl. PATERSON.
- 2019-06-06: Emergency Services Vs. Ecole Heritage School Dodge Ball game.
- 2019-06-07: Ecole Routhier School attended the Detachment for tour and learn about Forensic Policing.
- 2019-06-07: Detachment School visit from French and English classes in Ecole Routhier School.
- 2019-06-14: Detachment School visit from Ecole Heritage School.
- 2019-06-14: Cpl. PATERSON attended the Kick Off / Dinner to Honey Fest 2019.
- 2019-06-15: Western Alberta District Officer along with Detachment members past and present marched in the Honey Fest Parade.
- 2019-06-15: Cpl. PATERSON and Sgt. HALL assisted with the Annual Running Club 5 km - 10km run in Falher.
- 2019-06-25: Sgt. HALL and Cpl. PATERSON met with a community group to discuss policing in the Falher area. A partnership was formed as well as issues around property crime and impaired driving apprehension were discussed.
- 2019-07-01: RCMP Members attended Canada Day Celebrations in McLennan.
- 2019-07-10: Sgt. HALL attended MD Smoky No 130. to discuss Crime Reduction and Crime Mapping.
- 2019-07-15: Sgt. HALL and Cpl. PATERSON attended the Falher Town Council meeting to discuss Crime Prevention.
- 2019-08-13: Bike Rodeo McLennan. Members Sgt. HALL and CST. DUBOIS. Partnered with Alberta Health Services.
- 2019-08-14: Bike Rodeo Falher. Member CST. GIRARD-LALLEMAND. Partnered with Alberta Health Services.
- 2019-08-22: Kimiwan Bird Walk Year end BBQ. CST. DUBOIS and CST. LEFEBVRE to attend in uniform assisting with event.
- 2019-09-26: Terry Fox Run with all the schools from the area. Cpl. PATERSON and Cst. DUBOIS took part in the event located in Falher.
- 2019-10-10: CST. DUBOIS attended Ecole ROUTHIER School in Falher to give a presentation about Crime Scene Investigations.
- 2019-11-07: Cpl. PATERSON attended Ecole Heritage School for Remembrance Day Ceremony. CST. GIRARD-LALLEMAND attended Ecole ROUTHIER school in Red Serge for Remembrance Day Ceremony.

If you have events, community board vacancies, grand openings etc. that you would like your local RCMP members to attend please contact Sgt. HALL or Cpl. PATERSON with your request.

TO: Members of Council

FROM: Hermann Minderlein, CAO

RE: Report to Council – November 28, 2019 Regular Meeting of Council

SUBJECT: CAO Report

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

REPORT:

This is my report of highlights of activity since the October 24, 2019 Regular Council Meeting.

Shelley and I attended a Meeting at RBC Dominion Securities in Grande Prairie on October 31st to deliver and sign documents and to get an update on what we will get going forward in the way of reports and updates. The meeting was very informative, and we look forward to continue our working relationship with Kevin and his team. We anticipate he will be appearing before Council early in the new year to provide you an update.

The Team Building event on November 4th went over very well, and was appreciated by all. My personal thanks to Amanda and Kathrin for organizing this year's event.

I attended and participated in the Remembrance Day Service in Eaglesham on November 11, 2019. The Eaglesham Agricultural Society stepped up to coordinate the event due to the cancellation of the Eaglesham School activity focusing around "A Night in the Trenches".

The service was well attended and went off without any noticeable problems, especially considering the short notice provided and the lack of previous experience with this event.

I accompanied Council to the RMA Conference in Edmonton November 12 to 16, 2019. I will defer to Council reports on these meetings, and be available to provide clarification if required.

Shelley has been working very hard with the other Directors and myself on putting together numbers for the budget. As most of you heard at the RMA, much of the information we need from the Province is very slow in coming, and we do not anticipate having the information in time to make a presentation to Council. With Council's approval, I am looking at bringing the 2019 Operating Budget to Council for adoption as the Interim 2020 Operating Budget to the December 12, 2019 Regular Council Meeting, and if possible, having a 2020 Capital Budget ready for review, and if possible, adoption.

I will be at the meeting on the 28th to update Council on items missing from my written report, and to provide additional information that may be required.

UPCOMING EVENTS

December 10 G5 Meeting – Eaglesham Hall

December 12 Regular Council Meeting

MEMORANDUM

November 28, 2019

TO: CAO, Birch Hills County

Director of Corporate Services – Administrative Update as of November 22, 2019

2019-20 Application: Local and Provincial Grant Programs

The following 2019-20 grant program funding remains a receivable:

- Canada Summer Jobs (CSJ) – $12,600 **Received November 4**
- Disaster Recovery Program (DRP) - $242,471
- Family & Community Support Services (FCSS) Quarterly payments – Total $47,606 **Received $47,606**
- 2018-19 Gas Tax Funding (GTF) - 85,654 **Received October 24**
- 2019-20 GTF - $90,368 (increase $4,799) *
- 2019-20 GTF - one time top up $85,122 *
- Grants in Place of Taxes (GIPOT) - $19,384.12 (increase $484)
- Municipal Sustainable Initiative (MSI) Capital - $351,951 (decrease $27,428)
- MSI BMTG - $365,702 **(Partial payment $358,826)**** **Received October 31**

*GTF spending plans required
**MSI spending plans required

Finance Update – 2020 Budget and Future Financial Plans

2020 Operating & Maintenance (O&M) and Capital annual budgets will be brought to a future Council meeting.

Financial Plans for 2021-23 (operating), 2021-25 (capital) will be brought to a future Council meeting.

Finance Update – Miscellaneous

The Alberta Consumer Price Index (CPI) was received November 21. An RFD regarding the **2020 Cost of Living Adjustment (COLA)** review is included with this agenda.

After reviewing our **Investment Management Services** with RBC Dominion Securities, Administration has decided to transition ATB Wealth investments over to RBC DS, with the understanding that current investment terms will only be adjusted if it is in the best interests of Birch Hills County. Terms will not be broken if a loss of interest earned with result. The goal has always been to maximize our returns and minimize management fees.

The annual volunteer **Firefighter and Medical First Responder** points' program payments were mailed November 15.

<u>Emergency Management</u> – **It makes "cents" to invest.**
In a crisis, you don't rise to the occasion; you sink to your training.

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

- Incident Command System (ICS) 300	January 6-8, 2020	Saddle Hills County
- Basic Emergency Management (BEM)	January 17, 2020	Saddle Hills County
- Incident Command System (ICS) 100	January 17, 2020	Saddle Hills County
- CP-REM Emergency Exercise	March 20, 2020	Saddle Hills County
- Incident Command System (ICS) 200	March 30&31, 2020	Birch Hills County
- Incident Command System (ICS) 300	October 28-30, 2020	Saddle Hills County

Alberta Task Force 1 general meeting was held November 7 in Peace River and included a High Level Chuckegg Creek wildfire debrief. Dion and I did not attend. We will request the lessons learned document for future reference.

I attended the **CP-REM meeting** held November 21 at Saddle Hills County. Updates as follows:

- Going forward no "voluntary evacuation", if ordered, evacuation will be mandatory and enforceable by law
- Municipalities to build/maintain vulnerable sector list of people who may require extra assistance in an emergency
- SHC website unable to house CP-REM website
- CP-REM may move to I Compass agenda/minute process in the cloud
- Training course dates set for 2020, see list above
- Regional Exercise planning group to be setup in early 2020
- CP-REM down to four Alberta Emergency Alert (AEA) authorized users
- ABTF1 team needs more depth, very good training for our CP-REM members
- SHC FRIAA Risk Hazard Assessment report available
- BHC FRIAA application to be completed January 2020, BHC Risk assessment
- Disaster Recovery Program – very little new information from members
- Provincial Operations Centre (POC) new building on hold
- SHC may be purchasing AFFRACs radios
- Brian Kroes approved to purchase one AFFRACS radio to communicate with RCMP
- ATCO staff taking ICS 100, 200, and 300 courses

The **Municipal Elected Officials (MEO)** training planned for November 25 (BHC to host) was cancelled, and those requiring training are to complete online.

Shelley Braun
Director of Corporate Services

MEMORANDUM

November 22nd, 2019
TO: CAO, Birch Hills County

Public Works Report (As of November 22nd, 2019)

GovDeals Update

-Aluminum pipe did not sell so it was decided to remove this asset from the website until early in 2020.

-Unit 128 2004 Dodge Ram 2500 is scheduled to close on September 23rd 2019 with a reserve of $2500.00 (sold for $1600.00 to buyer in Calgary)

-Unit 125 2004 F-250 is scheduled to close on September 26th 2019 with a reserve bid of $3,300.00 sold for $3000.00 to buyer in County of GP

-Degelman blades 72 in total is scheduled to close on September 27th 2019 with a reserve of $2,800.00 sold for $3,300.00 to MD Fairview

-Schulte blades 58 in total is scheduled to close on September 27th 2019 with a reserve of $2,000.00 (did not sell due to low bids)

I will provide updates to council in the future.

Medical First Responder Program Update

In fiscal year of 2019 which covers November 1, 2018 to October 31st, 2019 the MFR program had 50 calls for service.
Breaking that 50 calls down the members were called to service to
8 calls in 2018 (Nov 1 2018 to Dec 31st, 2018)
42 calls in 2019 (Jan 1, 2019 to Oct 31st, 2019)

***(2018-2019)**

***2018**
1 call was cancelled
5 out of the 7 calls had at least one member respond = 71.4%

***2019**
4 calls were cancelled or Stood down
31 out of the 38 calls had at least one member respond = 81.6%

***2017-2018**

57 calls
4 calls were cancelled or Stood down
46 out of the 53 calls had at least one member respond = 86.8%

At least two members try to attend each call for member safety and call protocol.
Nature of the calls will not be discussed in detail to maintain patient confidentiality.

Public Works Call Log

This log will continue to be used and maintained by staff

Road Flooding on RR263 South of Twp. Rd 772

Staff is working with the land owner of SW10.77-26-5, AEP and Fish and Wildlife to resolve the flooding issue on RR263. As of November 22, 2019, the water remains high on this section of road.

Cost Analysis of Landfill Usage

The data collected from the landfill contractor for 2017 and 2018 landfill usage is being presented.

Breakdown of loads per Contractor Expense

Less than 6 loads a day the cost per load is above the cost of the supervisor rate of $30/hour 180.00day rate /6 loads = $30/load

6 loads a day the cost per load is on average the cost of the supervisor rate of $30/hour

6-20 loads a day the cost per load is $30 to $9.00/load

21-30 loads a day the cost per load is $8.57 to $6.00/load

31 plus loads a day the cost per load is $5.81/load and less

		Peoria	Tangent	Wanham
2017	Days Open	52	103	103
	Cost	$ 9,360.00	$ 18,540.00	$ 18,540.00
	# of Loads	259	3,299	1,800
	Avg Loads per Day	5.0	32.0	17.5
	Cost per day	$ 180.00	$ 180.00	$ 180.00
	Cost per load	**$ 36.14**	**$ 5.62**	**$ 10.30**
2018	Days Open	52	103	104
	Cost	$ 9,360.00	$ 18,540.00	$ 18,720.00
	# of Loads	241	2,994	1,761
	Avg Loads per Day	4.6	29.1	16.9
	Cost per day	$ 180.00	$ 180.00	$ 180.00
	Cost per load	**$ 38.84**	**$ 6.19**	**$ 10.63**
2019 (as of Oct 31)	Days Open	41	85	86
	Cost	$ 7,380.00	$ 15,300.00	$ 15,480.00
	# of Loads	130	2,821	1,738
	Avg Loads per Day	3.2	33.2	20.2
	Cost per day	$ 180.00	$ 180.00	$ 180.00
	Cost per load	**$ 56.77**	**$ 5.42**	**$ 8.91**

Peoria transfer site unlike the Wanham transfer site and the Tangent landfill only accepts household garbage so no metals, rubber products or wood.
Peoria garbage bin is dumped on average once every 2.5 months.

Data indicates Peoria is not a feasible transfer site to operate based on load counts and contractor expenses.

Water Treatment Changes Coming

Effective January 1, 2020 the water plant in Eaglesham will be upgrading the disinfection system by adding Aqueous Ammonia. Currently only chlorine is being used for disinfection. The addition of Aqueous Ammonia will result in a more stable disinfectant lasting much longer giving better control of any disinfectant by-products many THM's.

By definition Trihalomethanes (THM) are a group of 4 chemicals that are formed with other disinfection by products when chlorine or other disinfectants used to control microbial contaminants in drinking water react with naturally occurring organic and inorganic matter in water. THM's are not new to the County or many places in Canada in the water treatment field however the level by which they are controlled differs in many plants.

The plan is by using Aqueous Ammonia it will decrease the chlorine dosage needed currently to disinfect the water. Cost wise we don't expect to see much of an increase in chemical usage with this addition of Aqueous Ammonia as it should decrease chlorine usage.

All changes to water treatment are governed by our license to operate which is monitored by Alberta Environment Parks Regulatory Excellence Division. All changes in water treatment for our plants have been presented to the regulatory body and approval to do so obtained.

Thank you

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

November 17, 2019

CAO, Birch Hills County

FIRE SERVICE BOARD REPORT (as of date prepared)

Oct. 20	WFD attended a Motor Vehicle Collision on Highway 49 Range Road 22
Oct. 23	Delivered training to EFD on the topics of fire department comms.
Nov. 5	Travelled to Rycroft to deliver training to the new recruit class of 2019-20
Nov. 6	Delivered training to EFD on the topic of fire streams and hose handling skills
Nov 7	Attended the Partners in Protection meeting held in Wanham
Nov. 11	Took part in Remembrance Day ceremony in Eaglesham

Middle October to middle of November there was very low call volume, which is a good thing. The motor vehicle collision on October 20th was a single vehicle that left the road and the rollover injured one passenger who was taken by STARS to the hospital.

The new class of recruits have begun their classroom work and studies. I look forward to teaching them. Birch Hills County has 2 students in this year's class and I am excited for them.

With the coming winter, snow and freezing rains, the stations that have hyd. rescue tools will be polishing up on the vehicle extraction skills to be ready for it.

On November 23rd I will be in Grande Prairie at a course that focuses on incident command on emergency scenes so I am looking forward to that.

TOM MORGAN

BIRCH HILLS COUNTY FIRE CHIEF

Motion #	Motion	By	Action	Status
MEETING	**November 23, 2017 Regular Council Meeting**			
RC17-404	that Council direct Administration to: 1. post a copy of Bylaw 2017-08, the Code of Conduct Bylaw on the County's website; 2. to include a copy of Bylaw 2017-08, the Code of Conduct Bylaw in future nomination/election packages; and 3. bring the Procedural Bylaw No. 2014-06 back to Council at a future Governance meeting regarding the review requirements for Bylaw 2017-08, the Code of Conduct Bylaw.	Bev/Lucy/ Shawna Shawna CAO Minderlein/Shawna	Post Bylaw to website Updated the nomination /election packages. Add Bylaw to future Governance Meeting Agenda	 COMPLETED COMPLETED Updated Procedural Bylaw on agenda for November 28
MEETING	**December 14, 2017 Regular Council Meeting**			
RC17-428	that Council bring the policy - Personnel Handbook back to a future governance meeting.	CAO Minderlein		
MEETING	**February 15, 2018 Regular Council Meeting**			
RC18-062	that Council direct Administration not to proceed with the purchase of a County Vehicle and to conduct a review County's policies and bring back recommendations to Council at a future Governance Meeting as to changes that would encourage or require participants to conferences and meetings to travel together.	Shelley CAO Minderlein/ Shawna	Shelley updated 2018 Capital Budget	Policy 11-05-19 drafted and on Agenda for Nov 28, 2019 for approval

Motion #	Motion	By	Action	Status
MEETING	**August 9, 2018 Regular Council Meeting**			
RC18-279	that Administration bring back Bylaw No. 2014-03 Birch Hills County Regional Fire Services Bylaw with Schedule of Fees and Charges to Council for review at a future Governance Meeting and/or Regular Council Meeting.	CAO Minderlein/ Shawna		
MEETING	**October 25, 2018 Organizational Council Meeting**			
RC18-373	that Council accept the presentation regarding the Birch Hills County Fire Department appointments for information and direct Administration to bring the Fire “Term of Fire Department Officers” and “Election Procedure/Quorum” to Council at a future Governance Meeting.	CAO Minderlein/ Shawna		
MEETING	**February 14, 2019 Regular Council Meeting**			
RC19-039	that Council authorize a 10% increase to Honourarium rates for Elected Municipal Officials and Members at Large effective January 1, 2019, and direct Administration to bring back to Council the amendments to bylaws and policies required to support such an increase.	Marlene Shawna	Emailed new remuneration sheet out with changes.	Bylaws and Policies being reviewed
RC19-040	that Council authorize an increase to the amounts paid by Birch Hills County for breakfast from $12.60 to $15.75 per meal effective March 1, 2019, and direct Administration to bring back to Council the	Shawna	Emailed new remuneration sheet out with changes.	Policy 11-05-19 drafted and on Agenda for Nov 28, 2019 for approval

Motion #	Motion	By	Action	Status
	amendments to bylaws and/or policies required to support such an increase.			
RC19-041	that Council direct Administration to bring back to Council such bylaws and/or policies that would require amendment to support the expansion of the annual increase for the Cost of Living Assistance (COLA) currently provided to staff to include Council to a future Regular Council meeting.	CAO Minderlein/ Shawna		
MEETING	**February 28, 2019 Regular Council Meeting**			
RC19-070	that Council direct Administration to send a letter to Alberta Environment and Parks with a copy to Alberta Transportation that provides the background information related to the Saddle (Burnt) River crossing and details Council's request for cooperation and actions that would be needed to construct a Low Level Crossing on the Burnt River that would provide a safe and accessible crossing and also direct Administration to bring back responses to a future Council meeting.	Dion/CAO Minderlein	*Verbal request "Follow up again after April 16 election." this request was from the March 14 meeting.*	Letter signed by Deputy Reeve Carbone & mailed out on March 11, 2019 CAO sent follow up emails to DM'S May 27, 2019. AEP visited BHC Sept. 23, 2019 & in DOPW report for Oct. 24 Agenda
MEETING	**April 4, 2019 Regular Council Meeting**			
RC19-122	that Council direct Administration to research information, including Birch Hills County's Bylaws and Policies, related to the attendance of staff and	Amanda	June 24 ASB meeting- refer to 2020 budget deliberation.	

Motion #	Motion	By	Action	Status
	Agriculture Service Board (ASB) board members to ASB related meetings and conventions, and to bring that information to Council at a future meeting.			
MEETING	**April 25, 2019 Regular Council Meeting**			
RC19-152	that Council direct Administration to research information regarding the potential installation of the GPS Pro monitoring package on all Birch Hills County fleet vehicles and bring it to a future Regular Council Meeting.	Dion	GPS in 3 trucks and 1 grader for trial.	On November Agenda.
RC19-165	that Council direct Administration to continue working with Alberta Environment and Parks on the removal of disposition DLO 860724 from Dreamers Lake and to update Council on the progress of this project at a future meeting.	Dion	As per direction. Awaiting for clarification. Proposal submitted to AEP.	
MEETING	**May 23, 2019 Regular Council Meeting**			
RC19-177	that Council direct Administration to review Policy Number 71-01-19, the Recreation Operating Assistance Grant Policy and develop methodology to include past financial performance of applicants in developing recommendations for funding allocation and bring the updated policy back to Council for review and comment before the end of September, 2019.	Hermann		INCOMPLETE

Motion #	Motion	By	Action	Status
MEETING	**June 13, 2019 Regular Council Meeting**			
RC19-200	that Council direct administration to dispose of the surplus 6" aluminum and pumps by means of public auction.	Dion	Relisted Govdeals.com Not sold	Relist in Spring 2020
MEETING	**July 11, 2019 Regular Council Meeting**			
RC19-219	that Council provide third and final reading to Birch Hills County Bylaw 2019-07, the "Central Peace Regional Intermunicipal Subdivision and Development Appeal Board Bylaw".	Hermann	Arrange G5 CEO's & CAO's signatures as Bylaws adopted	COMPLETED With 4 of G5.
MEETING	**September 26, 2019 Regular Council Meeting**			
RC19-295	that Council provide 3rd reading to Bylaw No. 2019-06, the "Birch Hills County Land Use Bylaw".	Shawna/Lucy	Advertised on Webpage. Filed Master Bylaw.	COMPLETED
RC19-296	that Council direct Administration to provide notice of these changes in accordance with the requirements of Bylaw 2014-06, the Procedures Bylaw.	Shawna/Lucy	Advertised on Webpage. Filed Master Bylaw.	COMPLETED

Motion #	Motion	By	Action	Status
RC19-306	that Council direct Administration to make the appropriate arrangements for Larry Kirkpatrick and/or Dave Dmytryshyn from Transitional Solutions to appear as a delegation to the October 24, 2019 Regular Council Meeting to brief Council on the County of Grande Prairie/Birch Hills County ICF Bylaw, and to schedule the 1st, 2nd, and 3rd Reading of that Bylaw at that meeting.		Added to November 28 Agenda	COMPLETED
RC19-309	that Council direct Administration to schedule the Saddle Hills County/Birch Hills County ICF Bylaw for 1st, 2nd, and 3rd Reading at the October 24, 2019 Regular Council Meeting, provided that Saddle Hills County has adopted their Birch Hills County IDP Bylaw prior to that date.	CAO	Added to November 28 Agenda	COMPLETED
RC19-315	that Council pass the following Resolution as requested by the Province of Alberta: that pursuant to section 347 of the Municipal Government Act, for all properties identified in the Appendix A – Summary of Shallow Gas Tax Relief by Company, attached to and forming part of the council minutes, Council authorizes: 1. The cancellation of the 2019 property taxes owing so as to reduce by thirty-five percent (35%) property taxes levied as per section 353(2) of the Municipal	Shelley/Lucy	Provide credit to applicable account	COMPLETED

Motion #	Motion	By	Action	Status
	Government Act, which includes municipal property taxes, requisitions detailed in section 326(1)(a) and 359(1)(2), as well as special taxes levied under section 382(1) where the tax rate is based on the assessment; and 2. the cancellation of the tax penalties associated with the 2019 property taxes levied as per section 353(2) of the Municipal Government Act.			
RC19-324	that Council authorize the following ASB members Terry Carbone, Gerald Manzulenko, Albert Poetker, Deanne Wendland, Mel Duvall and Denise Joudrey to attend the one-day Peace Region ASB Conference on October 29, 2019 in St. Isadore with 1-day honorarium payable to each member attending and travel arrangements to be in a Birch Hills County vehicle(s) (option to ride with Ag. Fieldman and Assistant Ag. Fieldman and/or in a separate County vehicle).	Amanda	Purchased 7 tickets. (Councillors Carbone and Duvall unable to attend)	COMPLETED
RC19-325	that Council authorize the following ASB members Terry Carbone, Mel Duvall, and Paul Reum, to attend the four (4) day Provincial ASB Conference on January 21-24, 2020 in Banff with a 5-day honorarium payable to each member attending and travel arrangements to be announced.	Amanda	T.C. cannot attend, so brought back to Council Oct 24.	Councillors Duvall and Reum to attend

Motion #	Motion	By	Action	Status
MEETING	**October 24, 2019 Regular Council Meeting**			
RC19-336	that Council authorize the closure of the Birch Hills County Office from 12:00 p.m. to 4:30 p.m. on November 5, 2019 for a Team Building event and direct that Administration advertise the closure.	Shawna	Coordinate notice to County's page in Signal, website, and FB page	COMPLETED
RC19-340	that Council for Birch Hills County not purchase the following properties 1. Municipal Roll 061854; 2. Municipal Roll 061855; 3. Municipal Roll 061856; 4. Municipal Roll 315230; 5. Municipal Roll 315344; 6. Municipal Roll 315378; 7. Municipal Roll 315604; and 8. Municipal Roll 316468. but direct Administration to register Birch Hills County on title of these properties by registering a Tax Forfeiture Instrument (a "Notification of Municipal Acquisition" form).	Lucy	Register Birch Hills County on title of properties by registering a Tax Forfeiture Instrument. Awaiting for titles from Land Titles.	COMPLETED
RC19-341	that Council approve the sale of roll number 315222 for the bid submitted of $3,000 plus Buyer's Premium plus GST through GovDeals.com.	Lucy	Prepare sale documentation	COMPLETED
RC19-342	that Council authorize Administration to offer and sell tax arrears properties that have gone unsold at public	CAO	Coordinate listings	

Motion #	Motion	By	Action	Status
	auction and where Birch Hills County has registered its name on title by registering a Tax Forfeiture Instrument (a “Notification of Municipal Acquisition” form), for sale on the GovDeals Auction Server, and establish the reserve bids for such properties at a price as close as reasonably possible to market value, that being deemed to be the value assessed on the properties for tax purposes.			
RC19-348	that Council direct Administration to advertise Bylaw 2019-09 as per the Procedural Bylaw 2014-06.	Shawna	Website	COMPLETED
RC19-349	that Council authorize support to Eaglesham School for their Remembrance Day activities by providing Eaglesham Hall and cleaning services free of charge, and publishing notice of the activity in the Signal on the Birch Hills County page.	Lisa Shawna	Advise Mr. McKay of decision Coordinate notice to County’s page in Signal, website, and FB page	Now coordinated by Eaglesham Ag Society - not the school Corrected Ads placed
RC19-351	that Council direct Administration to issue a Request for Proposals to fill the anticipated CAO vacancy that will be required to be filled in the April to June, 2020 timeframe from qualified firms or individuals that specialize in recruiting candidates for high level positions on behalf of Local Governments throughout Alberta, and to bring proposals and quotes received to the November 28, 2019 Regular Council Meeting.	CAO	Prepare, advertise, & receive responses for Request for Proposals	RFP’s emailed out Added to Nov 28 Agenda - Closed Session

Motion #	Motion	By	Action	Status
RC19-357	that Council direct Administration to advertise Bylaw 2019-10 as per the Procedural Bylaw 2014-06.	Shawna	Website and Master Bylaws.	COMPLETED
RC19-358	that Council authorize the closure of the Birch Hills County Office from 12:00 p.m. to 2:00 p.m. on December 12, 2019, and direct that Administration advertise the closure.	Shawna	Coordinate notice to County's page in Signal, website, FB page.	COMPLETED
RC19-361	that Council accept the request from Mr. Ervin Murray to extend RR43 from its current end and within the road allowance to Mr. Murray's driveway for information, and direct staff to advise Mr. Murray that Birch Hills County would be willing to permit him to extend RR43 at his expense from its current end, and within the road allowance, provided that the work is completed to the County's specifications and be subject to inspection by County staff, and that any major maintenance required during the three (3) years following completion of the extension will be the responsibility of Mr. Ervin Murray or any subsequent owner of the property and driveway of his residence at SE-9-77-4W6.	Dion	Coordinate response to Mr. Murray for CAO's signature, letter dated Oct. 29, 2019 was mailed out.	COMPLETED
RC19-362	that Council authorize the addition of the road repair projects, estimated to have costed at least $63,708.89, that were completed in Eaglesham and Tangent in 2019 using the product "Tough Cell" to the 2019 Capital Budget with funding to be provided from	Shelley/Dion	Coordinate GTF if approved and prepare appropriate accounting action	

Motion #	Motion	By	Action	Status
	either Gas Tax Funding (if approved) or Capital Reserves if required.			
RC19-363	that Council direct Administration to forward a letter to Veterinary Services Incorporated (V.S.I.) program stating Birch Hills County approves the 50/50 cost share for the V.S.I. agreement.	Amanda	Kathrin and Gerald dropped letter off and attended AGM Nov. 8, 2015 for VSI.	COMPLETED
RC19-365	that Council cancel the 2019 ASB Meeting scheduled for December 12, 2019 and direct Administration to provide notice of these changes in accordance with the requirements of Bylaw 2014-06, the Procedures Bylaw and schedule a new ASB Meeting for November 28, 2019.	Amanda	Coordinate change and notice to County's page in Signal, website, and FB page.	COMPLETED

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	November 28, 2019	**CAO:**	
Originated By:	Shawna Schwerdt L.O./E.A.	**Director:**	
Item Title:	Bylaw No. 2019-13, the "County of Grande Prairie No. 1 / Birch Hills County ICF Bylaw"	**Presenter:** CAO Minderlein	

DESCRIPTION:

Council is being presented with Birch Hills County (BHC) Bylaw No. 2019-13, the "County of Grande Prairie No. 1 / Birch Hills County ICF Bylaw" for first, second, and third reading.

BACKGROUND / PROPOSAL:

Bylaw 2019-13 ICF Schedule A was prepared for BHC and the County of Grande Prairie No. 1 by Larry Kirkpatrick and/or Dave Dmytryshyn from Transitional Solutions. They will be available by phone at 1:00 p.m. if required to address any questions or concerns.

The Intermunicipal Collaboration Framework (ICF) Bylaw cannot be approved until after both municipalities have passed their third reading of their IDP's. The County of Grande Prairie had their IDP Bylaw No. 3125 3rd reading on November 4, 2019, and BHC provided 3rd reading to our IDP Bylaw No. 2019-09 on October 24, 2019. A Public Hearing is not required for the ICF Bylaw.

COST / SOURCE OF FUNDING:

Costs for the County of Grande Prairie/Birch Hills County IDP & ICF have been covered by a grant obtained by County of Grande Prairie.

RELEVANT LEGISLATION (Cite):

Section 708.28(1) of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, as amended, mandates that municipalities that have common boundaries must create an Intermunicipal Collaboration Framework.

ATTACHMENT(s):

Bylaw No. 2019-13

Birch Hills County / County of Grande Prairie No. 1 Intermunicipal Collaboration Framework

OPTIONS:

Council may choose to:

1. provide 1st, 2nd, and 3rd reading to the bylaw provided that the unanimous consent of all Councillors present is provided prior to the 3rd reading;

2. provide 1st or 1st and 2nd reading to the bylaw at this meeting and direct Administration to bring back the bylaw for 2nd and 3rd, or 3rd reading at a future Meeting of Council;

3. provide 1st reading to the Bylaw, and make amendments to the bylaw before proceeding to 2nd reading;

4. receive this item for information and direct Administration to bring the bylaw back at a future Council meeting; or

5. Defeat Bylaw No. 2019-13, the "County of Grande Prairie No. 1 Intermunicipal Collaboration Framework Bylaw" on either 1st, 2nd, or 3rd reading at this meeting.

RECOMMENDED ACTION:

It is Administrations recommendation that Council

1. provide first reading to Birch Hills County Bylaw 2019-13, the "County of Grande Prairie No. 1 Intermunicipal Collaboration Framework Bylaw";

2. provide second reading to Birch Hills County Bylaw 2019-13, the "County of Grande Prairie No. 1 Intermunicipal Collaboration Framework Bylaw";

3. provide unanimous approval to a resolution to present Birch Hills County Bylaw 2019-13, the "County of Grande Prairie No. 1 Intermunicipal Collaboration Framework Bylaw" at this meeting; and if approved unanimously;

4. provide third and final reading to Birch Hills County Bylaw 2019-13, the "County of Grande Prairie No. 1 Intermunicipal Collaboration Framework Bylaw";

5. direct Administration to update the County's website with a copy of 2019-13 the "County of Grande Prairie No. 1 Intermunicipal Collaboration Framework Bylaw", as per the Procedural Bylaw 2014-06.

BYLAW NO. 2019-13

COUNTY OF GRANDE PRAIRIE NO. 1
INTERMUNICIPAL COLLABORATION FRAMEWORK BYLAW

PURPOSE: A bylaw to establish an intermunicipal collaboration framework between Birch Hills County and the County of Grande Prairie No. 1.

WHEREAS Section 708.28(1) of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, as amended, mandates that municipalities that have common boundaries must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each County, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded; and

WHEREAS Birch Hills County and the County of Grande Prairie No. 1 share a common border; and

WHEREAS Birch Hills County and the County of Grande Prairie No. 1 share common interest and are desirous of working together to provide services to their residents; and

AND WHEREAS Birch Hills County and the County of Grande Prairie No. 1 consulted with residents of both Counties;

NOW THEREFORE The Birch Hills County Council, in the Province of Alberta, enacts as follows:

1. The County of Grande Prairie No. 1 and Birch Hills County Intermunicipal Collaboration Framework Agreement, attached hereto and forming part of this Bylaw, is adopted;
2. That this Bylaw may be cited as the "County of Grande Prairie No. 1 / Birch Hills County ICF Bylaw"; and
3. This Bylaw shall come into force and effect on date of the final reading thereof.

READ a first time this 28th day of November, 2019

READ a second time this 28th day of November, 2019

READ a third time this 28th day of November, 2019

Signed this 28th day of November, 2019

Original to be signed by

Reeve
Gerald Manzulenko

Original to be signed by

Chief Administrative Officer
Hermann Minderlein

Not Approved

County of Grande Prairie No. 1

&

Birch Hills County

Intermunicipal Collaboration Framework

November 2019 – Final

Table of Contents

1. Introduction **2**

2. Definitions **2**

3. Term and Review **2**

4. Intermunicipal Cooperation **2**

5. Service Delivery **3**

6. Services Inventory **3**

7. Land Use **8**

8. Collaboration Process **8**

9. Indemnity **8**

10. Binding Dispute Resolution Process **8**

11. General **9**

12. Correspondence **9**

13. Authorizations **10**

APPENDICES **11**

Appendix A: Model Dispute Resolution Provisions Schedule *11*

Appendix B: County of Grande Prairie No. 1. & Birch Hills County Intermunicipal Development Plan *15*

1. Introduction

1.1 It is recognized that the County of Grande Prairie No. 1 and Birch Hills County share a common border, share common interests and are desirous of collaborating to provide services to their residents and ratepayers.

1.2 Furthermore, the *Municipal Government Act* requires that municipalities that have a common boundary must create a framework with one another that identifies the services provided on an intermunicipal basis, how they will be delivered, who will lead the delivery of the service(s), how the funding arrangements for these services will occur, and identify the timeframe for implementation of those services provided on an intermunicipal basis.

1.3 In this respect, the Parties agree as follows:

2. Definitions

2.1 In this Agreement

a. "Committee" – means Intermunicipal Collaboration Committee as defined in Section 4 of this Agreement.

b. "Service Agreement" – means a legally binding agreement that is signed by both Parties. E.g. a contract, memorandum of agreement, or memorandum of understanding.

c. "Expiry Date" – means the date that this Agreement expires which is five years from the date of passage of matching ICF Bylaws.

d. "Intermunicipal Development Plan" – means the County of Grande Prairie No. 1 / Birch Hills County Intermunicipal Development Plan pursuant to Section 631(1) of the *Municipal Government Act.*

e. "Parties" – means the County of Grande Prairie No. 1 and Birch Hills County.

f. "Term of the Agreement" – means five years from passage of matching ICF Bylaws.

3. Term and Review

3.1 In accordance with the *Municipal Government Act*, this Intermunicipal Collaboration Framework shall constitute an Agreement between the Parties and shall come into force and effect on the final passing of matching bylaws by both Parties.

3.2 This Framework may be amended by mutual consent of both Parties. Amendments to this Agreement shall come into force on the passing of matching resolutions by both Parties and shall be added as an Addendum to this Agreement.

3.3 It is agreed by the Parties they shall meet at least once during the Term of the Agreement commencing no later than 180 days before the Expiry Date of this Agreement.

3.4 It is further agreed that upon request by either Party, the Committee shall also meet.

4. Intermunicipal Cooperation

4.1 The Parties agree to create a recommending body known as the Intermunicipal Collaboration Committee (hereinafter referred to as the Committee).

4.2 The Committee shall meet on an as required basis and will develop recommendations to the Councils on all matters of strategic direction and cooperation affecting the residents and ratepayers of both Parties.

4.3 The Committee shall consist of four (4) elected members (two from each Party).

4.4 The Chief Administrative Officers (CAO's) will be responsible to develop agendas and recommendations on all matters. CAO's will be responsible for forwarding all recommendations from the Committee to their respective Councils.

4.5 Further to Article 3.4 of this Agreement, either Party by giving at least 30 days notice may trigger the requirement for the Committee to hold a meeting. Meeting requests shall be directed to the CAO for the respective municipality.

5. Service Delivery

5.1 When both Parties agree to enter into a new joint servicing arrangement, a Service Agreement shall be required to be developed on that specific service.

5.2 When developing Service Agreements for each Council's consideration, the Committee shall discuss and clearly identify which municipality will lead service delivery for the service(s) and determine the appropriate funding model for the service(s) being discussed.

5.3 All future Service Agreements shall set out a process for discontinuing the service provided if one or both Parties wish to discontinue in the service delivery.

5.4 All future Service Agreements shall set out a timeframe for the delivery of the service(s) being discussed including the start and end date for the agreement.

6. Services Inventory

6.1 Both Parties have reviewed the services offered to residents and ratepayers. Based upon the review it has been determined that each Party will continue to provide the following services to their residents and ratepayers independently unless otherwise specified:

a. **County of Grande Prairie No. 1**

Transportation Services

- Road Maintenance
- Road Construction

Water and Wastewater Services

- Water Treatment & Distribution
- Wastewater Collection & Treatment

Solid Waste Services

- Landfill
- Recycling Services

Emergency Services

- Fire Services (Includes Medical Co-Response)

Recreation Services

- Campgrounds
- Facilities
- Green Spaces
- Parks

Other Services

- Agricultural Services
- Assessment Services
- Bylaw Enforcement
- Cemetery
- Community Peace Officers
- Communications & Engagement
- Economic Development
- Facility Maintenance
- Family & Community Support Services (FCSS) including grants to organizations
- Finance
- Fleet Maintenance
- GIS Services
- Human Resources (HR)
- IT/Data Management
- Legislative Services
- Library Services
- Permitting and monitoring oil and gas development and ancillary industries
- Planning & Development Services
- Predator/Pest Control
- Procurement Services
- Safety Codes Services
- Weed Control

b. Birch Hills County

Transportation Services

- Dust Control
- Private Driveways Snow Plow Services
- Road Maintenance
- Road Construction
- Signs Installation & Maintenance

Water and Wastewater Services

- Bulk Water
- Lagoons
- Wastewater Collection & Treatment
- Water Treatment Plants & Distribution

Solid Waste Services

- Landfill Operation
- Waste Transfer Stations

Emergency Services

- Fire Services
- Live Fire Training Centre
- Medical First Responders

Recreation Services

- Campgrounds
- Parks
- Playgrounds
- Recreation Board Funding/Grants

Other Services

- Administration (Finance, Payroll, Human Resources, Procurement)
- Agricultural Services
- Bylaw Enforcement Services
- Cemeteries
- Communications
- Economic Development
- Facilities Maintenance
- Fleet Maintenance
- IT/Data Management
- Land Use Planning (Permitting & Subdivisions)
- Legislative Services
- Risk Management
- Taxation
- Weed Control

6.2 The Parties also have distinct municipal services provided by a Third Party. Both Parties have reviewed the services offered to residents and ratepayers. Based upon the review it has been determined that each Party will continue to provide the following services to their residents and ratepayers independently through a Third Party unless otherwise specified:

a. **County of Grande Prairie No.1**

Transportation Services

- Large construction projects – various private contractors
- Transportation Grants – various seniors' groups and disabled transportation societies

Water and Wastewater Services

- Water Services – Aquatera
- Wastewater Services – Aquatera

Solid Waste Services

- Curbside Collection – various private contractors
- Landfill Services – West Grande Prairie County Solid Waste Authority

Emergency Services

- Enhanced RCMP – RCMP

Recreation Services

- Grants – Recreation Boards, Agricultural Societies and other non-profit societies

Other Services

- Library Services – Library Board
- Library Services – Peace Library System
- Philip J Currie Dinosaur Museum – River of Death and Discovery Dinsosaru Museum Society

b. Birch Hills County

Transportation Services

- n/a

Water and Wastewater Services

- n/a

Solid Waste Services

- n/a

Emergency Services

- n/a

Recreation Services

- n/a

Other Services

- Assessment – Northern Sunrise County
- Library Services – Library Board
- Library Services – Peace Library System
- Safety Codes – Superior Safety Codes

6.3 The Parties have worked collaboratively in the past with the following agreements to service residents and ratepayers of both municipalities. It is further acknowledged the Parties have reviewed the existing agreements and have determined that these are the most appropriate municipal services to be delivered in a shared manner.

Transportation Services

a. Road Maintenance (1.6 km on Township Road 750, Township Road 752, and Township Road 753A from Secondary Highway 733 east to Range Road 32)
    - County of Grande Prairie provides approximately 6.4 kilometers of roadside maintenance services into Birch Hills County
    - Funding Arrangement: The County of Grande Prairie shall be reimbursed at a set annual fee plus the costs associated with any supplied gravel
    - Term of the Agreement: August 2, 2019 – August 2, 2024

Emergency Services

b. Northwest Alberta Emergency Resource
    - The purpose of this agreement is to provide the ability for signatories (Birch Hills County, County of Grande Prairie and a number of other municipalities) to access needed resources to mitigate or support emergency response initiatives from sources outside predetermined mutual aid agreements
    - Funding Arrangement: the supplying Party providing assistance and/or equipment shall be compensated at those agreed upon standard rates that are approved from time to time be each Party
    - Term of the Agreement: July 2016 – no expiry date

c. Mutual Aid
    - County of Grande Prairie and Birch Hills County have agreed to provide emergency services assistance and resources when requested by the other Party

- Funding Arrangement: Parties agree not to bill or charge for service or assistance
- Term of the Agreement: May 2012 – no expiry date

6.4 Both Parties acknowledge and agree that they may from time to time provide financial assistance to not for profit organizations functioning inside and outside their jurisdictional boundaries.

6.5 Both Parties acknowledge they are members of not for profit organizations delivering services for the benefit of their residents and ratepayers.

7. Land Use

7.1 Matters of a land use and development nature impacting both Parties shall be guided by policies set out in the County of Grande Prairie No. 1 / Birch Hills County Intermunicipal Development Plan (IDP).

7.2 Where policies may not be covered by the IDP, the Parties shall refer to policies in their respective Municipal Development Plans and/or other statutory plans.

8. Collaboration Process

8.1 Either Party may initiate the development of a new capital project and/or new service it deems to be critical or essential and that may be beneficial to both Parties. Prior to submitting a formal written notice for a new cost-sharing agreement, the initiating Party's CAO will consult and seek informal support from the other Party's CAO.

8.2 Once either municipality has received written notice of a new capital project or new service, an Intermunicipal Collaboration Committee meeting must be held within 30 days of the date the written notice was received, unless both CAO's agree otherwise.

8.3 The Intermunicipal Collaboration Committee will be the forum used to address and develop future Service Agreements and/or cost sharing arrangements.

8.4 Both Parties recognize that the decision to participate in or not participate in a project/arrangement ultimately lies with the respective municipal councils.

9. Indemnity

9.1 The County of Grande Prairie No. 1 shall indemnify and hold harmless Birch Hills County, its employees and agents from all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the County of Grande Prairie No. 1, its employees or agents in the performance of this Agreement.

9.2 Birch Hills County shall indemnify and hold harmless the County of Grande Prairie No. 1, its employees and agents from all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of Birch Hills County, its employees or agents in the performance of this Agreement.

10. Binding Dispute Resolution Process

10.1 Both Parties agree to adopt the model dispute resolution provisions as set out in Appendix A of the ICF.

10.2 Both Parties agree to abide by the Duty to Act in Good Faith provisions contained in the ICF Regulation.

11. General

11.1 Headings in this Agreement are for reference purposes only.

11.2 Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.

11.3 Words in the singular shall include the plural or vice versa whenever the contest requires.

11.4 This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

11.5 Should any provisions of this Agreement become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the agreement and the remainder shall remain in force and be binding as though such provisions had not been invalid.

12. Correspondence

12.1 Written notice under this Agreement shall be addressed as follows:

a. In the case of Grande Prairie County No. 1 to:

County of Grande Prairie No. 1
c/o Chief Administrative Officer
10001 – 84 Avenue
Clairmont, AB T8X 5B2

b. In the case of Birch Hills County to:

Birch Hills County
c/o Chief Administrative Officer
79177 Range Road 84
Spirit River, AB T0H 3G0

13. Authorizations

Signed and dated on:

_____	_____
Leanne Beaupre, Reeve Grande Prairie County No. 1	Gerald Manzulenko, Reeve Reeve, Birch Hills County
_____	_____
Joulia Whittleton, CAO Grande Prairie County No. 1	Hermann Minderlein, CAO Birch Hills County
_____	_____
Date	Date

APPENDICES

Appendix A: Model Dispute Resolution Provisions Schedule

Model Dispute Resolution Provisions Schedule

1. Definitions

1.1 In this Schedule,

a. "Initiating Party" means a party who gives notice under section 2 of this Schedule;

b. "Mediation" means a process involving a neutral person as a mediator who assists the parties to a matter and any other person brought in with the agreement of the parties to reach their own mutually acceptable settlement of the matter by structuring negotiations, facilitating communication and identifying the issues and interests of the parties;

c. "Mediator" means the person or persons appointed to facilitate by mediation the resolution of a dispute between the parties.

2. Notice of dispute

2.1 When a party believes there is a dispute under a framework and wishes to engage in dispute resolution, the party must give written notice of the matters under dispute to the other parties.

3. Negotiation

3.1 Within 14 days after the notice is given under section 2 of this Schedule, each party must appoint a representative to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.

4. Mediation

4.1 If the dispute cannot be resolved through negotiations, the representatives must appoint a mediator to attempt to resolve the dispute by mediation.

4.2 The initiating party must provide the mediator with an outline of the dispute and any agreed statement of facts.

4.3 The parties must give the mediator access to all records, documents and information that the mediator may reasonably request.

4.4 The parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute.

4.5 All proceedings involving a mediator are without prejudice, and, unless the parties agree otherwise, the cost of the mediator must be shared equally between the parties.

5. Report

5.1 If the dispute has not been resolved within 6 months after the notice is given under section 2 of this Schedule, the initiating party must, within 21 days, prepare and provide to the other parties a report.

5.2 Without limiting the generality of subsection 5.1, the report must contain a list of the matters agreed on and those on which there is no agreement between the parties.

5.3 Despite subsection 5.1, the initiating party may prepare a report under subsection 5.1 before the 6 months have elapsed if

a. the parties agree, or
b. the parties are not able to appoint a mediator under section 4 of this Schedule.

6. Appointment of arbitrator

6.1 Within 14 days of a report being provided under section 5 of this Schedule, the representatives must appoint an arbitrator and the initiating party must provide the arbitrator with a copy of the report.

6.2 If the representatives cannot agree on an arbitrator, the initiating party must forward a copy of the report referred to in section 5 of this Schedule to the Minister with a request to the Minister to appoint an arbitrator.

6.3 In appointing an arbitrator under subsection 6.2, the Minister may place any conditions on the arbitration process as the Minister deems necessary.

7. Arbitration process

7.1 Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures shall be the same as those in Division 3 of Part 17.2 of the Municipal Government Act and Part 1 of the Intermunicipal Collaboration Framework Regulation (AR 191/2017).

7.2 In addition to the arbitrator's powers under subsection 7.1, the arbitrator may do the following:

a. require an amendment to a framework;
b. require a party to cease any activity that is inconsistent with the framework;
c. provide for how a party's bylaws must be amended to be consistent with the framework;
d. award any costs, fees and disbursements incurred in respect of the dispute resolution process and who bears those costs.

8. Deadline for resolving dispute

8.1 The arbitrator must resolve the dispute within one year from the date the notice of dispute is given under section 2 of this Schedule.

8.2 If an arbitrator does not resolve the dispute within the time described in subsection 8.1, the Minister may grant an extension of time or appoint a replacement arbitrator on such terms and conditions that the Minister considers appropriate.

9. Arbitrator's order

9.1 Unless the parties resolve the disputed issues during the arbitration, the arbitrator must make an order as soon as possible after the conclusion of the arbitration proceedings.

9.2 The arbitrator's order must

a. be in writing,
b. be signed and dated,

c. state the reasons on which it is based,
d. include the timelines for the implementation of the order, and
e. specify all expenditures incurred in the arbitration process for payment under section 708.41 of the Act.

9.3 The arbitrator must provide a copy of the order to each party.

9.4 If an order of the arbitrator under section 9.2 is silent as to costs, a party may apply to the arbitrator within 30 days of receiving the order for a separate order respecting costs.

10. Costs of arbitrator

10.1 Subject to an order of the arbitrator or an agreement by the parties, the costs of an arbitrator under this Schedule must be paid on a proportional basis by the municipalities that are to be parties to the framework as set out in subsection 10.2.

10.2 Each municipality's proportion of the costs must be determined by dividing the amount of that municipality's equalized assessment by the sum of the equalized assessments of all of the municipalities' equalized assessments as set out in the most recent equalized assessment.

Appendix B: County of Grande Prairie No. 1. & Birch Hills County Intermunicipal Development Plan

Birch Hills County/County of Grande Prairie No. 1
Intermunicipal Development Plan

Date Submitted: August 1, 2019

Schedule "A"
Birch Hills County Bylaw 2019-09
County of Grande Prairie No. 1 Bylaw 3125

1. INTRODUCTION

An Intermunicipal Development Plan (IDP) is a statutory document that guides future development of a defined area, prepared by two or more municipalities that share a border. Recent amendments to the Municipal Government Act (MGA) have promoted intermunicipal cooperation by mandating IDP creation by neighbouring municipalities. An effective IDP is built on principles of communication and trust, by coordinating resources and planning efforts the IDP will continue to support the region's vibrancy through collaborative governance.

1.1 Plan Area

The Intermunicipal Development Plan (IDP) area is comprised of twenty-three (23) quarter sections of Crown lands & private lands located along the border between Birch Hills County & County of Grande Prairie No. 1 (Figure 1). The IDP boundary has been established by following an equal area of one quarter section out from the municipal boundary line gives the limited growth that occurs within this area. Within the IDP area exists both Crown and private land holdings. The majority of lands within the IDP area boundary are districted for Agriculture Uses (Figure 3). Highway 733 is the nearest provincial highway located to the west of IDP area, and the area can be accessed directly via Hwy 733 & Township Road 753A (Figure 4). The joint Plan Area covers approximately 4710 hectares (11638.6 acres) of land. For a detailed review of the Plan Area and land uses, refer to the Figure 3 – Land Use Map.

Figure 1

2. PURPOSE & GOALS

To create an IDP that enables Birch Hills County & County of Grande Prairie No. 1 to establish a collaborative framework that guides future planning and development, manages growth, facilitates environmental initiatives, and supports collaboration around infrastructure and vital community services.

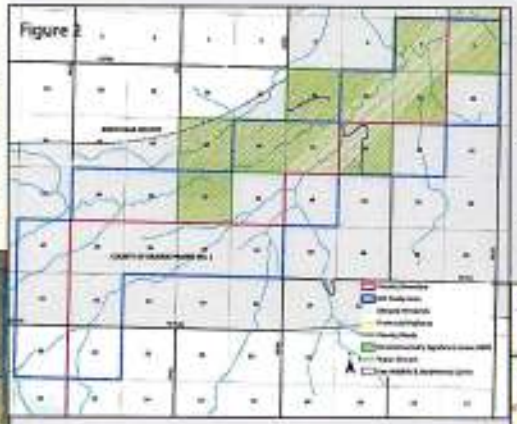
- To create a mechanism that promotes a collaborative approach to future planning and development.
- To reduce the potential for future conflict by creating a mutual understanding.
- To continue to promote Crown Lands as recreation and tourism opportunities.
- To reduce environmental impact on surrounding sensitive areas by promoting compatible land uses.
- To work towards service delivery and infrastructure standards that meet the needs of both communities.

3. ENVIRONMENTAL POLICIES

3.1 Both municipalities shall continue to protect and promote Crown Lands to be publicly accessed for recreational purposes.

3.2 Environmentally significant areas shall be identified (e.g. wildlife and biodiversity zones, sand and gravel deposits, wetlands, etc.) for special management consideration within municipal documents such as the Municipal Development Plan, Area Structure Plans and the Land Use Bylaw.

Figure 2



4. INFRASTRUCTURE PROGRAMS & SERVICES

4.1 Both municipalities may engage in on-going dialogue to identify opportunities with landowners for physical, social and economic program development.

4.2 Both municipalities, through the ICF process should collaborate to support the provision of services including, but not limited to: emergency services, maintenance of existing natural spaces, bylaw enforcement, as well as the provision of any necessary new facilities for public use.

5. FUTURE LAND USE POLICIES

Figure 3

5.1 Both municipalities shall acknowledge the lands within the IDP area retain their current districting. Any changes to land use districts within the IDP area must be referred to the other municipality.

5.2 Future land use development requiring redistricting within the IDP area should be discouraged to promote continued compatible land uses between the existing Agricultural and Crown Lands. Existing districting has been established to adhere to each County's MDP Objectives.

6. TRANSPORTATION & INFRASTRUCTURE

6.1 Both municipalities should jointly review their municipal operations program (e.g. snow removal, road grading, etc.) to identify opportunities for cost savings and to avoid inefficiency, particularly as they affect the IDP area, so that transportation networks and connections are consistent across municipal boundaries.

6.2 Both municipalities should jointly review their municipal engineering standards for roadway design and work together to harmonize those standards to obtain consistency in roadway design when crossing boundaries.

6.3 Both municipalities shall notify the other when Transportation & Infrastructure projects are being tendered within the IDP area, to enable the opportunity of cost savings for a joint tender(s).

Figure 4

7. INTERMUNICIPAL COOPERATION

7.1 Councils shall meet when one Council requests a joint meeting.

7.2 A minimum of three (3) Council members from either municipality shall be present at each Joint Council Meeting to create a quorum.

8. IMPLEMENTATION & ADMINISTRATION

8.1 **Adoption:** The IDP shall be adopted (via Bylaw) by both Birch Hills County and County of Grande Prairie No. 1 in accordance with the MGA.

8.2 **Plan Review and Amendments**

a. A full review of the IDP shall be completed every five (5) years, or when a statutory document is implemented or amended that regulates the IDP area, to ensure policies within the IDP remain consistent and effective.

b. If the IDP requires amendments or if there is an objection to the framework by either municipality, an Intermunicipal Development Plan Committee (IDPC) shall be established to review and discuss changes to the IDP.

c. An IDPC shall be comprised of eight (8) members. The IDPC shall have an even number of members from each municipality. Two (2) members of council, two (2) CAO's and four (4) members of Administration.

d. An IDP shall only be repealed if it is being replaced by a new IDP or the Minister of Municipal Affairs has granted an exemption in accordance with the MGA.

9. REFERRAL (S)

9.1 Within the IDP area, the two municipalities shall refer the following to the Chief Administrative Officer (CAO) of the respective municipality:

- Municipal Development Plans, Area Structure Plans, and any amendments thereto.
- Outline Plans and Conceptual Schemes
- Land Use Bylaw amendments including redesignation/redistricting
- Applications for discretionary uses and variances

10. DISPUTE RESOLUTION

10.1 In the event that a dispute is identified, written notice shall be given to the adjacent municipality.

10.2 Dispute Resolution Process:

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

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

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

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

Prepared for:

Birch Hills

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	November 28, 2019	**CAO:**	
Originated By:	Shawna Schwerdt L.O./E.A.	**Director:**	
Item Title:	Bylaw No. 2019-14, the "Saddle Hills County / Birch Hills County ICF Bylaw"	**Presenter:** CAO Minderlein	

DESCRIPTION:

Council is being presented with Birch Hills County (BHC) Bylaw No. 2019-14, the "Saddle Hills County Intermunicipal Collaboration Framework Bylaw" for first, second, and third reading.

BACKGROUND / PROPOSAL:

Bylaw 2019-14 ICF Schedule A was prepared for BHC and Saddle Hills County (SHC) by Laurie Jackson, Director of Planning and Information Systems SHC. Bylaw 366-2019 is SHC Intermunicipal Development Plan bylaw between SHC/BHC and they gave their first reading to their bylaw on September 24, 2019 and held their public hearing for it on November 5, 2019 and passed 2nd and 3rd reading.

The Intermunicipal Collaboration Framework (ICF) Bylaw cannot be approved until after both municipalities pass third reading of the IDP. The SHC had their IDP Bylaw 3rd reading on November 5, 2019, and Birch Hills County provided 3rd reading to our IDP Bylaw No. 2019-10 on October 24, 2019. A Public Hearing is not required for the ICF Bylaw.

COST / SOURCE OF FUNDING:

Costs for the Saddle Hills County /Birch Hills County IDP & ICF have been covered by grant obtained by Saddle Hills County.

RELEVANT LEGISLATION (Cite):

Section 708.28(1) of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, as amended, mandates that municipalities that have common boundaries must create an Intermunicipal Collaboration Framework.

ATTACHMENT(s):

Bylaw No. 2019-14

Birch Hills County / Saddle Hills County Intermunicipal Collaboration Framework

OPTIONS:

Council may choose to:

1. provide 1st, 2nd, and 3rd reading to the bylaw provided that the unanimous consent of all Councillors present is provided prior to the 3rd reading;

2. provide 1st or 1st and 2nd reading to the bylaw at this meeting and direct Administration to bring back the bylaw for 2nd and 3rd, or 3rd reading at a future Meeting of Council;

3. provide 1st reading to the Bylaw, and make amendments to the bylaw before proceeding to 2nd reading;

4. receive this item for information and direct Administration to bring the bylaw back at a future Council meeting; or

5. Defeat Bylaw No. 2019-14, the "Saddle Hills County Intermunicipal Collaboration Framework Bylaw" on either 1st, 2nd, or 3rd reading at this meeting.

RECOMMENDED ACTION:

It is Administrations recommendation that Council

1. provide first reading to Birch Hills County Bylaw 2019-14, the "Saddle Hills County Intermunicipal Collaboration Framework Bylaw";

2. provide second reading to Birch Hills County Bylaw 2019-14, the "Saddle Hills County Intermunicipal Collaboration Framework Bylaw";

3. provide unanimous approval to a resolution to present Birch Hills County Bylaw 2019-14, the "Saddle Hills County Intermunicipal Collaboration Framework Bylaw" at this meeting; and if approved unanimously;

4. provide third and final reading to Birch Hills County Bylaw 2019-14, the "Saddle Hills County Intermunicipal Collaboration Framework Bylaw";

5. direct Administration to update the County's website with a copy of 2019-14, "Saddle Hills County Intermunicipal Collaboration Framework Bylaw" as per the Procedural Bylaw 2014-06.

BYLAW NO. 2019-14

SADDLE HILLS COUNTY
INTERMUNICIPAL COLLABORATION FRAMEWORK BYLAW

PURPOSE: A bylaw to establish an intermunicipal collaboration framework between Birch Hills County and Saddle Hills County.

WHEREAS Section 708.28(1) of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, as amended, mandates that municipalities that have common boundaries must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each County, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded;

WHEREAS Birch Hills County and the Saddle Hills County share a common border; and

WHEREAS Birch Hills County and the Saddle Hills County share common interest and are desirous of working together to provide services to their residents; and

AND WHEREAS Birch Hills County and the Saddle Hills County consulted with residents of both Counties;

NOW THEREFORE The Council of Birch Hills County Council, in the Province of Alberta, enacts as follows:

1. The Saddle Hills County / Birch Hills County Intermunicipal Collaboration Framework Agreement, attached hereto and forming part of this Bylaw, is adopted;

2. That this Bylaw may be cited as the “Saddle Hills County / Birch Hills County ICF Bylaw”; and

3. This Bylaw shall come into force and effect on date of the final reading thereof.

READ a first time this 28th day of November, 2019

READ a second time this 28th day of November, 2019

READ a third time this 28th day of November, 2019

Signed this 28th day of November, 2019

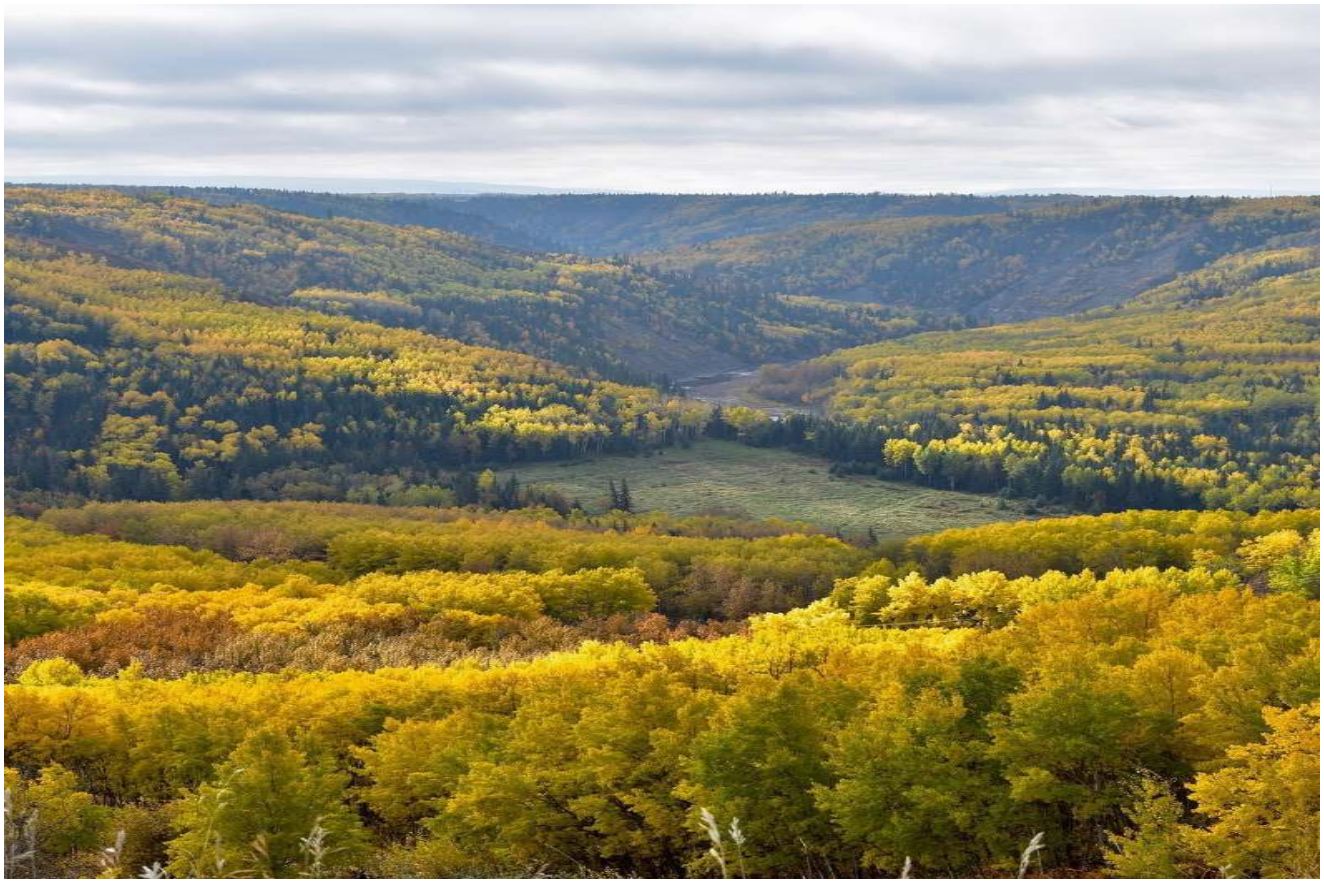
Original to be signed by

Reeve
Gerald Manzulenko

Original to be signed by

Chief Administrative Officer
Hermann Minderlein

Not Approved



Saddle Hills County & Birch Hills County

Intermunicipal Collaboration Framework Agreement

June 2019

Table of Contents

1. Introduction **2**

2. Definitions **2**

3. Term and Review **2**

4. Intermunicipal Cooperation **2**

5. Service Delivery **3**

6. Services Inventory **3**

7. Land Use **9**

8. Collaboration Process **9**

9. Indemnity **9**

10. Binding Dispute Resolution Process **10**

11. General **10**

12. Correspondence **10**

13. Authorizations **10**

APPENDICES **12**

Appendix A: Model Dispute Resolution Provisions Schedule *12*

1. Introduction

1.1 It is recognized that Saddle Hills County & Birch Hills County share a common border, share common interests and are desirous of collaborating to provide services to their residents and ratepayers.

1.2 Furthermore, the *Municipal Government Act* requires that municipalities that have a common boundary must create a framework with one another that identifies the services provided on an intermunicipal basis, how they will be delivered, who will lead the delivery of the service(s), how the funding arrangements for these services will occur, and identify the timeframe for implementation of those services provided on an intermunicipal basis.

1.3 In this respect, the Parties agree as follows:

2. Definitions

2.1 In this Agreement

a. "Committee" – means Intermunicipal Collaboration Committee as defined in Section 4 of this Agreement.

b. "Service Agreement" – means a legally binding agreement that is signed by both Parties. E.g. a contract, memorandum of agreement, or memorandum of understanding.

c. "Expiry Date" – means the date that this Agreement expires which is five years from the date of passage of matching ICF Bylaws.

d. "Parties" – means the Saddle Hills County and Birch Hills County.

e. "Term of the Agreement" – means five years from passage of matching ICF Bylaws.

3. Term and Review

3.1 In accordance with the *Municipal Government Act*, this Intermunicipal Collaboration Framework shall constitute an Agreement between the Parties and shall come into force and effect on the final passing of matching bylaws by both Parties.

3.2 This Framework may be amended by mutual consent of both Parties. Amendments to this Agreement shall come into force on the passing of matching resolutions by both Parties and shall be added as an Addendum to this Agreement.

3.3 It is agreed by the Parties they shall meet at least once during the Term of the Agreement commencing no later than 180 days before the Expiry Date of this Agreement.

3.4 It is further agreed that upon request by either Party, the Committee shall also meet.

4. Intermunicipal Cooperation

4.1 The Parties agree to create a recommending body known as the Intermunicipal Collaboration Committee (hereinafter referred to as the Committee).

4.2 The Committee shall meet on an as required basis and will develop recommendations to the Councils on all matters of strategic direction and cooperation affecting the residents and ratepayers of both Parties.

4.3 The Committee shall consist of four (4) elected members (two from each Party).

4.4 The CAO's will be responsible to develop agendas and recommendations on all matters. CAO's will be responsible for forwarding all recommendations from the Committee to their respective Councils.

4.5 Further to Article 3.4 of this Agreement, either Party by giving at least 30 days notice may trigger the requirement for the Committee to hold a meeting. Meeting requests shall be directed to the CAO for the respective municipality.

5. Service Delivery

5.1 When one Party desires to enter into a new joint servicing arrangement, a Service Agreement shall be required to be developed on that specific service.

5.2 When developing Service Agreements for each Council's consideration, the Committee shall discuss and clearly identify which municipality will lead service delivery for the service(s) and determine the appropriate funding model for the service(s) being discussed.

5.3 All future Service Agreements shall set out a process for discontinuing the service provided if one or both Parties wish to discontinue in the service delivery.

5.4 All future Service Agreements shall set out a timeframe for the delivery of the service(s) being discussed including the start and end date for the agreement.

6. Services Inventory

6.1 Both Parties have reviewed the services offered to residents and ratepayers. Based upon the review it has been determined that each Party will continue to provide the following services to their residents and ratepayers independently unless otherwise specified:

a. Saddle Hills County

<u>Transportation Services</u>

- Road Maintenance
- Road Construction

<u>Water and Wastewater Services</u>

- Water Treatment Plants & Distribution Systems
- Lagoons
- Wastewater Collection & Treatment

<u>Solid Waste Services</u>

- Recycling Collection
- Waste Transfer Stations

<u>Emergency Services</u>

- Fire Services

<u>Recreation Services</u>

- Campgrounds
- Parks
- Playgrounds

Other Services

- Administration (Finance, Payroll, Human Resources, Procurement)
- Agricultural Services
- Assessment Services
- Bylaw Enforcement Services
- Communications
- Community Peace Officers
- Economic Development
- Facilities Maintenance
- Family and Community Support Services (FCSS)
- Fleet Maintenance
- GIS Services
- IT/Data Management
- Land Use Planning (Permitting, Subdivisions)
- Legislative Services
- Pest Control
- Risk Management
- Safety Codes (Fire Discipline)
- Weed Control

a. Birch Hills County

Transportation Services

- Road Maintenance
- Road Construction
- Signs Installation & Maintenance
- Dust Control
- Private Driveways Snow Plow Services

Water and Wastewater Services

- Water Treatment Plants & Distribution Systems
- Lagoons
- Wastewater Collection & Treatment

Solid Waste Services

- Waste Transfer Stations
- Landfill Operation

Emergency Services

- Fire Services (Fire Protection and Live Fire Training Centre)

- Medical First Responders

Recreation Services

- Campgrounds
- Parks
- Playgrounds
- Recreation Board Funding/Grants

Other Services

- Administration (Finance, Payroll, Human Resources, Procurement)
- Agricultural Services
- Bylaw Enforcement Services
- 2 Cemeteries operated and maintained by County
- Communications
- Economic Development
- Facilities Maintenance
- Family and Community Support Services (FCSS)
- Fleet Maintenance
- IT/Data Management
- Land Use Planning (Permitting, Subdivisions)
- Legislative Services
- Risk Management
- Weed Control

6.2 The Parties also have distinct municipal services provided by a Third Party:

a. Saddle Hills County

Transportation Services

- n/a

Water and Wastewater Services

- n/a

Solid Waste Services

- Waste Bins Services - Central Peace Regional Waste Management Commission
- Landfill – County of Grande Prairie, Clairmont Landfill Agreement

Emergency Services

- Vehicle Extraction and Medical First Responders Services (select areas) - Central Peace Fire/Rescue Commission
- Mutual Aid Agreement – Central Peace Fire/Rescue Commission
- Emergency Fire Dispatch Services Agreement - City of Grande Prairie
- Mutual Aid Fire Agreement – County of Grande Prairie No. 1
- Gundy Rural Fire Protection Agreement – Tomslake & District Volunteer Fire Department, BC
- Mutual Aid Fire Control Agreement – Alberta Environment and Parks

Recreation Services

- Recreation Facilities – Agricultural Societies

Other Services

- Cemeteries – various private contractors
- Library Services – Library Board
- Library Services – Peace Library System
- Family Community Support Services – non-profit Societies
- Animal Control (Hamlet of Woking) – County of Grande Prairie
- Regional Enforcement Services – Use of Occurrences Software, County of Grande Prairie
- Pest Control (beaver dam blasting services agreement) – County of Grande Prairie

b. Birch Hills County

Transportation Services

- n/a

Water and Wastewater Services

- n/a

Solid Waste Services

- Residential Waste pickup in Hamlets of Eaglesham and Wanham, Recycling pickup, and waste bin pickup from waste Transfer Stations by GFL Environmental Services

Emergency Services

- Emergency Fire Dispatch Services Agreement - City of Grande Prairie
- Mutual Aid Fire Agreement between the Birch Hills County and Municipal District of Smoky River No. 130 dated August 27, 2013. As a mutual aid agreement there is no lead municipality. Cost sharing is in accordance with

the Mutual Aid Fire Agreement, with the municipality requesting mutual aid being responsible for the applicable costs associated with responding to the emergency

Recreation Services

- Recreation facilities operated by registered not for profit societies

Other Services

- Assessment Services – Northern Sunrise County
- Library Services – Library Board
- Library Services – Peace Library System
- Family Community Support Services – non-profit Societies
- Other Cemeteries operated and maintained by not for profit societies
- • Safety Codes Services Discipline

6.3 The Parties have worked collaboratively in the past with the following agreements to service residents and ratepayers of both municipalities. It is further acknowledged the Parties have reviewed the existing agreements and have determined that these are the most appropriate municipal services to be delivered in a shared manner.

a. G5 Central Peace Municipalities Principles and Protocols
    - Saddle Hills County, Municipal District of Spirit River No. 133, Birch Hills County, Town of Spirit River, and Village of Rycroft signed the Principles and Protocols for the purpose of recognizing and publicly declaring the commitment and cooperation in addressing regional needs.
    - Term of the Agreement: N/A

b. Emergency Services - Mutual Aid Fire Agreement
    - Saddle Hills County, Birch Hills County and Central Peace Fire/Rescue Commission have agreed to provide emergency services assistance and resources when requested by the other Party.
    - Actual costs to be paid by the aid receiving party; councils may establish a schedule of costs.
    - Term of the Agreement: April 2017 – April 2022, with an automatic renewal clause.

c. Emergency Services - Northwest Alberta Emergency Resource Agreement (Multiple signatories)
    - The purpose of this agreement is to provide the ability for signatories to access needed resources to mitigate or support emergency response initiatives from sources outside predetermined mutual aid agreements.
    - The supplying Party providing assistance and/or equipment shall be compensated at those agreed upon standard rates that are approved from time to time by each Party.

- Term of the Agreement: July 2016 – no Expiry Date

d. Central Peace Medical Services Corporation
    - Saddle Hills County, Municipal District of Spirit River No. 133, Birch Hills County, Town of Spirit River, and Village of Rycroft entered into the agreement for the purpose of establishing an independent organization to operate and manage the Central Peace Health Centre for the benefit of their residents to sustain physicians and other related health services
    - Term of Agreement: N/A

b. Operating Lease with Central Peace Medical Services Corporation
    - Saddle Hills County, Municipal District of Spirit River No. 133, Birch Hills County, Town of Spirit River, and Village of Rycroft entered into an operating lease agreement with the Central Peace Medical Services Corporation for the purpose of operating the Central Peace Medical Health Center
    - Term of Agreement: ninety-nine years beginning April 1, 2018

c. Memorandum of Agreement for the Central Peace Medical Health Center
    - Saddle Hills County, Municipal District of Spirit River No. 133, Birch Hills County, Town of Spirit River, Village of Rycroft, and the Central Peace Medical Services Corporation entered into the agreement for the purpose of setting out their respective duties, ownership and principles uses for the Central Peace Medical Health Center
    - Term of Agreement: ninety-nine years from the date of completion of the Central Peace Medical Health Center

e. Central Peace Assessment Review Board Bylaw
    - The purpose of this bylaw to share the trained and qualified resources to hear the assessment complaints
    - Term of Agreement: until discontinued by one of the parties

f. Central Peace Emergency Management Partnership Agreement
    - Birch Hills County, Municipal District of Spirit River No. 133, Saddle Hills County, the Town of Spirit River, and the Village of Rycroft agreed to form a partnership with the purpose of emergency planning, preparedness, mitigation, response and recovery
    - Term of Agreement: January 2018 – December 2023, with automatic five-year renewal clause unless cancelled by a written notice 90 days prior to the expiry

g. Central Peace/Grande Prairie Regional Emergency Management Mutual Aid Agreement
    - The Central Peace Emergency Partnership (Birch Hills County, Municipal District of Spirit River No. 133, Saddle Hills County, the Town of Spirit River, and the Village of Rycroft) and the Grande Prairie Regional Emergency Partnership (the City of Grande Prairie, County of Grande Prairie No. 1, Town of Beaverlodge, Town of Sexsmith, Town of Wembley) formed this mutual aid agreement in the event of a disaster or emergency

- Term of Agreement: January 2018- December 2023. with automatic five-year renewal clause unless cancelled by a written notice 90 days prior to the expiry

h. Central Peace/Smoky River Regional Emergency Management Mutual Aid Agreement
   - The Central Peace Emergency Partnership (Birch Hills County, Municipal District of Spirit River No. 133, Saddle Hills County, the Town of Spirit River, and the Village of Rycroft) and the Smoky River Regional Emergency Management Partnership (the Municipal District of Smoky River No. 130, Town of Falher, Town of McLennan, Village of Donnelly, and Village of Girouxville) formed this mutual aid agreement in the event of a disaster or emergency
   - Term of Agreement: January 2018- December 2023, with automatic five-year renewal clause unless cancelled by a written notice 90 days prior to the expiry

6.4 Both Parties acknowledge and agree that they may from time to time provide financial assistance to not for profit organizations functioning outside their jurisdictional boundaries.

6.5 Both Parties acknowledge they are members of not for profit organizations delivering services for the benefit of their residents and ratepayers.

7. Land Use

7.1 Matters of a land use and development nature impacting either Party shall be guided by policies set out in their Inter Municipal Development Plan.

8. Collaboration Process

8.1 Either Party may initiate the development of a new capital project and/or new service it deems to be critical or essential and that may be beneficial to both Parties. Prior to submitting a formal written notice for a new cost-sharing agreement, the initiating Party's CAO will consult and seek informal support from the other Party's CAO.

8.2 Once either municipality has received written notice of a new capital project or new service, an Intermunicipal Collaboration Committee meeting must be held within 30 days of the date the written notice was received, unless both CAO's agree otherwise.

8.3 The Intermunicipal Collaboration Committee will be the forum used to address and develop future Service Agreements and/or cost sharing arrangements.

8.4 Both Parties recognize that the decision to participate in or not participate in a project/arrangement ultimately lies with the respective municipal councils.

9. Indemnity

9.1 Saddle Hills County shall indemnify and hold harmless Birch Hills County, its employees and agents from all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of Saddle Hills County, its employees or agents in the performance of this Agreement.

9.2 Birch Hills County shall indemnify and hold harmless Saddle Hills County, its employees and agents from all claims, actions and costs whatsoever that may arise directly or indirectly out

of any act or omission of Birch Hills County, its employees or agents in the performance of this Agreement.

10. Binding Dispute Resolution Process

10.1 Both Parties agree to adopt the model dispute resolution provisions as set out in the Schedule attached to the ICF Regulation.

10.2 Both Parties agree to abide by the Duty to Act in Good Faith provisions contained in the ICF Regulation.

11. General

11.1 Headings in this Agreement are for reference purposes only.

11.2 Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.

11.3 Words in the singular shall include the plural or vice versa whenever the contest requires.

11.4 This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

11.5 Should any provisions of this Agreement become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the agreement and the remainder shall remain in force and be binding as though such provisions had not been invalid.

12. Correspondence

12.1 Written notice under this Agreement shall be addressed as follows:

a. In the case of Saddle Hills County to:

Saddle Hills County
c/o Chief Administrative Officer
79177 Range Road 84
Spirit River, AB T0H 3G0

b. In the case of Birch Hills County to:

Birch Hills County
c/o Chief Administrative Officer
P.O. Box 157
Wanham, AB T0H 3P0

13. Authorizations

Signed and dated on:

_____ _____

Alvin Hubert, Reeve
Saddle Hills County

Gerald Manzulenko, Reeve
Birch Hills County

_____ _____

Cary Merritt, CAO
Saddle Hills County

Herman Minderlein, CAO
Birch Hills County

_____ _____

Date

Date

APPENDICES

Appendix A: Model Dispute Resolution Provisions Schedule

Model Dispute Resolution Provisions Schedule

1. Definitions

1.1 In this Schedule,

a. "Initiating Party" means a party who gives notice under section 2 of this Schedule;

b. "Mediation" means a process involving a neutral person as a mediator who assists the parties to a matter and any other person brought in with the agreement of the parties to reach their own mutually acceptable settlement of the matter by structuring negotiations, facilitating communication and identifying the issues and interests of the parties;

c. "Mediator" means the person or persons appointed to facilitate by mediation the resolution of a dispute between the parties.

2. Notice of dispute

2.1 When a party believes there is a dispute under a framework and wishes to engage in dispute resolution, the party must give written notice of the matters under dispute to the other parties.

3. Negotiation

3.1 Within 14 days after the notice is given under section 2 of this Schedule, each party must appoint a representative to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.

4. Mediation

4.1 If the dispute cannot be resolved through negotiations, the representatives must appoint a mediator to attempt to resolve the dispute by mediation.

4.2 The initiating party must provide the mediator with an outline of the dispute and any agreed statement of facts.

4.3 The parties must give the mediator access to all records, documents and information that the mediator may reasonably request.

4.4 The parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute.

4.5 All proceedings involving a mediator are without prejudice, and, unless the parties agree otherwise, the cost of the mediator must be shared equally between the parties.

5. Report

5.1 If the dispute has not been resolved within 6 months after the notice is given under section 2 of this Schedule, the initiating party must, within 21 days, prepare and provide to the other parties a report.

5.2 Without limiting the generality of subsection 5.1, the report must contain a list of the matters agreed on and those on which there is no agreement between the parties.

5.3 Despite subsection 5.1, the initiating party may prepare a report under subsection 5.1 before the 6 months have elapsed if

a. the parties agree, or

b. the parties are not able to appoint a mediator under section 4 of this Schedule.

6. Appointment of arbitrator

6.1 Within 14 days of a report being provided under section 5 of this Schedule, the representatives must appoint an arbitrator and the initiating party must provide the arbitrator with a copy of the report.

6.2 If the representatives cannot agree on an arbitrator, the initiating party must forward a copy of the report referred to in section 5 of this Schedule to the Minister with a request to the Minister to appoint an arbitrator.

6.3 In appointing an arbitrator under subsection 6.2, the Minister may place any conditions on the arbitration process as the Minister deems necessary.

7. Arbitration process

7.1 Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures shall be the same as those in Division 3 of Part 17.2 of the Municipal Government Act and Part 1 of the Intermunicipal Collaboration Framework Regulation (AR 191/2017).

7.2 In addition to the arbitrator's powers under subsection 7.1, the arbitrator may do the following:

a. require an amendment to a framework;

b. require a party to cease any activity that is inconsistent with the framework;

c. provide for how a party's bylaws must be amended to be consistent with the framework;

d. award any costs, fees and disbursements incurred in respect of the dispute resolution process and who bears those costs.

8. Deadline for resolving dispute

8.1 The arbitrator must resolve the dispute within one year from the date the notice of dispute is given under section 2 of this Schedule.

8.2 If an arbitrator does not resolve the dispute within the time described in subsection 8.1, the Minister may grant an extension of time or appoint a replacement arbitrator on such terms and conditions that the Minister considers appropriate.

9. Arbitrator's order

9.1 Unless the parties resolve the disputed issues during the arbitration, the arbitrator must make an order as soon as possible after the conclusion of the arbitration proceedings.

9.2 The arbitrator's order must

a. be in writing,
b. be signed and dated,
c. state the reasons on which it is based,
d. include the timelines for the implementation of the order, and
e. specify all expenditures incurred in the arbitration process for payment under section 708.41 of the Act.

9.3 The arbitrator must provide a copy of the order to each party.

9.4 If an order of the arbitrator under section 9.2 is silent as to costs, a party may apply to the arbitrator within 30 days of receiving the order for a separate order respecting costs.

10. Costs of arbitrator

10.1 Subject to an order of the arbitrator or an agreement by the parties, the costs of an arbitrator under this Schedule must be paid on a proportional basis by the municipalities that are to be parties to the framework as set out in subsection 10.2.

10.2 Each municipality's proportion of the costs must be determined by dividing the amount of that municipality's equalized assessment by the sum of the equalized assessments of all of the municipalities' equalized assessments as set out in the most recent equalized assessment.

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	September 26, 2019	**CAO:**	
Originated By:	Hermann Minderlein	**Manager:**	
Item Title:	Bylaw No. 2019-15, the "Procedural Bylaw"	**Presenter:**	CAO Minderlein

DESCRIPTION:

Council is being presented with Bylaw No. 2019-15, the "Procedural Bylaw".

BACKGROUND / PROPOSAL:

Council adopted Bylaw 2017-08, the Code of Conduct Bylaw at the November 23, 2017 Regular Council Meeting. Following the passing of that Bylaw, Council passed resolution RC17-404 that read:

"that Council direct Administration to:

1. post a copy of Bylaw 2017-08, the Code of Conduct Bylaw on the County's website;
2. to include a copy of Bylaw 2017-08, the Code of Conduct Bylaw in future nomination/election packages; and
3. bring the Procedural Bylaw No. 2014-06 back to Council at a future Governance meeting regarding the review requirements for Bylaw 2017-08, the Code of Conduct Bylaw"

Administration had taken the 1st two actions, and is now bringing an updated "Procedural Bylaw" for Council's review and possible adoption. The initial draft was distributed to Council for review and input by email on November 5, 2019, and no responses were received.

The changes made to Bylaw 2014-06 are as follows:

Title 1. This was changed from Procedural to Procedures to match the title at the top of the page;

2.1(f) was added for the definition of "Closed Session" that replace the definition for "In Camera" to reflect the change of terminology;

4.2(c) "Council must review the Council Code of Conduct Bylaw at a minimum every four (4) years, that being following the general municipal election; and" was added to address the review requirements for Bylaw 2017-08, the Code of Conduct Bylaw";

4.17(b)(i) the word "and" was added;

SCHEDULE A "Sample Agenda" added to Bylaw; and

Bylaw was renumbered.

RELEVANT LEGISLATION (Cite):

The authority for Council to pass this Bylaw may be found Section 145(b) of the Municipal Government Act

ATTACHMENT(s):

Bylaw 2019-15, the Birch Hills County "Procedural Bylaw"

Bylaw 2014-06, the Birch Hills County "Procedures Bylaw"

OPTIONS:

Council May choose to:

1. provide 1st, 2nd, and 3rd reading to the bylaw provided that the unanimous consent of all Councillors present is provided prior to the 3rd reading;

2. provide 1st or 1st and 2nd reading to the bylaw at this meeting and direct Administration to bring back the bylaw for 2nd and 3rd, or 3rd reading at a future Meeting of Council;

3. provide 1st reading to the Bylaw, and make amendments to the bylaw before proceeding to 2nd reading;

4. receive this item for information and direct Administration to bring the bylaw back at a future Council meeting; or

5. Defeat Bylaw 2019-15, the Birch Hills County "Procedural Bylaw"

RECOMMENDED ACTION:

It is Administrations recommendation that Council

1. provide first reading to Birch Hills County Bylaw 2019-15, the Birch Hills County "Procedural Bylaw";

2. provide second reading to Birch Hills County Bylaw 2019-15, the Birch Hills County "Procedural Bylaw";

3. provide unanimous approval to a resolution to present Birch Hills County Bylaw 2019-15, the Birch Hills County "Procedural Bylaw" at this meeting; and if approved unanimously;

4. provide third and final reading to Birch Hills County Bylaw 2019-15, the Birch Hills County "Procedural Bylaw"; and

5. direct Administration to update the County's website with a copy of Birch Hills County Bylaw 2019-15, the Birch Hills County "Procedural Bylaw";

PURPOSE A Bylaw of Birch Hills County, in the Province of Alberta, to provide for the orderly proceedings of Council meetings and the transacting of business by the Council of Birch Hills County.

WHEREAS Section 145(a) of the Municipal Government Act allows a Council to pass a bylaw for "the establishment and functions of Council committees and other bodies"; and

WHEREAS Section 145(b) of the Municipal Government Act allows a Council to pass a bylaw in relation to the "procedures to be followed by council, council committees and other bodies established by the council";

NOW THEREFORE the Council of Birch Hills County, duly assembled, enacts as follows:

TITLE

1. That this Bylaw shall be known as the Birch Hills County "Procedur~~es~~al Bylaw".

DEFINITIONS

2.1 That definitions, for the purpose of this Bylaw, unless the context otherwise requires, the term:

(a) **"Act"** means the Municipal Government Act, R.S.A. 2000, Chapter M-26.

(b) **"Administrative Inquiry"** is a request by a Councillor to the Chief Administrative Officer for the future provision of information.

(c) **"Agenda"** is the order of business of a meeting and the associated reports, bylaws or other documents.

(d) **"Chief Administrative Officer"** means the Chief Administrative Officer of Birch Hills County or designate.

(e) **"Chair"** means the Reeve, Deputy Reeve or other person authorized to preside over a meeting.

(f) "Closed Session" means a meeting or portion of a meeting of Council without the presence of the public where the matter to be discussed is within one of the exceptions to disclosure in Division 2, of Part 1 of the Freedom of Information and Protection of Privacy Act.

DRAFT

(g) "**Council**" means the municipal Council of Birch Hills County.

(h) **"Councillor"** means a member of Council who is duly elected and continues to hold office and includes the Reeve.

(i) **"Council Committee"** means any committee, board or other body established by Council by bylaw under the Act.

(j) **"Deputy Reeve"** means the Councillor appointed by Council to act as the Reeve when the Reeve is unable to perform the duties of the Reeve, or if the office of Reeve is vacant.

(k) **"General Election"** means an election held in Birch Hills County to elect the members of Council as described in the Local Authorities Election Act.

~~**(l)** **"In-Camera"** means a meeting or portion of a meeting of Council without the presence of the public where the matter to be discussed is within one of the exceptions to disclosure in Division 2, of Part 1 of the Freedom of Information and Protection of Privacy Act.~~

(l) **"Inaugural Meeting"** means the Organizational Meeting immediately following the General Election.

(m) **"Member"** includes a Councillor or a member of a Council Committee who is not a Councillor.

(n) **"Organizational Meeting"** means the meeting held as described in section 4.3 and 4.4 and includes the Inaugural Meeting.

(o) **"Pecuniary Interest"** means a pecuniary interest with the meaning of the Municipal Government Act.

(p) **"Point of Order"** means a demand that the Chair enforce the rules of procedure.

(q) **"Postpone"** means the motion by which action on a pending question can be put off, within limits, to a definite day, meeting, or hour, or until after a certain event.

(r) **"Public Hearing"** is a pre-advertised public hearing that Council's required to hold under the Act or other enactments or any matter at the direction of Council.

DRAFT

(s) **"Question of Privilege"** means a request made to the Chair, unrelated to the business on the floor that affects the comfort, dignity, safety, or reputation of Council or individual Councillors.

(t) **"Quorum"** is the minimum number of Members that must be present at a meeting for business to be legally transacted.

(u) **"Reeve"** means the Chief Elected Official of the County.

(v) **"Resolution"** can also be referred to as a motion.

(w) **“Table"** means a motion to delay consideration of any matter, which does not set a specific time to resume consideration of the matter.

(x) **"Two-Thirds Vote"** means a vote by at least two-thirds of Members present at the meeting and entitled to vote on the motion.

GENERAL

3.1 The procedures contained in this bylaw shall be observed in all proceedings of Council.

3.2 The procedures contained in this bylaw shall be observed in Council Committee meetings with the exception of the limit of the number of times for speaking. However, no Member shall speak more than once to any question until every other Member choosing to speak shall have spoken.

3.3 To the extent that a procedural matter is not dealt with in the Act or this Bylaw, the matter will be determined by referring to the most recent version of Robert's Rules of Order Newly Revised 10th Edition. Should provision of this bylaw conflict with provisions of Robert’s Rules of Order, the provisions of this bylaw shall prevail.

3.4 Subject to any statutory obligation to the contrary, Council or a Council Committee may temporarily suspend any provision of this Bylaw by a Two-Thirds Vote.

3.5 A Resolution suspending any provision of this Bylaw as provided for in Section 3.4 is only effective for the meeting during which it is passed.

DRAFT

MEETINGS

Inaugural Meeting

4.1 Council must hold its Inaugural Meeting not later than two weeks after the third Monday in October following the General Election.

4.2 At this meeting:

(a) All Councillors must take the official oath prescribed by the Oaths of Office Act;

(b) Council must confirm the Council Chambers seating arrangements of Councillors;

(c) Council must review the Council Code of Conduct Bylaw at a minimum every four (4) years, that being following the general municipal election; and

(d) All other matter required by Section 4.d must be dealt with.

Organizational Meetings

4.3 An Organizational Meeting must be held not later than two weeks after the third Monday in October each year.

4.4 At the Organizational Meeting, Council must:

(a) appoint a Councillor to the position of Reeve;

(b) appoint a Councillor to the position of Deputy Reeve;

(c) appoint Members to Council Committees; and

(d) conduct other business as identified within the Organizational Meetings Agenda.

Regular Council Meetings

4.5 Regular Council meetings are held every second and fourth Thursday of each month in the Council Chambers at the Birch Hills County Administration Office from 9:00a.m. to 4:00 p.m.

4.6 Council may, by Resolution, extend a meeting past 4:00 p.m.

DRAFT

4.7 Council may, by Resolution, establish other Regular Council meeting dates as may be required from time to time.

4.8 Council may change the date, time or place of a regularly scheduled meeting by a Two Thirds (2/3) Vote.

4.9 Notice of a change in date, time or place, of any meeting of Council will be provided at least 24 hours prior to the meeting to Councillors in accordance with the Act and to the public by:

(a) posting a notice in the Birch Hills County Administration Office; and

(b) posting a notice on the Birch Hills County website.

4.10 Council may cancel any meeting if notice is given in accordance with section 4.9.

Special Meetings

4.11 The Reeve may call a special Council meeting at any time and must do so if a majority of Councillors make a request in writing stating the purpose of the meeting.

4.12 A special Council meeting requested by Councillors must be held within 14 days after the request is received.

4.13 Notice of a special Council meeting must be given at least 24 hours in advance and in accordance with section 4.9.

4.14 A special Council meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if a least Two-Thirds of the whole Council agrees to this in writing before the beginning of the meeting.

4.15 No matter other than that stated in the notice calling the special Council meeting may be transacted at the meeting unless the whole Council is present at the meeting and the Council agrees to deal with the matter in question.

Electronic Recording of Proceedings

4.16 The recording of a Council meeting by electronic or other means is allowed unless, in the sole determination of the Chair, the recording of a Council meeting by electronic or other means is disruptive to the process or if the recording of a Council meeting will inhibit or discourage any member of Council or the public from fully participating in the Council meeting. Recording of Public Hearings or quasi-judicial meetings (e.g. Subdivision Appeal Board) will not be permitted. If

DRAFT

the Chair determines that the recording of a Council meeting by electronic or other means is disruptive or will inhibit or discourage any member of Council or the public from fully participating in a Council meeting the Chair may prohibit, limit or restrict the recording of a Council meeting by electronic or other means.

Meetings through Electronic Communications

4.17 A Councillor may participate in a meeting by means of electronic or other communication facilities if:

(a) a quorum of Council cannot be achieved by Councillors attending a Council meeting or Public Hearing in person; or

(b) there is a specific item on the agenda of interest to a Councillor and where the Councillor wishes to participate in the discussion and voting on the specific agenda item they may do so provided:

(i) the Councillor provides 48 hours' notice to the Chief Administrative Officer; and

(ii) the participation by a Councillor can be reasonably accommodated through existing technology and/or facilities;

4.18 Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

4.19 Delegations or other persons may participate in a Council meeting or Public Hearing by electronic or other means if Council passes a resolution authorizing participation of a delegation or other persons in a Council meeting or Public Hearing by electronic or other means.

PUBLIC HEARINGS

5.1 Public Hearings will be held in conjunction with a Regular Council meeting. However, a special Council meeting for the purpose of holding a Public Hearing may be called.

5.2 The procedure for a Public Hearing is as follows:

(a) The Chair will call for a motion to go into Public Hearing;

(b) The Chair will introduce members of Council and staff, outline the purpose of the Public Hearing, the process to be followed in the Public Hearing and any preliminary matters;

DRAFT

(c) If applicable,

(i) Birch Hills County staff will present their report followed by questions for clarification by Council; or

(ii) The proponent or their agent will be requested to present his/her application within a reasonable time period followed by questions for clarification by Council;

(d) After identifying themselves, members of the public will be invited to make a verbal presentation followed by questions for clarification by Council;

(e) Depending on the number of written submissions, Birch Hills County staff may provide a report on the number of written submissions received and if appropriate a general overview of the contents of the written submissions;

(f) Verbal or written representation from the federal governments or federal agencies will be invited to make a verbal presentation followed by questions for clarification by Council;

(g) Verbal or written representation, representatives from the provincial government or provincial agencies will be invited to make a verbal presentation followed by questions for clarification by Council;

(h) After identifying themselves, representatives from municipal governments or municipal agencies will be invited to make a verbal presentation followed by questions for clarification by Council;

(i) If applicable

(i) Birch Hills County planning staff will present a closing summary and respond to any questions that may have been raised in the presentations; and

(ii) The proponent or their agent will present a closing summary and respond to any questions that may have been raised in the presentations.

5.3 The use of slides, maps, videos and other similar materials is permitted and these along with written submissions become the property of Birch Hills County as exhibits to the hearing.

5.4 Persons addressing Council shall give their name, location of residence, an indication as to whether they are speaking on their own behalf or for another

DRAFT

person or a group, and address the Chair when responding to questions or providing information.

5.5 Individuals may speak for a maximum of five (5) minutes.

5.6 One spokesperson per petition or group may speak for a maximum of ten (10) minutes.

5.7 At the discretion of the Chair, the time limits for speaking and presentations may be extended to ensure that all interested parties have had a fair and equitable opportunity to express their views.

5.8 At the discretion of the Chair, after everyone has had an opportunity to speak once, those interested in speaking a further time and providing new information, may be granted further opportunity to speak.

5.9 The Chair is hereby authorized to make any other decisions or determinations with respect to the process or rules of order for the Public Hearing.

5.10 The minutes of a Council meeting during which a Public Hearing is held must contain the names of the speakers and a summary of the nature of representations made at the Public Hearing.

COUNCIL REVIEW HEARING

6.1 In this section, the following terms have the following meanings:

a) “Order to Remedy” means an order issued under 545 or 546 of the Act;

b) “Review Hearing" means a review by Council of an Order to Remedy in accordance with section 547 of the Act;

c) “Staff” means a designated officer of Birch Hills County or an employee of Birch Hills County that has been delegated the responsibility to issue an Order to Remedy.

6.2 A request for a Review Hearing must meet the requirements of section 547 of the Act and shall include:

a) the name of the appellant;

b) the address of the property to which the Order to Remedy relates;

c) the reasons for the request to review the Order to Remedy;

DRAFT

d) daytime contact telephone number of the appellant; and

e) any address to which documents relating to the Review Hearing may be delivered.

6.3 The Chief Administrative Officer will schedule the Review Hearing to be heard at a regular Council Meeting as soon as practicable following receipt of the request after ensuring that all parties have sufficient time to prepare for the Review Hearing.

6.4 Written submissions from the appellant and Staff must be submitted not less than seven (7) days prior to the Review Hearing and will be distributed as part of the Council Agenda.

6.5 A Review Hearing is open to the public unless upon application of any party, Council, pursuant to section 197 of the Act, decides that it would be advisable to hold the hearing in private.

6.6 The parties to a Review Hearing are entitled to appear before Council, in person or by an authorized agent, and to be represented by counsel.

6.7 The rules of evidence in judicial proceedings do not apply to a Review Hearing and evidence may be given in any manner Council considers appropriate.

6.8 The procedure in a Review Hearing is as follows:

a) the Chair will open the Review Hearing, introduce members of Council, Staff and the appellant or their representative;

b) the Chair will describe the Review Hearing process and deal with any preliminary matters;

c) the appellant will be invited to make opening remarks and presentation (maximum of fifteen (15) minutes) followed by questions to the appellant by Councillors;

d) Staff will be invited to make opening remarks and presentation (maximum of fifteen (15) minutes) followed by questions to the Staff by Councillors;

e) the appellant will be invited to make a rebuttal (maximum of five (5) minutes) followed by questions to the appellant by Councillors;

DRAFT

f) Staff will be invited to make a rebuttal (maximum of five (5) minutes) followed by questions to the Staff by Councillors; and

g) The appellant will be invited to make closing remarks (maximum of five (5) minutes) followed by questions to the appellant by Councillors.

6.9 If the appellant fails to attend the Review Hearing despite having been given notice, Council may proceed with the Review Hearing in the absence of the appellant.

6.10 The Chair may establish such other rules of procedure as may be necessary to conduct the Review Hearing properly and fairly.

6.11 At the conclusion of the Review Hearing, Council may confirm, vary, substitute or cancel the Order to Remedy by passing a resolution indicating its decision and its reasons.

6.12 If Council confirms, varies or substitutes the Order to Remedy, the Resolution should require the appellant to comply with the Order to Remedy (or complete the required action) by a specific date, failing which the County may rectify the problem at the appellant's cost.

6.13 Council may go In-Camera to deliberate but the Resolution embodying Council's decision must be made in public.

6.14 The Chief Administrative Officer will cause a notice of the decision of Council to be delivered or mailed to the appellant at the address provided to the Chief Administrative Officer within 15 days after the conclusion of the Review Hearing.

6.15 Service is presumed to be effective under section 6.14:

a) Seven days from the date of mailing if the document is mailed in Alberta to an address in Alberta; or

b) Subject to (a), fourteen days from the date of mailing if the document is mailed in Canada to an address in Canada;

unless the document is returned to the sender other than by the addressee, or the document was not received by the addressee, the proof of which lies on the addressee.

DRAFT

QUORUM

7.1 Quorum for Council is a majority of Councillors unless specified otherwise by this or any other bylaw, or the Act.

No Quorum

7.2 If there is no Quorum within thirty (30) minutes after the time set for the meeting, the Chief Administrative Officer will record the names of the Councillors present and the meeting will be adjourned to the time of the next Regular Council meeting.

Lost Quorum

7.3 If at any time during a meeting Quorum is lost, the meeting will be recessed and Quorum is not achieved again within fifteen (15) minutes, the meeting will be deemed to be adjourned.

COMMENCEMENT OF MEETINGS AND HEARINGS

8.1 As soon as there is a Quorum after the time for commencement of a Council meeting:

a) the Reeve must take the Chair and begin the meeting; or

b) if the Reeve is absent the Deputy Reeve must take the Chair and begin the meeting; or

c) if the Reeve and Deputy Reeve are not in attendance within fifteen minutes after the time set for the meeting and there is a Quorum, the Chief Administrative Officer must begin the meeting by calling for a motion for the appointment of a Chair.

8.2 Upon their arrival, the Reeve or Deputy Reeve will assume the Chair.

DUTIES OF THE REEVE OR CHAIR

9.1 The Reeve or Chair:

a) opens Council meetings;

b) chairs Council meetings;

c) preserves order in Council meetings;

DRAFT

d) decides all questions of procedure;

e) ensures that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so; and

f) decides who, aside from Councillors, may address Council.

AGENDA

Preparation of Agenda

10.1 The Agenda for each Council meeting shall be established by the Chief Administrative Officer.

Agenda Delivery

10.2 The Chief Administrative Officer will distribute the Council Agenda to the regular designated address of members of Council on the Monday afternoon prior to the Council meeting. However, if a Monday falls on a holiday, the Council Agenda will be distributed on the Tuesday preceding the Council meeting.

Late Submissions

10.3 Reports and supplementary materials related to items on the Agenda and that are received too late to be included with the Agenda package will be made available as soon as reasonably possible.

10.4 Additional Agenda items, reports and supplementary material that are time sensitive and received too late to be included on the Agenda may be made available for consideration of Council as an additional Agenda item and will be delivered to Council members in paper or electronic format as soon as possible.

10.5 The Chief Administrative Officer will make copies of the Agenda and background information available to the public after distribution to Council.

Adoption of the Agenda

10.6 Council must vote to adopt the Agenda prior to transacting other business and may add new items or delete any matter from the Agenda by a Two-Thirds Vote.

10.7 The Agenda of an adjourned meeting will be dealt with at the beginning of the next regular meeting unless a special meeting is called to deal with the business of the adjourned meeting.

DRAFT

ORDER OF BUSINESS

11.1 The Order of Business for each meeting shall be as outlined in Schedule "A"

Deviation from Order of Business

11.2 The Chair, in his/her sole determination, may deviate from the Order of Business to accommodate special circumstances and ensure effective and efficient use of time.

MINUTES

12.1 The Chief Administrative Officer will prepare minutes for all Council meetings which will include:

a) the names of Councillors and members of Administration present at Council meetings;

b) a brief description of the subject matter;

c) all decisions and other proceedings;

d) the names of staff or members of the public who speak to an item;

e) any abstentions made under the Act by a Councillor and the reason for the abstention;

f) the signatures of the Chair and the Chief Administrative Officer.

PROCEEDINGS

Discussion Directed through Chair

13.1 All discussion at a Council meeting must be directed through the Chair who will be addressed as "Reeve" or Mister/Madam Chair".

Absence from Proceedings

13.2 When a Councillor has a Pecuniary Interest in a matter before Council or a Council Committee the Councillor must, if present, disclose the general nature of the Pecuniary Interest prior to any discussion on the matter, abstain from voting on any question relating to the mater and, subject to the Act, abstain from any discussion of the matter and leave Council Chambers until discussion and voting on the matter are concluded.

DRAFT

Speaking to Motions

13.3 A Councillor may not speak unless and until recognized by the Chair.

13.4 Unless permitted by the Chair, a Councillor may only speak twice on any motion, once in debate and once to ask questions.

Time Limit

13.5 Each Councillor may speak for only five (5) minutes, unless otherwise permitted by the Chair.

Interruption of Speaker

13.6 A Councillor who is speaking may only be interrupted by another Councillor:

a) by a Question of Privilege; or

b) by a Point of Order.

13.7 A Councillor who is speaking when a Question of Privilege or a Point of Order is raised must cease speaking immediately.

13.8 The Chair may grant permission:

a) to the Councillor raising a Question of Privilege or a Point of Order to explain the Question or Point briefly; and

b) to the Councillor who was speaking to respond briefly.

but otherwise a Question of Privilege or Point of Order is not debatable or amendable.

Ruling on Proceedings

13.9 The Chair will rule on a Question of Privilege or Point of Order.

13.10 The Chair may seek advice on a Question of Privilege or Point of Order to determine whether a matter is within the jurisdiction of Council.

Challenging a Ruling

13.11 Any ruling of the Chair may be challenged.

DRAFT

13.12 A motion to challenge may be made only at the time of the ruling, whether or not another speaker has the floor.

13.13 A motion to challenge is debatable unless it related to decorum, the priority of business, or an undebatable pending motion.

13.14 If a motion to challenge is made the Chair must state the question "Is the ruling of the Chair upheld?", and may participate in debate on the challenge without leaving the Chair.

13.15 If the Chair refuses to put the question on a challenge, the person who would preside if the individual occupying the Chair were absent must put the question to Council.

13.16 Council will decide the challenge by voting and the decision of Council is final.

MOTIONS

Consideration of Motions

14.1 Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.

14.2 A Councillor may move a motion whether or not the Councillor intends to support it.

14.3 Once a motion has been moved and stated by the Chair, it is in the possession of Council, and may only be withdrawn with the unanimous consent of the Councillors present at the meeting.

14.4 All motions shall be presented in a manner that will allow Council to take a positive action.

14.5 When required to do so by the Act, Council will provide reasons why a motion was defeated.

14.6 A motion does not require a seconder.

Motions to the Main Motion

14.7 When a motion is made and is being considered, no Councillor may make another motion except to:

DRAFT

a) amend the motion;

b) amend any amendment to the motion;

c) refer the main motion for consideration;

d) Table the motion;

e) Postpone the motion; or

f) move a privileged motion.

Privileged Motions

14.8 The following motions are privileged motions:

a) a motion to recess;

b) a motion to adjourn;

c) a motion to set the time for adjournment; and

d) a Question of Privilege.

Motion to Recess

14.9 The Chair, without a motion, may recess the meeting for a specific period.

14.10 Any Councillor may move that Council recess for a specific period.

14.11 After a recess, business will be resumed at the point where it was interrupted.

Severing Motions

14.12 The Chair may sever a motion and the original mover of the motion will remain as the mover of the severed motion.

Amending Motions

14.13 A Councillor may not amend a motion or make an amendment which:

a) does not relate to the subject matter of the main motion;

b) is contrary to the main motion.

DRAFT

14.14 Only one amendment to the main motion and only one amendment to that amendment are allowed.

14.15 The main motion will not be debated until any proposed amendments to it have been debated and voted on.

14.16 When all proposed amendments have been voted on, the main motion, incorporating the amendment that has been adopted by Council, will be debated and voted on.

Referring Motions

14.17 A Councillor may move to refer any motion to the appropriate Council Committee or the administration for investigation and report, and the motion to refer:

a) precludes all further amendments to the motion;

b) is debatable; and

c) may be amended only as to the body to which the motion is referred and the instructions on the referral

Motion to Limit or End Debate

14.18 Any motion to limit or end debate:

a) cannot be debated;

b) must be passed by a Two-Thirds Vote; and

c) may only be amended as to the limit to be placed on debate.

Motion to Table

14.19 A motion to Table another motion:

a) cannot be debated;

b) takes precedence over any other motion connected with the motion being Tabled; and

c) may be raised from the Table at any time by a majority vote of Council.

DRAFT

14.20 A Tabled motion is brought back with all of the motions connected with it, exactly as it was when Tabled.

Motion to Postpone

14.21 A motion to Postpone:

a) takes precedence over any other motion connected with the motion being postponed;

b) can only be debated as to the time, or date; and

c) cannot be amended.

Reconsideration of Motions

14.22 If a motion is voted on by Council, the same matter dealt with in the motion cannot be reconsidered by Council unless:

a) a General Election has been held; or

b) six months has passed since the date that motion was considered; or

c) a motion to reconsider has passed.

14.23 A Councillor may introduce a motion asking Council to reconsider a matter dealt with in a previous motion providing:

a) the motion is made at the same meeting of Council at which the original matter was considered and is moved by a Councillor who voted with the prevailing result; or

b) a Notice of Motion is submitted by a Councillor who voted with the prevailing result, prior to the meeting at which it is to be considered, in which the Councillor sets out what special or exceptional circumstances warrant Council considering the matter again; and

c) the motion to which it is to apply has not already been acted upon.

14.24 If a motion to reconsider is passed the original motion is on the floor.

DRAFT

CLOSED SESSION

Motion to go Into Closed Session

15.1 Any Councillor may move that Council convene into Closed Session if a matter to be discussed is within one of the exceptions to disclosure in Divisions 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.

Closed Session Meeting

15.2 All In-Camera meetings will:

a) be chaired by the Reeve; and

b) be held without the presence of the public unless invited by Council.

15.3 No bylaw or motion will be passed at an In-Camera meeting except for a motion to revert to a meeting to be held in public.

NOTICE OF MOTION

16.1 A Councillor wishing to introduce a new matter for consideration must submit the motion in writing to the Chief Administrative Officer.

16.2 A Councillor may make a motion introducing any new matter only if:

a) notice is given at a previous Council meeting;

b) notice is submitted to the Chief Administrative Officer to be included in the next Council Agenda; or

c) Council, by a Two-Thirds Vote, agrees to dispense with notice.

VOTES OF COUNCIL

Requirement to Vote

17.1 Each Councillors present must vote on every motion, unless the Councillor is required or permitted to abstain from voting under the Act.

Voting Procedure

17.2 Votes on all motions must be taken as follows:

DRAFT

a) except for a meeting conducted through electronic or other communication facilities, Councillors must be in their designated Council seat when the motion is considered;

b) the Chair puts the motion to a vote;

c) Councillors vote by a show of hands or other method agreed to by Council; and

d) the Chair declares the result of the vote.

17.3 Unless otherwise specified in this bylaw, a motion is carried when a majority of Councillors present at a meeting vote in favor of the motion.

Declaring Results of a Vote

17.4 After the Chair declares the result of the vote, Councillors may not change their vote for any reason.

17.5 A question on the results of a vote may be resolved by the Chair immediately calling for a revote on the motion.

Tie Votes

17.6 A motion is lost when the vote is tied.

BYLAWS

Basic Requirements

18.1 All proposed bylaws must have:

a) a bylaw number assigned by the Chief Administrative Officer; and

b) a concise title indicating the purpose of the bylaw.

18.2 Councillors will be provided the opportunity to review a copy of the proposed bylaw, in its entirety, prior to any motion for first reading.

Introducing a Bylaw

18.3 A proposed bylaw must be introduced at a Council meeting by a motion that the bylaw be read a first time. Council may hear an introduction of the proposed bylaw from the Chief Administrative Officer.

DRAFT

18.4 After first reading has been given, subject to the requirements of the Act, any Councillor may move that the bylaw be read a second time.

18.5 Council may not give bylaw more than two readings at a meeting unless all Councillors present at the meeting vote in favor of allowing a third reading at that meeting.

Amendments to Bylaws

18.6 Any amendments to the bylaw which are carried prior to the vote on third reading will be considered to have been given first and second readings and will be incorporated into the proposed bylaw.

Defeated Bylaws

18.7 The previous readings of a proposed bylaw are rescinded if the proposed bylaw:

a) does not receive third reading within two years after first reading; or

b) is defeated on second or third reading.

Effective Date

18.8 A bylaw is effective from the beginning of the day it is signed unless the bylaw or any applicable statute provides for another effective date.

Bylaws Signed and Sealed

18.9 The Reeve and the Chief Administrative Officer must sign and seal the bylaw as soon as reasonably possible after third reading is given.

18.10 Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by the Act or another enactment.

ADMINISTRATIVE INQUIRIES

Verbal or Written Administrative Inquiries

19.1 Any Councillors may make an Administrative Inquiry:

a) verbally, if the Councillor does not require a written response; or

b) in writing, if the request requires a written response.

DRAFT

Submission of Administrative Inquiries

19.2 Administrative Inquiries may be submitted:

a) at any regular meeting of Council; or

b) for inclusion on the Agenda of a Council meeting; or

c) outside a regular Council meeting if the response to the Inquiry is not a substantive task.

Response to Administrative Inquiries

19.3 Administrative Inquiries made at a Council meeting will be responded to at the next meeting of Council following the meeting at which the Inquiry was submitted, unless:

a) the financial or other resources required to answer the Inquiry are substantial and a decision of Council or the Chief Administrative Officer is required to approve such allocation of resources; or

b) additional time is required to prepare the response or compile the requested information.

19.4 Administrative Inquiries made outside a Council meeting will be responded to within two weeks from the date the inquiry was submitted, unless:

a) the financial or other resources to answer the inquiry are substantial and a decision of Council or the Chief Administrative Officer is required to approve such allocation of resources; or

b) additional time is required to prepare the response or compile the requested information.

19.5 Councillors will be advised as to when the response to an Administrative Inquiry will be provided.

19.6 The Chief Administrative Officer may determine if the information acquired in response to an Administrative Inquiry is of benefit to Councillors and may direct that the Administrative Inquiry and the response be distributed to all Councillors.

19.7 A Councillor who requested an Administrative Inquiry may request that the Inquiry be abandoned.

DRAFT

COMMUNICATIONS TO COUNCIL

Presentations at Council Meetings

20.1 Requests for an appointment to make a presentation to Council must be received by the Chief Administrative Officer and must:

a) be in writing and received at least seven (7) days prior to the Council meeting date;

b) clearly identify the reason or purpose of the appointment;

c) identify the individual or primary contact for a group or organization; and

d) include contact information of the individual or organization;

20.2 A decision on a request from a delegation will be dealt with after all other new and unfinished business agenda items have been addressed by Council.

20.3 If a delegation presents a request and the Chief Administrative Officer has not presented a background report and recommendation, the matter will be referred back to administration for review, preparation of a background report and recommendation from the Chief Administrative Officer. The administrative report and recommendation from the Chief Administrative Officer shall be included on the next Council meeting agenda.

20.4 Presentations from sales persons will not be allowed.

20.5 Delegations shall not appear before Council if a member of the public has spoken at a public meeting or hearing held by Council in respect of the same matter.

20.6 The amount of time allocated for delegations is at the sole discretion of the Chair.

Criteria for Written Submissions

20.7 Any communication intended for Council must be forwarded to the Chief Administrative Officer in writing and must:

a) be legible and coherent;

b) be able to identify the writer and the writer's contact information;

c) be on paper or, in a printable format; and

DRAFT

d) not be libelous, impertinent or improper.

Responsibilities of the Chief Administrative Officer

20.8 If the Chief Administrative Officer determines the communication or presentation is within the governance authority of Council, the Chief Administrative Officer will:

a) if it relates to an item already on the Agenda, deliver a copy of the communication or a summary of it to Councillors prior to or at the meeting at which the Agenda is being considered; or

b) acquire all information necessary for the matter to be included on a future Council agenda for consideration by Council.

Decisions on Communications

20.9 If the Chief Administrative Officer determines the communication and/or presentation is not within the governance authority of Council, the Chief Administrative Officer will:

a) refer the communication to administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Councillors;

b) take any other appropriate action on the communication.

20.10 If a Councillor objects to the process determined by the Chief Administrative Officer, a Councillor may introduce a notice of motion requesting the item be included for Council consideration on a Council Agenda.

20.11 If the standards set out in section 20.7 are not met, the Chief Administrative Officer may file the communication without any action being taken.

20.12 The Chief Administrative Officer will respond to the person sending the communication and advise that person of the process to be followed and any action taken on the subject of the communication.

CONDUCT IN COUNCIL MEETINGS

Public Conduct

21.1 During a Council meeting member of the public must:

a) not approach or speak to Council without permission of the Chair;

DRAFT

b) not speak on any matter for longer than five (5) minutes unless permitted by the Chair;

c) maintain order and quiet; and

d) not interrupt a speech or action of Council or another person addressing Council.

21.2 The Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled.

Council Conduct

21.3 During a Council meeting, Councillors must not:

a) imply attribution of motive, speak disrespectfully, or use offensive word;

b) address Councillors without permission;

c) carry on a private conversation;

d) break the rules of Council or disturb the proceedings;

e) leave their seat or make any noise or disturbance while a vote is being taken or the result declared; or

f) disobey the decision of the Chair on any question of order, practice or interpretation.

Cell Phones and Personal Electronic Devices

21.4 During a Council meeting cell phones and personal electronic devices shall be turned off or set on a mode that will not be a disruption to the meeting.

Breach of Conduct

21.5 A Councillor who persists in a breach of subsection 21.3 or 21.4, after having been called to order by the Chair, may, at the discretion of the Chair, be ordered to leave for the duration of the meeting.

21.6 At the discretion of the Chair, a Councillor may resume his or her seat after making an apology for the Councillor's offending conduct.

DRAFT

SEVERABILITY PROVISION

22.1 Should any provision of this Bylaw be invalid, then such provision shall be severed and the remaining Bylaw shall be maintained.

REPEAL

23.1 Bylaw 2014-06, the Procedures Bylaw, is repealed.

EFFECTIVE DATE

24.1 This Bylaw will come into force and effect on the final day of passing and signature thereof.

READ for a first time this ___ day of _____, 2019

READ for a second time this ___ day of _____, 2019

READ a third time and passed this ___ day of _____, 2019

SIGNED this ___ day of _____, 2019

Original to be signed by
Reeve
Gerald Manzulenko

Original to be signed by
Chief Administrative Officer
Hermann Minderlein

DRAFT

SCHEDULE A
"Sample Agenda"

AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN WANHAM AT THE
BIRCH HILLS COUNTY OFFICE
DATE OF MEETING

9:00 A.M.

1. **CALL THE MEETING TO ORDER**
2. **ADOPTION OF THE AGENDA**
3. **ADOPTION OF THE MINUTES**
4. **DELEGATIONS** (if required)
5. **PUBLIC HEARING** (if required)
6. **COUNCILLOR REPORTS**
7. **CHIEF ADMINISTRATIVE OFFICER'S REPORTS**
8. **BUSINESS ARISING OUT OF THE MINUTES**
   UNFINISHED BUSINESS (if required)
9. **BYLAWS** (if required)
10. **NEW BUSINESS**
    a. **Council**
    b. **Administration**
    c. **Emergency Services**
    d. **Public Works**
    e. **Agriculture**
11. **FOR INFORMATION**
12. **CORRESPONDENCE**
13. **CLOSED SESSION** (if required)

NEXT REGULAR COUNCIL MEETING DATE – date

DRAFT

PROCEDURAL BYLAW
NO. 2014-06

BEING A BYLAW OF BIRCH HILLS COUNTY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ORDERLY PROCEEDINGS OF COUNCIL MEETINGS AND THE TRANSACTING OF BUSINESS BY THE COUNCIL OF BIRCH HILLS COUNTY.

WHEREAS Section 145(a) of the *Municipal Government Act* allows a Council to pass a bylaw for the establishment and functions of Council committees and other bodies;

AND WHEREAS Section 145(b) of the *Municipal Government Act* allows a Council to pass a bylaw in relation to the procedure and conduct of Council, and other bodies established by Council, the conduct of Councillors and the conduct of members of other bodies established by Council;

NOW THEREFORE the Council of Birch Hills County, duly assembled, enacts:

1. TITLE

1.1 This bylaw may be cited as "The Procedures Bylaw".

2. DEFINITIONS

In this Bylaw:

2.1 "Act" means the *Municipal Government Act*, R.S.A .2000, Chapter M-26.

2.2 "Administrative Inquiry" is a request by a Councillor to the Chief Administrative Officer for the future provision of information.

2.3 "Agenda" is the order of business of a meeting and the associated reports, bylaws or other documents.

2.4 "Chief Administrative Officer" means the Chief Administrative Officer of Birch Hills County or designate.

2.5 "Chair" means the Reeve, Deputy Reeve or other person authorized to preside over a meeting.

2.6 "Council" means the municipal Council of Birch Hills County.

2.7 "Councillor" means a member of Council who is duly elected and continues to hold office and includes the Reeve.

2.8 "Council Committee" means any committee, board or other body established by Council by bylaw under the Act.

2.9 "Deputy Reeve" means the Councillor appointed by Council to act as the Reeve when the Reeve is unable to perform the duties of the Reeve, or if the office of Reeve is vacant.

2.10 "General Election" means an election held in Birch Hills County to elect the members of Council as described in the *Local Authorities Election Act*.

2.11 "In-Camera" means a meeting or portion of a meeting of Council without the presence of the public where the matter to be discussed is within one of the exceptions to disclosure in Division 2, of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

2.12 "Inaugural Meeting" means the Organizational Meeting immediately following the General Election.

2.13 "Member" includes a Councillor or a member of a Council Committee who is not a Councillor.

2.14 "Organizational Meeting" means the meeting held as described in section 4.3 and 4.4 and includes the Inaugural Meeting.

2.15 "Pecuniary Interest" means a pecuniary interest with the meaning of the *Municipal Government Act*.

2.16 "Point of Order" means a demand that the Chair enforce the rules of procedure.

2.17 "Postpone" means the motion by which action on a pending question can be put off, within limits, to a definite day, meeting, or hour, or until after a certain event.

2.18 "Public Hearing" is a pre-advertised public hearing that Council is required to hold under the Act or other enactments or any matter at the direction of Council.

2.19 "Question of Privilege" means a request made to the Chair, unrelated to the business on the floor that affects the comfort, dignity, safety, or reputation of Council or individual Councillors.

2.20 "Quorum" is the minimum number of Members that must be present at a meeting for business to be legally transacted.

2.21 "Reeve" means the Chief Elected Official of the County.

2.22 "Resolution" can also be referred to as a motion.

2.23 "Table" means a motion to delay consideration of any matter, which does not set a specific time to resume consideration of the matter.

2.24 "Two-Thirds Vote" means a vote by at least two-thirds of Members present at the meeting and entitled to vote on the motion.

3.0 APPLICATION AND INTERPRETATION

General Rules

3.1 The procedures contained in this bylaw shall be observed in all proceedings of Council.

3.2 The procedures contained in this bylaw shall be observed in Council Committee meetings with the exception of the limit of the number of times for speaking. However, no Member shall speak more than once to any question until every other Member choosing to speak shall have spoken.

3.3 To the extent that a procedural matter is not dealt with in the *Act* or this Bylaw, the matter will be determined by referring to the most recent version of Robert's Rules of Order Newly Revised 10th Edition. Should provision of this bylaw conflict with provisions of Robert's Rules of Order, the provisions of this bylaw shall prevail.

3.4 Subject to any statutory obligation to the contrary, Council or a Council Committee may temporarily suspend any provision of this Bylaw by a Two-Thirds Vote.

3.5 A Resolution suspending any provision of this Bylaw as provided for in Section 3.4 is only effective for the meeting during which it is passed.

4.0 MEETINGS

Inaugural Meeting

4.1 Council must hold its Inaugural Meeting not later than two weeks after the third Monday in October following the General Election.

4.2 At this meeting:

a) All Councillors must take the official oath prescribed by the *Oaths of Office Act*;
b) Council must confirm the Council Chambers seating arrangements of Councillors; and
c) All other matter required by Section 4.4 must be dealt with.

Organizational Meetings

4.3 An Organizational Meeting must be held not later than two weeks after the third Monday in October each year.

4.4 At the Organizational Meeting, Council must:

a) appoint a Councillor to the position of Reeve;
b) appoint a Councillor to the position of Deputy Reeve;
c) appoint Members to Council Committees; and
d) conduct other business as identified within the Organizational Meetings Agenda.

Regular Council Meetings

4.5 Regular Council meetings are held every second and fourth Thursday of each month in the Council Chambers at the Birch Hills County Administration Office from 9:00 a.m. to 4:00 p.m.

4.6 Council may, by Resolution, extend a meeting past 4:00 p.m.

4.7 Council may, by Resolution, establish other Regular Council meeting dates as may be required from time to time.

4.8 Council may change the date, time or place of a regularly scheduled meeting by a Two-Thirds Vote.

4.9 Notice of a change in date, time or place, of any meeting of Council will be provided at least 24 hours prior to the meeting to Councillors in accordance with the *Act* and to the public by:

a) posting a notice in the Birch Hills County Administration Office; and
b) posting a notice on the Birch Hills County website.

4.10 Council may cancel any meeting if notice is given in accordance with section 4.9.

Special Meetings

4.11 The Reeve may call a special Council meeting at any time and must do so if a majority of Councillors make a request in writing stating the purpose of the meeting.

4.12 A special Council meeting requested by Councillors must be held within 14 days after the request is received.

4.13 Notice of a special Council meeting must be given at least 24 hours in advance and in accordance with section 4.9.

4.14 A special Council meeting may be held with less than 24 hours notice to all Councillors and without notice to the public if a least Two-Thirds of the whole Council agrees to this in writing before the beginning of the meeting.

4.15 No matter other than that stated in the notice calling the special Council meeting may be transacted at the meeting unless the whole Council is present at the meeting and the Council agrees to deal with the matter in question.

Electronic Recording of Proceedings

4.16 The recording of a Council meeting by electronic or other means is allowed unless, in the sole determination of the Chair, the recording of a Council meeting by electronic or other means is disruptive to the process or if the recording of a Council meeting will inhibit or discourage any member of Council or the public from fully participating in the Council meeting. Recording of Public Hearings or quasi-judicial meetings (e.g. Subdivision Appeal Board) will not be permitted. If the Chair determines that the recording of a Council meeting by electronic or other means is disruptive or will inhibit or discourage any member of Council or the public from fully participating in a Council meeting the Chair may prohibit, limit or restrict the recording of a Council meeting by electronic or other means.

Meetings through Electronic Communications

4.17 A Councillor may participate in a meeting by means of electronic or other communication facilities if:

a) a quorum of Council cannot be achieved by Councillors attending a Council meeting or Public Hearing in person; or

b) there is a specific item on the agenda of interest to a Councillor and where the Councillor wishes to participate in the discussion and voting on the specific agenda item they may do so provided:

i) the Councillor provides 48 hours notice to the Chief Administrative Officer;
ii) the participation by a Councillor can be reasonably accommodated through existing technology and/or facilities;

4.18 Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

4.19 Delegations or other persons may participate in a Council meeting or Public Hearing by electronic or other means if Council passes a resolution authorizing participation of a delegation or other persons in a Council meeting or Public Hearing by electronic or other means.

5.0 PUBLIC HEARINGS

5.1 Public Hearings will be held in conjunction with a Regular Council meeting. However, a special Council meeting for the purpose of holding a Public Hearing may be called.

5.2 The procedure for a Public Hearing is as follows:

a) The Chair will call for a motion to go into Public Hearing;
b) The Chair will introduce members of Council and staff, outline the purpose of the Public Hearing, the process to be followed in the Public Hearing and any preliminary matters;
c) If applicable,

   i. Birch Hills County staff will present their report followed by questions for clarification by Council; or
   ii. The proponent or their agent will be requested to present his/her application within a reasonable time period followed by questions for clarification by Council;

d) After identifying themselves, members of the public will be invited to make a verbal presentation followed by questions for clarification by Council;
e) Depending on the number of written submissions, Birch Hills County staff may provide a report on the number of written submissions received and if appropriate a general overview of the contents of the written submissions;
f) Verbal or written representation from the federal governments or federal agencies will be invited to make a verbal presentation followed by questions for clarification by Council;
g) Verbal or written representation, representatives from the provincial government or provincial agencies will be invited to make a verbal presentation followed by questions for clarification by Council;
h) After identifying themselves, representatives from municipal governments or municipal agencies will be invited to make a verbal presentation followed by questions for clarification by Council;
i) If applicable

   i. Birch Hills County planning staff will present a closing summary and respond to any questions that may have been raised in the presentations; and
   ii. The proponent or their agent will present a closing summary and respond to any questions that may have been raised in the presentations.

5.3 The use of slides, maps, videos and other similar materials is permitted and these along with written submissions become the property of Birch Hills County as exhibits to the hearing.

5.4 Persons addressing Council shall give their name, location of residence, an indication as to whether they are speaking on their own behalf or for another person or a group, and address the Chair when responding to questions or providing information.

5.5 Individuals may speak for a maximum of five (5) minutes.

5.6 One spokesperson per petition or group may speak for a maximum of ten (10) minutes.

5.7 At the discretion of the Chair, the time limits for speaking and presentations may be extended to ensure that all interested parties have had a fair and equitable opportunity to express their views.

5.8 At the discretion of the Chair, after everyone has had an opportunity to speak once, those interested in speaking a further time and providing new information, may be granted further opportunity to speak.

5.9 The Chair is hereby authorized to make any other decisions or determinations with respect to the process or rules of order for the Public Hearing.

5.10 The minutes of a Council meeting during which a Public Hearing is held must contain the names of the speakers and a summary of the nature of representations made at the Public Hearing.

6.0 COUNCIL REVIEW HEARING

6.1 In this section, the following terms have the following meanings:

a) "Order to Remedy" means an order issued under 545 or 546 of the *Act;*
b) "Review Hearing" means a review by Council of an Order to Remedy in accordance with section 547 of the *Act;*
c) "Staff" means a designated officer of Birch Hills County or an employee of Birch Hills County that has been delegated the responsibility to issue an Order to Remedy.

6.2 A request for a Review Hearing must meet the requirements of section 547 of the *Act* and shall include:

a) the name of the appellant;
b) the address of the property to which the Order to Remedy relates;
c) the reasons for the request to review the Order to Remedy;
d) daytime contact telephone number of the appellant; and
e) any address to which documents relating to the Review Hearing may be delivered.

6.3 The Chief Administrative Officer will schedule the Review Hearing to be heard at a regular Council Meeting as soon as practicable following receipt of the request after ensuring that all parties have sufficient time to prepare for the Review Hearing.

6.4 Written submissions from the appellant and Staff must be submitted not less than seven (7) days prior to the Review Hearing and will be distributed as part of the Council Agenda.

6.5 A Review Hearing is open to the public unless upon application of any party, Council, pursuant to section 197 of the *Act*, decides that it would be advisable to hold the hearing in private.

6.6 The parties to a Review Hearing are entitled to appear before Council, in person or by an authorized agent, and to be represented by counsel.

6.7 The rules of evidence in judicial proceedings do not apply to a Review Hearing and evidence may be given in any manner Council considers appropriate.

6.8 The procedure in a Review Hearing is as follows:

a) the Chair will open the Review Hearing, introduce members of Council, Staff and the appellant or their representative;
b) the Chair will describe the Review Hearing process and deal with any preliminary matters;
c) the appellant will be invited to make opening remarks and presentation (maximum of fifteen (15) minutes) followed by questions to the appellant by Councillors;
d) Staff will be invited to make opening remarks and presentation (maximum of fifteen (15) minutes) followed by questions to the Staff by Councillors;
e) the appellant will be invited to make a rebuttal (maximum of five (5) minutes) followed by questions to the appellant by Councillors;
f) Staff will be invited to make a rebuttal (maximum of five (5) minutes) followed by questions to the Staff by Councillors; and
g) The appellant will be invited to make closing remarks (maximum of five (5) minutes) followed by questions to the appellant by Councillors.

6.9 If the appellant fails to attend the Review Hearing despite having been given notice, Council may proceed with the Review Hearing in the absence of the appellant.

6.10 The Chair may establish such other rules of procedure as may be necessary to conduct the Review Hearing properly and fairly.

6.11 At the conclusion of the Review Hearing, Council may confirm, vary, substitute or cancel the Order to Remedy by passing a resolution indicating its decision and its reasons.

6.12 If Council confirms, varies or substitutes the Order to Remedy, the Resolution should require the appellant to comply with the Order to Remedy (or complete the required action) by a specific date, failing which the County may rectify the problem at the appellant's cost.

6.13 Council may go In-Camera to deliberate but the Resolution embodying Council's decision must be made in public.

6.14 The Chief Administrative Officer will cause a notice of the decision of Council to be delivered or mailed to the appellant at the address provided to the Chief Administrative Officer within
15 days after the conclusion of the Review Hearing.

6.15 Service is presumed to be effective under section 6.14:

a) Seven days from the date of mailing if the document is mailed in Alberta to an address in Alberta; or

b) Subject to (a), fourteen days from the date of mailing if the document is mailed in Canada to an address in Canada;

unless the document is returned to the sender other than by the addressee, or the document was not received by the addressee, the proof of which lies on the addressee.

7.0 QUORUM

7.1 Quorum for Council is a majority of Councillors unless specified otherwise by this or any other bylaw, or the *Act*.

No Quorum

7.2 If there is no Quorum within thirty (30) minutes after the time set for the meeting, the Chief Administrative Officer will record the names of the Councillors present and the meeting will be adjourned to the time of the next Regular Council meeting.

Lost Quorum

7.3 If at any time during a meeting Quorum is lost, the meeting will be recessed and Quorum is not achieved again within fifteen (15) minutes, the meeting will be deemed to be adjourned.

8.0 COMMENCEMENT OF MEETINGS AND HEARINGS

8.1 As soon as there is a Quorum after the time for commencement of a Council meeting:

a) the Reeve must take the Chair and begin the meeting; or
b) if the Reeve is absent the Deputy Reeve must take the Chair and begin the meeting; or
c) if the Reeve and Deputy Reeve are not in attendance within fifteen minutes after the time set for the meeting and there is a Quorum, the Chief Administrative Officer must begin the meeting by calling for a motion for the appointment of a Chair.

8.2 Upon their arrival, the Reeve or Deputy Reeve will assume the Chair.

9.0 DUTIES OF THE REEVE OR CHAIR

9.1 The Reeve or Chair:

a) opens Council meetings;
b) chairs Council meetings;
c) preserves order in Council meetings;
d) decides all questions of procedure;
e) ensures that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so; and
f) decides who, aside from Councillors, may address Council.

10.0 AGENDA

Preparation of Agenda

10.1 The Agenda for each Council meeting shall be established by the Chief Administrative Officer.

Agenda Delivery

10.2 The Chief Administrative Officer will distribute the Council Agenda to the regular designated address of members of Council on the Monday afternoon prior to the Council meeting. However, if a Monday falls on a holiday, the Council Agenda will be distributed on the Tuesday preceding the Council meeting.

Late Submissions

10.3 Reports and supplementary materials related to items on the Agenda and that are received too late to be included with the Agenda package will be made available as soon as reasonably possible.

10.4 Additional Agenda items, reports and supplementary material that are time sensitive and received too late to be included on the Agenda may be made available for consideration of Council as an additional Agenda item and will be delivered to Council members in paper or electronic format as soon as possible.

10.5 The Chief Administrative Officer will make copies of the Agenda and background information available to the public after distribution to Council.

Adoption of the Agenda

10.6 Council must vote to adopt the Agenda prior to transacting other business and may add new items or delete any matter from the Agenda by a Two-Thirds Vote.

10.7 The Agenda of an adjourned meeting will be dealt with at the beginning of the next regular meeting unless a special meeting is called to deal with the business of the adjourned meeting.

11. ORDER OF BUSINESS

Order of Business

11.1 The Order of Business for each meeting shall be as outlined in Schedule "A"

Deviation from Order of Business

11.2 The Chair, in his/her sole determination, may deviate from the Order of Business to accommodate special circumstances and ensure effective and efficient use of time.

12. MINUTES

The Chief Administrative Officer will prepare minutes for all Council meetings which will include:

a) the names of Councillors and members of Administration present at Council meetings;
b) a brief description of the subject matter;
c) all decisions and other proceedings;

d) the names of staff or members of the public who speak to an item;
e) any abstentions made under the *Act* by a Councillor and the reason for the abstention;
f) the signatures of the Chair and the Chief Administrative Officer.

13. PROCEEDINGS

Discussion Directed through Chair

13.1 All discussion at a Council meeting must be directed through the Chair who will be addressed as "Reeve" or "Mister/Madam Chair".

Absence from Proceedings

13.2 When a Councillor has a Pecuniary Interest in a matter before Council or a Council Committee the Councillor must, if present, disclose the general nature of the Pecuniary Interest prior to any discussion on the matter, abstain from voting on any question relating to the mater and, subject to the *Act*, abstain from any discussion of the matter and leave Council Chambers until discussion and voting on the matter are concluded.

Speaking to Motions

13.3 A Councillor may not speak unless and until recognized by the Chair.

13.4 Unless permitted by the Chair, a Councillor may only speak twice on any motion, once in debate and once to ask questions.

Time Limit

13.5 Each Councillor may speak for only five (5) minutes, unless otherwise permitted by the Chair.

Interruption of Speaker

13.6 A Councillor who is speaking may only be interrupted by another Councillor:

a) by a Question of Privilege; or
b) by a Point of Order.

13.7 A Councillor who is speaking when a Question of Privilege or a Point of Order is raised must cease speaking immediately.

13.8 The Chair may grant permission:

a) to the Councillor raising a Question of Privilege or a Point of Order to explain the Question or Point briefly; and
b) to the Councillor who was speaking to respond briefly.

but otherwise a Question of Privilege or Point of Order is not debatable or amendable.

Ruling on Proceedings

13.9 The Chair will rule on a Question of Privilege or Point of Order.

13.10 The Chair may seek advice on a Question of Privilege or Point of Order to determine whether a matter is within the jurisdiction of Council.

Challenging a Ruling

13.11 Any ruling of the Chair may be challenged.

13.12 A motion to challenge may be made only at the time of the ruling, whether or not another speaker has the floor.

13.13 A motion to challenge is debatable unless it related to decorum, the priority of business, or an undebatable pending motion.

13.14 If a motion to challenge is made the Chair must state the question "Is the ruling of the Chair upheld?", and may participate in debate on the challenge without leaving the Chair.

13.15 If the Chair refuses to put the question on a challenge, the person who would preside if the individual occupying the Chair were absent must put the question to Council.

13.16 Council will decide the challenge by voting and the decision of Council is final.

14. MOTIONS

Consideration of Motions

14.1 Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.

14.2 A Councillor may move a motion whether or not the Councillor intends to support it.

14.3 Once a motion has been moved and stated by the Chair, it is in the possession of Council, and may only be withdrawn with the unanimous consent of the Councillors present at the meeting.

14.4 All motions shall be presented in a manner that will allow Council to take a positive action.

14.5 When required to do so by the *Act*, Council will provide reasons why a motion was defeated.

14.6 A motion does not require a seconder.

Motions to the Main Motion

14.7 When a motion is made and is being considered, no Councillor may make another motion except to:

a) amend the motion;
b) amend any amendment to the motion; c)
refer the main motion for consideration; d)
Table the motion;
e) Postpone the motion; or
f) move a privileged motion.

Privileged Motions

14.8 The following motions are privileged motions:

a) a motion to recess;
b) a motion to adjourn;
c) a motion to set the time for adjournment; and
d) a Question of Privilege.

Motion to Recess

14.9 The Chair, without a motion, may recess the meeting for a specific period.

14.10 Any Councillor may move that Council recess for a specific period.

14.11 After a recess, business will be resumed at the point where it was interrupted.

Severing Motions

14.12 The Chair may sever a motion and the original mover of the motion will remain as the mover of the severed motion.

Amending Motions

14.13 A Councillor may not amend a motion or make an amendment which:

a) does not relate to the subject matter of the main motion; or
b) is contrary to the main motion.

14.14 Only one amendment to the main motion and only one amendment to that amendment are allowed.

14.15 The main motion will not be debated until any proposed amendments to it have been debated and voted on.

14.16 When all proposed amendments have been voted on, the main motion, incorporating the amendment that has been adopted by Council, will be debated and voted on.

Referring Motions

14.17 A Councillor may move to refer any motion to the appropriate Council Committee or the administration for investigation and report, and the motion to refer:

a) precludes all further amendments to the motion;
b) is debatable; and
c) may be amended only as to the body to which the motion is referred and the instructions on the referral.

Motion to Limit or End Debate

14.18 Any motion to limit or end debate:

a) cannot be debated;
b) must be passed by a Two-Thirds Vote; and
c) may only be amended as to the limit to be placed on debate.

Motion to Table

14.19 A motion to Table another motion:

a) cannot be debated;
b) takes precedence over any other motion connected with the motion being Tabled; and
c) may be raised from the Table at any time by a majority vote of Council.

14.20 A Tabled motion is brought back with all of the motions connected with it, exactly as it was when Tabled.

Motion to Postpone

14.21 A motion to Postpone:

a) takes precedence over any other motion connected with the motion being Postponed;
b) can only be debated as to the time, or date; and
c) cannot be amended.

Reconsideration of Motions

14.22 If a motion is voted on by Council, the same matter dealt with in the motion cannot be reconsidered by Council unless;

a) a General Election has been held; or
b) six months has passed since the date that motion was considered; or
c) a motion to reconsider has passed.

14.23 A Councillor may introduce a motion asking Council to reconsider a matter dealt with in a previous motion providing:

a) the motion is made at the same meeting of Council at which the original matter was considered and is moved by a Councillor who voted with the prevailing result; or
b) a Notice of Motion is submitted by a Councillor who voted with the prevailing result, prior to the meeting at which it is to be considered, in which the Councillor sets out what special or exceptional circumstances warrant Council considering the matter again; and
c) the motion to which it is to apply has not already been acted upon.

14.24 If a motion to reconsider is passed the original motion is on the floor.

15. IN CAMERA

Motion to go In-Camera

15.1 Any Councillor may move that Council convene into In-Camera if a matter to be discussed is within one of the exceptions to disclosure in Divisions 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

In-Camera Meeting

15.2 All In-Camera meetings will:

a) be chaired by the Reeve; and
b) be held without the presence of the public unless invited by Council.

15.3 No bylaw or motion will be passed at an In-Camera meeting except for a motion to revert to a meeting to be held in public.

16. NOTICE OF MOTION

16.1 A Councillor wishing to introduce a new matter for consideration must submit the motion in writing to the Chief Administrative Officer.

16.2 A Councillor may make a motion introducing any new matter only if:

a) notice is given at a previous Council meeting;
b) notice is submitted to the Chief Administrative Officer to be included in the next Council Agenda; or
c) Council, by a Two-Thirds Vote, agrees to dispense with notice.

17. VOTES OF COUNCIL

Requirement to Vote

17.1 Each Councillors present must vote on every motion, unless the Councillor is required or permitted to abstain from voting under the *Act*.

Voting Procedure

17.2 Votes on all motions must be taken as follows:

a) except for a meeting conducted through electronic or other communication facilities, Councillors must be in their designated Council seat when the motion is considered;
b) the Chair puts the motion to a vote;
c) Councillors vote by a show of hands or other method agreed to by Council; and
d) the Chair declares the result of the vote.

17.3 Unless otherwise specified in this bylaw, a motion is carried when a majority of Councillors present at a meeting vote in favor of the motion.

Declaring Results of a Vote

17.4 After the Chair declares the result of the vote, Councillors may not change their vote for any reason.

17.5 A question on the results of a vote may be resolved by the Chair immediately calling for a revote on the motion.

Tie Votes

17.6 A motion is lost when the vote is tied.

18. BYLAWS

Basic Requirements

18.1 All proposed bylaws must have:

a) a bylaw number assigned by the Chief Administrative Officer; and

b) a concise title indicating the purpose of the bylaw.

18.2 Councillors will be provided the opportunity to review a copy of the proposed bylaw, in its entirety, prior to any motion for first reading.

Introducing a Bylaw

18.3 A proposed bylaw must be introduced at a Council meeting by a motion that the bylaw be read a first time. Council may hear an introduction of the proposed bylaw from the Chief Administrative Officer.

18.4 After first reading has been given, subject to the requirements of the *Act*, any Councillor may move that the bylaw be read a second time.

18.5 Council may not give a bylaw more than two readings at a meeting unless all Councillors present at the meeting vote in favor of allowing a third reading at that meeting.

Amendments to Bylaws

18.6 Any amendments to the bylaw which are carried prior to the vote on third reading will be considered to have been given first and second readings and will be incorporated into the proposed bylaw.

Defeated Bylaws

18.7 The previous readings of a proposed bylaw are rescinded if the proposed bylaw:

a) does not receive third reading within two years after first reading; or
b) is defeated on second or third reading.

Effective Date

18.8 A bylaw is effective from the beginning of the day it is signed unless the bylaw or any applicable statute provides for another effective date.

Bylaws Signed and Sealed

18.9 The Reeve and the Chief Administrative Officer must sign and seal the bylaw as soon as reasonably possible after third reading is given.

18.10 Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by the *Act* or another enactment.

19. ADMINISTRATIVE INQUIRIES

Verbal or Written Administrative Inquiries

19.1 Any Councillors may make an Administrative Inquiry:

a) verbally, if the Councillor does not require a written response; or
b) in writing, if the request requires a written response.

Submission of Administrative Inquiries

19.2 Administrative Inquiries may be submitted:

a) at any regular meeting of Council; or
b) for inclusion on the Agenda of a Council meeting; or
c) outside a regular Council meeting if the response to the Inquiry is not a substantive task.

Response to Administrative Inquiries

19.3 Administrative Inquiries made at a Council meeting will be responded to at the next meeting of Council following the meeting at which the Inquiry was submitted, unless:

a) the financial or other resources required to answer the Inquiry are substantial and a decision of Council or the Chief Administrative Officer is required to approve such allocation of resources; or
b) additional time is required to prepare the response or compile the requested information.

19.4 Administrative Inquiries made outside a Council meeting will be responded to within two weeks from the date the inquiry was submitted, unless:

a) the financial or other resources to answer the inquiry are substantial and a decision of Council or the Chief Administrative Officer is required to approve such allocation of resources.
b) additional time is required to prepare the response or compile the requested information.

19.5 Councillors will be advised as to when the response to an Administrative Inquiry will be provided.

19.6 The Chief Administrative Officer may determine if the information acquired in response to an Administrative Inquiry is of benefit to Councillors and may direct that the Administrative Inquiry and the response be distributed to all Councillors.

19.7 A Councillor who requested an Administrative Inquiry may request that the Inquiry be abandoned.

20. COMMUNICATIONS TO COUNCIL

Presentations at Council Meetings

20.1 Requests for an appointment to make a presentation to Council must be received by the Chief Administrative Officer and must:

a) be in writing and received at least seven (7) days prior to the Council meeting date;
b) clearly identify the reason or purpose of the appointment;
c) identify the individual or primary contact for a group or organization; and
d) include contact information of the individual or organization;

20.2 A decision on a request from a delegation will be dealt with after all other new and unfinished business agenda items have been addressed by Council.

20.3 If a delegation presents a request and the Chief Administrative Officer has not presented a background report and recommendation, the matter will be referred back to administration for review, preparation of a background report and recommendation from the Chief Administrative Officer. The administrative report and recommendation from the Chief Administrative Officer shall be included on the next Council meeting agenda.

20.4 Presentations from sales persons will not be allowed.

20.5 Delegations shall not appear before Council if a member of the public has spoken at a public meeting or hearing held by Council in respect of the same matter.

20.6 The amount of time allocated for delegations is at the sole discretion of the Chair.

Criteria for Written Submissions

20.7 Any communication intended for Council must be forwarded to the Chief Administrative Officer in writing and must:

a) be legible and coherent;
b) be able to identify the writer and the writer's contact information;
c) be on paper or, in a printable format; and
d) not be libelous, impertinent or improper.

Responsibilities of the Chief Administrative Officer

20.8 If the Chief Administrative Officer determines the communication or presentation is within the governance authority of Council, the Chief Administrative Officer will:

a) if it relates to an item already on the Agenda, deliver a copy of the communication or a summary of it to Councillors prior to or at the meeting at which the Agenda is being considered; or
b) acquire all information necessary for the matter to be included on a future Council agenda for consideration by Council.

Decisions on Communications

20.9 If the Chief Administrative Officer determines the communication and/or presentation is not within the governance authority of Council, the Chief Administrative Officer will:

a) refer the communication to administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Councillors;
b) take any other appropriate action on the communication.

20.10 If a Councillor objects to the process determined by the Chief Administrative Officer, a Councillor may introduce a notice of motion requesting the item be included for Council consideration on a Council Agenda.

20.11 If the standards set out in section 20.7 are not met, the Chief Administrative Officer may file the communication without any action being taken.

20.12 The Chief Administrative Officer will respond to the person sending the communication and advise that person of the process to be followed and any action taken on the subject of the communication.

21. CONDUCT IN COUNCIL MEETINGS

Public Conduct

21.1 During a Council meeting members of the public must:

a) not approach or speak to Council without permission of the Chair;
b) not speak on any matter for longer than five (5) minutes unless permitted by the Chair;
c) maintain order and quiet; and
d) not interrupt a speech or action of Council or another person addressing Council.

21.2 The Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled.

Council Conduct

21.3 During a Council meeting, Councillors must not:

a) imply attribution of motive, speak disrespectfully, or use offensive words
b) address Councillors without permission;
c) carry on a private conversation;
d) break the rules of Council or disturb the proceedings;
e) leave their seat or make any noise or disturbance while a vote is being taken or the result declared; or
f) disobey the decision of the Chair on any question of order, practice or interpretation.

Cell Phones and Personal Electronic Devices

21.4 During a Council meeting cell phones and personal electronic devices shall be turned off or set on a mode that will not be a disruption to the meeting.

Breach of Conduct

21.5 A Councillor who persists in a breach of subsection 21.3 or 21.4, after having been called to order by the Chair, may, at the discretion of the Chair, be ordered to leave for the duration of the meeting.

21.6 At the discretion of the Chair, a Councillor may resume his or her seat after making an apology for the Councillor's offending conduct.

EFFECTIVE DATE

22.1 This Bylaw will come into force and effect on the final day of passing and signature thereof.

Read for a first time this 18th day of December, 2014

Read for a second time this 15 day of January, 2015

Read a third time and passed this 15 day of January , 2015

Reeve

Chief Administrative Officer

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/Approved For Submission**	
Meeting Date:	November 28, 2018	**CAO:**	
Originated By:	Lucy Stevenson Tax/Dev Clerk	**Director:**	
Item Title:	Correction of the Minutes of the September 26, 2019 Regular Council Meeting	**Presenter:**	CAO Minderlein

DESCRIPTION:

Council is being requested to correct an address recorded in the minutes of the September 26, 2019 Regular Council Meeting during the Public Hearing related to Bylaw 2019-06, and in resolution RC19-284 that relate to "Lot 8 Block 1 Plan 406ET" that was incorrectly recorded in the minutes as "Lot 8 Block 1 Plan 604ET".

BACKGROUND:

At the September 26, 2019 Council meeting there was one lot of land referred to that was incorrectly cited as being Plan number 604ET instead of the correct Plan number 406ET.

The errors were recorded on Page 4 of the minutes related to the Public Hearing where it reads:

> "Craig Konshak presented to Council a request to change district on PT Lot 8 Block 1 Plan 604ET from Hamlet Commercial district to Hamlet General."

And in resolution RC19-293 on Page 6 that was recorded as:

> "Moved by Councillor Wendland that Council directs Administration to reclassify Lot 8 Block 1 Plan 604ET from Hamlet Commercial district to Hamlet General in the Bylaw No. 2019-06, the "Birch Hills County Land Use Bylaw" (LUB)."

RECOMMENDED ACTION:

Administration did consult with staff at Municipal Affairs, and based on their advice, is recommending that Council pass the following resolution:

> That Council authorize the correction of the minutes of the Regular Council Meeting held September 26, 2019 by correcting the wording "Lot 8 Block 1 Plan 604ET" found on both pages 4 and 6 to read "Lot 8 Block 1 Plan 406ET", by recording the number of this resolution in the left hand margin of those minutes where the corrections are made, and by having the changes initialed by Reeve Manzulenko and CAO Minderlein"

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	September 26, 2019	**CAO:**	
Originated By:	Hermann Minderlein	**Manager:**	
Item Title:	Policy No 11-05-19 - Travel Expense Remuneration Policy	**Presenter:**	CAO Minderlein

DESCRIPTION:

Council is being presented with the draft Policy No 11-05-19 – Travel Expense Remuneration Policy.

BACKGROUND / PROPOSAL:

Council adopted resolution RC18-062 at the February 15, 2018 Regular Council Meeting that read:

> "that Council direct Administration not to proceed with the purchase of a County Vehicle and to conduct a review County's policies and bring back recommendations to Council at a future Governance Meeting as to changes that would encourage or require participants to conferences and meetings to travel together."

Council adopted resolution RC19-040 at the February 14, 2019 Regular Council Meeting that read:

> "that Council authorize an increase to the amounts paid by Birch Hills County for breakfast from $12.60 to $15.75 per meal effective March 1, 2019, and direct Administration to bring back to Council the amendments to bylaws and/or policies required to support such an increase."

The direction provided in both of these resolutions are addressed in this draft policy, and it would replace the Travel Expense Remuneration Policy adopted by resolution 05-12-01-11.

ATTACHMENT(s):

Draft Policy 11-05-19, the Birch Hills County "Travel Expense Remuneration Policy"

Travel Expense Remuneration Policy adopted by resolution 05-12-01-11

OPTIONS:

Council May choose to:

1. adopt Policy 11-05-19, the Birch Hills County "Travel Expense Remuneration Policy" and rescind the Travel Expense Remuneration Policy adopted by resolution 05-12-01-11;

2. provide Administration with a list of changes to be incorporated into Policy 11-05-19, the Birch Hills County “Travel Expense Remuneration Policy” before bringing it back to the December 12, 2019 Regular Council Meeting; or

3. Receive Policy 11-05-19, the Birch Hills County “Travel Expense Remuneration Policy” for information and direct Administration to continue using Travel Expense Remuneration Policy adopted by resolution 05-12-01-11.

RECOMMENDED ACTION:

It is Administrations recommendation that Council adopt Policy 11-05-19, the Birch Hills County “Travel Expense Remuneration Policy” and rescind the Travel Expense Remuneration Policy adopted by resolution 05-12-01-11.

Department **Council**	Policy No. **11-05-19**	Page **1 of 3**
Policy Title **Travel Expense Remuneration Policy**	Date: **November 28, 2019**	Resolution No. **RC**

1) PURPOSE

To establish guidelines related to travel and associated expenses for members of Council, staff, and appointees to Boards and Committees of Birch Hills County while conducting business on behalf of the County, and to provide rates for reimbursement of such expenses.

2) POLICY

Birch Hills County shall pay Travel Expenses for Council, Board, Committee and Staff members representing Birch Hills County on official County business. Travel shall be undertaken and reimbursed based on the guidelines and rates set out below:

a) APPROVAL

The approval authorities for travel to be undertaken are as follows:

i) Attendance of members of Council, staff, and appointees to Boards and Committees of Birch Hills County to a meeting in order to fulfil their duties as an appointee to a Board or Committee shall been deemed to have been provided at the time of their appointment to that Board or Committee:

ii) Attendance to meetings and or events by members of Council and appointees to Boards and Committees, and the travel required for such attendance, will be by Council, and must be provided prior to the event. Where such approval cannot be provided by Council prior to the event due to short notice, the Reeve may authorize attendance by a member of Council, and such approval will be reported by the Reeve as part of his/her report to Council at the next Council Meeting:

iii) Attendance to meetings and or events by the Chief Administrative Officer (CAO) where such attendance has not been included in the CAO's Employment Contract, and the travel required for such attendance, will be by Council, and must be provided prior the event. Where such approval cannot be provided by Council prior to the event due to short notice, the Reeve may authorize the CAO's attendance, and such approval will be reported by the Reeve as part of his/her report to Council at the next Council Meeting:

iv) Attendance to meetings and or events by Directors or employees that report directly to the CAO, and the travel required for such attendance, will be by the CAO:

Not Approved

v) Attendance to meetings and or events by employees will be by the Director to which the employee reports to, either directly, or indirectly:

b) MEALS

i) Individuals will be provided an allowance for meals when the meals being claimed have not been provided as part of the meeting or event being attended, or where the meal is included in the accommodations booked for the travel.

ii) The rates to be used for such payments are as follows:

Breakfast	$15.00
Lunch	$15.00
Supper	$25.00

iii) The cost for GST, PST, or other such taxes that are required to be paid in the jurisdiction where the cost is incurred will be added to the amount(s) paid.

c) TRANSPORTATION

i) Individuals are expected to travel together as much as reasonably possible, and the use of a County owned vehicle will be the preferred method of travel when available.

ii) Where travel by air, rail, rental vehicle, or other method has been authorized, such travel will be arranged for by Administration, and will be by the most cost-efficient provider available. Such travel shall be booked as soon as reasonably possible following approval to take advantage of pricing advantages for early booking.

iii) Where the use of a personal vehicle for travel has been approved, such use will be reimbursed at the rate of $ .50 per kilometer travelled, based on the most direct route available to be travelled.

iv) Individuals may request to use their personal vehicle in lieu of travelling by the approved method of travel, and where approved, such use will be reimbursed at the rate of $ .25 per kilometer travelled, based on the most direct route available to be travelled. Such use must be approved prior to the start of travel.

v) Parking fees incurred while on County business will be reimbursed based on the actual costs incurred.

Not Approved

vi) Costs for Taxis required while on County business will be reimbursed based on the actual costs incurred.

d) COMMERCIAL ACCOMODATIONS

Where the use of commercial accommodations (hotel, motel, bed and breakfast, Air B&B, etc.) has been approved, reimbursement shall be limited to a maximum of $250.00 per night, plus applicable taxes. If the cost of the accommodations exceeds $250.00 per night, approval for such accommodations must be received prior to the booking, and such approval will take into consideration the room type, and cost of accommodations in the area of the travel. The County will only reimburse the cost of a standard room for one (1) guest, unless more than one (1) authorized traveller is occupying the room.

e) NON-COMMERCIAL ACCOMMODATIONS

Individuals will be provided an allowance of $25.00 per night when non-commercial accommodations are utilized.

f) MISCELLANEOUS EXPENSE ALLOWANCE

Individuals will be provided an allowance of $10.00 for each twenty-four (24) hour period away to cover the costs of miscellaneous expenses including, but not limited to, gratuities, coffee, snacks, etc.

g) TELEPHONE CALLS

Individuals will be reimbursement for the cost of one (1) five (5) minute long distance telephone call home for every twenty-four (24) hour period away from home.

Not Approved

Original to be Signed By

Hermann Minderlein
Chief Administrative Officer

Original to be Signed By

Reeve or Delegate

Adopted by Council:	November 28, 2019
Updated:	

BIRCH HILLS COUNTY
POLICY & PROCEDURES MANUAL
COUNCIL/ADMINISTRATION

POLICY TITLE: **TRAVEL EXPENSE REMUNERATION** Page 1 of 1

Date Adopted by Council / Motion Number: 05-12-01-11
Effective: January 12, 2011

PURPOSE: To establish rates and guidelines for Council and Administration Expense Claims

POLICY:

Birch Hills County shall pay Travel Expenses for Council, Board, Committee and Staff members representing Birch Hills County on official County business. Travel allowance rates shall be paid according to the rates set out below:

MEAL RATES:

BREAKFAST	$12.00 + GST
LUNCH	$15.00 + GST
DINNER	$25.00 + GST

Council is encouraged to travel in a County Vehicle at all times if possible.

MILEAGE RATE: Mileage for the use of a private vehicle when necessary shall be reimbursed at a rate of $ .50 PER KILOMETER

MISCELLANEOUS EXPENSE ALLOWANCE: Per diem for miscellaneous expenses will be reimbursed at a rate of $10.00 per 24 hours.
TELEPHONE CALLS: Reimbursement of telephone calls will be restricted to 1 call home every 24 hours.

HOTEL ROOM EXPENSES: Reimbursement shall be for the cost of the Hotel Room to a maximum of $250.00. If the cost of the hotel room exceeds $250.00 approval must be received prior to the booking, taking into consideration room type and cost of accommodations in the general area. The County will only reimburse for a standard room.

REEVE

COUNTY MANAGER

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**
Meeting Date:	November 28, 2019	**CAO:**
Originated By:	Shelley Braun, DCS	**Director:**
Item Title:	Appointment of Auditor	**Presenter:** CAO Minderlein

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):

Year	Audit Expense
2019	$27,636
2018	$25,298
2017	$26,202
2016	$26,438
2015	$26,550

COST / SOURCE OF FUNDING:

2020 Interim Budget $28,000

RECOMMENDED ACTION:

That Council appoint Sylvain & Company from Falher, AB to complete the financial audit for the year ending December 31, 2019.

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	November 28, 2019	**CAO:**	
Originated By:	Shawna Schwerdt L.O./E.A.	**Director:**	
Item Title:	Appointment to Recreation Board	**Presenter:**	CAO Minderlein

DESCRIPTION:

Council is being requested to appoint a member-at-large to sit on the Birch Hills County Recreation Board as the representative from Ward 1.

BACKGROUND:

Appointments to the Recreation Board were reviewed by Council at their Organizational Meeting on October 24, 2019. Council was advised at that meeting that Rae-Ann Bolster's three-year term (2016-2019) had ended, and as per Birch Hills County Recreation Board Bylaw No. 2019-01:

3.c. Each member-at-large may serve a term of no more than three (3) years.

d. In the event of a vacancy, including at the end of term, each vacancy must be advertised, seeking a new member for a minimum of at least four (4) weeks, before the current member-at-large may be re-appointed.

Administration has advertised more than the minimum four weeks for Ward 1 starting on October 22, 2019. Administration is bringing to Council for the two responses received regarding the Ward 1 vacancy, Rae-Ann Bolster and Celeste Emerson.

At the organizational meeting, Council was also advised that Rhonda Fry, the representative appointed for Ward 2, had submitted her resignation due to moving away from Birch Hills County. The search to find a replacement to fill the vacancy has been advertised since her resignation, October 15, 2019. Administration has not yet received an expression of interest for the Ward 2 position.

COST / SOURCE OF FUNDING:

All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" policy adopted February 12, 2015 with amendments. Each of the associated meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted January 12, 2011.

RELEVANT LEGISLATION (Cite):

- Birch Hills County Bylaw 2019-01, the "Recreation Board Bylaw"
- Birch Hills County Procedural Bylaw #2014-06, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015 with amendments
- Birch Hills County "Travel Expense remuneration" Policy adopted January 12, 2011

- Birch Hills County "Appointment of the Public to Council Committees and Boards" Policy adopted April 27, 1995

ATTACHMENTS

- Email from Rae-Ann Bolster
- Email from Celeste Emerson

OPTIONS

Council may choose to:

1. appoint Celeste Emerson as the member representing Ward 1 of the Recreation Board to a three (3) year term on the Birch Hills County Recreation Board with term to end in 2022; or

2. appoint Rae-Ann Bolster as the member representing Ward 1 of the Recreation Board to a three (3) year term on the Birch Hills County Recreation Board with term to end in 2022; or

3. reject Celeste Emerson and Rae-Ann Bolster's applications and direct Administration to continue to advertise for a new member for the Birch Hills County Recreation Board and bring the names of the applicants back to Council for selection and appointment; and

4. direct Administration to continue to advertise for a representative for the Birch Hills County Recreation Board from Ward 2 and to update Council at the December 12, 2019 Regular Council Meeting.

RECOMMENDED ACTION:

It is recommended that Council:

1. appoint a member representing Ward 1 to the Recreation Board for a three (3) year term ending in 2022; and

2. direct Administration to continue to advertise for a representative for the Birch Hills County Recreation Board from Ward 2 and to update Council at the December 12, 2019 Regular Council Meeting.

Shawna Schwerdt

From: Rae-Ann Bolster <raejboivin@hotmail.com>
Sent: Wednesday, September 25, 2019 1:37 PM
To: Shawna Schwerdt
Subject: Re: Organizational Meeting Terms

Good afternoon Shawna,

Yes I would like to stay in the rec board. I am finally into the process and believe it's important for me to stay on.
Thank you!
Rae-Ann

Get Outlook for iOS

From: Shawna Schwerdt <Shawnas@birchhillscounty.com>
Sent: Wednesday, September 25, 2019 1:34:47 PM
To: raejboivin@hotmail.com <raejboivin@hotmail.com>; rhondafry@hotmail.com <rhondafry@hotmail.com>; darcyparlee@hotmail.com <darcyparlee@hotmail.com>; slpierog@gmail.com <slpierog@gmail.com>; Jason Notenbomer <notenbomerj@yahoo.com>; dlbjsquires6@gmail.com <dlbjsquires6@gmail.com>; Amelia Gies (ameliagies07@gmail.com) <ameliagies07@gmail.com>
Cc: Hermann Minderlein <cao@birchhillscounty.com>
Subject: Organizational Meeting Terms

Hello Everyone,

I want to begin by thanking each of you for sitting on the Birch Hills County Recreation Board.

Once again it is that time of year where it is coming close to Council's Annual Organizational meeting held on October 24, 2019 and I would like to confirm that:

1. Firstly, Rae-Ann Bolster are you okay for a term of the next three years ending in 2022?
2. Secondly, if there is any reason any of you believe that you will be unable to serve out the remainder of your term, please advise when you will be able to stay on to.

Current Recreation Board

Recreation Board	Rae-Ann Bolster	Ward 1	2016-2019	Once per year (March) - Evening - Wanham
	Rhonda Fry	Ward 2	2018-2021	
	Darcy Parlee	Ward 3	2018-2021	
	Lisa Pierog	Ward 4	2017-2020	
	Colleen Notenbomer	Ward 5	2019-2021	
	Barb Squires	Ward 6	2019-2021	
	Amelia Gies	Ward 7	2018-2021	

I look forward to your responses.

Once again, to each of you a great big Thank-you.
Please respond by email as soon as possible.
Thanks,

Shawna Schwerdt

From: Hermann Minderlein
Sent: Thursday, October 24, 2019 3:33 PM
To: Celeste Emerson
Cc: Shawna Schwerdt
Subject: RE: Rec Board Member

Good Afternoon Celeste

Thank you for submitting your name for the position of representative for Ward 1 on the Birch Hills County Recreation Board.

I will submit you application at the next Regular Council Meeting scheduled for November 28th for Council's consideration, and will advise you of their decision.

Hermann

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

Birch Hills County

-----Original Message-----
From: Celeste Emerson <celesteemer@gmail.com>
Sent: Thursday, October 24, 2019 2:52 PM
To: Hermann Minderlein <cao@birchhillscounty.com>
Subject: Rec Board Member

Good Afternoon,

I am interested and willing to represent ward 1 on the recreation board for the county.

Sincerely,
Celeste Emerson
780.837.6353

Sent from my iPad

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	November 28, 2019	**CAO:**	
Originated By:	Shawna Schwerdt L.O./E.A.	**Manager:**	
Item Title:	RMA Patronage Rebate	**Presenter:**	CAO Minderlein

DESCRIPTION:

Administration is updating Council on this year's Rural Municipalities of Alberta (RMA) patronage rebate.

BACKGROUND:

Administration received a letter from RMA dated November 8, 2019 (copy attached) advising that Birch Hills County was eligible to a patronage rebate of $881.14. The rebate is traditionally recognized as revenue. RMA is offering several other suggestions as to how the rebate could be used, but these options are completely optional.

The 2019 rebate is budgeted as a revenue to the County, and helps to reduce the overall revenues required through taxes.

ATTACHMENT(S):

Letter from RMA November 8, 2019

OPTIONS:

Council may choose to:

1. Receive the letter from the Rural Municipalities of Alberta dated November 8, 2019 regarding the RMA Rebate for information, and direct Administration to advise the RMA to continue writing cheques to Birch Hills County for the County's patronage rebate; or

2. decide on an alternate course of action regarding the RMA's patronage rebate program.

RECOMMENDED ACTION:

It is Administration's recommendation "that Council receive the letter from the Rural Municipalities of Alberta (RMA) dated November 8, 2019 regarding the RMA Rebate for information, and direct Administration to advise the RMA to continue writing cheques to Birch Hills County for the County's patronage rebate."

RMA
RURAL MUNICIPALITIES of ALBERTA

BIRCH HILLS County
Attn: Hermann Minderlein, CAO
PO Box 157
Wanham, AB T0H 3P0

November 8, 2019

Dear Mr. Minderlein,

Thank you and your team for working with the Rural Municipalities of Alberta this year!

As you know, the RMA is not-for-profit and committed to bettering the lives of its members. This year, we are pleased to present you with a patronage rebate of **881.14**. This amount reflects your organization's participation in RMA's Insurance, Trade, Benefits, and Fuel programs.

This year, instead of sending you a cheque, we'd like to suggest using this amount to **sponsor an event in your community!**

The event can be anything that works for your organization, from barbecues to training meetings, community events to golf tournaments, or even an afternoon at the movie theatre! RMA can send staff to be on site for support, present the cheque, or help facilitate the event!

If you don't use the full amount on your event, we'll write you a cheque for the difference. **That's all there is to it!**

Of course, this is **completely optional**. We would still be happy to send you a cheque for the full amount, if you prefer. But we think this a great way to **recognize your staff and community for all the hard work you do.**

If you would like to sponsor an event, please contact Sheila Ashton sheila@rmalberta.com before January 31, 2019. If we don't hear from you, a cheque will be mailed at the beginning of February 2020.

Thank you for considering it.

Sincerely,

Duane Gladden
Director of Business Services

BIRCH HILLS COUNTY RECEIVED NOV 18 2019 WANHAM

2510 Sparrow Drive
Nisku, AB T9E 8N5

780.955.3639
RMAlberta.com

Request for Decision (RFD)

Meeting:	Regular Council	**Reviewed/ Approved For Submission**	
Meeting Date:	November 28, 2019	**CAO**	
Originated By:	CAO Minderlein	**Director**	
Item Title:	2020 Cost of Living Adjustment	**Presenter**	CAO Minderlein

DESCRIPTION:

Council is being requested to provide Administration with direction regarding 2020 honourarium, salary and pay increases.

BACKGROUND:

Historically employees' wages have been increased based on a Cost of Living Allowance (COLA) that has been based on the Consumer Price Index published for the one-year period ending in October of the previous year, plus salary grid increases where applicable, but only where the employee's job performance has been found to be at least satisfactory.

This is based on Section 4.2 of the Personnel Handbook, a policy adopted by Council by Resolution RC15-436, and which has been copied and attached for Council's reference. The wording within Section 4.2 that is most appropriate to this discussion reads as follows:

> At a minimum, the annual cost of Living allowance (COLA) is provided to all employees; and
>
> The approved paygrid applies to all temporary and permanent employees of Birch Hills County, except those with employment contracts approved by Council or the Chief Administrative Officer.
>
> *Performance assessed as "Satisfactory" or better shall be recognized by* increasing the annual salary or hourly wage rate of the employee to the next Step in the paygrid range

In addition to the payroll and salary increases authorized by Council for 2019, Council passed the following resolutions at the February 14, 2019 Regular Council Meeting:

> RC19-039
> *"that* Council authorize a 10% increase to Honourarium rates for Elected Municipal Officials and Members at Large effective January 1, 2019, and direct Administration to bring back to Council the amendments to bylaws and policies required to support such an incre*ase."*
>
> and RC19-041:
> *"that Council direct Administration to bring back to Council such bylaws and/or* policies that would require amendment to support the expansion of the annual

increase for the Cost of Living Assistance (COLA) currently provided to staff to include Council to a future Regular Council meeting.*"*

The historical Birch Hills County (BHC) COLA increases have been as follows:

2019 – 2.8%;
2018 – 1.3%;
2017 – 0.5%;
2016 – 1.5%;
2015 – 2.5%; and
2014 – 2.0%

The COLA for Alberta published by Statistics Canada for the one-year period ending October 2019 was 1.6%.

COST / SOURCE OF FUNDING:

Any increase(s) provided to employees would need to be funded in the final 2020 Operating and Maintenance Budget.

RELEVANT LEGISLATION (Cite):

The references to BHC's Personnel Handbook are provided above.

ATTACHMENT(S):

Section 4.2 of the Personnel Handbook

Statistics Canada Consumer Price Index, by province (monthly) Alberta for October, 2018

OPTIONS

Council may choose to:

1. authorize Administration to:

    a. provide increases to employee salaries and wages for 2020 as per Section 4.2 of the Personnel Handbook, that being an across the board increase of 1.6% based on the Statistics Canada Consumer Price Index for Alberta for the one year period ending October, 2019, plus any salary grid increases where performance has been assessed as "Satisfactory" or better; and

    b. authorize a 1.6% increase to Honourarium rates for Elected Municipal Officials and Members at Large effective January 1, 2020; or

2. Provide Administration with other direction as deemed appropriate.

RECOMMENDED ACTION:

It is recommended that Council:

1. authorize Administration to provide increases to employee salaries and wages for 2020 as per Section 4.2 of the Personnel Handbook, that being an across the board increase of 1.6% based on the Statistics Canada Consumer Price Index for Alberta for the one-year period ending October, 2019, plus any salary grid increases where performance has been assessed as “Satisfactory” or better; and

2. authorize a 1.6% increase to Honourarium rates for Elected Municipal Officials and Members at Large effective January 1, 2020; or

Personnel Handbook

Effective November 12, 2015
Personnel Policies
Motion # RC15-436

4.2 Wage and Salary Increases

Employees shall be entitled to the wages or salary for work done or services rendered at the rate(s) specified by the Employer.

Our organization conducts ongoing market analyses to ensure that wages and salaries remain competitive with similar organizations. The Council determines the total Budget allocation for wages and salaries on an annual basis as part of the budgeting process. The paygrid is reviewed annually and revised, at the discretion of the Council, using the National Consumer Price Index (CPI) as a guideline. At a minimum, the annual cost of Living allowance (COLA) is provided to all employees

Increases in an employee's current wage or salary must adhere to the approved paygrid. Increases are determined by the direct supervisor, based on the employee's annual performance evaluation (i.e. how well duties are performed). Chief Administrative Officer salary increases are determined by the Council.

The approved paygrid applies to all temporary and permanent employees of Birch Hills County, except those with employment contracts approved by Council or the Chief Administrative Officer. The paygrid is based on an entry position (10% below Step 2), Step 2 for a fully qualified individual, and Steps 3 to 6 (3% even steps) for performance recognition. At Step 6, an annual performance recognition of 3% will recognize "Satisfactory" or better performance. (The 3% is not compounded)

For all employees, merit adjustments are based on approved performance assessments, conducted and documented by the employee and the direct supervisor. Performance assessed as "Satisfactory" or better shall be recognized by increasing the annual salary or hourly wage rate of the employee to the next Step in the paygrid range, except where the employee is at Step 1. Subject to direct supervisor recommendation and Chief Administrative Officer approval, a special merit adjustment (for exceptional performance on job duties or a special project) may be given to a maximum of two additional steps in the range, or the equivalent as a performance recognition payment.

Consumer Price Index by product group, monthly, percentage change, not seasonally adjusted, Canada, provinces, Whitehorse, Yellowknife and Iqaluit[1] [2]

Frequency: Monthly

Table: 18-10-0004-13

Geography: Canada, Province or territory, Census subdivision

Help

Save my customizations

Geography

Alberta

Apply

Add/Remove reference period

Add/Remove data

Download options

Didn't find what you're looking for? View related tables, including other calculations and frequencies

	Alberta (map)				
Products and product groups[3]	**October 2018**	**September 2019**	**October 2019**	**September 2019 to October 2019**	**October 2018 to October 2019**
	2002=100			Percentage change	
All-items	141.4	142.9	143.6	0.5	1.6
Food [4]	144.5	150.0	150.3	0.2	4.0
Shelter [5]	169.5	171.7	173.2	0.9	2.2

	Alberta (map)				
Products and product groups[3]	**October 2018**	**September 2019**	**October 2019**	**September 2019 to October 2019**	**October 2018 to October 2019**
Household operations, furnishings and equipment	123.2	122.3	122.4	0.1	-0.6
Clothing and footwear	98.1	100.1	101.0	0.9	3.0
Transportation	144.0	142.8	143.7	0.6	-0.2
Health and personal care	136.4	138.5	138.8	0.2	1.8
Recreation, education and reading	113.9	116.0	116.4	0.3	2.2
Alcoholic beverages, tobacco products and recreational cannabis	171.2	172.9	172.9	0.0	1.0
All-items excluding food	140.9	141.7	142.5	0.6	1.1
All-items excluding food and energy [6]	137.6	139.6	140.4	0.6	2.0
All-items excluding alcoholic beverages, tobacco products and smokers' supplies and recreational cannabis	140.5	142.0	142.7	0.5	1.6

	Alberta (map)				
Products and product groups[3]	**October 2018**	**September 2019**	**October 2019**	**September 2019 to October 2019**	**October 2018 to October 2019**
All-items excluding energy [6]	138.8	141.3	142.1	0.6	2.4
All-items excluding gasoline	140.0	142.5	143.3	0.6	2.4
Energy [6]	175.3	160.4	160.8	0.2	-8.3
Goods [7]	121.0	121.4	122.0	0.5	0.8
Durable goods [7]	91.2	91.2	92.4	1.3	1.3
Semi-durable goods [7]	100.9	102.9	103.5	0.6	2.6
Non-durable goods [7]	147.0	147.0	147.1	0.1	0.1
Services [8]	163.9	166.4	167.2	0.5	2.0

How to cite: Statistics Canada. Table 18-10-0004-13 Consumer Price Index by product group, monthly, percentage change, not seasonally adjusted, Canada, provinces, Whitehorse, Yellowknife and Iqaluit
DOI: https://doi.org/10.25318/1810000401-eng

Related information

▶ Source (Surveys and statistical programs)

▶ Related products

▶ Subjects and keywords

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	November 28, 2019	**CAO:**	
Originated By:	Dion Hynes/Dir. Public Works	**Director:**	
Item Title:	Water Report	**Presenter:**	Dion Hynes

DESCRIPTION:

Council is being provided with a report on the County's water utility including usage, revenues and expenses.

BACKGROUND:

This report was developed using year end revenues and expenses from the finance department. Total usage numbers and daily averages from the water department monthly waterworks reporting sheets supplied to Alberta Environment. Reservoir data taken from engineering drawings. Council was supplied most of the water review information in the last directors report council package.

DISCUSSION / BENEFITS / DISDVANTAGES:

Review of the current and projected water fees, usage, revenues and expenses yearly provides council and staff with great information.

COST / SOURCE OF FUNDING:

From the unapproved 2019 operating budget. Regional Water Services

RELEVANT LEGISLATION (Cite):

N/A

ATTACHMENT(S):

Water Report

OPTIONS:

Council may choose to:

1. Accept this report as information; and/or

2. Direct staff to summarize and publicize water report information as needed.

RECOMMENDED ACTION:

Council accept Public Work's report related to water usage, expenses, and revenues for information and direct Administration to summarize and publicize the report information as deemed appropriate.

REGIONAL WATER FACTS

FOX CREEK RESERVOIRS
Location: S.W.1/4 Sec.21-78-26-5
Cell #2 (South Cell) Storage Volume 103,340 m3
Surface Area: 25,130 m2
Depth: 5.0m

Cell #1 (North Cell) Storage Volume 93,375 m3
Surface Area: 22,935 m2
Depth: 5.0m

Holding Pond Storage Volume 9,950 m3
Surface Area: 3,685 m2
Depth: 3.8m

Eaglesham
Water Storage 60,000 m3. Raw Water Storage
Clear Storage 600 m3. (3 Holding Tanks)

Wanham
Water Storage Reservoir:
Building: 8.5m x 8.5m = 72.25m2 or 778ft2
Reservoir: 6.0m x 8.5m x 3.3m = 168.3m3
Existing Reservoir: 7.0m x 7.0m x 2.4m = 117.6m3
Service Pumps: 2 – 4.9l/sec 42.2m TDH (80 usgpm@60psi)
Stand by Pump: Natural Gas 4.54 l/sec@49.5m TDH (720 us gpm @70 psi)
Inlet from Pipeline is 100mm diameter
Outlet to distribution is 200mm diameter

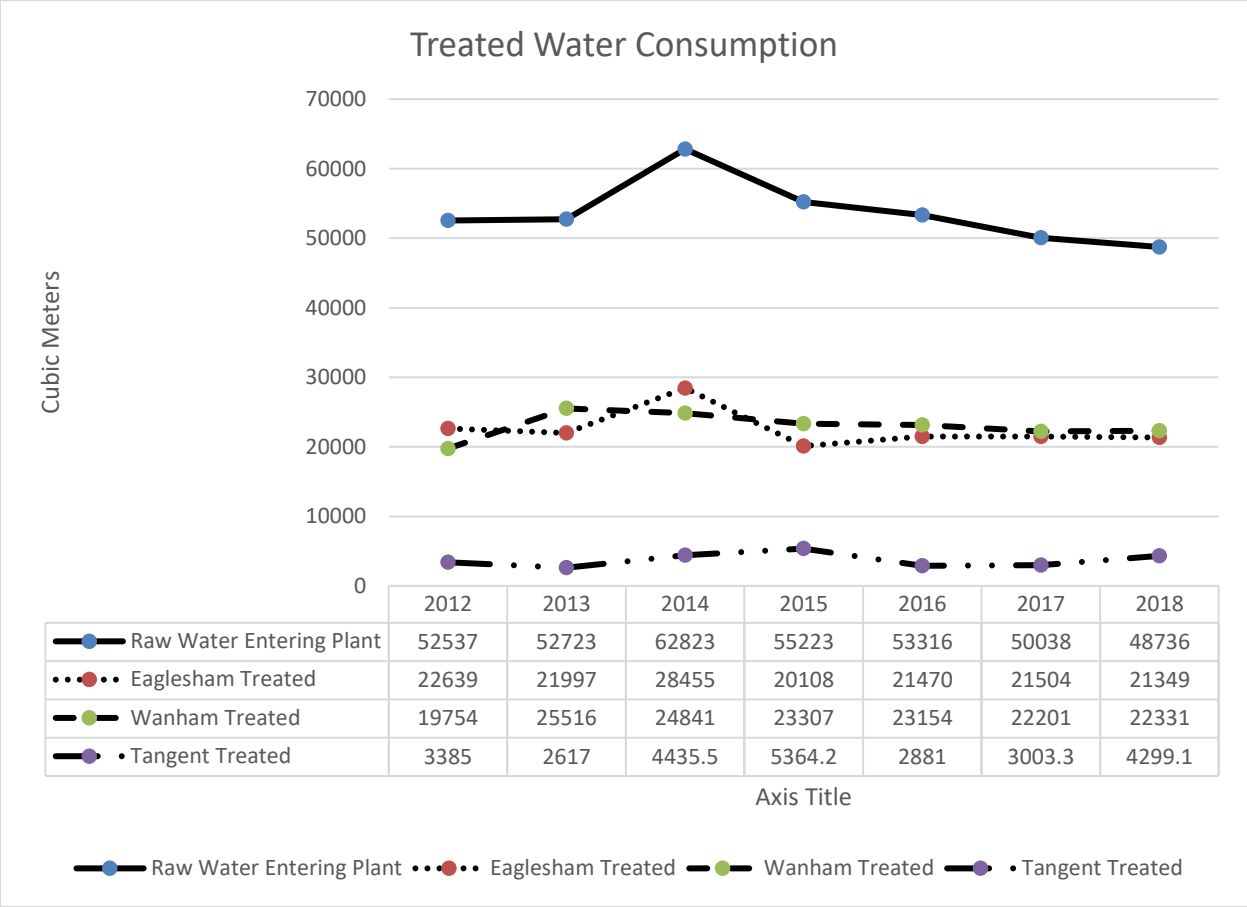
Pipeline:

6,600 meters of 200mm diameter HDPE DR17 Raw water line into Eaglesham
Eaglesham to S.W.1/4 Sec.16-78-2-56 150mm diameter HDPE Treated Water line to Wanham
(East RR24 North of 782)
S.W.1/4 Sec.16-78-2-6 to Wanham Pump House 100mm HDPE Treated Water line

EAGLESHAM PLANT:

Designed at 6 liters/second out-put =
518,400 liters/day = 189,216,000 liters / year or 189,216 cubes /year
BHC uses approximately 44,000 cubes a year or 23% capacity of plant!

Water Consumption (2013-2018)

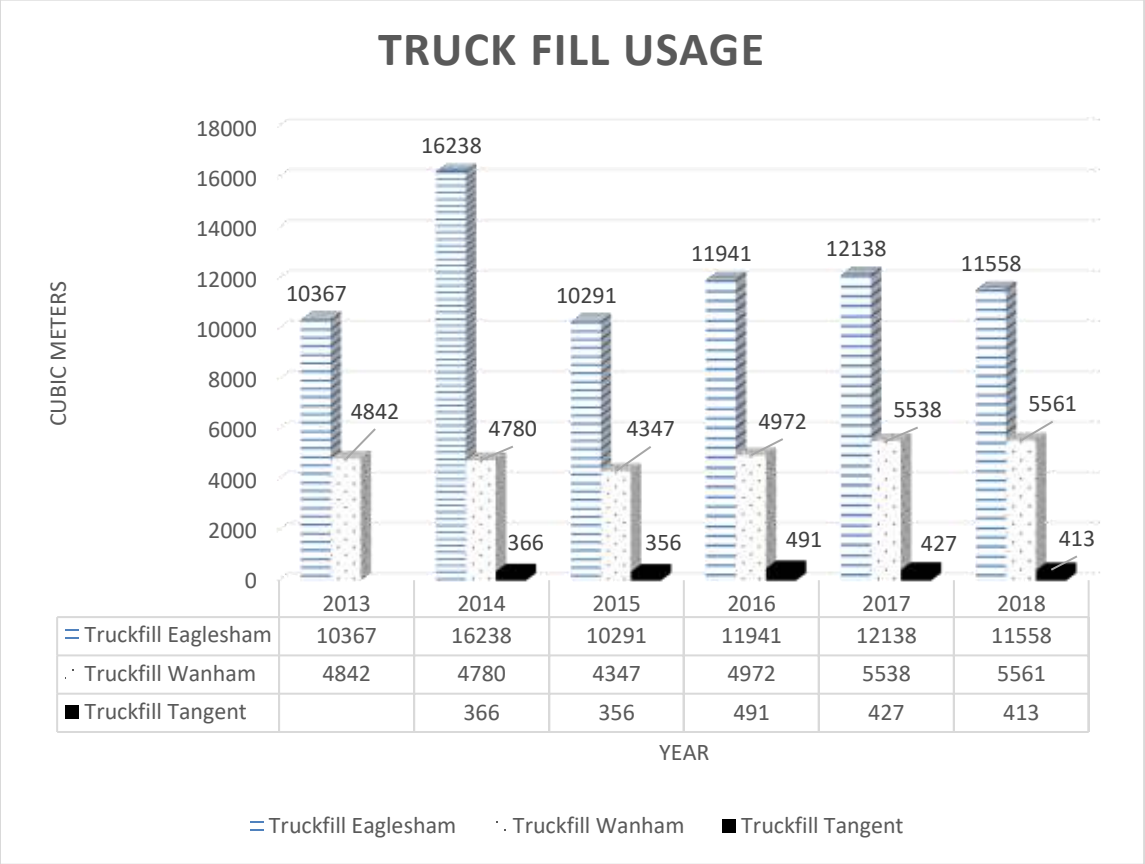


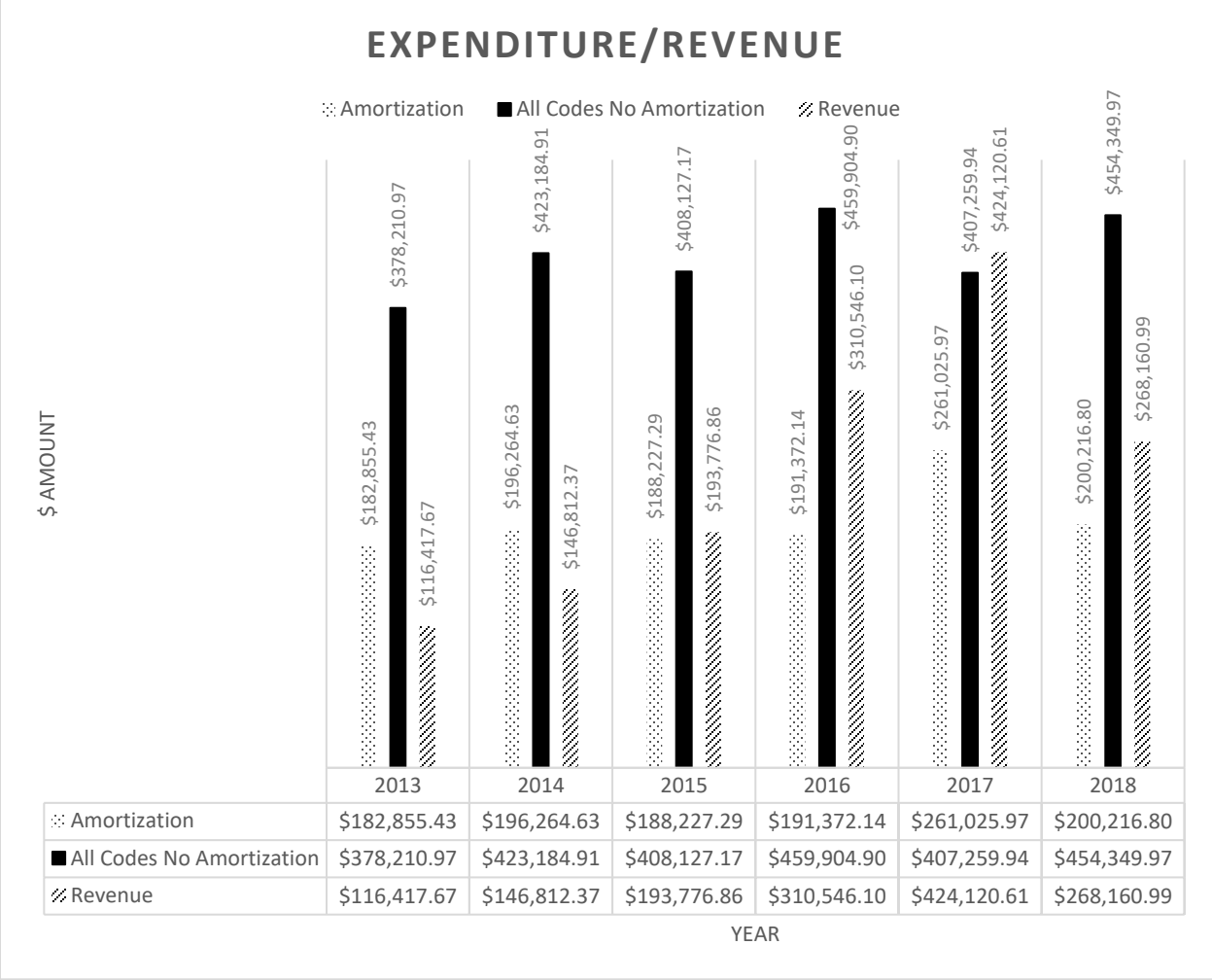
	2012	2013	2014	2015	2016	2017	2018
Raw Water Entering Plant	52537	52723	62823	55223	53316	50038	48736
Eaglesham Treated	22639	21997	28455	20108	21470	21504	21349
Wanham Treated	19754	25516	24841	23307	23154	22201	22331
Tangent Treated	3385	2617	4435.5	5364.2	2881	3003.3	4299.1

Take Aways:

*The amount of raw water from 2013-2017 is 54,825 cubic meters on average with 2018 using 48,736 cubic meters.

* Treated water being consumed remains very constant across the 3 hamlets.


TRUCK FILL USAGE
CUBIC METERS
18000
16000
14000
12000
10000
8000
6000
4000
2000
0
10367
4842
16238
4780
366
10291
4347
356
11941
4972
491
12138
5538
427
11558
5561
413
2013
2014
2015
2016
2017
2018
Truckfill Eaglesham 10367 16238 10291 11941 12138 11558
Truckfill Wanham 4842 4780 4347 4972 5538 5561
Truckfill Tangent 366 356 491 427 413
YEAR
Truckfill Eaglesham
Truckfill Wanham
Truckfill Tangent

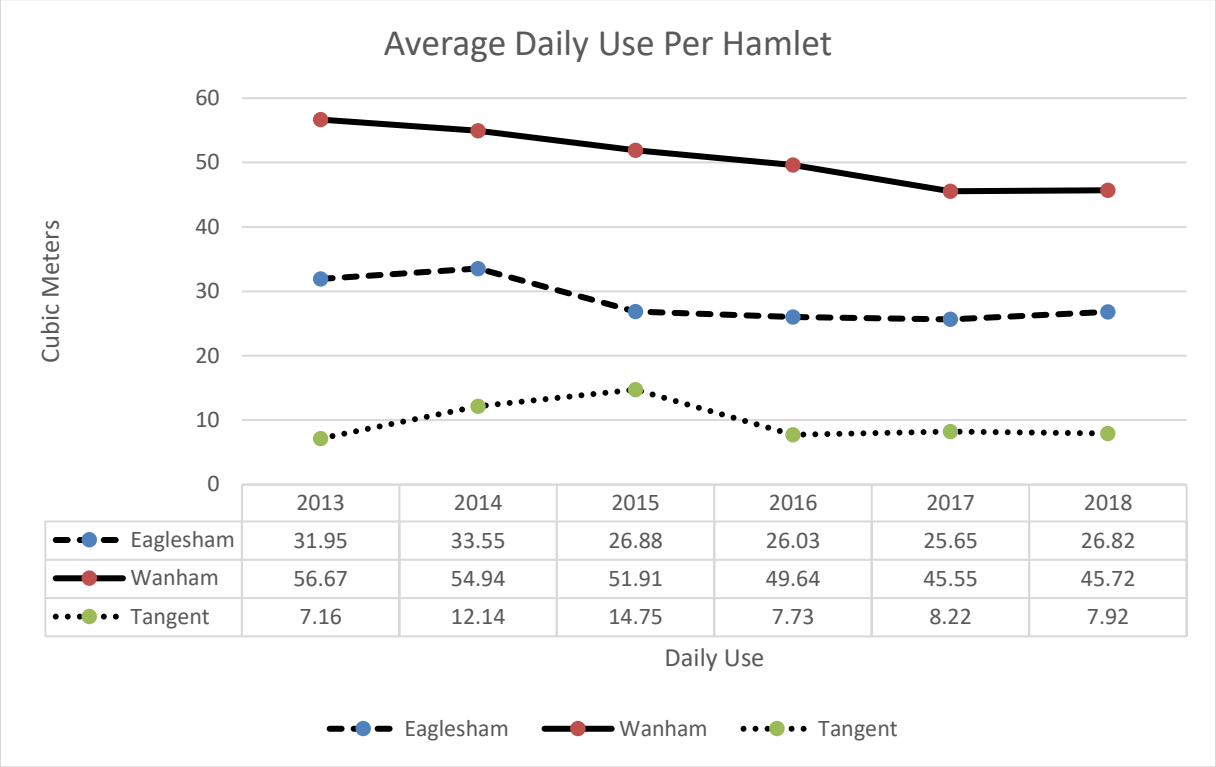


	2013	2014	2015	2016	2017	2018
Amortization	$182,855.43	$196,264.63	$188,227.29	$191,372.14	$261,025.97	$200,216.80
All Codes No Amortization	$378,210.97	$423,184.91	$408,127.17	$459,904.90	$407,259.94	$454,349.97
Revenue	$116,417.67	$146,812.37	$193,776.86	$310,546.10	$424,120.61	$268,160.99

Take Aways

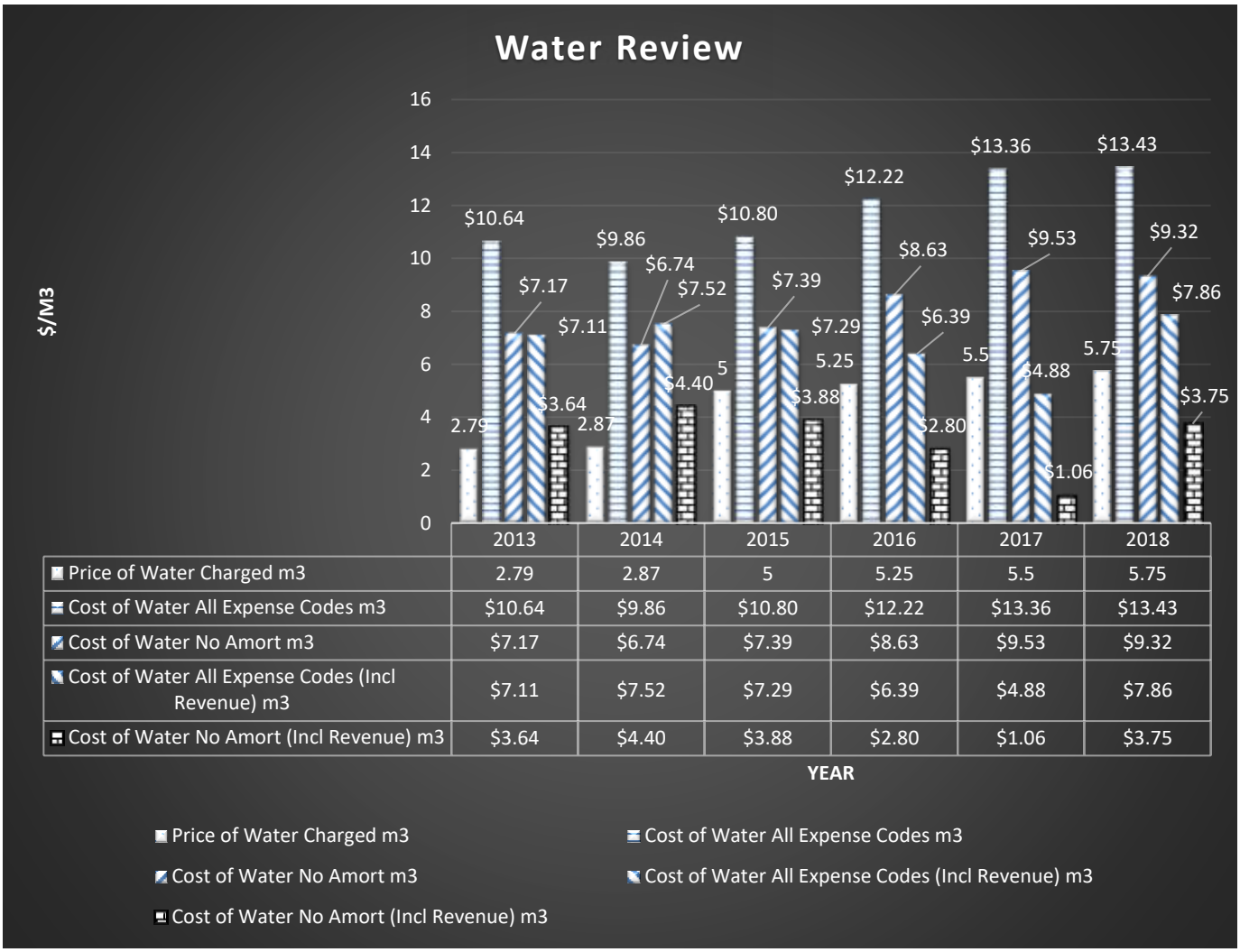
*The average gap between expenditure and revenue from 2013 to 2017 went from $444,648.73 to $244,165.30 which climbed again in 2018 to $386,405.78 due to 2017 there was a Provincial Conditional Grant Capital of $193,977.97.

*Over these 6 years expenditures increased $93,500.37 (including amortization) while revenue increased $151,743.32.



Take Aways

*Residents are becoming more water aware as seen on the graph with the decreasing water consumed.



	2013	2014	2015	2016	2017	2018
Price of Water Charged m3	2.79	2.87	5	5.25	5.5	5.75
Cost of Water All Expense Codes m3	$10.64	$9.86	$10.80	$12.22	$13.36	$13.43
Cost of Water No Amort m3	$7.17	$6.74	$7.39	$8.63	$9.53	$9.32
Cost of Water All Expense Codes (Incl Revenue) m3	$7.11	$7.52	$7.29	$6.39	$4.88	$7.86
Cost of Water No Amort (Incl Revenue) m3	$3.64	$4.40	$3.88	$2.80	$1.06	$3.75

Take Aways

* In 2018 water was being made for $9.32 per m3 that is with no amortization and with amortization factored in the cost of water increases to $13.43 per m3. At $5.75 per m3 selling price the County is subsidizing water at $3.57 and 7.86 per m3 respectively.

County and MD's Water Rate 2018

Water	BHC Price	Saddle Hills	MD Fairview	NSC
Residential water rate	$5.75	$4.00	$5.50	$4.77
Bulk water rate residential	$5.75	$4.00	$5.50	$4.77
bulk water rate commercial	$11.50	$4.00		$4.77
bulk water rate agricultural	$5.75	$4.00		
Seniors Rate if applicable	$140.00	na	na	na
Flat Rate Fee if applicable and to whom gets a flat rate		$25.45	free	$60.00
Municipal water line fee (Distribution Fee)	$8.75		$15.00	$16.00
Connection Fees	$50.00	$25.00	$50.00	$50.00
Reconnection Fees	$50.00	$50.00	$50.00	$50.00
Late Fees	$25.00	$0.10	$0.05	$1.50
Rental Deposit Fee	$500.00	$25.00	na	
Are you operating at cost recovery	No	No	No	No
Level of Treatment Plant	3	3	1	3
Number of Certified Operators	2	3	1	3

Conclusion:

1.Full cost recovery is certainly achievable for O&M with no amortization funding.
2.To achieve 100% fully funded including amortization changes will have to happen. Studying the volume of water that needs to be produced on a daily or yearly basis it is my opinion that a truly 100% funded regional water system in the County is not realistic. Significant population growth in the Hamlets was not been recognized, truck fill usage from agricultural and business sections hasn't seen a steady rate of growth to support the funding model.

Request for Decision (RFD)

Meeting:	**Council Meeting**	**Reviewed/ Approved For Submission**	
Meeting Date:	November 28, 2019	**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, 2019 Bank Reconciliation and October 31, 2019 Register Report for cheques issued.

DISCUSSION / BENEFITS / DISADVANTAGES:

October 31, 2019 Bank Reconciliation adjustment details are as follows:

31-Oct-19	Interest	$2233.46	
01-Oct-19	GST	$(1.50)	
01-Oct-19	September Service Charges	$(152.98)	
01-Oct-19	Split Deposit	$8746.61	Originator: Marlene McLaughlin
		$10,825.59	

October 31, 2019 Pre-authorized Payments were as follows:

07-Oct-19	Worker's Compensation Board	$7,550.22	
09-Oct-19	Local Authorities Pension Plan	$32,419.10	
09-Oct-19	Receiver General	$53,560.96	
10-Oct-19	Manulife	$11,340.93	
15-Oct-19	Manulife	$126.76	
15-Oct-19	Telus	$1,255.43	
17-Oct-19	Campus Energy	$5,698.88	
17-Oct-19	Campus Energy	$3,940.70	
25-Oct-19	Access Gas	$341.35	
		$116,234.33	Originator: Lisa Price

ATTACHMENT(s):

Bank Reconciliation (Posting Journal) for Bank Statement ending October 31, 2019.
October 31, 2019 Vendor Cheque Register – Total cheques issued $187,395.09
Note: ***** cheques have been voided.

RECOMMENDED ACTION:

That Council accept the October 31, 2019 Bank Reconciliation and October 31, 2019 Register of Cheques documentation for information.

Audit Trail Code: CMADJ00000268
Chequebook ID: ATB PRIMARY
Description: ALBERTA TREASURY BRANCH

Bank Statement Ending Balance: $1,607,977.58
Bank Statement Ending Date: 10/31/2019
Cutoff Date: 10/31/2019

Statement Ending Balance	$1,607,977.58
Outstanding Cheques (-)	$66,631.88
Deposits in Transit (+)	$1,478.60
Adjusted Bank Balance	$1,542,824.30
Chequebook Balance as of Cutoff	$1,531,998.71
Adjustments	$10,825.59
Adjusted Book Balance	$1,542,824.30
Difference	$0.00

Ranges:	From:	To:		From:	To:
Cheque Number	First	Last	Cheque Date	10/01/19	10/31/19
Vendor ID	First	Last	Chequebook ID	First	Last
Vendor Name	First	Last			

Sorted By: Chequebook ID

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0031631	ABCARE01	ALBERTA CARE	10/10/19	ATB PRIMARY	PMCHQ00001298	$446.25
0031632	ACEINILIFE01	CHUBB LIFE INSURANCE OF CANADA	10/10/19	ATB PRIMARY	PMCHQ00001298	$358.51
0031633	ALBERTG01	ALBERT GEORGE	10/10/19	ATB PRIMARY	PMCHQ00001298	$100.00
0031634	B4FARMS01	B4 FARMS LTD	10/10/19	ATB PRIMARY	PMCHQ00001298	$100.00
0031635	BCI01	BEAR COUNTRY ENTERPRISES	10/10/19	ATB PRIMARY	PMCHQ00001298	$309.55
0031636	BOYCHUKD01	BOYCHUK DMITRI & MARIANNE	10/10/19	ATB PRIMARY	PMCHQ00001298	$100.00
0031637	CANADAREVENUE01	RECEIVER GENERAL	10/10/19	ATB PRIMARY	PMCHQ00001298	$504.26
0031638	CIBCVISA01	CIBC Credit Card Services	10/10/19	ATB PRIMARY	PMCHQ00001298	$5,132.99
0031639	CLOUTIERN01	CLOUTIER NORM	10/10/19	ATB PRIMARY	PMCHQ00001298	$78.00
0031640	CO-OPGIROUX01	GIROUXVILLE GENERAL CO-OP	10/10/19	ATB PRIMARY	PMCHQ00001298	$31,856.81
0031641	CODESACONST01	CODESA CONSTRUCTION LTD	10/10/19	ATB PRIMARY	PMCHQ00001298	$11,596.20
0031642	COLLIE01	MIKE & JANET COLLIE	10/10/19	ATB PRIMARY	PMCHQ00001298	$200.00
0031643	DIAMONDINTGP01	DIAMOND INTERNATIONAL TRUCKS L	10/10/19	ATB PRIMARY	PMCHQ00001298	$493.03
0031644	EFROC01	EFROC INDUSTRIES LTD	10/10/19	ATB PRIMARY	PMCHQ00001298	$2,925.11
0031645	GFLENVI01	GFL ENVIRONMENTAL INC.	10/10/19	ATB PRIMARY	PMCHQ00001298	$4,696.60
0031646	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	10/10/19	ATB PRIMARY	PMCHQ00001298	$1,852.70
0031647	HAMILTONJ01	HAMILTON JUDY	10/10/19	ATB PRIMARY	PMCHQ00001298	$100.00
0031648	MANBEN01	MANULIFE FINANCIAL GROUP BENEF	10/10/19	ATB PRIMARY	PMCHQ00001298	$57.76
0031649	MANZULG01	MANZULENKO, GERALD	10/10/19	ATB PRIMARY	PMCHQ00001298	$220.00
0031650	MORNEAUSHE01	MORNEAU SHEPELL LTD	10/10/19	ATB PRIMARY	PMCHQ00001298	$8,400.00
0031651	MURRAYE01	MURRAY ERVIN	10/10/19	ATB PRIMARY	PMCHQ00001298	$100.00
0031652	PARADOX01	PARADOX ACCESS SOLUTIONS	10/10/19	ATB PRIMARY	PMCHQ00001298	$59,113.83
0031653	SCOTTJ01	SCOTT, JOANNE	10/10/19	ATB PRIMARY	PMCHQ00001298	$78.00
0031654	SQUIRESR01	SQUIRES RYAN & DANIALLE	10/10/19	ATB PRIMARY	PMCHQ00001298	$100.00
0031655	SRFCSS01	TOWN OF FALHER	10/10/19	ATB PRIMARY	PMCHQ00001298	$6,639.80
0031656	TRINUS01	TRINUS TECHNOLOGIES INC.	10/10/19	ATB PRIMARY	PMCHQ00001298	$436.80
0031657	WINDFORD01	WINDSOR FORD	10/10/19	ATB PRIMARY	PMCHQ00001298	$364.01
0031658	YAREMK01	YAREMKO, PAUL & VICKY	10/10/19	ATB PRIMARY	PMCHQ00001298	$2,042.25
0031659	AAMDC01	RURAL MUNICIPALITIES OF ALBERT	10/23/19	ATB PRIMARY	PMCHQ00001299	$21,517.35
0031660	ALSLAB01	ALS CANADA LTD	10/23/19	ATB PRIMARY	PMCHQ00001299	$868.14
0031661	BCI01	BEAR COUNTRY ENTERPRISES	10/23/19	ATB PRIMARY	PMCHQ00001299	$126.00
0031662	BHCCOMMUNITY01	Birch Hills County	10/23/19	ATB PRIMARY	PMCHQ00001299	$6,483.96
0031663	BHCOUNTYINT01	BIRCH HILLS COUNTY	10/23/19	ATB PRIMARY	PMCHQ00001299	$4,940.79
0031664	BHILLGAS01	BIRCH HILLS GAS CO-OP LTD.	10/23/19	ATB PRIMARY	PMCHQ00001299	$402.37
0031665	BRAUN01	BRAUN, SHELLEY	10/23/19	ATB PRIMARY	PMCHQ00001299	$55.00
0031666	CASAVANTT01	CASAVANT TRACY	10/23/19	ATB PRIMARY	PMCHQ00001299	$57.00
0031667	COYM01	COY, MICHAEL	10/23/19	ATB PRIMARY	PMCHQ00001299	$157.50
0031668	DELEEUWF01	DELEEUW, FRANK	10/23/19	ATB PRIMARY	PMCHQ00001299	$157.50
0031669	ENTERFLEET01	ENTERPRISE FM CANADA INC	10/23/19	ATB PRIMARY	PMCHQ00001299	$150.79
0031670	JOUDRY01	JOUDREY, DENISE	10/23/19	ATB PRIMARY	PMCHQ00001299	$15.75
0031671	KUBOTA01	KUBOTA	10/23/19	ATB PRIMARY	PMCHQ00001299	$246.20
0031672	LANGLOISK01	LANGLOIS, KATHRIN	10/23/19	ATB PRIMARY	PMCHQ00001299	$157.50
0031673	MINDERLEINH01	MINDERLEIN, HERMANN	10/23/19	ATB PRIMARY	PMCHQ00001299	$60.00
0031674	NEWHARVEST01	NEW HARVEST MEDIA INC	10/23/19	ATB PRIMARY	PMCHQ00001299	$892.50
0031675	NMETALIC01	NORTHERN METALIC SALES (GP) L	10/23/19	ATB PRIMARY	PMCHQ00001299	$3,454.46
0031676	PATSAU01	PAT'S AUTO SUPPLY GP LTD	10/23/19	ATB PRIMARY	PMCHQ00001299	$191.21
0031677	PETERSONC01	PETERSON, CHRIS	10/23/19	ATB PRIMARY	PMCHQ00001299	$141.74
0031678	PETERSONN01	PETERSON, NICK	10/23/19	ATB PRIMARY	PMCHQ00001299	$141.74
0031679	SCHWERDTS01	SCHWERDT, SHAWNA	10/23/19	ATB PRIMARY	PMCHQ00001299	$70.00
0031680	SIGNAL01	LOMOSAD MEDIA INC.	10/23/19	ATB PRIMARY	PMCHQ00001299	$31.50
0031681	SSEMENIUK01	STEVE SEMENIUK CONSULTING	10/23/19	ATB PRIMARY	PMCHQ00001299	$3,969.00
0031682	WENDLAND01	WENDLAND, DEANNE	10/23/19	ATB PRIMARY	PMCHQ00001299	$19.00
0031683	COTTON01	COTTON TRUCKING	10/23/19	ATB PRIMARY	PMCHQ00001299	$4,685.63
REMIT000000000000815	GWKENWORTH01	GREATWEST KENWORTH LTD	10/23/19		PMCHQ00001299	$0.00

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
Total Cheques: 54					Total Amount of Cheques:	$187,395.09

October 29, 2019

Ervin Murray
Box 62
Wanham, AB T0H 3P0

Dear Mr. Murray,

Subject: Road Extension Request at SE-09-77-04 West of the 6th

Thank-you for your request dated September 23, 2019 requesting an extension to Range Road 43, two hundred (200) meters past driveway on SE-9-77-4 West of the 6th. Birch Hills County Council was presented with your request and background information at their October 24, 2019 Regular Council Meeting, and following discussion, the following resolution was made and defeated:

> *"**RC19-360** **Moved by Councillor Reum** that Council Direct staff to include the extension of RR43 from its current end and within the road allowance to Mr. Murray's driveway and to include the funding for this in the 2020 Capital Budget."*

Council then made and passed the following resolution:

> *"**RC19-361** **Moved by Deputy Carbone** that Council accept the request from Mr. Ervin Murray to extend RR43 from its current end and within the road allowance to Mr. Murray's driveway for information, and direct staff to advise Mr. Murray that Birch Hills County would be willing to permit him to extend RR43 at his expense from its current end, and within the road allowance, provided that the work is completed to the County's specifications and be subject to inspection by County staff, and that any major maintenance required during the three (3) years following completion of the extension will be the responsibility of Mr. Ervin Murray or any subsequent owner of the property and driveway of his residence at SE-9-77-4W6."*

It is requested that you contact Dion Hynes, Director of Public Works for Birch Hills County, at the number provided below, or via email at dionh@birchhillscounty.com, and

advise him if you are, or are not, interested in undertaking and funding the extension of Range Road 43, and he will be able to advise you of next steps required to initiate the project.

Sincerely,

Hermann Minderlein, CAO
Birch Hills County

Cc: Dion Hynes, Director of Public Works
Birch Hills County Council

/ss

Saddle Hills
COUNTY

October 28, 2019

Birch Hills County
Box 157
Wanham, AB
T0H 3P0

Re: Appointment of Saddle Hills County Council Members to G5 Committees/Boards

Saddle Hills County Council had their Organizational Council Meeting on October 22, 2019 and at the meeting the following where appointed to various G5 Committees / Boards:

Board / Committee Name	Appointed Councillor	MOTION #
Central Peace Assessment Review Board	Councillor Fitzsimmons	792.10.22.19
Intermunicipal (G5) Economic Development Advisory Committee	Reeve Hubert Councillor Andruchiw (alternate)	793.10.22.19
Intermunicipal Collaboration and Planning Committee (ICPC)	Reeve Hubert Deputy Reeve Smith	794.10.22.19
Central Peace Regional Emergency Management Committee (CP-REM)	Councillor Fitzsimmons Councillor Moen (alternate)	799.10.22.19
Central Peace Regional Waste Management Commission	Councillor Andruchiw	800.10.22.19
G5 / Central Peace Medical Clinic Committee	Councillor Fitzsimmons Councillor Moen (alternate)	801.10.22.19

Sincerely,

Cary Merritt
Chief Administrative Officer

Cc: Saddle Hills County Council

Junction of Highway 49 and Highway 725, RR 1, Spirit River, Alberta, Canada, T0H 3G0
Phone: 780-864-3760 | Fax: 780-864-3904 | Toll Free: 1-888-864-3760

ALBERTA CAPITAL FINANCE AUTHORITY

2090 Sun Life Place, 10123 – 99 Street NW, Edmonton, Alberta, Canada T5J 3H1

Telephone (780) 427-9711
Fax (780) 422-2175
www.acfa.gov.ab.ca
webacfa@acfacapital.ca

November 7, 2019

To All Shareholders of Alberta Capital Finance Authority,

The Government of Alberta (GOA) released the 2019 Provincial Budget on Thursday, October 24. In the budget, government indicates it will introduce legislation to dissolve the Alberta Capital Finance Authority (ACFA). The program of providing low-cost loans to local authorities would be continued by the province. (For more detail, please refer to Page 168 of the 2019–23 Fiscal Plan).

The dissolution of the ACFA would not occur immediately but in phases. ACFA would continue to grant new loans and administer existing loans until the transition is complete. At the same time, government and ACFA staff would identify, and implement where possible, the actions required to transfer lending and loan administration responsibilities to government.

As part of the transition process, all classes of Shareholders (with the exception of the Crown) will be refunded the par value of their share(s) at $10/share, in the future. As such, it will be imperative to ensure that ACFA has up-to-date contact and banking information for all our Shareholders. If you are unsure if your local authority's banking and contact information is up-to-date with ACFA, please email webacfa@acfacapital.ca or call (780) 427-9711.

ACFA is working diligently to gather information about the transition process and will endeavor to share any updates as they become available. What remains unchanged is ACFA's commitment to its borrowers during the transition. The loan issuance process will continue as usual during the transition and ACFA will continue to provide the level of service delivery our borrowers expect.

Further questions or comments can be directed to either the Alberta Capital Finance Authority or to the Government of Alberta Treasury Board and Finance.

Sincerely,

Bernadiene Hsie
Vice President and Senior Financial Officer

BIRCH HILLS COUNTY
RECEIVED
NOV 21 2019
WANHAM

ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

AR96782

NOV 14 2019

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

Dear Reeve Manzulenko,

Thank you for your letter of September 30, 2019, regarding the importance of municipal funding programs to your municipality.

I am pleased to know provincial funding is supporting your projects and ongoing operations, and making a difference in your municipality. I concur with your statement that continued dialogue between the province and municipal governments is vital to further strengthen our partnership as we work collaboratively to create more jobs in the province and improve the lives of Albertans.

Unfortunately, my schedule will not permit me to visit Birch Hills County at the present time, but I look forward to future opportunities for a visit or meeting.

Thank you again for your letter.

Yours very truly,

Kaycee Madu
Minister

cc: Hermann Minderlein, Chief Administrative Officer, Birch Hills County
Birch Hills County Council

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

Printed on recycled paper

AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
November 28, 2019

9:00 a.m. **1. CALL THE MEETING TO ORDER**

2. ADOPTION OF THE AGENDA

3. ADOPTION OF THE MINUTES
a. October 24, 2019 Organizational Council Meeting Minutes (Page 3)
b. October 24, 2019 Regular Council Meeting Minutes (Page 13)
c. November 8, 2019 Special Council Meeting Minutes (Page 23)

Adjourn meeting, start ASB meeting (PCBFA presentation 9:15 a.m.)

4. DELEGATIONS

1:00 p.m. a. Larry Kirkpatrick and/or Dave Dmytryshyn from Transitional Solutions are scheduled and will be available to appear as a delegation via phone to brief Council on the County of Grande Prairie/Birch Hills County ICF Bylaw (see item 7.a) if Council deems that their input is necessary

11:30 a.m. b. Sgt. Mark Hall, McLennan RCMP Detachment Commander (Page 25)
Sgt. Bryce Tarzwell, Spirit River RCMP Detachment Commander

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

6. CHIEF ADMINISTRATIVE OFFICER REPORT
a. CAO Report (Page 28)
b. CAO Action Log (Page 36)

7. BYLAWS
a. Bylaw 2019-13 ICF BHC/County of Grande Prairie (Page 47)
b. Bylaw 2019-14 ICF BHC/Saddle Hills County (Page 67)
c. Bylaw 2019-15 Procedural Bylaw (Page 86)

8. BUSINESS ARISING OUT OF THE MINUTES (UNFINISHED BUSINESS) –
a. Correction of the Minutes of the September 26, 2019 Regular Council Meeting (Page 134)
b. Policy No 11-05-19 – Travel Expense Remuneration Policy (Page 135)

AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
November 28, 2019
(CONTINUED)

c. Outstanding Policy and Bylaw Matters - CAO Action Log (Page 4)
d. Request For Proposal re CAO Recruitment (Closed Session - to be distributed at meeting)
e. Governance and Operational Policy Section 4.7. Council Remuneration (Page 7)
f. Policy 71-01(2) Recreation Operating Grant Policy (Page 10)

9. NEW BUSINESS

a. **Council** - Nil

b. **Administration**
   i. Appointment of Auditor (Page 141)
   ii. BHC Recreation Board Appointments (Page 142)
   iii. RMA Patronage Rebate (Page 146)
   iv. 2020 Cost of Living Adjustments (Page 148)

c. **Emergency Services**
   i. BHC Fire Chiefs and Deputy Fire Chiefs Appointments (Page 31)

d. **Public Works**
   i. ~~Fleet Management re Light Duty Trucks (To be distributed prior to meeting)~~ Will be brought to December 12 Meeting
   ii. Water Report (Page 155)

e. **Agricultural Service** - Nil

10. FOR INFORMATION
a. Bank Reconciliation October 31, 2019 (Page 163)

11. CORRESPONDENCE
a. Letter dated October 29, 2019 response to Ervin Murray re Road Extension request. (Page 167)
b. Letter dated October 28 from SHC re Appointments 2019 (Page 169)
c. Letter dated November 7, 2019 re Alberta Capital Finance Authority (Page 170)
d. Letter dated November 14, 2019 from Minister of Municipal Affairs re Grant Funding (Page 171)
e. Correspondence re ICF/IDP changes (Page 37)

12. CLOSED SESSION
a. 8.b

NEXT REGULAR COUNCIL MEETING DATE – December 12, 2019

DEANNE WENDLAND ► BIRCH HILLS COUNTY COUNCILLOR – WARD 2

NOVEMBER 28, 2019

PREDA - Board of Directors Meeting – November 8, 2019

- CARES Funding expires in March. Chair of PREDA will speak at RMA Conference. No word yet if PREDA will receive funding.
- PREDA received a letter sent from MD of Opportunity to request a meeting with PREDA to discuss joining our organization. PREDA executive will make arrangements to meet at the RMA Conference. The feeling was not to have them join as PREDA covers such a large area it would not be feasible to travel that far for meetings.
- Department of economic development and Trade would like to do a presentation at the next PREDA meeting executive voted yes.
- Spoke of Plant Protein Workshop to be held November 27/19
- Next **NTAB** meeting will be held December 13th MD of Spirit River.

PREDA - Membership Meeting – November 8, 2019

Peace Country Oil & Gas – Overview of Northern Commodity report focused on the oil & gas industry in the PREDA, how much is exported, where it is exported, and the transportation mode used. – Presented by PREDA

- I have attached this report.
- The main report will be sent to Municipalities. I would suggest that it be put on our website.

PREDA-MEETING-N
ortherwest-Alberta-

Presentation from AER (Alberta Energy Regulator)

- We had Grande Prairie and Calgary representatives present an update on AER, current issues, and identify how PREDA may be of assistance to them within the region.
- I have attached full presentation.
- Master copy will be mailed to CAO's it is recommended to put on our website.

AER-101-PREDA-08
Nov2019.pdf

Next PREDA Meeting is in March sometime they will let us know

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/Approved For Submission**	
Meeting Date:	November 28, 2019	**CAO:**	
Originated By:	CAO Minderlein	**Director:**	
Item Title:	Outstanding Policy and Bylaw Matters – CAO Action Log	**Presenter:**	CAO Minderlein

DESCRIPTION:

Administration is bringing items back to Council from the CAO Action Log that relate to incomplete actions related to policies or bylaws in order to recap them and have Council provide updated direction for Administration to follow up on.

BACKGROUND:

The Resolutions that contain actions that have not been completed are attached to this RFD.

Council had requested that Administration bring these back for discussion.

Many of the items previously listed as outstanding have been included on this agenda. They include:

Item 7.c	Bylaw 2019-15 Procedural Bylaw
Item 8.b	Policy No 11-05-19 – Travel Expense Remuneration Policy
Item 8.e	Governance and Operational Policy Section 4.7. Council Remuneration
Item 8.f	Policy 71-01(2) Recreation Operating Grant Policy

It is planned to action Resolution RC18-279 as part of other changes to the Fees Bylaw that will be required/proposed due to normal budgetary requirements. t

OPTIONS

Council may choose to:

1. Leave the remaining motions listed on the attachment in the CAO Action Log and permit Administration to continue to address them;

2. Rescind specific individual resolutions, and adopt updated resolutions containing more detailed direction. These could include:

    a. Rescind Resolution RC17-428, and direct Administration to develop a plan to dismantle both the Personnel Handbook and the Governance and Operational Policy and replace them (or portions of them) with policies that will permit then to be easily reviewed and updated when required, and to bring that plan back to a future Regular Council Meeting; and

b. Rescind Resolution RC18-373, and direct Administration to develop a plan to review current polices and prepare updated replacement policies where deemed necessary, and to bring that plan back to a future Regular Council Meeting.

3. Provide Administration with other direction related to this subject.

RECOMMENDED ACTION:

It is recommended that Council

1. "Rescind Resolution RC17-428, and direct Administration to develop a plan to dismantle both the Personnel Handbook and the Governance and Operational Policy and replace them (or portions of them) with policies that will permit then to be easily reviewed and updated when required, and to bring that plan back to a future Regular Council Meeting"; and

2. "Rescind Resolution RC18-373, and direct Administration to develop a plan to review current polices and prepare updated replacement policies where deemed necessary, and to bring that plan back to a future Regular Council Meeting"; and

3. Provide additional direction as deemed appropriate.

Motion #	Motion
MEETING	**December 14, 2017 Regular Council Meeting**
RC17-428	that Council bring the policy - **Personnel Handbook** back to a future governance meeting.
MEETING	**August 9, 2018 Regular Council Meeting**
RC18-279	that Administration bring back **Bylaw No. 2014-03** Birch Hills County Regional Fire Services Bylaw **with Schedule of Fees and Charges** to Council for review at a future Governance Meeting and/or Regular Council Meeting.
MEETING	**October 25, 2018 Organizational Council Meeting**
RC18-373	that Council accept the presentation regarding the Birch Hills County Fire Department appointments for information and direct Administration to bring the **Fire "Term of Fire Department Officers" and "Election Procedure/Quorum"** to Council at a future Governance Meeting.
MEETING	**April 4, 2019 Regular Council Meeting**
RC19-122	that Council direct Administration to research information, including Birch Hills County's Bylaws and Policies, related to the attendance of staff and Agriculture Service Board (ASB) board members to ASB related meetings and conventions, and to bring that information to Council at a future meeting.

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	November 28, 2019	**CAO:**	
Originated By:	CAO Minderlein	**Manager:**	
Item Title:	Governance and Operational Policy Section 4.7 Council Remuneration	**Presenter:**	CAO Minderlein

DESCRIPTION:

Administration is returning this item to Council as directed by resolutions RC19-039 and RC19-041 made at the Regular Council Meeting on February 14, 2019.

BACKGROUND:

At Council's Regular Council Meeting on February 14th, 2019 Council passed the following resolution:

RC19-039 that Council authorize a 10% increase to Honourarium rates for Elected Municipal Officials and Members at Large effective January 1, 2019, and direct Administration to bring back to Council the amendments to bylaws and policies required to support such an increase.

and

RC19-041 that Council direct Administration to bring back to Council such bylaws and/or policies that would require amendment to support the expansion of the annual increase for the Cost of Living Assistance (COLA) currently provided to staff to include Council to a future Regular Council meeting.

Currently, the rates for honourariums are governed by the Governance and Operational Policies' Section 4.7. Council Remuneration reads as follows:

4.7.1 When representing Birch Hills County at meetings, conferences and workshops, Council, board and committee members shall receive honorarium rates as follows:

Reeve	~~$175.00~~ per day (regardless of length)
Deputy Reeve	~~$175.00~~ per day (regardless of length)
Councillors	~~$175.00~~ per day (regardless of length)

The above rates increased to $192.50 effective 1 January, 2019 by Council Resolution RC19-039

Honourariums for public member appointments are also included in Section 4.7 in 4.7.2 that reads as follows:

Changed to 192.50 RC19-039
Changed to $175. RC18-305

4.7.2 Public Member Appointments shall be paid ~~$100.00~~ per day (regardless of length) excluding appointed members of the Birch Hills County Library Board.

The policy related to staff COLA increases is contained in Section 4.2 of the Personnel Handbook, a policy adopted by Council by Resolution RC15-436. The wording within Section 4.2 that is most appropriate to this discussion reads as follows:

> At a minimum, the annual cost of Living allowance (COLA) is provided to all employees; and
>
> The approved paygrid applies to all temporary and permanent employees of Birch Hills County, except those with employment contracts approved by Council or the Chief Administrative Officer.
>
> *Performance assessed as "Satisfactory" or better shall be recognized by* increasing the annual salary or hourly wage rate of the employee to the next Step in the paygrid range

to support the expansion of the annual increase for the Cost of Living Assistance (COLA) currently provided to staff to include Council to a future Regular Council meeting

COST / SOURCE OF FUNDING:

COLA increases would need to be funded in the final 2020 Operating and Maintenance Budget.

OPTIONS

Council could choose to add sub-section 4.7.9 to Section 4.7 of the Governance and Operational Policy that could read:

> 4.7.9 Effective January 1, 2020, honourarium rates listed in sections 4.7.1 and 4.7.2 of this policy will be increased by the annual cost of living allowance (COLA) provided to employees under Section 4.2 of the Personnel Handbook, a policy that was adopted by Council by Resolution RC15-436.

Council could also choose to

1. Provide Administration with other direction regarding changes to Birch Hills County "Governance and Operational Policies" and direct Administration to bring changes to a future Regular Council Meeting; or

2. Provide Administration with other direction as deemed appropriate.

RECOMMENDED ACTION:

It is recommended that Council approve an amendment to the Birch Hills County "Governance and Operational Policies" by adding sub-section 4.7.9 to Section 4.7 that reads as:

"4.7.9 Effective January 1, 2020, honourarium rates listed in sections 4.7.1 and 4.7.2 of this policy will be increased by the annual cost of living allowance (COLA) provided to employees under Section 4.2 of the Personnel Handbook, a policy that was adopted by Council by Resolution RC15-436."

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	November 28, 2019	**CAO:**	
Originated By:	CAO Hermann Minderlein	**Manager:**	
Item Title:	Policy 71-01-19 - Recreation Operating Assistance Grant	**Presenter:** CAO Minderlein	

DESCRIPTION:

Administration is bringing Policy 71-01-19 - Recreation Operating Assistance Grant policy to Council based on direction provided by Council.

BACKGROUND:

Administration had provided Council with suggested amendments to Policy No. 71-01-18 to the January 10, 2019 Regular council Meeting. Council reviewed the proposed changes, discussed the policy and other potential shortcomings, and passed resolution RC19-009 that read as follows:

> "that Council table Policy 71-01-18, the Recreation Operating Assistance Grant policy, and direct Administration to make additional changes as per discussions, to communicate those changes with Council, and to bring back Policy 71-01-18 to the February 14, 2019 Regular Council Meeting."

Due to the number of changes, Administration created a new policy, Policy 71-01-19, the Recreation Operating Assistance Grant Policy based on Policy 71-01-18, discussions from the January 10th meeting, and feedback provided by Council members regarding initial drafts of the new policy that had been distributed for that purpose. This policy was distributed to Council, and there were no additional comments or suggestions for additional amendments received.

At the February 19, 2019 Regular Meeting, Council approve Policy 73-01-19, the "Recreation Operating Assistance Grant Policy" as presented and rescinded Birch Hills County Policy 73-01-18, the "Recreation Operating Assistance Grant Policy".

Policy 73-01-19 was used for the 2019 application process, and the recommendation of the Board were presented to Council on May 23, 2019. In addition to approving the 2019 Grant Allocations, Council also adopted resolution RC19-177 that read:

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

Although Administration has struggled in developing a solution, we have prepared a re-write for the policy, and are presenting it to Council for comment, and if possible, adoption.

Much of the policy remains unchanged, but the changes are visible in the draft document as words removed ~~have been struck out~~ and additions have been included in red.

COST / SOURCE OF FUNDING: - N/A

RELEVANT LEGISLATION (Cite):

- Birch Hills County Bylaw 2019-01, the "Recreation Board Bylaw.
- Birch Hills County Policy 73-01-19 – the "Recreation Operating Assistance Policy"

ATTACHMENT(S):

- Draft Birch Hills County Policy 73-01(2)-19 - the "Recreation Operating Assistance Policy"

OPTIONS

Council may choose to:

1. approve Birch Hills County Policy 73-01(2)-19, the "Recreation Operating Assistance Grant Policy" as presented; and

   rescind Birch Hills County Policy 73-01-19, the "Recreation Operating Assistance Grant Policy"; or

2. provide Administration with other direction regarding changes to Birch Hills County Policy 73-01-19, the "Recreation Operating Assistance Grant Policy", and direct Administration to bring a revised Policy to the December 12, 2019 Regular Council Meeting.

RECOMMENDED ACTION:

It is recommended that Council:

1. approve Birch Hills County Policy 73-01(2)-19, the "Recreation Operating Assistance Grant Policy" as presented and

2. rescind Birch Hills County Policy 73-01-19, the "Recreation Operating Assistance Grant Policy"

Department **Council**	Policy No. **71-01(2)-19**	Page **1 of 6**
Policy Title **Recreation Operating Assistance Grant Policy**	Date: **February 14, 2019**	Resolution No. **RC19-____**

PURPOSE

The purpose of this policy is to define the process by which the Birch Hills County provides Recreation Operating Assistance Grant funding to local organizations that provide recreational facilities, programs, and opportunities on a not-for-profit basis.

DEFINITIONS

Capital:

Any tangible asset with an estimated useful life expectancy that exceeds one year, including:

- Land or Buildings;
- Facility Construction, renovation or repair;
- Facility assessment, study, design or construction documents to support the above projects;
- Furnishings and/or equipment for use at community operated facilities;
- Site improvements.

County:

The municipal corporation of Birch Hills County having jurisdiction under the Municipal Government Act and other applicable legislation.

Culture:

The arts and other manifestations of human intellectual achievement regarded collectively.

Freedom of Information and Protection of Privacy Act:

Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, as amended thereto, also known as FOIP.

Major Recreation Facilities:

Facilities including, but not limited to, ice arenas, curling rinks, and community halls which are eligible to receive a funding allocation on an annual basis under this policy.

Municipal Government Act:

Municipal Government Act, RSA 2000, c. M-26 and amendments thereto also known as the MGA.

Operating:

Funding or projects related to maintaining or enhancing operations that are not directly related to capital.

DRAFT

Recreation:

Any play, activity, amusement, exercise, competition, etc. used for the refreshment, relaxation and fitness of body or mind.

Recreation Board:

A Board of ward specific members-at-large appointed by the Council of Birch Hills County in accordance with the "Recreation Board Bylaw".

POLICY

Birch Hills County may provide grants to community groups, service clubs, or organizations and will establish a system for evaluating applications and requests. All requests for Recreation Operating Assistance Grants will be completed utilizing the form listed as Schedule A to this policy and will be reviewed by Birch Hills County as provided for in this policy.

1. GENERAL PROVISIONS

1.1 Birch Hills County Council shall annually, in the interim and/or the final budget, allocate Recreation Operating Assistance Grant funding for the County.

1.2 Birch Hills County Council will be responsible for the development and maintenance of a system to be used for the submission, review, and recommendation for, Recreation Operating Assistance Grants by the County Recreation Board.

1.3 Recreation Operating Assistance Grants will only be provided to community groups, service clubs, or organizations operating within the boundaries of Birch Hills County.

1.4 Recreation Operating Assistance Grants will only be provided for operational expenses (no wages or honouraria) and will not be made for any expenses that are of a Capital nature.

1.5 The final approval for the distribution of the Recreation Operating Assistance Grant will be Birch Hills County Council.

2. GUIDING PRINCIPLES AND CRITERIA/ELIGIBILITY

2.1 Recreation Operating Assistance Grant must align with the County's vision and goals that build the community and support community organizations, neighbors, and volunteerism.

DRAFT

2.2 Recreation Operating Assistance Grant must directly benefit the community group, service club, or organization submitting the application.

2.3 The applicant must be an established (two complete years of operation), responsible, and reputable community group, service club, or organization whose name and identity are in good standing in the community. The applicant's past performance in achieving program objectives shall be considered.

3. EXCLUSION FROM FUNDING

3.1 Funding provided under this grant program must not provide primarily for the recreational needs or leisure time pursuits of individuals, offer direct assistance (including money, food, clothing or shelter) to sustain an individual or family, or duplicate services that are ordinarily provided by a government or government agency.

3.2 Recreation Operating Assistance Grants are not provided to applicants for cultural purposes.

3.3 Successful applicants for a Recreation Operating Assistance Grant will not be eligible to apply for a General Grant in the same year that funding from the Recreation Operating Assistance Grant program is provided.

4. APPLICATION PROCESS

4.1 Only one (1) application will be accepted per registered community group, service club, or organization.

4.2 All applications must be fully completed (in English, or be accompanied with an English translation) utilizing the form provided as Schedule A to this Policy, submitted by email, mail, fax, or hand delivered to the County Office, and **must be received at the Birch Hills County Office no later than 4:30 p.m on the date specified in the advertisement(s) circulated announcing that applications are being sought for the current year's funding**.

4.3 All applications must show proof of current non-profit status, be accompanied by ~~an~~ audited financial statements for the previous two (2) year~~'s~~s' operations (audited by a non-associated individual), a

DRAFT

current income and expense statement, **and** the approved budget for the period of operation in which the grant is being requested for.

4.4 Each request must clearly demonstrate the need for the amount being requested, identify specific benefit(s) and outcome(s), and provide alternate plans should the application not be funded, in whole, or in part.

5. APPLICATION REVIEW (CAO)

5.1 All applications will be reviewed following receipt by the CAO (or a Birch Hills County employee appointed by the CAO) to ensure that they have been correctly completed, that they do not include a request for funding for expense items that are expressly disallowed by this policy, and are accompanied by required documentation. Applications will not be submitted to the Recreation Board for funding consideration if:

5.1.1 The application was not received at the Birch Hills County Office by 4:30 p.m. on the date specified in the advertisement(s) circulated announcing that applications are being sought for the current year's funding;

5.1.2 The application is not a community group, service club, or organization operating within the boundaries of Birch Hills County;

5.1.3 The application would provide primarily for the recreational needs or leisure time pursuits of individuals, or offer direct assistance (including money, food, clothing or shelter) to sustain an individual or family, or duplicate services that are ordinarily provided by a government or government agency;

5.1.4 The applicant failed to include proof of current non-profit status;

5.1.5 The applicant does not have two complete years of operation;

5.1.6 The applicant failed to include an audited financial statements for the previous two (2) year~~'s~~s' operations (audited by a non-associated individual), a current income and expense statement, **and** the approved budget for the period of operation in which the grant is being requested for;

DRAFT

5.1.7 The application includes funding for cultural purposes;

5.1.8 The funding being requested includes sums for wages or honouraria; or

5.1.9 The funding being requested includes sums for expenses that are of a Capital nature;

5.2 Where more than one (1) application has been received from a registered community group, service club, or organization, County staff will contact the applicant to advise them that they are only able to submit one application, and request direction as to which application to proceed with.

5.3 In addition to the review required by 5.1, the CAO (or a Birch Hills County employee appointed by the CAO) will review the audited financial statements submitted by the applicants, and complete the "HISTORICAL FINANCIAL PERFORMANCE" portion of the CAO's Application Review. If it is found that the amount provided for Recreation Grants in previous years exceeded the qualifying expenses or actual requirements for those years, those values will be:

a. recorded on Appendix 1, the "Application Scoring Worksheet" for consideration by Board Members when recommending grants for the current year; and

b. reported to Council for their consideration when approving Recreation Grants for the current year.

6. APPLICATION REVIEW (RECREATION BOARD)

6.1 Applications that have been received and accepted will be forwarded for evaluation and recommendation for funding by the Recreation Board at a Meeting to be organized by the Chief Administrative Officer.

6.2 Members of the Recreation Board will evaluate each accepted application as per the guidelines detailed in Schedule B, and the Board as a whole shall make their recommendations as to the distribution of the funding allocated by Council for Recreation Operating Assistance Grants.

DRAFT

6.3 Members of the Recreation Board will only be advised of the details related to rejected applications after the Recreation Board has made their recommendations for Grant distribution.

7. CONDITIONS OF APPROVAL

7.1 Council will approve the distribution of the Recreation Operating Assistance Grants following the receipt of the recommendation of the Recreation Board. Council may question the recommendation of the Recreation Board, but should only make changes as to the distribution of the grant funds under extenuating circumstances, and then only following communication with the Recreation Board members.

7.2 Administration will notify applicants in writing (regular mail or email) of the outcome of their submission.

Original to be Signed By

Hermann Minderlein
Chief Administrative Officer

Original to be Signed By

Gerald Manzulenko
Reeve

Adopted by Council:	February 14, 2019
Updated:	

DRAFT

CAO's APPLICATION REVIEW

1. When was the application received at the Birch Hills County Office

   Date: _____

   Time: _____

   By: _____

   Was this within the timeframe specified in the advertisement(s) circulated announcing that applications were being sought for the current year's funding? _____ Yes or No

2. Did the applicant provide proof of their organization's non-profit status? _____ Yes or No

3. Is the applicant a community group, service club, or organization operating within the boundaries of Birch Hills County? _____ Yes or No

4. Does the applicant have two complete years of operation? _____ Yes or No

5. Did the applicant include an audited financial statement for the two (2) previous year~~s~~s' operations (audited by a non-associated individual)? _____ Yes or No

6. Did the applicant include the approved budget for the period of operation in which the grant is being requested for? _____ Yes or No

7. Did the applicant include a current income and expense statement? _____ Yes or No

If the answer to any of the above questions is a no, the application will not be submitted to the Recreation Board for funding consideration.

CAO's APPLICATION REVIEW (Continued)

A	**Grant Requested:**		**$**
(i)	Total Budgeted Expenses:	$	
	Less non-qualifying expense items:		
	Capital	$	
	Wages/Honouraríums	$	
	Items listed in Section 3.1	$	
	Items listed in Section 3.2	$ _____	
(ii)	Total non-qualifying expense items	$	
B	**Qualifying Budgeted Expenses (i - ii)**		**$**
C	**Budgeted deficit excluding Grant**		**$**
	Maximum Grant (Lessor of A, B, or C)		**$**

DRAFT

HISTORICAL FINANCIAL PERFORMANCE
(Based on Audited Financial Statements)

First Previous Year _____

A	**Grant Provided:**			**$**
(i)	Actual Expenses:		$	
Less non-qualifying expense items:				
		Capital	$	
		Wages/Honourariums	$	
		Items listed in Section 3.1	$	
		Items listed in Section 3.2	$ _____	
(ii)	Total non-qualifying expense items		$	
B	**Qualifying Expenses (i - ii)**			**$**
C	**Actual Surplus/(Deficit) excluding Grant**			**$**
	Amount Grant Exceeded Qualifying Expenses or Requirement			**$**

Second Previous Year _____

A	**Grant Provided:**			**$**
Actual Expenses:			$	
Less non-qualifying expense items:				
		Capital	$	
		Wages/Honourariums	$	
		Items listed in Section 3.1	$	
		Items listed in Section 3.2	$ _____	
Total non-qualifying expense items			$	
B	**Qualifying Expenses (i - ii)**			**$**
C	**Actual Surplus/(Deficit) excluding Grant**			**$**
	Amount Grant Exceeded Qualifying Expenses or Requirement			**$**

DRAFT

_____ RECREATION OPERATING ASSISTANCE GRANT APPLICATION

(YYYY)

PLEASE COMPLETE AND FORWARD TO:

BIRCH HILLS COUNTY RECREATION BOARD
4601 50th STREET BOX 157
WANHAM, ALBERTA T0H 3P0

ORGANIZATION NAME:	
ADDRESS:	
PRESIDENT:	
PHONE #:	
SECRETARY TREASURER:	
PHONE #:	

AMOUNT OF GRANT APPLIED FOR: $_____

IF THE GRANT APPLIED FOR IS APPROVED IN WHOLE OR IN PART, WE UNDERSTAND THAT:

A. The grant shall be used for those purposes for which the proposal was approved by the Recreation Board or for the purposes subsequently approved by the Recreation Board in consultation with the applicant.

B. Grant funds not expended for the purposes for which they were provided shall be returned to the Recreation Board.

C. The grant recipient will be required upon request, to produce evidence satisfactory to the Recreation Board of the manner in which the grant funds were used.

D. The Recreation Board may require that an evaluation or audit of the project related to the grant be undertaken.

APPLICANTS NAME: _____ **PHONE #:** _____

EMAIL ADDRESS: _____

SIGNATURE: _____ **DATE:** _____

DRAFT

PLEASE USE THE SPACE PROVIDED OR INCLUDE ATTACHMENTS WITH THE GRANT APPLICATION FORM.

All applications and supporting documentation must be submitted to the Board in English or include an English translation.

SECTION 1 (Failure to provide the information or document listed will result in the application not being considered for a grant)

1. Please provide current proof of your organizations non-profit status (Societies Act Number).
2. Please provide details regarding the location(s) of your organization and those of any facilities that it may own or operate, and please consider including maps, photographs, etc. if necessary.
3. Please provide details as to: a. the date (mm/yy) your organization was initially formed; _____ b. the date (mm/yy) your organization was approved for its current non-profit status: _____
4. Please provide a copy of your organization's audited (audited by a non-associated individual) annual financial statements including detailed revenue and expense information for the previous 2 years.
5. Please include a copy of your organization's proposed or approved operational revenue and expense budget for the year that the grant application covers. An operating budget is the annual budget of an activity stated in terms of Budget Classification Code, functional/sub functional categories and cost accounts. It contains estimates of the total value of resources required for the performance of the operation. The operating budget is used to keep track of things like; maintenance operations, utility bills and interest payments. (Reference: http://en.wikipedia.org/wiki/Operating_budget)
6. Please provide a copy of your organization's current income and expense statement.

DRAFT

SECTION 2

1. Please provide details regarding the purpose of your organization, describe how the group serves the residents of the County, and provide a listing of facilities operated by the organization supported by descriptions and a map showing location(s), plus information related to the usage of those facilities.
2. Please provide details regarding your organization's membership numbers, listing the number of County residents and the number for those that reside outside of the County.
3. Please provide an outline of your organization's fund-raising activities planned for the year this grant is being requested for.

DRAFT

4. Will your organization be partnering with other group(s) in or outside of Birch Hills County? Explain in what way.

5. Please provide details regarding any Reserve Funds your organization has placed on deposit or into investments, and the purpose for those reserves.

6. Please provide information regarding alternate plans should your application not be funded, in whole, or in part.

7. What were your organization's goals and objectives for the previous year, and were you able to meet them? Explain.

DRAFT

8. Where does your organization see itself in 5 years?

   Has it grown or become smaller, have activity levels increased, remained the same, or decreased, have facilities remained the same, increased, declined?

   Please Explain.

SECTION 3

Overall grant application evaluation (for use by Recreation Board use only)

DRAFT

ADDITIONAL INFORMATION

Please provide dates and times for any events planned by your organization. Birch Hills County will develop a yearly calendar and share with all organizations to ensure events are not scheduled on the same date.

Event _____ **Date** _____ **Time** _____

If you encounter any problems completing the form, please contact the County Office at (780) 694 – 3793 and request to speak with either the Chief Administrative Officer or the Director of Corporate Services.

It is imperative that all the requested information be included with the Grant Application Form. **ANY INCOMPLETE APPLICATIONS RECEIVED WILL NOT BE CONSIDERED FOR FUNDING.**

ALL APPLICANTS MUST SHOW PROOF OF CURRENT NON-PROFIT STATUS.

This grant is not for the use of Wages or Capital Expenditures.

Your Organization must reside in Birch Hills County in order to receive funds from this grant.

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED TO THE BIRCH HILLS COUNTY OFFICE BY 4:30 pm on _____, _____, _____, _____,
Day Month Date Year

DRAFT

RECREATION OPERATING ASSISTANCE GRANT APPLICATION EVALUATION – RECREATION BOARD

1. At least three weeks prior to the date set for the Recreation Board meeting, Recreation Board Members will be provided with copies of each application for the Recreation Operating Assistance Grant received by Birch Hills County and subsequently approved (as per Section 5 of this Policy) for submission to the Recreation Board.

2. All applications distributed to the Recreation Board will be reviewed and evaluated by each member of the Recreation Board prior to the Recreation Board Meeting utilizing the form provided, the Application Scoring Worksheet and included to this Schedule at Appendix 1.

3. Recreation Board members that sit as a member of the Executive, Board of Directors, or any Committee of an Organization submitting an application will not review and evaluate the application submitted by that Organization.

4. Recreation Board Members will be responsible for:

    a. Annotating any application that they are unable to evaluate due to their position as a member of the Executive, Board of Directors, or any Committee of an Organization submitting an application;

    b. Evaluating each remaining application provided to the Recreation Board member, and initialing each page of those applications;

    c. Recording their scoring for each application on the Application Scoring Worksheet; and

    d. Returning all applications and the Application Scoring Worksheet to the County Office by the date requested.

5. There is no defined method to determine the scoring for applications, but Board Members may wish to consider the following:

    a. For each question on the application, review all of the answers to that question on all of the applications under review, and choose the one that provided the most complete answer, and then provide a score for that application's question. If the answer was complete and provided all of the information requested, give it full marks. If it did not, scale back the score based on the answer provided;

DRAFT

b. Assess each of the remaining applications, and provide scores based on how well those answers compare to your selection for the high score. Providing similar scores to applications that provided answers comparable to others is fully acceptable, and if the answers provided for all applications fully provides the information requested, then full marks on each of the applications would be warranted;

c. A score of zero would only be warranted if the applicant failed to provide any of the information requested by a question; and

d. Scoring for a question does not need to be a whole number, (e.g. A score of 7.3 out of 10 would be acceptable if the board member reviewing the application felt that the answer was not as good as an answer that was scored an 8, but was better than an answer that was scored as a 7).

6. County Staff will prepare a recap (see Appendix 2 to this Schedule) of scoring for each of the questions in order to calculate average scoring for each application, then record those average scores on the recap (see Appendix 3 to this Schedule). Copies of these recaps will be provided to the Recreation Board at their meeting to assist them in determining how best to distribute available funding.

DRAFT

Appendix 1
Application Scoring Worksheet

Recreation Board Member _____ **Ward** _____

Question	Max Score	Organization 1	Organization 2	Organization 3	Organization 4	Organization 5	Organization 6	Organization 7	Organization 8
Section 2									
1	15								
2	10								
3	15								
4	10								
5	5								
6	5								
7	10								
8	10								
Sub Total	**80**								
Section 3									
1	20								
Sub Total	**20**								
TOTAL	**100**								

GRANT VALUES

Requested								
Maximum								
Recommended								
Amount Previous Grants Exceeded Qualifying Expenses or Requirement (If Applicable)								
20_____								
20_____								

DRAFT

Appendix 2

Scoring Report

Applicant: _____

Question	Score	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Average
Section 2									
1	15								
2	10								
3	15								
4	10								
5	5								
6	5								
7	10								
8	10								
Sub Total	**80**								
Section 3									
1	20								
Sub Total	**20**								
TOTAL	**100**								

GRANT VALUES

Recommended								

DRAFT

Appendix 3
Application Average Scoring Report

Question	Score	Organization 1	Organization 2	Organization 3	Organization 4	Organization 5	Organization 6	Organization 7	Organization 8
Section 2									
1	15								
2	10								
3	15								
4	10								
5	5								
6	5								
7	10								
8	10								
Sub Total	**80**								
Section 3									
1	20								
Sub Total	**20**								
TOTAL	**100**								

GRANT VALUES

Requested								
Maximum								
Recommended								

DRAFT

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	November 28, 2019	**CAO:**	
Originated By:	Shawna Schwerdt L.O./E.A.	**Director:**	
Item Title:	Appointment of Fire Chiefs and Deputy Fire Chiefs	**Presenter:**	CAO Minderlein

DESCRIPTION:
Council is being requested to appoint the specified number of Fire Chiefs and Deputy Fire Chiefs.

BACKGROUND:

As per the 2011 "**Terms of Fire Department Officers**" policy, Council shall appoint a chief and deputy chief every three (3) years for the three (3) fire departments. Administration has confirmed that each department has followed the proper protocol as per the policies listed below and the names submitted are below:

		Term Ended	Next Term
Fire Chiefs (Fire Guardians)	Tom Morgan Eaglesham	2016-2019	2019-2022
	Darcy Parlee Wanham	2016-2019	2019-2022
	Jim Alexy Tangent	2016-2019	2019-2022
Deputy Fire Chiefs (Fire Guardians)	Mark Wurz Eaglesham	2016-2019	2019-2022
	Al Connell Wanham	2016-2019	2019-2022
	Terry Carbone Tangent	2016-2019	2019-2022

COST / SOURCE OF FUNDING: N/A

RELEVANT LEGISLATION (Cite):

- Birch Hills County "Terms of Fire Department Officers" Policy 2006 (copy attached)
- Birch Hills County FIRE – "Election Procedure / Quorum" Policy 1906 (copy attached)

ATTACHMENTS

- Email from Tom Morgan re Eaglesham Fire Department
- Email from Tom Morgan re Wanham and Tangent Fire Departments

OPTIONS

Council may choose to:

1. appoint the following personnel to the positions listed for the period 1 December, 2019 to November 30, 2022:

Eaglesham Fire Department:	Fire Chief Tom Morgan; and Deputy Fire Chief Mark Wurz;
Wanham Fire Department:	Fire Chief Darcy Parlee; and Deputy Fire Chief Alan Connell; and
Tangent Fire Department:	Fire Chief Jim Alexy; and Deputy Fire Chief Terry Carbone.;

2. Direct Administration to look into other options as they deem appropriate.; or

3. Accept this presentation regarding appointments for Fire Chiefs and Deputy Fire Chiefs for information.

RECOMMENDED ACTION:

It is recommended that:

"Council appoint the following personnel to the positions listed for the period 1 December, 2019 to November 30, 2022:

Eaglesham Fire Department:	Fire Chief Tom Morgan; and Deputy Fire Chief Mark Wurz;
Wanham Fire Department:	Fire Chief Darcy Parlee; and Deputy Fire Chief Alan Connell; and
Tangent Fire Department:	Fire Chief Jim Alexy; and Deputy Fire Chief Terry Carbone."

POLICY TITLE: Term of Fire Department Officers

Date Adopted by Council / Motion Number: December 6, 2011 20-06 (12-11)

PURPOSE:

To identify the term of fire officers (Chief and Deputy Chief) for all fire departments within Birch Hills County.

POLICY

The term of each Fire Department officer shall be recognized for a period of three (3) years within the municipal boundaries of Birch Hills County. An officer is defined as being either the Fire Chief or Deputy Fire Chief.

The three (3) year term for this policy shall commence on the 1st of December and shall end on the 30th day of November three years later.

Procedures:

1. A month prior to the end of the third year an election will take place where members are given the opportunity to re-elect or replace officers. Elections procedures shall follow the Local Authorities Elections Act.

2. In the event that an officer is wishing to resign from his or her position within the fire department written notice must be given to the Manager of Emergency Services. An election will be held within that department to replace the officer.

3. In the event that an officer is deemed to be not fulfilling his or her duties in any officer role, and that officer has been terminated or relieved of ones duties as per the Birch Hills County Fire Discipline Policy by the Manager of Emergency Services an election will take place.

REEVE **C.A.O**

POLICY TITLE: Election Procedure / Quorum

Page 1 of

Date Adopted by Council / Motion Number:
December 6, 2011 19-06 (12-11)

PURPOSE:

To identify the election process of fire officers (Chief and Deputy Chief) for all emergency services departments within Birch Hills County.

POLICY

The process for the election of officers in Birch Hills County shall follow the regulations in the Municipal Government Act and the Local Authorities Act.

Procedures:

1. A quorum is recognized as two thirds (2/3) of the registered members of any emergency services department present during the time of the election.

2. The election procedure will follow the Local Authorities Act. In the event of a tie during a particular vote that the tie be broke via Section 99 Equality of votes in the Local Authorities Act.
   Section 99 states:
   If it appears on the calculation of the votes that 2 or more candidates for any office have received the same number of votes, and if it is necessary for determining which candidate is elected, the returning officer shall write the names of those candidates separately on blank sheets of paper of equal size and of the same colour and texture, and after folding the sheets of paper in a uniform manner and so that the names are concealed, shall deposit them in a receptacle and direct some person to withdraw one of the sheets and the returning officer shall declare the candidate whose name appears on the withdrawn sheet to have one more note that the other candidate.

REEVE **C.A.O**

Shawna Schwerdt

From: Tom Morgan
Sent: Friday, October 18, 2019 9:24 PM
To: Shawna Schwerdt
Subject: District Chief and Deputy District Chief election

Hi, the Eaglesham station held their District Chief and Deputy District Chief election this last training night,Oct 09 2019,and the position of District Chief is Tom Morgan and the position of Deputy District Chief is Mark Wurz

Shawna Schwerdt

From: Tom Morgan
Sent: Tuesday, November 26, 2019 1:28 PM
To: Hermann Minderlein
Cc: Shawna Schwerdt
Subject: District Chief/Deputy District Chiefs for Wanham and Tangent Fire Stations

Hi, as per election results for both stations the results are as follows....for the Wanham Fire Station the District Chief is Darcy Parlee and the Deputy District Chief is Al Connel. For the Tangent Fire Station the District Chief is Jim Alexy and the Deputy District Chief is Terry Carbone.

Hermann Minderlein

From: municipalservicesandlegislation@gov.ab.ca
Sent: Tuesday, November 26, 2019 1:39 PM
To: Hermann Minderlein
Subject: Announcement of Changes to Intermunicipal Collaborative Frameworks (ICF) Requirements
Attachments: Attachment_Changes to the ICF and IDP Requirements.pdf; Letter approved by Minister for mass email.pdf

To Mayors and Reeves,

Please find attached a letter and summary of changes from the Minister of Municipal Affairs in regards to important proposed changes to the ICF process as well as IDP requirements.

ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

AR99186

To Mayors and Reeves,

Since my appointment as Minister of Municipal Affairs last spring, I have had the opportunity to travel to many communities within Alberta, to hear about your priorities and perspectives. I am very grateful for the way in which you have welcomed me into your communities and shared your thoughts with me. I have also had the pleasure of meeting with many of you during the fall conventions of the Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) and, again, I thank you for the gift of your time and wisdom.

One of the consistent messages I have heard over the past several months is concern regarding Intermunicipal Collaborative Frameworks (ICFs) and Intermunicipal Development Plans (IDPs) - both in terms of the challenges you are facing in building these frameworks and plans, and the challenges posed by the legislated deadline for completion of April 1, 2020.

Intermunicipal collaboration is a priority for me, and for the Government of Alberta; all Albertans benefit when our communities collaborate to share services, create efficiencies, and reduce overall costs for their residents. Therefore, my government colleagues and I agree that it is important to maintain the overall requirements for ICFs and IDPs.

We very much appreciate the work that many of you have done to date, but we also recognize that the current legislative requirements are overly complex and onerous. Based on your feedback, I am proposing important changes to the ICF process as well as IDP requirements. These changes will streamline and clarify the process for building ICFs and IDPs, and I believe will make it much easier for all of you to complete the process by April 1, 2020.

.../2

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

Printed on recycled paper

Earlier this week, these changes were introduced to the Legislative Assembly as part of Bill 25, the *Red Tape Reduction Implementation Act*. The bill contains various amendments to reduce red tape affecting municipalities, with the most substantive changes focused on streamlining and clarifying the ICF/IDP requirements. In particular, I am proposing the following important changes:

- Simplifying reporting to the province;
- Enabling municipalities to adopt ICFs by resolution (or bylaw), to recognize the way in which many municipalities typically adopt cost-sharing agreements;
- Simplifying the process of developing an ICF, so municipalities can focus on discussing and reaching agreement on how to share services that benefit residents in both municipalities, instead of spending too much time on meeting specific process requirements that overcomplicate their discussions;
- Streamlining and clarifying the arbitration process, to more closely align ICF arbitrations with the standard provisions of the *Arbitration Act*, and to very clearly limit the scope of an arbitrator's authority; and
- Enabling municipalities to be exempted from the requirement to develop an IDP, where both municipalities agree that one is not necessary.

None of the proposed amendments will require municipalities to go back and make changes to already completed ICFs and IDPs. For those requiring further work, the proposed legislative changes will make it easier to get this work done. As you move forward, I would like to take this opportunity to remind you of a few key points in relation to ICFs:

1. The deadline of April 1, 2020 remains in place. I am expecting all municipalities to meet this deadline. I am prepared to consider short-term extensions of the deadline in exceptional circumstances, or where municipalities simply need an additional one to two months to be able to complete the process. However, beyond these exceptions, I do not intend to provide time extensions; I encourage all municipalities to act accordingly in order to avoid arbitration and retain local control of ICF content.
2. ICFs are about the cost sharing of services that benefit residents in more than one municipality. They are not about revenue sharing, and I do not support any attempt to leverage the ICF negotiations in an effort to extract a revenue sharing agreement.
3. I do expect municipalities to negotiate in good faith, and to make decisions based on concrete facts. If municipal residents utilize a service in meaningful numbers and/or account for a meaningful proportion of those service costs, I would expect the municipality to compensate the municipality providing those services accordingly.
4. Municipal Affairs will not be evaluating individual ICFs to determine whether they are "a good deal" or not. As Minister, my interest is that you have conversations with your neighbours about shared services, and reach an agreement that makes sense at the local level.

.../3

ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

I am optimistic that the legislative changes I am proposing will help ease the way for you to fulfill your legislated obligations to complete ICFs by April 1, 2020. However, the success of these negotiations depends on each of you, and your willingness to engage with your municipal neighbours respectfully and with an openness to reasonable compromise. A locally developed solution is always best, so I encourage all of you to take this opportunity to shape these agreements for yourselves, and for the overall betterment of your regions.

Yours very truly,

Kaycee Madu
Minister

Attachment: Changes to the ICF and IDP requirements

cc: Alberta Urban Municipalities Association
Rural Municipalities of Alberta
Paul Wynnyk, Deputy Minister

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

Printed on recycled paper

Summary of Changes to Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP) Requirements, and Q&A Reference

Recently announced changes to ICF and IDP legislation will streamline and simplify the requirements. This summary is intended to provide information about the changes and how the requirements will apply going forward. The information is intended to describe the general nature of the most significant changes, but municipalities should refer to the *Municipal Government Act (MGA)* as amended for complete specifics.

The changes will simplify reporting to the province, allow municipalities to adopt an ICF by council resolution, simplify the ICF content requirements, streamline the *MGA*-prescribed arbitration process that applies when municipalities cannot reach agreement, limit the scope of arbitration to issues of disagreement, and exempt municipalities from the IDP requirement where both municipalities agree.

Comparative Summary of the Changes

Requirement / Process	Previously	Now
Municipal neighbours that must adopt an IDP	An IDP exemption was available to municipalities with boundaries composed of crown land by mutual agreement. Agreement was to be made by council resolution, and copies of the resolutions were to be filed with the Minister.	An IDP exemption is now available to all municipalities by mutual agreement. There is no requirement to file copies of the council resolutions with the Minister. Any municipality can revoke its agreement by written notice, in which case the municipalities are required to adopt an IDP within one year.

Requirement / Process	Previously	Now
Contents of an ICF	ICFs were previously required to list all services provided by each municipality; identify how each of those services were best provided, delivered, funded, or discontinued; and set time frames for implementation.	The ICF must now describe the services that benefit residents in more than one of the municipalities. The ICF must identify which municipality is responsible for providing these services and how the service will be delivered and funded. Other services that do not benefit residents in more than one of the municipalities do not have to be listed or addressed in the ICF.
Listed services to be addressed in an ICF	ICFs were required to address a specific list of services which included transportation, water and wastewater, solid waste, emergency services, and recreation.	There is now no requirement to address listed services; just the general requirement above to describe services that benefit residents in more than one of the municipalities.
Method of creating an ICF	ICFs were required to be adopted by bylaw.	ICFs can now be adopted by bylaw or resolution.
Relationship of ICF to IDP	An ICF was not complete until an IDP was also adopted.	The completion of an ICF is now independent of the IDP process. An ICF can be completed before an IDP is completed, or in the absence of an IDP.
Filing an ICF and IDP with the Minister	A copy of the ICF and IDP was required to be filed with the Minister.	There is now no requirement to file copies of the ICF or IDP with the Minister. However, the Minister must be notified that the ICF is completed.
Arbitration process for ICFs	The *MGA* and ICF Regulation previously set out a detailed arbitration process that applied where municipalities are not able to create a framework or where a dispute is not resolved within one year. The *Arbitration Act* did not apply to these arbitrations.	Arbitration still applies where municipalities are not able to create a framework or where a dispute is not resolved within one year. However, the *Arbitration Act* now applies to the arbitration, except as modified by the *MGA*.

Requirement / Process	Previously	Now
Arbitration process for IDPs	The ICF arbitration process applied to IDPs.	Where municipalities are not able to agree on an IDP by the due date, the Minister will now refer the matter to the Municipal Government Board for recommendations. The Minister may subsequently order the municipalities to establish an IDP in accordance with the Minister's order.
Role of the arbitrator	The arbitrator was required to create the ICF.	The arbitrator is now required to make an award that resolves the issues in dispute. The municipal parties will have the responsibility to create and adopt the ICF in accordance with the arbitrator's award.

Questions and Answers

Why were the requirements for ICFs changed?

- The original ICF content requirements were very prescriptive; the changes simplify the process and allow municipalities to focus on results that will benefit residents and businesses.
- The original ICF rules set out a complete arbitration process, even though the province already has an established process in the *Arbitration Act*. To be consistent and avoid duplication, ICF arbitrations will follow the *Arbitration Act* process except as modified by the *MGA*.

Are the ICF requirements still mandatory for all municipalities?

- Municipalities are still required to complete ICFs.
- It is in the best interest of municipalities across the province to work together to reduce duplication of services and infrastructure by creating ICFs.

What will happen to ICFs that have been completed, or that are almost completed, using the old rules?

- No new requirements have been added, so ICFs that have been completed following the previous rules will meet the requirements under the new rules.
- Municipalities that are still in the process of negotiating their ICFs should continue on as scheduled, since any results that meet the current requirements will more than meet the new requirements.

Do ICFs address revenue sharing?

- ICFs are only required to address the sharing of costs for services that are intermunicipally delivered or that are provided by one municipality and utilized by the residents of one or more other municipalities.
- ICFs are to be negotiated in good faith based on sharing of costs.
- Municipalities have the autonomy to negotiate revenue sharing agreements on a voluntary basis, but these agreements are not part of the ICF process.

Under the revised requirements, when do we have to complete our ICFs?

- The April 1, 2020 deadline to complete ICFs remains in effect.
- This reflects the priority the Government of Alberta places on intermunicipal cooperation, as a means of ensuring that all Albertans benefit from the efficient delivery of local services.
- Changes to the ICF requirements will streamline the process, which may support earlier completion.
- A one-year extension continues to be available for ICFs between municipal districts and improvement districts; between growth management board members; and between a municipality that is a growth management board member and a municipality within its boundary. This extension is available on the condition that all parties agree by resolution and file copies of the resolutions with the Minister within 90 days of passage.
- The Minister of Municipal Affairs has the authority to authorize additional time extensions; however, the Minister has been very clear that he does not intend to approve extensions except in exceptional circumstances.

What happens if we can't come to an agreement with our municipal neighbour on our ICF?

- If the ICF is not completed by the required date, the municipalities involved must refer the matter to an arbitrator.
- A list of private sector arbitrators is available at https://www.alberta.ca/mediator-and-arbitrator-rosters.aspx . The roster is not a certification of competency or a credentialing process. It is intended to provide municipalities with a list of arbitrators who have relevant training and experience and who have expressed an interest in intermunicipal arbitration.
- The arbitrator has one year to make an award that resolves the issues in dispute.
- The municipal parties are bound by the arbitrator's award, and must adopt an ICF in accordance with the award.

Where can we get more information or resources to assist with the changes?

- For more information,

  Phone: 780-427-2225
  Toll-free in Alberta: 310-0000
  Fax: 780-420-1016
  Email: lgsmail@gov.ab.ca