**AGENDA**
**BIRCH HILLS COUNTY**
**ORGANIZATIONAL MEETING**
**TO BE HELD IN THE**
**WANHAM BIRCH HILLS COUNTY OFFICE**
**OCTOBER 24, 2019**

9:00 A.M. **1. Call to Order**

a. Organizational Meeting Call to Order by the Chief Administrative Officer
b. Introductions

**2. Adoption of the Agenda**

**3. Election of Reeve and Deputy Reeve** (page 3)

a. Election of Reeve
   i.) Swearing in (Affirmation) of Reeve (only if there is a new Reeve)

Reeve assumes the Chair

b. Election of Deputy Reeve (page 7)
   i.) Swearing in (Affirmation) of Deputy Reeve (only if there is a new Deputy Reeve)

**4. Members of Council Committees & Boards Appointments**

i. Agriculture Service Board (ASB) (page 11)
ii. BHC Intermunicipal Committee (IDP's & ICF's) (page 14)
iii. Central Peace Attraction and Retention Committee (page 18)
iv. Central Peace Health Council (page 23)
v. Central Peace Medical Services Corporation (page 25)
vi. Central Peace Region Senior Housing Committee (page 27)
vii. Central Peace Regional Emergency Management Services (page 29)
viii. Central Peace Regional Waste Management Commission (page 30)
ix. Eaglesham Seed Cleaning Co-op Board (page 34)
x. Fire Guardians (page 35)
xi. G5 Intermunicipal Economic Development Advisory Committee (page 37)
xii. G5 Peace Regional Water Study Committee (page 41)
xiii. Grande Spirit Foundation (page 45)
xiv. Municipal Library Board (page 47)
xv. Northern Transportation Advocacy Bureau (page 48)
xvi. Peace Library System (page 51)
xvii. Peace Region Economic Development Alliance (page 53)
xviii. Peace Valley Conservation, Recreation & Tourism Society (page 55)
xix. Recreation Board (page 61)
xx. Signing Authority (page 63)
xxi. Veterinary Services Incorporated (page 65)
xxii. Water North Coalition (page 70)

**AGENDA**
**BIRCH HILLS COUNTY**
**ORGANIZATIONAL MEETING**
**TO BE HELD IN THE**
**WANHAM BIRCH HILLS COUNTY OFFICE**
**OCTOBER 24, 2019**

**(continued)**

**5. Members at Large Committees & Boards Appointments**

i. Agricultural Appeal Board (page 92)
ii. Central Peace Regional Assessment Review Board (page 97)
iii. Central Peace Regional Intermunicipal Subdivision & Development Appeal Board (page 99)
iv. Fire Chiefs and Deputy Fire Chiefs (page 101)
v. Municipal Library Board (page 106)
vi. Municipal Planning Commission (page 114.)
vii. Recreation Board (page 119)

**6. Adjournment**

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 24, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** | |
| **Item Title:** | Election of Reeve | **Presenter:** | |

**DESCRIPTION:**
Council is being requested to elect a Reeve for Birch Hills County.

**BACKGROUND:**
The Reeve of the municipality is elected from within its members on an annual basis at the Organizational Meeting. A simple majority vote is required when electing the Reeve (Chief Elected Officer) in the manner prescribed in the Council Procedural Bylaw.

**NOMINATIONS**
Call for nominations:

First Call: _____

Second Call: _____

Third Call: _____

**RECOMMENDED ACTION:**

Motion 1:
That nominations for the Reeve position be ceased.

Following nominations, that an election be held, if required, and the following be recorded in the minutes:

_____ was elected/acclaimed as Reeve for Birch Hills County for the period October 24, 2019 to October 2020.

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** |
| **Meeting Date:** | October 24, 2019 | **CAO:** |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | |
| **Item Title:** | Oath of Office – Reeve | |

## DESCRIPTION:

The Oath of Office for the Reeve will be administered immediately following election.

## BACKGROUND/LEGISLATION:

If the Reeve is new then the following Oaths of Office Act will need to be completed:

**Official oath**

2 When by a statute of Alberta, a person is required to take an official oath on

(a) being appointed to an office other than that of judge or justice of the peace, or

(b) being admitted to a profession or calling,

the oath shall be taken in the following form:

I, _____, swear that I will diligently, faithfully and to the best of my ability execute according to law the office of _____.

So, help me God.

**Solemn affirmation**

4(1) A person who is required by a statute of Alberta to take an oath prescribed by this Act may make a solemn affirmation instead of taking the oath.

(2) When on the administering of an oath prescribed by this Act the person about to take the oath is permitted by law to make a solemn affirmation instead of taking an oath, the person may make a solemn affirmation in the prescribed form of the oath, substituting the words “solemnly affirm” for the word “swear”, and omitting the words “So help me God”.

## ATTACHMENT(S):

A copy of the oath or affirmation to be administered is attached.

I, _____, swear that I will diligently, faithfully and to the best of my ability execute according to law the office of Reeve for Birch Hills County pursuant to section 156 of the Municipal Government Act, RSA 2000 Chapter M-26 as amended.

So Help me God.

SWORN BEFORE ME in Birch Hills County, in the Province of Alberta, this 24th day of October, 2019.

_____

Commissioner For Oaths
In and For The Province of Alberta
My Commission expires October 26, 2021

_____

I, _____, solemnly affirm that I will diligently, faithfully and to the best of my ability execute according to law the office of Reeve for Birch Hills County pursuant to section 156 of the Municipal Government Act, RSA 2000 Chapter M-26 as amended.

AFFIRMED BEFORE ME in Birch Hills County, in the Province of Alberta, this 24th day of October, 2019.

_____

Commissioner For Oaths
In and For The Province of Alberta
My Commission expires October 26, 2021

_____

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 24, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** | |
| **Item Title:** | Election of Deputy Reeve | **Presenter:** | |

**DESCRIPTION:**
Council is being requested to elect a Deputy Reeve for Birch Hills County.

**BACKGROUND:**
The Deputy Reeve of the municipality is also elected from within its members on an annual basis at the Organizational Meeting.

**NOMINATIONS**
Call for nominations:

First Call: _____

Second Call: _____

Third Call: _____

**RECOMMENDED ACTION:**

Motion 1:
That nominations for the Deputy Reeve position be ceased.

Following nominations, that an election be held, if required, and the following be recorded in the minutes:

_____ was elected/acclaimed as Deputy Reeve for Birch Hills County for the period October 24, 2019 to October 2020.

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** |
| **Meeting Date:** | October 24, 2019 | **CAO:** |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | |
| **Item Title:** | Oath of Office – Deputy Reeve | |

## DESCRIPTION:

The Oath of Office for the Deputy Reeve will be administered immediately following election.

## BACKGROUND/LEGISLATION:

If the Deputy Reeve is new then the following Oaths of Office Act will need to be completed:

**Official oath**

2 When by a statute of Alberta, a person is required to take an official oath on

(a) being appointed to an office other than that of judge or justice of the peace, or

(b) being admitted to a profession or calling,

the oath shall be taken in the following form:

I, _____, swear that I will diligently, faithfully and to the best of my ability execute according to law the office of _____.

So, help me God.

**Solemn affirmation**

4(1) A person who is required by a statute of Alberta to take an oath prescribed by this Act may make a solemn affirmation instead of taking the oath.

(2) When on the administering of an oath prescribed by this Act the person about to take the oath is permitted by law to make a solemn affirmation instead of taking an oath, the person may make a solemn affirmation in the prescribed form of the oath, substituting the words “solemnly affirm” for the word “swear”, and omitting the words “So help me God”.

## ATTACHMENT(S):

A copy of the oath or affirmation to be administered is attached.

I, _____, swear that I will diligently, faithfully and to the best of my ability execute according to law the office of Deputy Reeve for Birch Hills County pursuant to section 156 of the Municipal Government Act, RSA 2000 Chapter M-26 as amended.

So Help me God.

SWORN BEFORE ME in Birch Hills County, in the Province of Alberta, this 24th day of October, 2019.

_____

Commissioner For Oaths
In and For The Province of Alberta
My Commission expires October 26, 2021

_____

I, _____, solemnly affirm that I will diligently, faithfully and to the best of my ability execute according to law the office of Deputy Reeve for Birch Hills County pursuant to section 156 of the Municipal Government Act, RSA 2000 Chapter M-26 as amended.

AFFIRMED BEFORE ME in Birch Hills County, in the Province of Alberta, this 24th day of October, 2019.

_____

Commissioner For Oaths
In and For The Province of Alberta
My Commission expires October 26, 2021

_____

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Organizational Meeting | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 24, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** | |
| **Item Title:** | Agriculture Service Board | **Presenter:** | |

**DESCRIPTION:**

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

**BACKGROUND:**

Council has sat as the Agriculture Service Board (ASB) since 2015. The ASB meets between 3 and 5 times a year, usually on the same date as, and following, Regular Council Meetings. Part III of the Agriculture Service Board Bylaw #2016-13 that was adopted in November of 2016 reads:

> *3.2 The ASB shall consist of:*
> *3.2.1 Seven Councillors, all as voting members for a term of four years between elections;*
> *3.2.2 The Agricultural Fieldman.*
>
> *3.3 The Chairperson shall be appointed by Council at the annual Organizational meeting and Vice chairperson will be selected from the voting members by the ASB annually at the first meeting following Council's organizational meeting;*

At last Organizational Meeting on October 25, 2018 Council passed the following resolution:

> **RC18-353** **Moved by Councillor Wendland** *that Council receive the presentation regarding the Agricultural Service Board (ASB) 2018-2019 appointments for information, and that Council appoint Deputy Reeve Carbone as the chairperson for the ASB as per Bylaw 2016-13 ASB Bylaw.*

From an email dated October 10, 2019 Terry Carbone informed Administration that he will be stepping down as chair of ASB.

**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 adopted February 12, 2015 with amendments. The Birch Hills County "Board and Committee Pay Differential" Policy adopted November 9, 2011 as well, each of the attached meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted January 12, 2011.

**RELEVANT LEGISLATION (Cite)**

**Any BHC Bylaws or Policies can be found under BHC Website**
http://birchhillscounty.com

- Agriculture Service Board Act, RSA 2000 Chapter A-10 found under the Queen's Printer at the following website: http://www.qp.alberta.ca/documents/Acts/A10.pdf
- Birch Hills County Procedural Bylaw 2014-06, S. 4.3 and 4.4
- Birch Hills County Agriculture Service Board Bylaw 2016-13
- Birch Hills County Policy No. 63-02-16 "Agriculture Service Board Policy"

**ATTACHMENT:**

Email dated October 10, 2019 from Terry Carbone

**RECOMMENDED ACTION:**

It is recommended that Council receive the presentation regarding the Agriculture Service Board (ASB) 2019-2020 appointments for information, and that Council appoint _____as the ASB Chairperson for the 2019-2020 term.

## Shawna Schwerdt

**From:** Terrybhc <terrybhc@yahoo.com>
**Sent:** Wednesday, October 9, 2019 10:26 PM
**To:** Hermann Minderlein
**Cc:** Albert Poetker; Deanne Wendland; Denise Joudrey; Gerald Manzulenko; Paul Reum; Mel Duval; Shawna Schwerdt
**Subject:** Re: Committees and Boards Appointments

Just a heads up, I will not be letting my name stand as chair of the ASB. I plan to send something more formal in the next week explaining the situation a little bit better. All other appointments are fine with me.

Terry Carbone
Councillor
Birch Hills County
terryc@birchhillscounty.com
www.birchhillscounty.com

This email is intended for the person to which it is addressed. If you have received this email in error, please delete it and contact me immediately. Thank you.

On Oct 9, 2019, at 3:49 PM, Hermann Minderlein <cao@birchhillscounty.com> wrote:

Good Afternoon All

Trying to make sure as much as possible can get done in advance of the 24th meeting. Shawna had sent this out last month and received only one response (thanks Mel). Would appreciate it if everyone else could please review and let her know if you will be good staying with your current appointments, if there are any that you may be looking to step away from, or if there are any that you would be interested in joining.

It currently looks like we will only moving forward with the 2nd & 3rd readings of the SHC & CofGP IDP's on the 24th. Those municipalities will not have provided 3rd readings to their versions of those Bylaws by that date, so we will not be able to move on ICF's.

Additionally, I found out this morning that Saddle Hills will not be joining in on an ISDAB with the rest of us, so we will need to pass a new Bylaw that does not refer to them, but only deals with the rest of us.

That's it for now, hopefully everyone is able to take advantage of the clear skies.

*Hermann*

Hermann Minderlein
Chief Administrative Officer
Birch Hills County
4601 – 50th Street (Box 157)
Wanham, Alberta
T0H 3P0

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Organizational Meeting | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 24, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt L.O./E/A. | **Manager:** | |
| **Item Title:** | BHC Intermunicipal Committee | **Presenter:** | |

**DESCRIPTION:**

Council is being 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.

**BACKGROUND:**

The Birch Hills County (BHC) Intermunicipal Committee was brought forward to Council on February 28, 2019, and a draft Terms of Reference was distributed at that time and Council passed the recommended resolutions that was worded as follows:

> *''**RC19-074 Moved by Deputy Reeve Carbone** that Council Approve the Intermunicipal Committee Terms of Reference as presented''* and
>
> ***"RC19-075 Moved by Councillor Duvall** that Council appoint Reeve Manzulenko, alternate Deputy Reeve Carbone as well as CAO Minderlein to sit on the Birch Hills County Intermunicipal Committee for the balance of the current one (1) year term (ending in October of 2019)."*

The general responsibilities of the Committee are to prepare, adopt and implement regional plans with neighbouring municipalities as mandated by the Municipal Government Act (MGA) including, but not limited to, the Intermunicipal Development Plan and the Intermunicipal Collaboration Framework. The committee is an advisory in nature, and requires a Council resolution to proceed with recommendations. Meetings will be called on an as needed basis.

**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" adopted February 12, 2015 with amendments. The Birch Hills County "Board and Committee Pay Differential" Policy adopted November 9, 2011 as well, each of the attached meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense Remuneration" Policy adopted January 12, 2011.

**RELEVANT LEGISLATION (Cite):**

**Any Acts can be found under the Alberta Queen's Printer** http://www.qp.alberta.ca
**BHC Bylaws or Policies can be found under BHC Website** http://birchhillscounty.com

- Municipal Government Act Sections 631 related to IDP's and Part 17.2 related to IDP's
- 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

**ATTACHMENT(S):** -
Birch Hills County Intermunicipal Committee – Terms of Reference

**OPTIONS:**
Council may choose to:

1. Reappoint Reeve Manzulenko, Deputy Reeve Carbone to serve as the alternate, and CAO Minderlein on the Birch Hills County Intermunicipal Committee; or

2. Appoint Two (2) different members of Council to sit on the Birch Hills County Intermunicipal Committee as the member and alternate and CAO Minderlein on the Birch Hills County Intermunicipal Committee.

**RECOMMENDED ACTION:**
It is recommended 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.

# Birch Hills County
# Intermunicipal Committee
# Terms of Reference
# Approved by Resolution RC19-074
# February 28, 2019

## Purpose

The purpose of the Intermunicipal Committee is to prepare, adopt and implement regional plans with neighbouring municipalities as mandated by the Municipal Government Act (MGA) including, but not limited to, the Intermunicipal Development Plan and the Intermunicipal Collaboration Framework.

## Goals

1. The Committee will prepare, adopt and implement an Intermunicipal Development Plan with other municipalities that Birch Hills County shares a common boundary with as mandated by the MGA.

2. The Committee will prepare, adopt and implement an Intermunicipal Collaboration Framework with other municipalities that they share a common boundary with as mandated by the MGA.

3. The Committee will prepare, adopt and implement future regional plans as mandated by the MGA or at the direction of Council.

## Membership

The Committee will consist of the Reeve or Deputy Reeve and Chief Administrative Officer.

The Reeve or Deputy Reeve may authorize the attendance and participation of other members of Council if required, resource staff and other persons who may have information or other resources that may be of interest to the Committee.

The Committee is advisory in nature, and requires a Council resolution to proceed with recommendations.

## Meetings

Meetings will be called on an as needed basis.

# Municipal District of Smoky River No. 130

P.O. Box 210 FALHER, ALBERTA T0H 1M0
Phone: (780) 837-2221
Fax: (780) 837-2453


BIRCH HILLS COUNTY
RECEIVED
OCT 15 2019
WANHAM

October 10, 2019

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

Dear Reeve Gerald Manzulenko:

RE: M.D. Representative

Please be advised that Council, at their October organizational meeting, re-appointed Reeve Robert Brochu of Box 262, Donnelly AB T0H 1G0, rbrochu@mdsmokyriver.com, Councillor Donald Dumont of Box 146, Girouxville AB T0H 1S0, ddumont@mdsmokyriver.com, and myself as representatives of the Intermunicipal Committee.

Yours Truly,

Rita Therriault
Chief Administrative Officer

RT/kjb

Cc: Hermann Minderlein, Chief Administrative Officer

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Organizational Meeting | **Reviewed/ Approved For Submission** |
| **Meeting Date:** | October 24, 2019 | **CAO:** |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** |
| **Item Title:** | Central Peace Attraction and Retention Committee | **Presenter:** |

**DESCRIPTION:**

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

**BACKGROUND:**

The CPARC was formed in 2016, to highlight the G5 area and to attract and retain Medical Professionals to the Town of Spirit River. The CPARC meet on the second Wednesday each month at 7 o'clock at the Town of Spirit River Council chambers. At last Organizational Meeting on October 25, 2018 Council passed the following resolution:

> **RC18-356** **Moved by Councillor Poetker** *that Council reappoint Councillor Joudrey, and appoint alternate Councillor Duvall to sit on the Central Peace Attraction and Retention Committee (CPARC) for the 2018-2019 term.*

Prior to this, at the October 26, 2017 Inaugural Meeting, Council appointed Councillor(s) Ginette Paradis, and (alternate) Denise Joudrey, however, on April 26, 2018 Council passed the following resolution:

> **RC18-148** **Moved by Deputy Reeve Carbone** *that Council appoint Councillors Joudrey, and (alternate) Paradis to sit on the Central Peace Professional Attraction and Retention Committee and direct Administration to mail a letter to the Central Peace Attraction and Retention Committee advising them of this change of appointments.*

**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" adopted February 12, 2015 and amendments. The Birch Hills County "Board and Committee Pay Differential" Policy adopted November 9, 2011 as well, each of the attached meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense Remuneration" Policy adopted January 12, 2011.

**RELEVANT LEGISLATION (Cite):**

**BHC Bylaws or Policies can be found under BHC Website** http://birchhillscounty.com

- 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

**ATTACHMENT(S):**

Administration is still waiting for the committee to make their new Terms of Reference and attachment is what they provided from 2018.

**OPTIONS:**

Council may:

1. Reappoint Councillor Joudrey, and alternate Councillor Duvall to sit on the Central Peace Attraction and Retention Committee; or

2. Appoint Two (2) different members of Council to sit on the Central Peace Attraction and Retention Committee.

**RECOMMENDED ACTION:**

It is recommended that Council reappoint Councillor Joudrey, and alternate Councillor Duvall to sit on the Central Peace Attraction and Retention Committee for the 2019-2020 term.

## Terms of Reference

**Committee Name:**
(Community name) Physician Attraction & Retention (A&R) Committee

**Purpose:**
The purpose of the Committee is to build a sustainable system for physician attraction, recruitment and retention in collaboration with local physicians that will ensure ongoing physician services to the community.

**Objectives:**
1. To coordinate attraction and recruitment of needed physicians amongst the existing physicians, AHS/ Covenant Health and the community.
2. To reduce the need for recruitment through retention efforts.
   Efforts should focus on three areas:
   - Integration into the medical practice
   - Family integration into the community
   - Family quality of life issues
3. To facilitate community involvement in the attraction, recruitment and retention process together with physicians and AHS/ Covenant Health.

**Membership:**
1. The Committee should consist of approximately nine members.
   Suggested membership:
   - Physician representatives (2-3 persons)
   - Alberta Health Services / Covenant Health representative (1-2 persons)
   - Clinic / hospital staff representative (1 person)
   - Community representatives (4-6 persons); including a cross-section of government, business and culture/leisure and volunteers

2. The Committee will appoint from within its members, through consensus, the following positions: Chair, Vice-Chair, and Secretary (unless provided by one of the participating partners), Treasurer (unless provided by one of the participating partners).

**Term:**
Members of the A&R Committee should commit to involvement for at least one year. Committees should look at staggered term commitments to allow for continuity and stability of the committee. For membership that represents an organization, it is suggested that the delegate replace designation to the committee.

**Meetings:**
1. Meetings should be held monthly or at the call of the Chair.
2. A simple majority of regular members of the Committee will constitute a quorum.
3. Minutes of each A&R Committee meeting should be shared by membership delegates back to their represented organization and the various stakeholders. Minutes should not be made public until approved by the Committee at a subsequent meeting.
4. The distribution of minutes can be determined by committee members – one suggestion could be to distribute new agenda and previous minutes in a timely fashion so that committee members have time to research / respond to action items.

**Communication:**
The Chair should act as the spokesperson for the Committee, unless there is an alternative designate.

## Governance Structure

1. The A&R Committee should function on a collaborative/consensus committee process. This means that all parties should participate equally and that decision – making will aim to have full agreement on the course of action to be followed. Only as a last option should there be a need for formal voting.

2. The Committee may decide to appoint working sub-committees to work on specific functions, such as physician attraction, clinic issues, communication and marketing, organizing a site visit, housing, spousal employment, etc. Such working sub-committees would be chaired by one member of the A&R Committee and may include additional members outside the Committee. All working sub-committees should report back to the Committee on a regular basis.

## One Step at a Time – How can RPAP Help?

Consultants from The Alberta Rural Physician Action Plan are available to assist during start-up of an A&R Committee, provide guidance as to how to run effective meetings and on-going support for committee cohesiveness.

**Contact information:**

The Alberta Rural Physician Action Plan 1-866-423-9911

www.rpap.ab.ca or consultants@rpap.ab.ca

www.AlbertaRuralHealth.ab.ca (Community Attraction & Retention website)

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Organizational Meeting | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 24, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** | |
| **Item Title:** | Central Peace Health Council | **Presenter:** | |

**DESCRIPTION:**

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

**BACKGROUND:**

The Central Peace Health Council was formed in 2015 and was formed to make shared decisions of the tenants and such items that affect the Health Center. At the last Organizational Meeting on October 25, 2018, Council passed the following resolution:

> **RC18-355** **Moved by Councillor Reum** *that Council receive the presentation regarding the Central Peace Health Council 2018-2019 appointments for information.*

Prior to this, at the October 26, 2017 Inaugural Meeting, Council passed the following resolution:

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

In fall of 2018 CAO Minderlein contacted the CAO's from the G5 partners, and he received the following responses:

Saddle Hills County
"I don't have one approved by G5. If you get one, please share."

MD of Spirit River
"The Health Committee was chaired by Judy Brown. As far as I know they have not met in more than three years because she told me last year "no one was coming to the meetings I called". In my RFD I was suggesting that the committee remain and create some terms of reference and reinvigorate it as it may be necessary for our seniors housing assisted living facility to have support of the Health Council. I had a conversation with Kelly Kuz of AHS today over another issue but she was asking about our assisted living project so it was still on her radar. Maybe we could ask her about terms of reference for this Council."

**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" adopted February 12, 2015 and amendments. The Birch Hills County "Board and Committee Pay Differential" Policy adopted November 9, 2011 as well, each of the attached meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense Remuneration" Policy adopted January 12, 2011.

**RELEVANT LEGISLATION (Cite):**

**BHC Bylaws or Policies can be found under BHC Website:** http://birchhillscounty.com

- 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

**ATTACHMENT(S):** - Nil

**RECOMMENDED ACTION:**

It is recommended that Council receive the presentation regarding the Central Peace Health Council 2019-2020 appointments for information.

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Organizational Meeting | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 24, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** | |
| **Item Title:** | Central Peace Medical Services Corporation (Part 9 Company) | **Presenter:** Hermann Minderlein | |

**DESCRIPTION:**

Council is being 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.

**BACKGROUND:**

The Central Peace Clinic Management Committee was assembled in 2015 to serve as the Board of Directors for the Central Peace Medical Services Corporation (the "Part 9 Company", which manages the new Health Center in Spirit River. The current Certificate of Incorporation dated March 11, 2016 lists the Directors and Officers, and is attached for Councils reference. The committee meets on an as, and when required basis.

In addition to serving as the Board of Directors for the Central Peace Medical Services Corporation, this committee meets to oversee the construction of the clinic. The requirement for this function is drawing to an end. CAO Minderlein received an email from the Town of Spirit River advising/reminding that their auditors required a motion to close out the previous Medical Clinic books and transfer them to the new Group and from the February 14, 2019 Regular Council Meeting, Council passed the following resolution:

**RC19-027** **Moved by Councillor Poetker** *that Council for Birch Hills County confirms authorization to dissolve the old clinic association/ partnership and that the financial assets are to be transferred to the Central Peace Medical Services Corporation, with the Central Peace Medical Services Corporation taking care of the operational bills, leases, etc. of the new property; non-financial assets (if any) should be transferred to the five municipalities (Birch Hills County, MD of Spirit River, Saddle Hills County, Town of Spirit River, Village of Rycroft.*

Al the last Organizational Meeting on the October 24, 2018, Council made the following resolution:

**RC18-354** **Moved by Councillor Duvall** *that Council receive the presentation regarding the Central Peace Medical Services Corporation (Part 9 Company) 2018-2019 appointments for information.*

On January 11, 2018 Council was requested to consider extending the appointment of board members to the Central Peace Medical Services Corporation (CPMSC) from a term of one year to a term of four years and Council made the following Resolution:

**RC18-008** **Moved by Councillor Paradis** *that Council extend the appointments of Deputy Reeve Carbone as a board member and appoint Reeve*

*Manzulenko as an alternate board member to the Central Peace Medical Services Corporation, from terms of one year each to terms of four years each.*

Councillor Carbone was added to the Construction committee in 2017 to replace Reeve Doran, at the Inaugural Meeting on October 26, 2017 the following motion was made:

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

The CAO's of the G5 municipalities also attend all meetings of the Central Peace Clinic Management Committee to provide advice and administrative support to the Committee.

**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" adopted February 12, 2015 with amendments. The Birch Hills County "Board and Committee Pay Differential" Policy adopted November 9, 2011 as well, each of the attached meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted January 12, 2011.

**RELEVANT LEGISLATION (Cite):**

**BHC Bylaws or Policies can be found under BHC Website:** http://birchhillscounty.com

- 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

**ATTACHMENT(S): -Nil**

**RECOMMENDED ACTION:**

It is recommended 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.

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Organizational Meeting | **Reviewed/ Approved For Submission** |
| **Meeting Date:** | October 24, 2019 | **CAO:** |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** |
| **Item Title:** | Central Peace Region (G5) Seniors' Housing Committee | **Presenter:** Hermann Minderlein |

## DESCRIPTION:

Council is being 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.

## BACKGROUND:

The Central Peace Region (G5) Seniors' Housing Committee was established in 2016 to work together on behalf of the G5 to determine the local needs of Senior Housing, apply for multi-municipal grants and look at the possibilities of building more local senior housing.

The purpose & objectives of the Needs Study was to explore current and future housing need, demand, supply and affordability, and provide insight into the key drivers behind the housing markets within the Central Peace Region communities and the 2017 study was completed. This Committee consists of Mayors, Reeves, or an alternative appointee from each member municipality (voting) and the CAO or ACAO (non-voting). Reeve Manzulenko and Councillor Joudrey were Birch Hill County's representatives over the past year. This group meets as, and when required, and the Terms of Reference are attached for Council's reference.

At the G5 meeting held October 10th, 2017 it was suggested that each Council appoint two members to the committee, that being the Reeve and the municipalities' GSF appointee. At the last Organizational on October 25, 2018 Council passed the following resolution:

**RC18-359** **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.*

## 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):

**BHC Bylaws or Policies can be found under BHC Website:** http://birchhillscounty.com

- 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

**ATTACHMENT(S): - Nil**

**OPTIONS:**
Council may choose to:

1. Reappoint the Reeve and the Grande Spirit Foundation (GSF) representative to the Central Peace Seniors' Housing Committee that oversees the Central Peace Region (G5) - Seniors' Housing Study; or

2. Appoint the Deputy Reeve and the GSF representative to the Central Peace Seniors' Housing Committee that oversees the Central Peace Region (G5) - Seniors' Housing Study; or

3. Choose another combination of appointments to the Central Peace Seniors' Housing Committee that oversees the Central Peace Region (G5) - Seniors' Housing Study.

**RECOMMENDED ACTION:**
It is recommended 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.

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Organizational Meeting | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 24, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** | |
| **Item Title:** | Central Peace Regional Emergency Management Services Committee | **Presenter:** | |

**DESCRIPTION:**
Council is being requested to appoint a member and an alternate of Council to sit on the Central Peace Regional Emergency Management Services Committee.

**BACKGROUND:**
The Central Peace Regional Emergency Management System was formed in 2009 to ensure greater communication and combined efforts in training and organizing for emergency situations that involve a significant area of land/people in the G5. This system is made up of Council, Members-at-Large and Staff. The CAO as the Director of Emergency Services/Management (DOE/DEM), and the Director of Public Works as the Deputy DOE/DEM are appointed to this system by default. This meeting is usually held in the evenings, quarterly (4 x year), and is hosted alternately by each of the G5. At last Organizational Meeting on October 25, 2018 Council passed the following resolution:

> **RC18-357** **Moved by Deputy Reeve Carbone** *that Council reappoint Councillor Reum, alternate Deputy Reeve Carbone as well as CAO Minderlein, the Director of Emergency Services (DOE), and Director of Public Works Dion Hynes, the Deputy DOE, to sit on the Central Peace Regional Emergency Management Committee for the 2018-2019 term.*

The current Central Peace Emergency Management Partnership Agreement was signed in 2017 and auto renews in 5 years January 9, 2023 and is attached for Council's reference.

**COST / SOURCE OF FUNDING:**
All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operations Policy" adopted February 12, 2015 with amendments. The Birch Hills County "Board and Committee Pay Differential" Policy adopted November 9, 2011 as well, each of the attached meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense Remuneration" Policy adopted January 12, 2011.

**RELEVANT LEGISLATION (Cite):**
**BHC Bylaws or Policies can be found under BHC Website:** http://birchhillscounty.com

- 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

**ATTACHMENT(S): -Nil**

**RECOMMENDED ACTION:**
It is recommended 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 Services Committee for the 2019-2020 term.

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Organizational Meeting | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 24, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** | |
| **Item Title:** | Central Peace Regional Waste Management Commission | **Presenter:** | |

## DESCRIPTION:

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

## BACKGROUND:

The Central Peace Regional Waste Management Commission has dealt with solid waste within the G5, with the exception of the M.D. of Spirit River #133. Councillor(s) Reum, and (alternate) Wendland were the previous members that sat on the Central Peace Regional Waste Management Commission.

## DISCUSSION / BENEFITS / DISADVANTAGES

Representatives from the Commission presented to Birch Hills County Council on June 14th that the Commission will continue for a couple more years because there are sufficient funds to do so and that they will continue to look into the viability of setting up and operating a regional recycling sorting facility. On June 14, 2018 Council made the following resolution:

> **RC18-194** **Moved by Councillor Paradis** *that Council Direct Administration to maintain Birch Hills County's membership with the Central Peace Regional Waste Management Commission.*

On October 24, 2018 Organizational Meeting Council made the following resolution:

> **RC18-358** **Moved by Councillor Joudrey** *that Council reappoint Councillors Reum and alternate Councillor Wendland to continue to sit on the Central Peace Waste Management Commission for the 2018-2019 term.*

## 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):

**BHC Bylaws or Policies can be found under BHC Website:** http://birchhillscounty.com

- CPRWMC Alberta Regulation 64/2001 with amendments up to and including Alberta Regulation 72/2002 http://www.qp.alberta.ca/documents/Regs/2001_064.pdf
- Central Peace Regional Waste Management Commission Regulation
- 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

**ATTACHMENT(S):**
CPRWMC History
CPRWMC 2018-2019 Member list

**OPTIONS:**
Council may:

1. Appoint Councillor Reum, and alternate Councillor Wendland to continue to sit on the Central Peace Waste Management Commission; or

2. Appoint Two (2) different members of Council to sit on the Central Peace Waste Management Commission.

**RECOMMENDED ACTION:**
It is recommended 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.

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

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

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

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

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

Commission and member municipalities began exploring options for waste disposal.

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

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

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

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Present- the future of the Commission was discussed at their April 11, 2018 meeting and it will continue to operate as a commission. On June 14, 2018 Council passed resolution to direct administration to maintain Birch Hills County's membership with the Commission.

Central Peace Regional Waste Management Commission

c/o Saddle Hills County

RR 1

Spirit River AB  T0H 3G0

780-864-3760

Members:

Village of Rycroft – Diahann Potrebenko (Chair)

Birch Hills County – Paul Reum (Vice-Chair)

Town of Spirit River – Herman Sellin

Saddle Hills County – John Moen

Manager:

Ron Pelensky

780-864-3760

rpelensky@saddlehills.ab.ca

Secretary:

Marilynne Buchinski

780-864-3760

mbuchinski@saddlehills.ab.ca

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Organizational Meeting | **Reviewed/ Approved For Submission** |
| **Meeting Date:** | October 24, 2019 | **CAO:** |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** |
| **Item Title:** | Eaglesham Seed Cleaning Co-op Board | **Presenter:** |

**DESCRIPTION:**
Council is being requested to appoint a member and an alternate of Council to sit on the Eaglesham Seed Cleaning Co-op Board.

**BACKGROUND:**
At October 25, 2018 Organizational Meeting Council passed the following resolution:

> **RC18-360** **Moved by Councillor Wendland** *that Council reappoint Deputy Reeve Carbone and appoint alternate Councillor Duvall to continue to sit on the Eaglesham Seed Cleaning Co-op Board for the 2018-2019 term.*

**COST / SOURCE OF FUNDING:**
All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operations" policy adopted February 12, 2015 and amendments. The Birch Hills County "Board and Committee Pay Differential" Policy adopted November 9, 2011 as well, each of the attached meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted January 12, 2011.

**RELEVANT LEGISLATION (Cite):**
**Any Acts can be found under the Alberta Queen's Printer** http://www.qp.alberta.ca
- Agricultural Pests Act
- Weed Control Act

**OPTIONS:**
Council may choose to:
1. Appoint Deputy Reeve Carbone, and alternate Councillor Duvall to continue to sit on the Eaglesham Seed Cleaning Co-op Board; or

2. Appoint Two (2) different members of Council to sit on the Eaglesham Seed Cleaning Co-op Board.

**RECOMMENDED ACTION:**
It is recommended 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.

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Organizational Meeting | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 24, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** | |
| **Item Title:** | Fire Guardians | **Presenter:** | |

**DESCRIPTION:**
Council is being requested to appoint Fire Guardians for Birch Hills County.

**BACKGROUND:**
The requirement to appoint Fire Guardians is contained in section 4 of the Forest and Prairie Protection Act that reads as follows:

> **Fire guardians**
>
> **4(1)** The Minister may appoint fire guardians and specify their powers and duties.
>
> **(2)** Each year in time for the beginning of the fire season, the council of a municipal district shall appoint, for a term not exceeding one year, with effect from the beginning of the fire season, a sufficient number of fire guardians to enforce this Act within the boundaries of the municipal district, except that part of the municipal district that is within a forest protection area.
>
> **(3)** The chief elected official, each councillor and the chief administrative officer are by virtue of their offices fire guardians in and for the municipal district except that part of the municipal district that is within a forest protection area.
>
> *RSA 2000 cF-19 s4;2003 c20 s6;2016 c22 s3*

At last Organizational Meeting on October 25, 2018 Council made the following resolution:

**RC18-361** **Moved by Deputy Reeve Carbone** *that Council receive the presentation regarding the Fire Guardians 2018-2019 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.*

**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):**
**Any Acts can be found under the Alberta Queen’s Printer** http://www.qp.alberta.ca
**BHC Bylaws or Policies can be found under BHC Website:** http://birchhillscounty.com

- Forest and Prairie Protection Act
- BHC Regional Fire Services Bylaw 2014-03

**ATTACHMENT(S):** - Nil

**RECOMMENDED ACTION:**
It is recommended 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.

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** |
| **Meeting Date:** | October 24, 2019 | **CAO:** |
| **Originated By**: | Shawna Schwerdt L.A./E.O. | **Manager:** |
| **Item Title:** | G5 Intermunicipal Economic Development Committee | **Presenter:** |

**DESCRIPTION:**
Council is being requested to appoint a member and an alternate of Council to sit as a board member of the G5 Intermunicipal Economic Development Committee.

**BACKGROUND:**
The IEDAC was brought forward by Saddle Hills County at the December 11, 2018 G5 meeting, and a draft Terms of Reference was distributed at that time and it was reported on December 13, 2018 at Regular Council Meeting at which time Council passed the recommended resolution number RC18-433 that was worded as follows:

> *"that Council direct Administration to prepare an RFD related to a G5 Intermunicipal Economic Development Advisory Committee (IEDAC) introduced at the December 11, 2018 G5 Meeting for the January 10, 2019 Regular Council Meeting."*

The individual members represent their municipality and formulate recommendations for presentation to their respective Councils. The committee is an advisory committee to G5 Councils. The meetings are as required, no more than four times per year. The general responsibilities of the Committee are to provide information and reporting on Economic Development initiatives within the G5 to the member municipalities and bring forward potential business and investment opportunities that economically benefit either directly or indirectly any or all G5 municipalities.

On January 10, 2019 Council passed the following Resolutions:

**RC19-010 Moved by Councillor Reum** *that Birch Hills County join the Intermunicipal Economic Development Advisory Committee (IEDAC) and direct Administration to add the IEDAC to the Birch Hills County list of authorized boards and committees.*

**RC19-011 Moved by Councillor Duvall** *that Council appoint Albert Poetker as the member, and Deanne Wendland as the alternate member, of the Intermunicipal Economic Development Advisory Committee (IEADC), and authorize the member or alternate and the Chief Administrative Officer to attend any meetings of the IEDAC.*

**RC19-012 Moved by Councillor Wendland** *that Council accept the Terms of Reference (TOR) for the (G5) Intermunicipal Economic Development Advisory Committee (IEDAC) committee as presented.*

**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" adopted February 12, 2015 with amendments. The Birch Hills County "Board and Committee Pay Differential" Policy adopted November 9, 2011 as well, each of the attached meetings qualify for

mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted January 12, 2011.

**RELEVANT LEGISLATION (Cite):**

**BHC Bylaws or Policies can be found under BHC Website:** http://birchhillscounty.com

- Birch Hills County Procedural Bylaw #2014-06, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015
- 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

**ATTACHMENT(S):** -

G5 Intermunicipal Economic Development Committee – Terms of Reference

**OPTIONS:**

Council may choose to:

1. Reappoint Councillor Poetker, and Councillor Wendland to serve as the alternate, on the G5 Intermunicipal Economic Development Committee; or

2. Appoint Two (2) different members of Council to sit on the G5 Intermunicipal Economic Development Committee as the member and alternate.

**RECOMMENDED ACTION:**

It is recommended that Council reappoint Councillor Poetker as the member, and Councillor Wendland as the alternate member, of the G5 Intermunicipal Economic Development Committee (IEDAC) and authorize the member or alternate and the Chief Administrative Officer to attend any meetings of the IEDAC for the 2019-2020 term.

## (G5) INTERMUNICIPAL ECONOMIC DEVELOPMENT

## ADVISORY COMMITTEE (IEDAC)

Terms of Reference (TOR)

**Purpose:**

To provide a forum for the G5 Member Municipalities to discuss potential and real economic development opportunities to benefit the G5 area.

**Committee Structure (voting members):**

An elected official from each of the member municipalities and an alternate:

- Saddle Hills County
- M.D. Spirit River #133
- Town of Spirit River
- Village of Rycroft
- Birch Hills County

The Committee shall annually appoint a Chair and Vice Chair at the first meeting following the annual Organizational Meetings of the member municipalities.

**Administrative resources (non-voting members):**

- CAOs from G5 municipalities;
- Through Saddle Hills County's CAO or Designate, Saddle Hills County's Economic Development Coordinator may assist the Committee as per mandate and action list endorsed by G5 municipalities;
- Saddle Hills County will be the "Managing Partner" and will prepare agendas and maintain records of the meetings and correspondence as required;
- Other resources as required.

**Quorum:**

Five elected officials, one from each member municipality. The Council appointed member or alternate must be present to constitute a quorum.

**Term:**

All elected officials of the Committee will hold office for a term as designated by their respective Council.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment, such vacancy shall be filled by an appointment by Council as soon as possible.

**Authority:**

The Committee is an advisory committee to G5 Councils.

**Meeting Schedule:**

Meetings to be held as required, no more than four times per year. Each member municipality shall be responsible for honorariums, travel, subsistence, etc. for their respective appointees.

**General Responsibilities:**

The Committee shall:

- Provide information and reporting on Economic Development initiatives within the G5 to the member municipalities.
- Ensure members report back to their respective Councils information about potential business and investment opportunities that economically benefit either directly or indirectly any or all G5 municipalities.
- Provide recommendations to the G5 Councils in developing and updating a regional economic strategic plan.
- Request decisions from their respective Councils for approval of items requiring ratification by the member municipalities.
- Ensure that correspondence regarding the committee initiatives is directed through the Chief Administrative Officers and the “Managing Partner”.

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** |
| **Meeting Date:** | October 24, 2019 | **CAO:** |
| **Originated By**: | Shawna Schwerdt L.A./E.O. | **Manager:** |
| **Item Title:** | G5 Peace Regional Water Study Committee | **Presenter:** |

**DESCRIPTION:**
Council is being requested to appoint a member and an alternate of Council to sit as a board member of the G5 Peace Regional Water Study Committee.

**BACKGROUND:**
The Central Peace Region G5 - Peace Regional Water Study Committee purpose is to determine G5 regional water supply options with a goal to secure water license from the Peace River. The individual members represent their municipality and formulate recommendations for presentation to their respective Councils. The committee is an advisory committee to G5 Councils. The meetings are as required. The general responsibilities of the Committee are to oversee the Peace Regional Water Study to completion. On January 11, 2018 Council passed the following Resolutions:

**RC18-015** **Moved by Councillor Joudrey** *that Council appoint Deputy Reeve Carbone as a member and Councillor Bogdanek as an alternate member to the G5 Peace Regional Water Study Committee.*

**RC18-016** **Moved by Councillor Wendland** *that Council affirm the Committee's selection of Option 1A (a new raw water intake near the Dunvegan Bridge) as the preferred option for the Committee to pursue.*

**RC18-017** **Moved by Councillor Paradis** *that Council support the Terms of Reference for the G5 Peace Regional Water Study Committee drafted as per their Motion 03.12.15.17.*

On October 25, 2018 Organizational Meeting Council passed the following Resolutions:

**RC18-363** **Moved by Councillor Duvall** *that Council reappoint Deputy Reeve Carbone and appoint alternate Councillor Poetker to the G5 Peace Regional Water Study Committee for the 2018-2019 term.*

**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" adopted February 12, 2015 with amendments. The Birch Hills County "Board and Committee Pay Differential" Policy adopted November 9, 2011 as well, each of the attached meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted January 12, 2011.

**RELEVANT LEGISLATION (Cite):**

**BHC Bylaws or Policies can be found under BHC Website:** http://birchhillscounty.com

- Birch Hills County Procedural Bylaw #2014-06, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015
- 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

**ATTACHMENT(S):** -

G5 Water Study – Terms of Reference

**OPTIONS:**

Council may choose to:

1. Reappoint Deputy Reeve Carbone, and Councillor Poetker to serve as the alternate, on the G5 Peace Regional Water Study Committee; or

2. Appoint Two (2) different members of Council to sit on the G5 Peace Regional Water Study Committee as the member and alternate.

**RECOMMENDED ACTION:**

It is recommended that Council reappoint Deputy Reeve Carbone and alternate Councillor Poetker to the G5 Peace Regional Water Study Committee for the 2019-2020 term.

Central Peace Region (G5) – Peace Regional Water Study

# PEACE REGIONAL WATER STUDY COMMITTEE - TERMS OF REFERENCE

APPROVED AT _____ MEETING BY MOTION_____ (SADDLE HILLS COUNTY)

APPROVED AT _____ MEETING BY MOTION_____ (TOWN OF SPIRIT RIVER)

APPROVED AT _____ MEETING BY MOTION_____ (VILLAGE OF RYCROFT)

APPROVED AT _____ MEETING BY MOTION_____ (MD OF SPIRIT RIVER)

APPROVED AT _____ MEETING BY MOTION_____ (BIRCH HILLS COUNTY

## Purpose:

To determine G5 regional water supply options with a goal to secure water license from the Peace River.

## Membership:

- Saddle Hills County
- Birch Hills County
- Village of Rycroft
- Town of Spirit River
- MD of Spirit River

## Committee Structure:

One councillor from each member municipality (voting members). Each municipality shall appoint one alternate member (voting member in absence of the main appointee councillor).

The Chair and Vice-Chair to be elected among the appointed members annually at the first committee meeting after the annual organizational meetings, with the administrative support provided by the CAO of the elected Chair's municipality**.**

## Quorum:

The majority of voting members present (three out of five voting members).

**Term:**

For the duration of the study completion with deliverables as per the attached *Project Overview and Description of Work*.

**Authority:**

The individual members represent their municipality and formulate recommendations for presentation to their respective Councils. The committee is an advisory committee to G5 Councils.

**Meeting:**

As required.

**General Responsibilities:**

To oversee the Peace Regional Water Study to completion within the scope of work as described in the attached *Project Overview and Description of Work*.

**Approved External Activities:**

As may be recommended and approved by municipal members.

**Attachments:**

*Project Overview and Description of Work*

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 24, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt L.A./E.O. | **Manager:** | |
| **Item Title:** | Grande Spirit Foundation | **Presenter:** | |

**DESCRIPTION:**
Council is being requested to appoint a member and an alternate of Council to sit as a board member of the Grande Spirit Foundation (GSF).

**BACKGROUND:**
Birch Hills County has maintained a membership with the Grande Spirit Foundation since 1969. The Grande Spirit Foundation was formed in 1960, although the commitment to housing and caring for area Seniors Citizens goes back to just after the Second World War. The municipal leaders of the region decided that a home for the Seniors Citizens of the area was needed and in 1949 the first home was built.
Since that time there has been:

- 4 Senior Lodges built with 277 units offering meals, housekeeping, recreation, assistance with medication and 24-hour staffing.

- 15 Senior Apartment Complexes with 278 units offering both independent living, and supportive living with tenants accessing services as needed.

In addition to the senior facilities, the Grande Spirit Foundation's mandate expanded in 1993 to include housing services for low income families and individuals. Four housing options are available:

- Direct rentals of publicly owned buildings
- Private Landlord Rent Supplement Program
- Direct Rent Supplement Assistance
- Affordable Housing Program

The GSF manages (and sometimes builds) Senior Housing within their partnering areas. The GSF meets quite often (4th Friday of every month), and always during the day.

At October 25, 2018 Organizational Meeting Council passed the following resolution:

**RC18-362** **Moved by Councillor Reum** *that Council reappoint Councillor Joudrey, and appoint alternate Councillor Poetker to sit on the Grande Spirit Foundation Board of Directors for the 2018-2019 term.*

Additional information regarding the GSF may be found on their website at:
https://www.grandespirit.org/about

**COST / SOURCE OF FUNDING:**
The Grande Spirit Foundation covers the costs for Honorariums and travel expenses for its Board Members.

**RELEVANT LEGISLATION (Cite):**

Alberta Housing Act - Social Housing Accommodation Regulation
http://www.qp.alberta.ca/documents/Regs/1994_244.pdf

Alberta Housing Act - Management Body Operation And Administration Regulation
http://www.qp.alberta.ca/documents/Regs/1994_243.pdf

**ATTACHMENT(S):** Nil

**OPTIONS:**
Council may choose to:

1. Reappoint Councillor Joudrey, and Councillor Poetker to serve as the alternate, on the Grande Spirit Foundation Board of Directors; or

2. Appoint Two (2) different members of Council to sit on the Grande Spirit Foundation Board of Directors as the member and alternate.

**RECOMMENDED ACTION:**
It is recommended that Council reappoint Councillor Joudrey, and alternate Councillor Poetker to sit on the Grande Spirit Foundation Board of Directors for the 2019-2020 term.

# Request for Decision (RFD)

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| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 24, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt L.A./E.O. | **Manager:** | |
| **Item Title:** | Municipal Library Board | **Presenter:** | |

**DESCRIPTION:**
Council is being requested to appoint one or two members (but not an alternate), of Council to sit on the Municipal Library Board.

**BACKGROUND:**
Birch Hills County has had a Municipal Library Board (MLB) within its borders since 1975. This Board manages policies, budget and general operation of the MLB. It is recommended that whoever sits on this board, should also sit on the Peace Library System Board as the two boards work closely together. As per the Library Act 4(3) "Not more than 2 members of council may be members of the MLB". At October 25, 2018 Organizational Meeting Council passed the following resolution:

> **RC18-364** **Moved by Councillor Wendland** *that Council reappoint Councillor Joudrey to sit on the Municipal Library Board for the 2018-2019 term.*

**COST / SOURCE OF FUNDING:**
A decision either way would not have any budgetary impact on this situation, unless Council chooses to appoint two members and both members attended Municipal Library Board meetings/events. All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" adopted February 12, 2015 with amendments. The Birch Hills County "Board and Committee Pay Differential" Policy adopted November 9, 2011 as well, each of the attached meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense Remuneration" Policy adopted January 12, 2011.

**RELEVANT LEGISLATION (Cite):**
**Any Acts can be found under the Alberta Queen's Printer** http://www.qp.alberta.ca
**BHC Bylaws or Policies can be found under BHC Website:** http://birchhillscounty.com

- Libraries Act
- Birch Hills County By-law 2016-11 the Municipal Library 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

**ATTACHMENT(S):** - Nil

**OPTIONS:**
Council may:

1. Reappoint Councillor Joudrey to sit on the Municipal Library Board; or
2. Appoint one other member of Council to sit on the Municipal Library Board; or
3. Appoint two (2) different members of Council to sit on the Municipal Library Board.

**RECOMMENDED ACTION:**
It is recommended that Council reappoint Councillor Joudrey to sit on the Municipal Library Board for the 2019-2020 term.

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** |
| **Meeting Date:** | October 24, 2019 | **CAO:** |
| **Originated By**: | Shawna Schwerdt L.A./E.O. | **Manager:** |
| **Item Title:** | Northern Transportation Advocacy Bureau (NTAB) | **Presenter:** |

**DESCRIPTION:**
Council is being requested to appoint a member and an alternate of Council to sit on the Northern Transportation Advocacy Bureau (NTAB).

**BACKGROUND:**
The NTAB was newly assembled in 2016, for numerous Northern Municipalities to work together as one large force to better communicate issues with transportation and general road conditions in the North towards the Provincial Government.

Note that the Northern Transportation Advocacy Bureau is a sub-committee under Peace Region Economic Development Alliance (PREDA) in partnership with Regional Economic Development Initiative (REDI) (the economic development alliance for the Mackenzie region). Membership is voluntary and there is a separate membership fee but the PREDA membership for 2019-2020 was paid on March 13, 2019. They meet quarterly, and vote by consensus. At October 24, 2018 Organizational Council passed the following resolution:

> **RC18-365** **Moved by Deputy Reeve Carbone** *that Council reappoint Councillor Wendland and appoint alternate Councillor Duvall to sit on the Northern Transportation Advocacy Bureau for the 2018-2019 term.*

**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):**
**BHC Bylaws or Policies can be found under BHC Website:** http://birchhillscounty.com

- Birch Hills County Procedural Bylaw #2014-06, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015
- 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

**ATTACHMENT(S):**
NTAB-Terms of Reference

**RECOMMENDED ACTION:**
It is recommended that Council reappoint Councillor Wendland and appoint alternate Councillor Duvall to sit on the Northern Transportation Advocacy Bureau for the 2019-2020 term.

**Northern Transportation Advocacy Bureau**
**Terms of Reference (draft)**

## 1. Background

The Northern Transportation Advocacy Bureau (NTAB or the 'Alliance') pursues transportation initiatives that support the movement of northern goods, commodities, and services – including but not limited to: intellectual property, broadband, people, commodities and natural resources – to markets to the benefit of the northern region. The northern region is defined as north of the 55th parallel in North America.

Additionally, the Alliance supports the development of transportation corridors that link to other markets that would benefit the northern region.

## 2. Purpose

a. The 'Alliance' will identify and monitor developments in transportation initiatives and corridors that will potentially impact the northern region.
b. The 'Alliance' will conduct and facilitate research regarding transportation initiatives and corridors that may impact the northern region. This may include working with other research entities to ensure the interests of the northern region are taken into consideration.
c. The 'Alliance' will inform/educate its membership of transportation issues and opportunities that may benefit or threaten the northern region. This may include workshops or forums featuring leaders in transportation or industry, elected government officials to advocate for northern transportation priorities and tours to facilities such as the Port of Churchill or other locations that may benefit the northern region.
d. The 'Alliance' will advocate for northern transportation routes with all levels of government, prepare appropriate resolutions to move forward to government and facilitate meetings with government elected officials to advocate for measurable outcomes and deliverables.

## 3. Membership

Membership to the 'Alliance' is open to all levels of government, non-government organizations, economic development organizations, First Nations and Metis, industry and industry organizations. Membership is based on the attached fee structure. Associate (non-voting) members are welcome to participate and may be pursued to provide technical or expert advice.

All payments for research, grants, and events will be reviewed on a case by case basis and conducted based on a cost recovery model.

## 4. Governance

The transportation Alliance is a subcommittee of the Regional Economic Development Initiative for Northwest Alberta (REDI) and the Peace Region Economic Development Alliance (PREDA). PREDA manages the administration, financial, and day-to-day operations of the Alliance.

The Alliance's invoicing and bookkeeping is maintained by PREDA. The Alliance does not have an independent bank account: its finances, grant applications and chequing is done through PREDA.

The Alliance will ensure fair and equal representation from its members. The Alliance will consist of ten elected representatives. The Chair of REDI and the chair of PREDA automatically hold a position on the Board of Directors. Additionally, there are five positions available for members of transportation industries including but not limited to: Road, Rail, Ports, Marine, Air, Telecommunications, and Rail. In the event of more than one industry member from a specific industry (ie: two rail industries), an election will be held to appoint one. In the event of a vacancy in another industry position, more than one representative from that industry may be appointed.

At each years Annual General Meeting appointed representatives will elect a Chair, Vice-chair, Treasurer, and Secretary.

Quorum shall be six municipal members. Alliance members may appoint an alternative to attend in their absence.

The transportation committee will meet four times per year; The first Thursday evening of each February, June, September and December. The December meeting will be held by teleconference. Meetings may be held in conjunction with an Alliance workshop or seminar. Location of each upcoming meeting will be determined at the end of each meeting.

The membership will review the governance of the Alliance each December.

## 5. Funding and Budget

Membership to the Alliance are based on the Northern Transportation Advocacy Bureau funding model (Appendix A).

Membership invoicing and NTAB's operating year will be November 1 until October 31 of each year. All members will be invoiced according to Appendix A one month prior to the end of each fiscal year.

The 'Alliance' will pursue grants and partnerships to fund its research, projects and administration.

# Request for Decision (RFD)

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|---|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 24, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** | |
| **Item Title:** | Peace Library System | **Presenter:** | |

**DESCRIPTION:**
Council is being requested to appoint one member of Council and one alternate member to sit on the Peace Library System.

**BACKGROUND:**
The Peace Library System (PLS) was formed in 1986 to ensure the patrons in small, rural libraries had the same high-quality library service enjoyed in larger, urban centers. Funding for PLS is provided by municipalities, member library boards, the province and by contracts-for-service with a number of school authorities. The PLS usually meets four (4) times a year, most often in Grande Prairie, but sometimes in other locations including Peace River. Additional information related to the Peace Library System may be found on their website at:

http://www.peacelibrarysystem.ab.ca/about-peace-library-system

and some of their policies and bylaws are available at:

http://www.peacelibrarysystem.ab.ca/policyandplanning

It is recommended that whoever is Council appointed on the Municipal Library Board also sits on the Peace Library System as the two organizations do work closely together.

At October 25, 2018 Organizational Council passed the following resolution:

> **RC18-366** **Moved by Councillor Wendland** *that Council appoint Councillor Joudrey and alternate Councillor Poetker to sit on the Peace Library System for the 2018-2019 term.*

**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" adopted February 12, 2015 with amendments. The Birch Hills County "Board and Committee Pay Differential" Policy adopted November 9, 2011 as well, each of the attached meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted January 12, 2011.

**RELEVANT LEGISLATION (Cite):**
**BHC Bylaws or Policies can be found under BHC Website:** http://birchhillscounty.com

- 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

**ATTACHMENT(S): - Nil**

**OPTIONS:**
Council may:

1. Reappoint Birch Hills County representative of the Municipal Library Board Councillor Joudrey and Poetker as an alternate member to sit on the Peace Library System; or

2. Appoint two members of Council as the representative and alternate to the Peace Library System.

**RECOMMENDED ACTION:**
It is recommended that Council reappoint Councillor Joudrey and alternate Councillor Poetker to sit on the Peace Library System for the 2019-2020 term.

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 24, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** | |
| **Item Title:** | Peace Region Economic Development Alliance (PREDA) | **Presenter:** | |

**DESCRIPTION:**

Council is being requested to appoint a member and an alternate of Council to sit on the Peace Region Economic Development Alliance.

**BACKGROUND:**

The Peace Region Economic Development Alliance (PREDA) is one of 11 Regional Economic Development Alliances (REDA) in the province of Alberta and is a partnership of 37 municipalities, educational institutions, business groups and Community Futures working together to guide regional economic development of Alberta's northwest.

PREDA was incorporated as a not for profit Corporation under The Companies Act of Alberta in October 2000. Their Mission is to continue to grow a vibrant economy that explores, promotes and facilitates new emerging opportunities, competitiveness and innovation, and their Vision is one where the Peace Country has: planned and balanced growth; strong stewardship of its resources; and the ability to proactively manage economic change.

Board of Director meetings are held quarterly (February, May, August, and November), typically as an early breakfast meeting on the day of a general membership meeting. The County's 2019-2020 PREDA membership was paid on March 13, 2019 and the fee is based on fifty cents per capita each year.

The PREDA website is at http://peacecountrycanada.com/ and last year's briefing package prepared to provide information to council members interested in being appointed as the municipal representative to PREDA is attached to this document.

Councillor Wendland and (alternate) Councillor Bogdanek were the previous members that sat on the PREDA. Reeve Doran was on the Board of Directors and when Councillor Wendland was appointed became the PREDA rep automatically on the executive.

Birch Hills County currently sits on the PREDA executive. Reeve Doran was the elected rep, replaced by Councillor Wendland, but the municipality holds the position. Elections are for two years. Whomever becomes the PREDA rep will automatically be on the executive. The executive usually meets either the morning of a PREDA meeting or the night before – so not a much of a bigger commitment. The executive sets the direction (after consultation with members) of PREDA.

At October 25, 2018 Organizational Council passed the following resolution:

**RC18-368** **Moved by Councillor Duvall** *that Council reappoint Councillor Wendland and appoint alternate Reeve Manzulenko to sit on the Peace Region Economic Development Alliance Board of Directors for the 2018-2019 term.*

## 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):

**BHC Bylaws or Policies can be found under BHC Website:** http://birchhillscounty.com

- 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

## ATTACHMENT(S): - Nil

## RECOMMENDED ACTION:

It is recommended 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.

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** |
| **Meeting Date:** | October 24, 2019 | **CAO:** |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** |
| **Item Title:** | Peace Valley Conservation, Recreation & Tourism Society | **Presenter:** |

**DESCRIPTION:**

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

**BACKGROUND:**

Information on file states that the PVCRTS was formed to join the Municipalities that join each other at (or near) the Dunvegan Boat Launch, for the purposes of maintaining and upgrading the Boat launch when necessary.

The Objectives of the PVCRTS listed in a document dated April 2015 and provided by the MD of Fairview is quite more extensive then the information that had been previously provided. In addition to the objectives, the MD of Fairview also provided a copy of the Bylaws from the Society. Both of these documents have been provided with this RFD for Council's reference.

The Board of Directors was comprised of two (2) members from the council and/or recreation board of each of Birch Hills County, Saddle Hills County, Municipal District of Peace No.135, Municipal District of Fairview No.136 and the Municipal District of Spirit River #133, as appointed by approved resolution of the councils of the municipalities. This was changed to just comprised of one member from council and/or an alternate and on July 11, 2019 Council passed the following resolution:

> **RC19-211** **Moved by Deputy Reeve Carbone** *that Councillor Duvall be appointed as the member and that Councillor Poetker be appointed as the alternative member of the Peace Valley Conservation Recreation and Tourism Society effective July 11, 2019. Directors may be removed from the Board of Directors by approved resolution of the municipal Council that has appointed them.*

Last year, Councillors Wendland and Reum were appointed with Councillor Bogdanek as the alternate.

CAO Sandra Fox advised me that although the responsibility for the maintenance of the Boat Launch has been passed over to the "River Rats", the Board agreed that there was still a requirement for them to exist. I have since received a copy of a letter prepared by the County and dated July 29, 2014 to address "Brown Tourism Facility Signs", and have passed this on to Sandra for the Boards action. A copy of the letter is also provided for Council's reference.

At October 25, 2018 Organizational Council passed the following resolution:

> **RC18-367** **Moved by Councillor Joudrey** *that Council appoint two members Councillor Duvall and Councillor Poetker, and appoint alternate Councillor Wendland to sit on the Peace Valley Conservation, Recreation and Tourism Society Board of Directors for the 2018-2019 term.*

## 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):

**BHC Bylaws or Policies can be found under BHC Website:** http://birchhillscounty.com

- 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

## ATTACHMENT(S):

Peace Valley Conservation, Recreation & Tourism Society (PVCRTS) - June 2019

## RECOMMENDED ACTION:

It is recommended 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.

The name of the Society is

THE PEACE VALLEY CONSERVATION, RECREATION AND TOURISM SOCIETY

# BYLAW – June 2019

## MEMBERSHIP

**1.** – Any persons: residing in Alberta; being of the full age of 18 years; and upon the payment of any fee, may become a member of the Society.

**2.** – Membership fees, if any, in the Society shall be determined, by the members of the Society at the Annual General Meeting.

**3.** – All members have the right to attend General Membership Meetings and the Annual General Meeting of the Society. Members in attendance at General Membership Meetings and the Annual General Meeting of the Society may vote on questions put forward at the meeting. Voting by proxy shall not be allowed.

**4.** – Members must act in accordance with the bylaw and objectives of the Society. Any member acting without proper authority may be expelled from the Society following review of their actions by the Board of Directors.

**5.** – Any member wishing to withdraw from membership in the Society may do so in writing to the Board of Directors for the Society or to one of the member municipalities represented on the Board of Directors for the Society which include: Birch Hills County, Saddle Hills County, Municipal District of Peace No. 135, Municipal District of Fairview No. 136 and the Municipal District of Spirit River #133

## BOARD OF DIRECTORS

1. The Board of Directors shall have full control and management of the affairs of the Society.

2. The Board of Directors shall be comprised of ONE (1) member from the council or recreation board of each of the following organizations: Birch Hills County, Saddle Hills County, Municipal District of Peace No.135, Municipal District of Fairview No.136 and the Municipal District of Spirit River #133, as appointed by approved resolution of the councils of the municipalities. Directors may be removed from the Board of Directors by approved resolution of the municipal Council that has appointed them.

3. Any three (3) members of the Board of Directors shall constitute a quorum and meetings of the Board of Directors shall be held when required.

4. The Board of Directors, on an annual basis and from within their membership, shall elect a President, Vice- President and Secretary – Treasurer for the Society.
    a) Officers of the Society shall be the President, Vice- President and Secretary-Treasurer as elected by the Board of Directors

5. – A meeting of the Board of Directors may be called, with reasonable notice, by any member of the Board of Directors

6. – Withdrawal from membership on the Board of Directors may be done so in writing to the Secretary- Treasurer of the Society or when a person ceases to be a member of a Society member municipality's council and/or recreation board.

## PRESIDENT

1. - The President shall, when present, preside at all meetings of the Society and the Board of Directors. (In the absence of the President, the Vice- President shall preside at any such meetings, and in the absence of both, a chairman may be elected by the Directors in attendance at the meeting.)

## SECRETARY- TREASURER

1. – The Secretary- Treasurer shall attend all meetings of the Society and the Board of Directors, and shall take and keep in their possession accurate minutes of the same. (In the case of the absence of the Secretary- Treasurer, their duties shall be discharged by such person as may be appointed by the Board of Directors.)

2. – The Secretary- Treasurer shall keep a record of all members of the Society and their addresses.

3. – The Secretary- Treasurer shall collect and receive all monies paid to the society and shall be responsible for the deposit of the same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board of Directors may order.

4. – The Secretary- Treasurer shall: properly account for all funds of the Society; keep such books as may be directed by the Board of Directors; and present a detailed account of receipts and disbursements to the Board of Directors of the Society whenever requested.

5. – The Secretary- Treasurer shall prepare for submission to the Annual General Meeting a statement of the duly audited financial position of the Society and keep a copy of the statement for records of the Society.

## AUDITING

1. – The books, accounts and records of the Secretary- Treasurer shall be audited at least once a year by two (2) members of the Board of Directors of the Society as appointed by the Board of Directors of the Society for that purpose.

2. – A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditors at the Annual General Meeting of the Society.

3. – The fiscal year of the Society in each year shall be March 31

4. – The books and records of the Society may be inspected by any member of the Society at the Annual General Meeting of the Society, provided for herein or at any time upon giving reasonable notice to the Secretary-Treasurer of the Society.

5. – Each member of the Board of Directors of the Society shall at all times have access to such books and records.

## BORROWING POWERS

1. – The Society or the Society's members shall have no borrowing powers and will not be permitted to borrow money in the name of the Society.

## MEETINGS

1. – The society shall hold an annual general meeting on or before May 31 in each year or in any case not more than 15 months after the previous annual general meeting.

2. – The Board of Directors may convene special meetings and general membership meetings whenever they deem such meetings appropriate.

3. – At least twenty-one (21) days notice of an annual general meeting and general membership meeting, specifying the place, the date and the hour of the meeting shall be given in writing to all members of the Society or advertised in the local newspaper.

4. – At least three (3) members of the society shall constitute a quorum at a special meeting, an annual general meeting or a general membership meeting.

5. – Board of Directors meeting and special meeting may be held whenever any member of the Board of Directors deems such meetings appropriate. At least three (3) days notice of every Board of Directors meeting or special meeting, specifying the place, the date and the hour of the meeting shall be given in writing to all members of the board.

## REMUNERATION

1. – The Peace Valley Conservation, Recreation and Tourism Society is a volunteer organization. No remuneration will be paid by the Society to any Member, Officer or Director. Remuneration paid to a Director by the municipality they represent will be at the sole discretion of each municipality in accordance to their policies.

## CORPORATE SEAL

1. – The Society will not use a corporate seal.

## BY LAWS

1. – The By-law of the Society may be rescinded, altered or added to by a special resolution of the Board of Directors of the Society at any Board of Directors meeting. Such Resolutions require approval by at least three quarters majority of the members present.

2. – Prior to the passing of an amendment to the Society's by-law, proper notice in writing, not less than 21 days, will be forwarded to all members of the Society.

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 24, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** | |
| **Item Title:** | Recreation Board | **Presenter:** | |

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

**BACKGROUND:**
BHC Bylaw 2019-01, the "Recreation Board" Bylaw was approved by Council on February 14, 2019, and section 3.b:

> "Council shall, by resolution, at the annual Organizational meeting appoint:
> i. Not more than one (1) member of council and one (1) alternate member of Council to act strictly as an observer to the Recreation Board Meeting to report back to Council on their personal observations;"

From February 14, 2019, Regular Council meeting Council passed resolution:

> "**RC19-036** **Moved by Councillor Poetker** *that Council appoint Deputy Reeve Carbone as the observer, and Reeve Manzulenko as the alternate observer, to the Birch Hills County Recreation Board, for the balance of the current term (ending in October of 2019) as per Birch Hills County Bylaw 2019-01, the "Recreation Board Bylaw"."*

Members-at-Large appointments will be covered under Agenda item 5.vii.

**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):**
**BHC Bylaws or Policies can be found under BHC Website:** http://birchhillscounty.com

- Birch Hills County Bylaw 2019-01, the "Recreation Board Bylaw".
- Policy 71-01-19 Recreation Operating Assistance Grant with Schedule A & B
- 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

**ATTACHMENT(S):- Nil**

**RECOMMENDED ACTION:**

It is recommended that 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.

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 24, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** | |
| **Item Title:** | Signing Authority | **Presenter:** | |

**DESCRIPTION:**
Council is being requested to review the authorize signatories for agreements and cheques.

**BACKGROUND:**
Section 213 (4) of the Municipal Government Act, 1994, Chapter M-26.1 as amended states;

> Agreements and cheques and other negotiable instruments must be signed and authorized
>
> (a) by chief elected official or by another person authorized by Council to sign them, and
>
> (b) by a designated officer,
>
> or by a designated officer acting alone if so authorized by Council.

From October 25, 2018 Organizational meeting Council passed the following resolution:

**RC18-369 Moved by Councillor Poetker:**

1. *that Council authorize electronic access for all ATB Financial, ATB Securities Inc. CIBC and RBC Dominion Securities Inc. accounts to the following members of staff: CAO, Hermann Minderlein; and Director of Corporate Services, Shelley Braun;*
2. *that Council authorize CIBC Visa Cards in the limit of $15, 000.00 in the names of CAO, Hermann Minderlein;*
   *Director of Corporate services, Shelley Braun;*
   *Director of Public Works, Dion Hynes;*
   *Director of Agriculture Agricultural Fieldman Amanda Ouellet;*
   *with Dion Hynes being the Visa card coordinator;*
3. *that Council appoint the signing authority, any two (2) to sign, consisting of one elected official one county employee for all ATB Financial, ATB Securities Inc. ATB Investment Management Inc., CIBC and RBC Dominion Securities to the following members of Council and staff:*
   *Reeve Gerald Manzulenko;*
   *Councillor; Reum*
   *Councillor; Wendland*
   *CAO Hermann Minderlein and Director of Corporate Services Shelley Braun.*

**RELEVANT LEGISLATION (Cite):**
Section 213 (4) of the Municipal Government Act

**OPTIONS:**

Council may choose to:

1. If the position titles for Council and staff have not changed, pass a resolution accepting the presentation of the Signing Authority as information.

2. duplicating motion RC18-369 and include the updated position titles; and/or

3. change any one (1), more than one (1), or all dignitaries listed on the signing authority.

**RECOMMENDED ACTION:**

It is recommended that Council:
"accept the presentation of the Signing Authority as information".

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** |
| **Meeting Date:** | October 24, 2019 | **CAO:** |
| **Originated By:** | Shawna Schwerdt L.O./E.A. | **Manager:** |
| **Item Title:** | Veterinary Services Incorporated (V.S.I.) | **Presenter:** |

## DESCRIPTION:

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

## BACKGROUND:

Birch Hills County has been a participant in the Veterinary Services Incorporated program going back at least until 1985, and as per Section 1.b of the BHC Policy related to the program, "will appoint a member of the Agriculture Service Board (ASB) to sit on the V.S.I. Board of Directors over-seeing the master agreement with V.S.I.".

At October 25, 2018 Organizational Meeting Council passed the following resolution:

> **RC18-371** **Moved by Councillor Duvall** *that Council reappoint Reeve Manzulenko with alternate Councillor Wendland to sit as Directors on the Veterinary Services Insurance (1980) Ltd program for the 2018-2019 term.*

The Annual General Meeting (AGM) for V.S.I. Services is currently scheduled for Friday November 8th in Peace River. Email from Rik Vandekerkhove, Manager V.S.I. is attached. Reeve's Manzulenko's and Ag. Fieldman Amanda Ouellet attended the AGM last year and this year Assistant Ag. Fieldman Kathrin Langlois is interested in attending.

## 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):

**BHC Bylaws or Policies can be found under BHC Website:** http://birchhillscounty.com

- BHC Policy 63-04-19, V.S.I.
- Birch Hills County Procedural Bylaw #2014-06, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015
- 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

## ATTACHMENT(S):

Email from Rik Vandekerkhove, DVM, Manager V.S.I. Program
Email to Rik Vandekerkhove confirming attendance at AGM

**OPTIONS:**

Council may:

1. Reappoint Reeve Manzulenko with alternate Councillor Wendland to sit as Directors on the Veterinary Services Incorporated (1980) Ltd. program for the 2019-2020 term; or

2. Appoint Two (2) different members of Council sit as a Director and an alternate on the Veterinary Services Insurance (V.S.I.) program;

3. and (if it has not been done as of this meeting), an email or a letter confirming that _____will be attending their V.S.I. Annual General Meeting to be held on November 8, 2019.

**RECOMMENDED ACTION:**

It is recommended 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 _____will be attending their V.S.I. Annual General Meeting to be held on November 8, 2019.

**V.S.I. SERVICES (1980) LTD** **BOX 137**

**A non-profit organization providing veterinary care in Alberta** FAIRVIEW, AB T0H 1L0

September 22, 2019

Mr. Hermann Minderlein, CAO

Birch Hills County

Box 157, Wanham, AB, T0H 3P0

Dear Hermann,

This email is to inform you of the upcoming **Annual General Meeting (AGM)** of V.S.I. Services (1980) Ltd. It will be held on **Friday November 8, 2019 at 10.00 a.m.** in the **Peace River Legion – 10103-101 St, Peace River**

At the same time, I would like you to confirm your representative, and possibly an alternate, to attend this meeting on your behalf. Currently I have Mr. Gerald Manzulenko as your representative, with no alternate.

After receiving confirmation, I will mail your representative and yourself the required documents to allow full participation in the AGM meeting.

Sincerely,

Rik Vandekerkhove DVM

Manager

cc. Shelley Braun

Amanda Quellet

**Shawna Schwerdt**

| | |
|---|---|
| **From:** | Shawna Schwerdt |
| **Sent:** | Monday, October 21, 2019 9:37 AM |
| **To:** | 'vsiservices16@gmail.com' |
| **Cc:** | Gerald Manzulenko; Deanne Wendland; Kathrin Langlois; Amanda Ouellet; Hermann Minderlein; Shelley Braun |
| **Subject:** | FW: Notification of upcoming VSI Services AGM |
| **Attachments:** | email notification CAO 19.docx; ATT00001.htm |

Good Morning Mr. Rik Vandekerkhove,

From your below request for confirmation from Birch Hills County for your upcoming AGM and board meeting for VSI Services (1980) dated November 8, 2019 in Peace River,

**confirmed to attend:**

1. Appointee Reeve Gerald Manzulenko
   email geraldm@birchhillscounty.com

2. Assistant Agriculture Fieldman Kathrin Langlois
   email kathrinl@birchhillscounty.com

Please let me know you received this email successfully,
and if you need any further assistance please do not hesitate to contact me.

Sincerely,

Shawna Schwerdt
Executive Assistant/Legislative 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

**From:** Shelley Braun <shelleyb@birchhillscounty.com>
**Sent:** Sunday, October 20, 2019 10:56 AM
**To:** Shawna Schwerdt <Shawnas@birchhillscounty.com>

**Cc:** Amanda Ouellet <amandao@birchhillscounty.com>
**Subject:** Fwd: Notification of upcoming VSI Services AGM

Shawna will u inquire/update VSI regarding the BHC alternate.

Thank u.

Sent from my iPhone

Begin forwarded message:

> **From:** Rik Vandekerkhove <vsiservices16@gmail.com>
> **Date:** September 22, 2019 at 11:36:26 AM MDT
> **To:** Hermann Minderlein <cao@birchhillscounty.com>
> **Cc:** Shelley Braun <shelleyb@birchhillscounty.com>, Amanda Ouellet <amandao@birchhillscounty.com>
> **Subject: Notification of upcoming VSI Services AGM**
>
> Request for confirmation of representation for the upcoming AGM and board meeting for VSI Services (1980). For more details see attachment.

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 24, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** | |
| **Item Title:** | Water North Coalition (WNC) | **Presenter:** | |

**DESCRIPTION:**
Council is being requested to appoint a member and an alternate member of Council to sit on the Water North Coalition.

**BACKGROUND:**
The Water North Coalition (WNC) is a part of the Northern Alberta Development Council (NADC). The WNC was established in the fall of 2014. Voting membership is open to all northern municipalities, First Nations and Metis Settlements.

Non-voting membership is also open to northern water partners, including water and wastewater professionals, organizations owners and government. The Director of Public Works or his/her delegate has also attended these meetings as well.

Council is being provided with copies of documents that were found on the WNC website at www.nadc.gov.ab.ca/our-business/partnerships/water-north-coalition listed under Attachments.

At October 25, 2018 Organizational Meeting Council passed the following resolution:

> **RC18-370** **Moved by Councillor Wendland** *that Council reappoint Deputy Reeve Carbone and appoint alternate Councillor Poetker as voting members of the Water North Coalition (WNC) and the Director of Public Works Dion Hynes to be a non-voting member of the WNC.*

**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):**
**Any Acts can be found under the Alberta Queen's Printer** http://www.qp.alberta.ca
**BHC Bylaws or Policies can be found under BHC Website:** http://birchhillscounty.com

- Municipal Government Act
- 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

**ATTACHMENT(S):**
1. WNC Terms of Reference 2019-2021;
2. WNC Strategic Plan 2018-2021;
3. WNC Progress Report 2018-2019; and

4. WNC Brochure 2019.

**OPTIONS:**

Council may:

1. 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.
2. appoint a member and an alternate member of 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.

**RECOMMENDED ACTION:**

It is recommended 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.

Water North Coalition

# TERMS OF REFERENCE

| | |
|---|---|
| NAME/ADDRESS | Chair: Bob Marshall, Councillor, Grande Prairie (2019-2021)<br><br>Vice Chair: Corinna Williams, Councillor, Northern Sunrise County (2019-2020)<br><br>Water North Coalition<br>206-9621-96 Avenue, Bag 900-14<br>Peace River AB T8S 1T4<br>Phone: 780.624.6274 \| Fax: 780.624.6184 |
| GENERAL PURPOSE | VISION<br>The group seeks to ensure that sustainable water systems are available to every northern community.<br><br>MISSION<br>To find and implement northern solutions to water sourcing and water challenges through:<br>• Advocacy<br>• Education & Awareness<br>• Recruitment, Training, and Retention |
| GEOGRAPHIC SCOPE | The WNC is inclusive of the northern Alberta municipalities, First Nations, and Metis Settlements within the NADC boundary. |
| MEMBERSHIP & COMPOSITION | **Voting membership**<br>Is open to all northern Municipalities, First Nations, and Metis Settlements.<br><br>Eligible voting members who wish to join will formalize their membership by passing a motion with their Councils and provide a letter citing the motion and appointing their representatives.<br><br>**Non-voting membership**<br>Is open to Water/Wastewater Commissions and Professionals, Provincial/Federal Governments, Rural Water Co-ops, Owners and Operators.<br><br>Non-Voting prospective members interested in joining the WNC will submit a Non-Voting Membership Request form, which will be vetted by the communications committee for approval according to the *Non-Voting Membership Vetting Protocol*.<br><br>All voting and non-voting members must renew their WNC membership in line with municipal elections. Following the municipal elections, members are to provide an updated confirmation of membership and appointed representative(s).<br><br>There is currently no limit on the amount of voting or non-voting members allowed to be a part of the WNC. |

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| | Member Recruitment:<br>Organizations eligible to join Water North Coalition as members may be recruited through regular recruitment efforts (invitations in region's surrounding communities and water organizations to membership meetings; individual member networking; invitations from newly formed local Councils to join WNC), needs/opportunity based efforts (when members have encounters with organizations that would be a good fit for WNC), organizations interested in learning about WNC are to be connected with NADC who will provide a strategic plan, terms of reference, brochure.<br><br>Subcommittees<br>Three subcommittees have been established that act on the priorities of the Coalition. These subcommittees are:<br>• Advocacy<br>• Education and Awareness<br>• Recruitment, Training, and Retention<br><br>Membership in the subcommittees is on a voluntary basis and is open to both voting and non-voting members.<br><br>The Coalition is currently supported with strategic and secretariat support by the Northern Alberta Development Council (NADC). |
| COMMUNICATIONS | The WNC has a communications committee that supports the WNC's Communications Plan and processes.<br><br>The committee membership will strive to include at minimum, two voting members, and one non-voting member for the duration of the current Strategic Plan's timeline.<br><br>The WNC has a communication plan that outlines the communication strategies the coalition uses to achieve its goals. |
| ACTIVITY LEVEL | Members meet four times annually in rotating locations across the north.<br><br>The subcommittees meet for an hour at each WNC quarterly meeting and hold teleconferences as dictated by the work between the meetings.<br><br>The communications committee meets and coordinates on an as-needed basis in response to requests, activities, and developments warranting its functions. |
| STRUCTURE | Meetings are generally held every quarter in January, April, July and October.<br><br>Meetings are hosted between the hours of 9am-3pm depending upon the agenda.<br><br>Hosting locations for the WNC meetings is set by the membership. Details about facility, meals, extra activities and amenities are at the discretion of the hosting community.<br><br>The WNC has an elected Chair to conduct the meetings and a Vice-Chair as an alternate.<br><br>The Chair is supported by the NADC secretariat who prepares the agenda and takes/distributes the minutes/action items, and other correspondence and administrative duties.<br><br>The NADC secretariat keeps the official records of the WNC. |

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| LEADERSHIP | The WNC has a Chair that is elected for a 2 year term, and a Vice-Chair that is elected for a 1 year term. The terms will be staggered so that elections are held on alternating years.<br><br>The Responsibilities of the Chair/Vice Chair include:<br>• Chair will lead the meetings alongside the Vice-Chair<br>• Attending the subcommittee chairs' meeting prior to the quarterly WNC meeting<br>• Reviewing and potentially revising the draft agenda for the quarterly membership meetings<br>• Reviewing or revising documents and official correspondence to external stakeholders<br>• Engaging in follow up correspondence with external stakeholders and overseeing developments from actions and deliverables<br><br>The Chair must be a voting member and is elected through a nomination and voting process.<br><br>The Vice-Chair must be a voting member and is elected through a nomination and voting process.<br><br>Subcommittees<br>The subcommittees each have a Chair that is self-appointed by consensus of the committee for the duration of the strategic term. |
| WORKING PRINCIPLES/ MAKING DECISIONS | The WNC will:<br>• Share information on water and wastewater regulations and responsibilities<br>• Work collaboratively with members and partners<br>• Identify emergent workforce needs<br>• Advocate for “made in the north” solutions and funding for training, education, recruitment and retention, and succession planning for municipal water/wastewater personnel<br><br>Voting members make decisions and pass motions through a Consensus-Based Decision-Making (CBDM) process, wherein the voting members come to a general agreement on decisions and motions. Consensus is understood as consenting to the group decision as a whole, in the absence of reasonable objections. The objection threshold required to stop a motion or decision is to be determined by the membership.<br><br>CBDM generally operates through:<br>• The collaborative discussion or creation of a proposal<br>• Raising unsatisfied concerns if present<br>• Modifying the proposal to address concerns and reach as high of an agreement as possible<br><br>Non-voting members are asked to abstain from the decision-making process, unless invited to contribute to the discussion.<br><br>The membership uses the Roundtable discussion to communicate updates and information from their member organizations.<br><br>Members have a responsibility to liaise with their governing body to provide them with meeting packages and pertinent information arising from membership meetings.<br><br>Members are responsible for communicating to the WNC regarding their governing body’s updates and comments during the roundtable<br><br>Members are associated with Action Items are responsible for contributing or completing |

| | |
|---|---|
| | the tasks. |
| RESOURCES – FINANCIAL | The Water North Coalition currently operates without a budget and is supported administratively by the NADC secretariat.<br><br>Meetings are hosted and supported financially on a voluntary basis by member communities.<br><br>Subcommittee members offer support and resources as needed to accomplish projects |
| REVIEW & EVALUATION | The Coalition produces an annual progress report for the public.<br><br>Success is measured by the achievements made on the goals outlined in the strategic plan.<br><br>The strategic plan, communications plan, and terms of reference will be revisited every three years. |
| RECOGNITION | The NADC secretariat will create an annual report to share the successes of the Coalition.<br><br>The NADC secretariat will create and manage social media accounts for the Coalition as a means of communicating with the public the ongoing efforts and successes of the Coalition. |

# Water North Coalition
# **Strategic Plan 2018–2021**

Revised October 2018

# Introduction

The Water North Coalition (WNC) was formed in 2014 to build upon work completed through the Closer to Home (C2H) initiative1 and to create a forum to address the water and wastewater challenges facing northern communities.

Voting membership is open to all northern municipalities, First Nations and Métis Settlements. Non-voting membership is open to water and wastewater commissions and professionals, provincial and federal governments, rural water and wastewater co-operatives, and owners and operators. Strategic advice and administrative support are provided by the Northern Alberta Development Council (NADC).[2]

The *Water North Coalition Strategic Plan 2018–2021* was developed by both voting and non-voting members. It builds on the findings of the 2016-2018 Strategic Plan, a 2018 WNC Opportunities & Challenges Survey, and focuses on three priorities areas as defined by the membership: advocacy; education and awareness; and, recruitment, training and retention.

Opportunities that respondents identified include operator training and development, water line extensions, collaboration with First Nations, distribution and protection plans, and sewer service to outlying areas.

Challenges that respondents identified in the survey include costs associated with providing potable water in rural areas and changing government regulations, aging infrastructure, and environmental threats (untreated storm water, metals in groundwater, and the health of wetlands).

# The Plan

*The mission, vision and guiding principles were developed by members when the WNC was first formed. They were reviewed and revised or affirmed for the 2018-2021 strategic plan.*

## Mission

To find and implement northern solutions to water sourcing and water challenges through the following priorities:

- Advocacy
- Education and awareness
- Recruitment, training and retention

Some of these priorities are within the sole jurisdiction of municipalities, while others require collaboration with other levels of government. For example, the day-to-day operations of water and wastewater facilities are the responsibility of municipalities, while public education about our water resources is often shared by all three levels of government.

## Vision

The WNC seeks to ensure that sustainable water systems are available to every northern community.

## Guiding Principles

The WNC will:

- Share information on water and wastewater regulations and responsibilities.
- Work collaboratively with members and partners.
- Identify emergent workforce needs.
- Advocate for “made in the north” solutions and funding for training, education, recruitment and retention, and succession planning for municipal water/wastewater personnel.

# Priorities

*The WNC will focus its attention on the following three organizational priorities over the next three years.*

# Priority #1: Advocacy

*As summarized in its guiding principles, the WNC will advocate for "made in the north" solutions to water and wastewater problems.*

## How will we advocate?

**1.0 Increase awareness of northern water & wastewater issues.**

*Actions:*

- Engage various stakeholders to share their concerns with the WNC.
- Prioritize concerns and develop an advocacy strategy to address them.
    - Engage more indigenous groups
    - WNC Chair attend events
    - Educate local MLA's
    - Meet with Ministers
- Invite Provincial and Federal governments to WNC meeting to present on issues.
- Advocate for more transparent industry standards, guidelines, and legislation in order to ensure provision of uncontaminated water.

**1.1 Funding**

**1.1.1 Pursue more funding for northern water and wastewater distribution systems, including those found in hamlets, towns and rural northern communities.**

*Actions:*

- Research potential funders and their priorities, including those of governments and industry groups.
- Raise the profile of the WNC at events like those held by the Rural Municipalities of Alberta (RMA), the Alberta Urban Municipalities Association (AUMA), and industry forums.

- Develop a strategy to obtain reliable funding that can be used when submitting funding requests to the provincial and federal governments.
    - It will: describe the need for stable funding for infrastructure and treatment upgrades
    - Reflect the real costs of operating water and wastewater systems.
- Continue to advocate for predictable and sustainable funding for water and wastewater systems (e.g., Water for Life and the Student Temporary Employment Program (STEP)).

## 1.2 Governance

### 1.2.1 Advocate for more municipal participation in federal and provincial reviews of legislation, regulations, and standards related to water and wastewater policies.

*Actions:*

- Engage with AUMA, RMA, and the Federation of Canadian Municipalities (FCM) on lobbying activities.
- Keep updated about developments at other levels of government and, in turn, keep other levels of government updated about issues and priorities related to northern water and wastewater.

# Priority #2: Education & Awareness

*Those participating in the 2018 WNC member survey that identified opportunities and challenges said there is a lack of public education and input with regard to water usage.*

## How will we educate members and the public?

**2.0 Establish partnerships with agencies involved in water quality management and stewardship to support regional activities and help disseminate information to the public (*Ex: Watershed planning and advisory committees/councils, local stewardship groups, members, and municipalities).***

**2.1 Advocate for stronger communication and information availability on standards, guidelines and practices by industry in relation to the source water protection plans and/or integrated watershed management plans.**

*Actions:*

- Host open houses/engage industry leaders in constructive dialogue

**2.2 Develop a 'true cost of clean water' public education campaign**

*Actions:*

- Increase public's awareness of how lifestyle impacts the (environment) water/waste water system, and the financial consequences associated.
    - Identify common activities that are potentially harmful to northern water/wastewater systems. *Ex: flushing medications down toilets, improper care of septic systems, improper disposal of RV wastewater, driving ATVs through muskeg, cutting down trees, leaks, running water needlessly (ex: brushing teeth), etc.*
    - Communicate the "true" costs (environmental impact and financial costs as a result) of clean water.

**2.3 Develop a 'Septic System Maintenance for Home/Acreage Owners' online course.**

# Priority #3: Recruitment, Training & Retention

*Respondents of the 2018 WNC survey on opportunities and challenges identified changing technologies, training, and employment as challenges within their communities.*

## Recruitment:

**3.0 Develop a recruitment strategy to promote the water/wastewater career and attract local operators.**

*Actions:*

- Establish a consistent standard for operator expectations on compensation, benefits, career advancement, etc.
- Develop a Career Management Guide (Intro to Water & Wastewater Treatment Operator Career Guide?)
    - Highlight opportunities within the career, networks, ongoing training, financial & in-kind incentives, standard compensation, etc.
- Develop an annual calendar of events (trade shows/career fairs) and designate Career Representatives/Spokesperson(s) to attend and speak consistently about the opportunities and benefits of the career.
- Engage Alberta Environment and Parks regarding national certification to standardize training to enhance the status of the profession, and to enable more interprovincial recruitment.

**3.1 Marketing - Increase awareness of career opportunities and market the position of water and wastewater operator as a viable and stable career path.**

*Actions:*

- Due to the current availability of labour, recruit and retain more water and wastewater operators.
- Offer more flexible work arrangements; possibly using retirees to provide staff relief.
- Participate in trade shows, career fairs, facility tours, and competitions aimed at encouraging students to consider careers as water and wastewater operators.
- Offer summer employment opportunities to students interested in becoming water and wastewater operators.
- Encourage more women to become water and wastewater operators.
- Take steps to attract local residents – those with roots in the community – to become water and wastewater operators.

- Establish interactive and standardized educational opportunities for youth (junior and senior high).
    - Regular schedule of plant tours, water testing, standardized presentation of information.

**3.2 Encourage Alberta Trades[3] to recognize water & wastewater treatment as a trade**

## Training:

**3.3 Increase availability of affordable regional training and work experience opportunities for learners in the north.**

*Actions:*

- Secure funding to reduce costs to learners and municipalities, primarily in rural areas. *(Ex: offset a portion of the 1800 hrs work expense, assist with moving and placement costs, funding for laptops and desktops for learners, etc)*
- Advocate for improved training and work experience opportunities in the north.
    - Lobby Alberta Environment and Parks to recognize value of hands-on experience during training.
    - Strengthen federal government's commitment to supporting collaboration with First Nations & Metis Settlements as per ICF requirements for training.
- Establish existing northern facilities as credible/accredited training sites.
- Establish an on-site peer mentorship program for learners/new recruits.
- Develop work experience program with support from Alberta Education.

## Retention:

**3.4 Share information regarding compensation incentive programs and FTE needs to promote various retention strategies.**

*Actions:*

- Develop a Career Management Guide/Platform
    - To match up operators/people with the information/resources they need.
- Organize an operators' conference to facilitate networking, and promote new ideas, modern technology, and consistent messaging around current best practices.

[3]https://tradesecrets.alberta.ca/trades-occupations/trades-occupations-list/

### 3.5 Improve feasibility of regulatory requirements for Municipalities.

*Actions:*

- Develop regional operator co-ops.
- Establish region relief worker pools.
- Establish summer student/practicum student program.
- Advocate for funding to allow succession plan positions (ghost employee)

### 3.6 Share Resources

Small communities may only need part-time water and wastewater operators; agreements could be reached to share staff across communities.

*Actions:*

- Conduct a survey of each community's infrastructure and staff capabilities.
- Develop a shared service agreement for members to use and help protect against liability.
- Establish summer student/practicum student program.

# Next Steps

*The WNC will continue to work within their subcommittees and strive to achieve these outcomes.*

Water North Coalition

# Progress Report

2018-2019

## Background

- **December 2014, Peace River, AB:** Upon conclusion of the Closer to Home initiative (C2H), northern stakeholders anticipated that a water and wastewater forum would be valuable and resulted in the formation of the Coalition.
- **April 2018, Fairview, AB:** The second 3 year strategic planning session was conducted. The renewal highlighted several priority areas and actions for the Coalition and confirmed that the previous work is still a priority for the members. The Training subcommittee was merged with the Recruitment and Retention subcommittee and the Public Education subcommittee was renamed Education and Awareness to better reflect it's purpose.
- **January 2019, Lac La Biche, AB:** The organizational meeting was held, outlining leadership direction for the next two year period. The Terms of Reference were amended, completing the adoption of the documents for the next 3 year strategic term.

| Current Membership | |
|---|---|
| Voting | 31 |
| Non-Voting | 13 |

The Coalition meets four times annually in **rotating locations across the north** to exchange information, hear from experts, discuss common challenges, and collaborate on solutions for water and wastewater management. The actions of the Coalition are advanced through its general membership and three subcommittees: **Advocacy, Education and Awareness, & Recruitment, Training, and Retention,** each of which have a work plan linked to the Coalition's three year Strategic Plan.

## Communications

The WNC communications committee was struck in 2017 and has since created a communications plan, aligning with the strategic plan term to:

- Manage how information is shared to educate members and partners on related topics.
- Grow the WNC network and increase stakeholder engagement.
- Manage a repository of resources for the membership.

## Subcommittees

This fiscal year, the Coalition produced 2 new reports, a Grants Brochure and Mutual Aid Documents, which can be found on the NADC website at: http://www.nadc.ca/our-business/partnerships/water-north-coalition/

# 2018/2019: A Year in Review

## April – June

- April – The quarterly meeting was held in Fairview, AB, with 32 participants
- Members participated in a full day strategic planning session, hosted by Alberta Culture and Tourism
- Members voted to amalgamate the Training subcommittee with the Recruitment and Retention subcommittee
- Tanya Hunter from Alberta Environment and Parks spoke on the standardization of computer based exams for water operators
- WNC followed up with the Deputy Minister of Environment and Parks on the development of the online database for water and wastewater operator training records and expressed thanks for the development of the database and meeting the needs of the industry
- NADC worked to ensure updates to the WNC membership directory following the 2017 Municipal election

## July - September

- July – The City of Cold Lake hosted the meeting, with 35 participants
- Trevor Johnson with Sapphire Water spoke to members on biological filtration and reverse osmosis systems
- Peter Christou from Swirltex presented on a new technology to turn wastewater lagoons from a cost centre to a potential revenue generator
- WNC members met with the Minister of Health, the Assistant Deputy Minister of Public Health and Compliance, along with representatives from Alberta Environment and Parks and Alberta Health Services to discuss delayed response time related to bacteriological testing of water samples

## October-December

- November –Northern Sunrise County hosted the meeting in St. Isidore, with 31 participants
- Members adopted the new Strategic Plan, Communications Plan, and the Terms of Reference for the 2019-2021 term
- Advanced Trenchless Inc. gave members an overview of trenchless technology and its application for extending the life of municipal infrastructure
- The WNC exhibited at Water Week North in Grande Prairie
- The Advocacy subcommittee finalized a Grants Brochure outlining funding opportunities for water and wastewater professionals and organizations
- The Education and Awareness Subcommittee updated the previously published Resource Library document

## January -March

Northern Alberta Development Council

Water North Coalition


Northern Alberta Development Council

206 Provincial Building

9621 – 96 Avenue

Bag 900-14

Peace River AB T8S 1T4

**T** 780.624.6274

**TF** first dial 310.0000

**E** nadc.council@gov.ab.ca

nadc.ca

@NADC.ca

Northern Alberta Development Council

# Current Members

Athabasca County
Big Lakes County
Birch Hills County
City of Cold Lake
County of Northern Lights
County of Grande Prairie No. 1
Gift Lake Metis Settlement
Lac La Biche County
M.D. of Greenview
M.D. of Lesser Slave River
M.D. of Opportunity
M.D. of Peace
M.D. of Smoky River
Mackenzie County
Northern Sunrise County
Regional Municipality of Wood Buffalo
Saddle Hills County
Town of Beaverlodge
Town of Bonnyville
Town of Fairview
Town of Grande Cache
Town of Grimshaw
Town of High Level
Town of Peace River
Town of Rainbow Lake
Town of Sexsmith
Town of Slave Lake
Town of Valleyview
Town of Wembley
Village of Boyle
Village of Hythe
Village of Rycroft
Advanced Technology Applications (ATAP)
Alberta Environment and Parks
Alberta Water & Wastewater Operations Association (AWWOA)
Athabasca Watershed Council
Aquatera
Aspen Regional Water Services
GWST Water and Environmental Inc.
Lakeland Industry and Community Association (LICA)
Lesser Slave Lake Watershed Council
Mighty Peace Watershed Alliance
Northern Alberta Development Council
Northern Lakes College

For Information Contact the Chair:

**Bob Marshall**
County of Grande Prairie
waternorthcoalition@gmail.com

**Northern Alberta Development Council**
206 Provincial Building
9621 – 96 Avenue
Bag 900-14
Peace River AB T8S 1T4
780.624.6274
nadc.council@gov.ab.ca
nadc.ca

This brochure was last updated in September 2019

# Water North Coalition

# Mission

Find and implement northern solutions to water sourcing and water challenges through:

- Advocacy
- Education & Awareness
- Recruitment, Training, and Retention

# Membership

**Eligible voting members include:**
Northern municipalities, First Nations & Metis Settlements
**Non-voting members serve in an advisory capacity and include:**
Water/wastewater commissions and professionals, Provincial/Federal Government, Rural Water Co-ops, Owners and Operators.

Members are allotted one vote per community.

The Coalition meets four times annually in rotating locations across the north.

# Vision

The group seeks to ensure that sustainable water systems are available to every northern community.

The WNC is supported administratively by the Northern Alberta Development Council, a provincial advisory body mandated to advance the development of the north. The coalition is inclusive of the NADC region.

# Guiding Principles:

1. Share information on water and wastewater regulations and responsibilities
2. Work collaboratively with members and partners
3. Identify emergent workforce needs
4. Advocate for “made in the north” solutions and funding for training, education, recruitment and retention, succession planning for municipal water/wastewater personnel

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 24, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** | |
| **Item Title:** | Agricultural Appeal Board | **Presenter:** | |

## DESCRIPTION:

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

## BACKGROUND:

The current Agricultural Appeal Board was established by Bylaw 2016-12, the Agricultural Appeal Board Bylaw. Its' purpose is to hear and render decisions in respect to appeals under the Agricultural Pests Act and Weed Control Acts. A copy of Bylaw 2016-12 has been included with this request for Council's reference. Copies of the Acts may be found on the web at:

Weed Control Act - http://www.qp.alberta.ca/documents/Acts/W05P1.pdf

Agricultural Pests Act - http://www.qp.alberta.ca/documents/Acts/a08.pdf

At October 25, 2018 Organizational Council passed the following resolution:

**RC18-372** **Moved by Councillor Wendland** *that Council reappoint Dale Emerson and Gary Sanocki to sit on the Agricultural Appeal Board for the 2018-2019 term and direct Administration to advertise for 1 new member for the Board and bring the names of any applicants back to Council for selection and appointment.*

At February 14, 2019 Regular Council meeting Council passed the following resolution:

**RC19-043** **Moved by Deputy Reeve Carbone** *that Council appoint Mrs. Andrea Farrell for the balance of the current one (1) year term (ending in October of 2019) to the Birch Hills County Agricultural Appeal Board.*

Administration contacted Mr. Emerson, Mr. Sanocki and Mrs. Farrell and they have all confirmed, see emails attached, that they will let their names stand for the 2019-2020 term.

## COST / SOURCE OF FUNDING:

All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the Governance and Operational Policy adopted February 12, 2015 and amended in September 2018, The Birch Hills County "Board and Committee Pay Differential" Policy adopted November 9, 2011 as well, each of the attached meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense Remuneration" Policy adopted January 12, 2011.

## RELEVANT LEGISLATION (Cite):

**BHC Bylaws or Policies can be found under BHC Website:** http://birchhillscounty.com

- Bylaw 2016-12, the Agricultural Appeal Board Bylaw
- Agricultural Pests Act
- Weed Control Act

## ATTACHMENT(S):

Emails with regard to serving terms

## OPTIONS:

Council may choose to:

1. Reappoint Dale Emerson, Gary Sanocki and Andrea Farrell as members to sit on the Agriculture Appeal Board for the 2019-2020 term;

2. Direct Administration to advertise for 3 new members for the Board.

## RECOMMENDED ACTION:

Recommended that Council:
"reappoint Dale Emerson, Gary Sanocki and Andrea Farrell as members to sit on the Agriculture Appeal Board for the 2019-2020 term."

## Shawna Schwerdt

**From:** Dale Emerson <emersondale2@gmail.com>
**Sent:** Thursday, October 3, 2019 9:48 AM
**To:** Shawna Schwerdt
**Subject:** Re: 2018-2019 Term for Weed Appeal Board

Yes I can

Sent from my iPhone

On Oct 2, 2019, at 11:29 AM, Shawna Schwerdt <Shawnas@birchhillscounty.com> wrote:

> Hi Dale,
> Just checking if you received the following email and are able to let your name stand on the Ag. Appeal Board for another year?
> Thanks,
> Shawna Schwerdt
>
> **From:** Shawna Schwerdt
> **Sent:** Wednesday, September 25, 2019 1:02 PM
> **To:** 'Dale' <emersondale2@gmail.com>; 'erfarms@gmail.com' <erfarms@gmail.com>; Andrea Farrell <andrea.n.farrell@gmail.com>
> **Cc:** Amanda Ouellet <amandao@birchhillscounty.com>; Kathrin Langlois <kathrinl@birchhillscounty.com>; Hermann Minderlein <cao@birchhillscounty.com>
> **Subject:** FW: 2018-2019 Term for Weed Appeal Board
>
> Hello Everyone,
>
> I would like to begin by thanking each of you for sitting on the Agriculture/Weed Appeal Board for the 2018-2019 term.
>
> At last year's Organizational Meeting Council made the following resolution:
>
> **RC18-372 Moved by Councillor Wendland** that Council reappoint Dale Emerson and Gary Sanocki to sit on the Agricultural Appeal Board for the 2018-2019 term and direct Administration to advertise for one (1) additional member for the Board and bring the names of any applicants back to Council for selection and appointment.
>
> At February 14, 2019 Regular Council Meeting Council made the following resolution:
>
> **RC19-043 Moved by Deputy Reeve Carbone** that Council appoint Mrs. Andrea Farrell for the balance of the current one (1) year term (ending in October of 2019) to the Birch Hills County Agricultural Appeal Board.
>
> It is that time of year again when I need to confirm if you are willing to let your name stand for appointment for another year.

## Shawna Schwerdt

**From:** Gary Sanocki <erfarms@gmail.com>
**Sent:** Wednesday, September 25, 2019 11:15 PM
**To:** Shawna Schwerdt
**Subject:** Re: 2018-2019 Term for Weed Appeal Board

Yes my name can stand again , thx
Gary Sanocki

Sent from my iPhone

On Sep 25, 2019, at 13:03, Shawna Schwerdt <Shawnas@birchhillscounty.com> wrote:

> Hello Everyone,
>
> I would like to begin by thanking each of you for sitting on the Agriculture/Weed Appeal Board for the 2018-2019 term.
>
> At last year's Organizational Meeting Council made the following resolution:
>
> **RC18-372 Moved by Councillor Wendland** that Council reappoint Dale Emerson and Gary Sanocki to sit on the Agricultural Appeal Board for the 2018-2019 term and direct Administration to advertise for one (1) additional member for the Board and bring the names of any applicants back to Council for selection and appointment.
>
> At February 14, 2019 Regular Council Meeting Council made the following resolution:
>
> **RC19-043 Moved by Deputy Reeve Carbone** that Council appoint Mrs. Andrea Farrell for the balance of the current one (1) year term (ending in October of 2019) to the Birch Hills County Agricultural Appeal Board.
>
> It is that time of year again when I need to confirm if you are willing to let your name stand for appointment for another year.
>
> Please respond by email if you are willing or are not willing to be appointed for the 2019-2020 term as soon as possible.
>
> Thanks,
> Shawna Schwerdt
> Executive Assistant/Legislative Officer
> Birch Hills County
> 4601–50th Street (Box 157)
> Wanham, Alberta T0H 3P0
> Ph: 780.694.3793
> Fax: 780.694.3788
> www.birchhillscounty.com

## Shawna Schwerdt

**From:** Andrea Farrell <andrea.n.farrell@gmail.com>
**Sent:** Wednesday, September 25, 2019 1:57 PM
**To:** Shawna Schwerdt; 'Dale'; erfarms@gmail.com
**Cc:** Amanda Ouellet; Kathrin Langlois; Hermann Minderlein
**Subject:** RE: 2018-2019 Term for Weed Appeal Board

Hi Shawna,

Yes, you can let me name stand for the 2019-2020 term.

Thanks,

*Andrea Farrell*
Maple Rock Farms Ltd.
H: 780 359 2709
C: 780 864 8418
E: andrea.n.farrell@gmail.com

**From:** Shawna Schwerdt <Shawnas@birchhillscounty.com>
**Sent:** Wednesday, September 25, 2019 1:04 PM
**To:** Dale <emersondale2@gmail.com>; erfarms@gmail.com; Andrea Farrell <andrea.n.farrell@gmail.com>
**Cc:** Amanda Ouellet <amandao@birchhillscounty.com>; Kathrin Langlois <kathrinl@birchhillscounty.com>; Hermann Minderlein <cao@birchhillscounty.com>
**Subject:** FW: 2018-2019 Term for Weed Appeal Board

Hello Everyone,

I would like to begin by thanking each of you for sitting on the Agriculture/Weed Appeal Board for the 2018-2019 term.

At last year's Organizational Meeting Council made the following resolution:

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 24, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** | |
| **Item Title:** | Appointment to Central Peace Regional Assessment Review Board for Members at Large | **Presenter:** | |

**DESCRIPTION:**
Council is being requested to review the members appointed to the Central Peace Regional Assessment Review Board.

**BACKGROUND:**
The Central Peace Regional Assessment Review Board is a partnership undertaken by the G5 partners that deals with disputes involving the tax assessment. Specific training course are required to qualify to sit on this board. Council passed a Bylaw 2018-09 Central Peace Regional Assessment Review Board Bylaw on November 8, 2018. Members-at-large to sit for a term of three (3) years.

At October 25, 2018 Organizational Council passed the following resolution:

**RC18-377** **Moved by Councillor Wendland** *that Council appoint Guy Beaudoin to the Central Peace Regional Assessment Review Board for a three (3) year term ending in October of 2021, and that the Guy Beaudoin and Hermann Minderlein appointments are subject to them maintaining up-to-date credentials;*

*and that Council appoint Lucy Stevenson as an Assessment Clerk for Birch Hills County for 2019;*

*and that Council appoint Louise Gostick as the Assessment Clerk for Birch Hills County for 2019, and authorizes Administration to reimburse the M.D. of Spirit River for time and expenses incurred and billed for Louise Gostick to complete the duties of the Assessment Clerk on behalf of Birch Hills County.*

In 2019 both Hermann Minderlein and Guy Beaudoin completed their legislated training. Lucy Stevenson completed her Assessment Review Board Clerk training in 2018 and was appointed as a clerk for Birch Hills County for the 2018-2019 term.

**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):**
**BHC Bylaws or Policies can be found under BHC Website:** http://birchhillscounty.com

- Birch Hills County “Central Peace Regional Assessment Review Board” Bylaw #2018-09
- 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

**ATTACHMENT(S): -Nil**

**RECOMMENDED ACTION:**

It is recommended that Council:

“receive the Central Peace Regional Assessment Review Board appointments for information and reappoint CAO 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.

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 24, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** | |
| **Item Title:** | Appointment to Central Peace Regional Intermunicipal Subdivision & Development Appeal Board Members at Large | **Presenter:** | |

**DESCRIPTION:**

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

**BACKGROUND:**

Under Section 627(1) of the MGA, Council must by bylaw, establish a SDAB. Sections 627 through 630.2 lay out many of the regulations related to the appeal board, and these are expanded upon in Bylaw 2019-07 Central Peace Regional Intermunicipal Subdivision and Development Appeal Board Bylaw. A copy of By-law 2019-07 has been attached for Council's reference.

At Council October 25, 2018 Organizational Meeting Council passed the following resolution:

**RC18-378** **Moved by Deputy Reeve Carbone** *that Council receive the presentation related to the Subdivision and Development Appeal Board for information, and direct Administration to keep Council informed regarding the development of a Regional Subdivision and Development Appeal Board.*

At Councils August 27, 2018 Special meeting Council made the following resolutions:

**RC18-291** **Moved by Deputy Reeve Carbone** *that Council appoint Steve McLaughlin as Chair, and Cindy Trudel as Vice-Chair, of the Birch Hills County Subdivision and Development Appeal Board.*

**RC18-292** **Moved by Councillor Wendland** *that Council appoint Ms. Karen Egge and Mr. Herb Pfau as Alternate Members to the Birch Hills County Subdivision and Development Appeal Board and direct Administration to continue the search to fill the vacant Alternate Member position on the Birch Hills County Subdivision and Development Appeal Board.*

**RC18-293** **Moved by Councillor Joudrey** *that Council appoints Director of Corporate Services Shelley Braun as Clerk of the Birch Hills County Subdivision and Development Appeal Board upon successful completion of the required training.*

Changes made to the MGA require members and clerks to receive and pass training. The deadline for this training is April of 2019. To date, Cindy Trudel, Karen Egge, Herb Pfau, and those appointed as clerks have successfully completed the required training.

Birch Hills County is a member of the "G5", and Bylaw 2019-07 Central Peace Regional Intermunicipal Subdivision and Development Appeal Board Bylaw was passed on July 11, 2019 and at this time Council passed the following resolutions:

**RC19-221** **Moved by Councillor Poetker** *that Council appoint Director of Corporate Services Shelley Braun as a Clerk for the Intermunicipal Subdivision and Development Appeal Board.*

**RC19-222** **Moved by Councillor Poetker** *that Council appoint Ms. Cindy Trudel and Mr. Herb Pfau as Members to the Intermunicipal Subdivision and Development Appeal Board for a term of office that will expire on December 31, 2021.*

## 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):

**BHC Bylaws or Policies can be found under BHC Website** http://birchhillscounty.com

- Bylaw 2019-07 Central Peace Regional Intermunicipal Subdivision and Development Appeal 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

## ATTACHMENT(S): -Nil

## RECOMMENDED ACTION:

It is recommended that Council receive the presentation related to the Central Peace Regional Intermunicipal Subdivision and Development Appeal Board for information.

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 24, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** | |
| **Item Title:** | Birch Hills County Fire Department | **Presenter:** | |

**DESCRIPTION:**

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

**BACKGROUND:**

As per the 2011 "*Terms of fire Department Officers*" policy, Council shall appoint a chief and deputy chief every three (3) years for three (3) fire departments. Council made the following resolution in 2016:

> **RC16-371 Moved by Councillor Langlois** *that Council appoint for a three (3) year term for the Wanham Fire department: Darcy Parlee as Fire Chief, and Brad Wendland as Deputy Fire Chief; for the Eaglesham Fire Department: Tom Morgan as Fire Chief and Dave Squires as Deputy Fire Chief; and for the Tangent Fire Department: Jim Alexy as Fire Chief and Terry Carbone as Deputy Fire Chief.*

The 2016-2019 term is up for renewal this year.

| | | |
|---|---|---|
| Fire Chiefs (Fire Guardians) | Tom Morgan | 2016-2019 |
| | Darcy Parlee | 2016-2019 |
| | Jim Alexy | 2016-2019 |
| Deputy Fire Chiefs (Fire Guardians) | Mark Wurz | 2016-2019 |
| | Alan Connell | 2016-2019 |
| | Terry Carbone | 2016-2019 |

Administration contacted Tom Morgan and he advised that elections would follow completion of the 2019 fall harvest and probably held in November and would let administration know the results of the election, to be brought to Council.

On October 26, 2017 Inaugural meeting Council made the following resolution:

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

On March 29, 2018 Council made the following Resolution:

> **RC18-115 Moved by Councillor Wendland** *that Council appoint Mark Wurz as the Deputy Fire Chief for the Eaglesham Fire Department for a term to coincide with the balance of terms of the previously appointments of the Birch Hills County Fire Department detachments and ending on November 30th, 2019.*

On October 25, 2018 Organizational Meeting Council made the following resolution:

> **RC18-373 Moved by Councillor Duvall** *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.*

**COST / SOURCE OF FUNDING:**

Funding for the County's Fire Department (including the 3 detachments) is included in the County's Operating Budget.

**RELEVANT LEGISLATION (Cite):**

**BHC Bylaws or Policies can be found under BHC Website** http://birchhillscounty.com

- Terms of Fire Department Officers policy
- 2011 *Election Procedure/Quorum* policy

**ATTACHMENT(S):**

Email

**RECOMMENDED ACTION:**

Administration recommends that Council accept the information on Fire Chiefs and Deputy Fire Chiefs as information.

## Shawna Schwerdt

**From:** Mark Wurz <wrangler3883@gmail.com>
**Sent:** Wednesday, September 25, 2019 11:04 PM
**To:** Shawna Schwerdt
**Cc:** Tom Morgan
**Subject:** Re: FW: Organizational Meeting Terms
**Attachments:** image001.png

Got it.

On Wed, Sep 25, 2019, 1:16 PM Shawna Schwerdt <Shawnas@birchhillscounty.com> wrote:

Hello Mark,

Just got your email from Tom,

Please see below.

Thanks,

Shawna

**From:** Shawna Schwerdt
**Sent:** Wednesday, September 25, 2019 12:48 PM
**To:** Tom Morgan <firechief@birchhillscounty.com>; darcyparlee@hotmail.com; James Alexy <jima@birchhillscounty.com>; Terry Carbone <terryc@birchhillscounty.com>; 'Connell.al.ac@gmail.com' <Connell.al.ac@gmail.com>
**Cc:** Hermann Minderlein <cao@birchhillscounty.com>; Dion Hynes <dionh@birchhillscounty.com>
**Subject:** Organizational Meeting Terms

Hello Tom and everyone,

As per our conversation today Tom, if you could please send this to Mark Wurz that would be great as I am missing his email.

I would like to begin by thanking each of you for your years of dedication and all of the work you do on the Birch Hills County Fire Department.

Once again it is that time of year where it is coming close to Council's Annual Organizational meeting held this year on October 24, 2019,

and the 2016-2019 term of Fire Chiefs and Deputy Fire Chiefs is up for renewal this year.

As per the 2011 "***Terms of fire Department Officers***" policy, see attached, Council shall appoint a chief and deputy chief every three (3) years for three (3) fire departments. Council made the following resolution in 2016:

> ***RC16-371*** ***Moved by Councillor Langlois*** *that Council appoint for a three (3) year term for the Wanham Fire department: Darcy Parlee as Fire Chief, and Brad Wendland as Deputy Fire Chief; for the Eaglesham Fire Department: Tom Morgan as Fire Chief and Dave Squires as Deputy Fire Chief; and for the Tangent Fire Department: Jim Alexy as Fire Chief and Terry Carbone as Deputy Fire Chief.*

*Current Appointments to Fire Departments are as follows:*

| | | |
|---|---|---|
| Fire Chiefs (Fire Guardians) | Tom Morgan | 2016-2019 |
| | Darcy Parlee | 2016-2019 |
| | Jim Alexy | 2016-2019 |
| Deputy Fire Chiefs (Fire Guardians) | Mark Wurz | 2016-2019 |
| | Alan Connell | 2016-2019 |
| | Terry Carbone | 2016-2019 |

As per our conversation today Tom, please advise when you have completed your election and what the results are with who will be able to stay on for another three year term from 2019 - 2022.

I look forward to your responses.

Once again, to each of you a great big Thank-you, as it is so important to have the Fire Departments.

Thanks,

Shawna Schwerdt

Executive Assistant/Legislative Officer

Birch Hills County

4601–50th Street (Box 157)

Wanham, Alberta T0H 3P0

Ph: 780.694.3793

Fax: 780.694.3788

www.birchhillscounty.com

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 24, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt | **Manager:** | |
| **Item Title:** | Appointments to Municipal Library Board Members at Large | **Presenter:** CAO Minderlein | |

## DESCRIPTION:

Administration is requesting that Council review the appointed Member(s) at Large to the Birch Hills County Municipal Library Board.

## BACKGROUND:

At Council's October 25, 2018 Organizational Meeting, Council passed the following resolution:

> **RC18-374** **Moved by Deputy Reeve Carbone** that Council appoint Marnia Gagne, Margret Mesher, and Denise Doran for a three (3) year term ending in 2021 to the Birch Hills County Municipal Library Board.

At Council's October 26, 2017 Inaugural Meeting, Council passed the following resolution:

> **RC17-361** **Moved by Councillor Paradis** that Council appoint Sally Howard, Deb Jacob, Gale Skogen, and Amanda Leblanc to the Municipal Library Board for terms of no more than three (3) years and that administration advertise for another person to sit on the Board.

Administration was emailed by the members and two are stepping down, Lynne Laurin and Denise Doran. From the Bylaw 2016-11 BHC MLB section 3.2
Council shall, by resolution, at the annual Organizational meeting appoint no less than five (5) and no more than ten (10) members-at-large to the position of Board Member to the Municipal Library Board. The following five members are willing to complete their terms:

Gale Skogen 2017-2020
Sally Howard 2017-2020
Marnia Gagne 2018-2021
Margret Mesher 2018-2021
Kylie Sommerville 2019-2022

Administration received an email attached for Council's consideration, from Janice Carbone-Brassard who is interested in sitting on the MLB.

## ATTACHMENT(S):

Emails sent and received related to this matter.

## OPTIONS

Council may choose to:

1. accept the presentation on Birch Hills County Municipal Library Board 2019-2020 appointments as information; and

2. 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.

3. direct Administration to advertise for representatives to sit on the Birch Hills County Municipal Library Board for a three (3) year term and to bring the results back to another Regular Council Meeting; or

4. provide Administration with other direction regarding the Birch Hills County Municipal Library Board.

## RECOMMENDED ACTION:

It is recommended that Council:

accept the presentation on Birch Hills County Municipal Library Board 2019-2020 appointments as information; and

that Council 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.

## Shawna Schwerdt

**From:** Kylie Sommerville <write-me-here@msn.com>
**Sent:** Wednesday, September 25, 2019 1:43 PM
**To:** Shawna Schwerdt
**Cc:** Lynne Laurin
**Subject:** Re: Organizational Meeting Terms

Hi Shawna,

I'm replying for Lynne!
Lynne will be stepping down after this term for family reasons. Our board is aware and we will be doing the digging to find someone to fill her lovely shoes.

Thanks!
Kylie Sommerville

---

**From:** Shawna Schwerdt <Shawnas@birchhillscounty.com>
**Sent:** September 25, 2019 6:51 PM
**To:** Lynne Laurin (lynnelaurin@gmail.com) <lynnelaurin@gmail.com>; Marina Gagne <margiz74@icloud.com>; howard.sally7@gmail.com <howard.sally7@gmail.com>; Kylie Sommerville <write-me-here@msn.com>; ddmerc.ran@gmail.com <ddmerc.ran@gmail.com>; Gale Skogen <skogengale@gmail.com>; margaret_kimmy@hotmail.com <margaret_kimmy@hotmail.com>
**Cc:** Denise Joudrey <djoudrey@birchhillscounty.com>; Hermann Minderlein <cao@birchhillscounty.com>
**Subject:** Organizational Meeting Terms

Hello Everyone,

I want to begin by thanking each of you for sitting on the Municipal Library Board and for all of the work you do.

Once again it is that time of year where it is coming close to Council's Annual Organizational meeting held this on October 24, 2019 and I would like to confirm that:

1. Firstly, Lynne Laurin 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.

| | | |
|---|---|---|
| Denise Joudrey | 2018-2019 | Council appointed |
| Lynne Laurin Chairperson X | 2015-2018 | Birch Hills County Member at Large appointed |
| Marnia Gagne Vice Chairperson ✓ | 2018-2021 | Birch Hills County Member at Large appointed |
| Margret Mesher ✓ | 2018-2021 | Birch Hills County Member at Large appointed |
| Denise Doran X | 2018-2021 | Birch Hills County Member at Large appointed |
| Kylie Sommerville Secretary ✓ | 2018-2021 | Birch Hills County Member at Large appointed |
| Sally Howard Treasurer ✓ | 2017-2020 | Birch Hills County Member at Large appointed |
| Gale Skogen ✓ | 2017-2020 | Birch Hills County Member at Large appointed |

I look forward to your responses.

## Shawna Schwerdt

**From:** Margaret Mesher <margaret_kimmy@hotmail.com>
**Sent:** Wednesday, September 25, 2019 1:46 PM
**To:** Shawna Schwerdt
**Subject:** Re: Organizational Meeting Terms

Hi Shawna, I am committed to stay forever lol

Sent from my iPhone

On Sep 25, 2019, at 12:50 PM, Shawna Schwerdt <Shawnas@birchhillscounty.com> wrote:

> Hello Everyone,
>
> I want to begin by thanking each of you for sitting on the Municipal Library Board and for all of the work you do.
>
> Once again it is that time of year where it is coming close to Council's Annual Organizational meeting held this on October 24, 2019 and I would like to confirm that:
>
> 1. Firstly, Lynne Laurin 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.

| | | |
|---|---|---|
| Denise Joudrey | 2018-2019 | Council appointed |
| Lynne Laurin Chairperson | 2015-2018 | Birch Hills County Member at Large appointed |
| Marnia Gagne Vice Chairperson | 2018-2021 | Birch Hills County Member at Large appointed |
| Margret Mesher | 2018-2021 | Birch Hills County Member at Large appointed |
| Denise Doran | 2018-2021 | Birch Hills County Member at Large appointed |
| Kylie Sommerville Secretary | 2018-2021 | Birch Hills County Member at Large appointed |
| Sally Howard Treasurer | 2017-2020 | Birch Hills County Member at Large appointed |
| Gale Skogen | 2017-2020 | Birch Hills County Member at Large appointed |

> I look forward to your responses.
>
> Once again, to each of you a great big Thank-you, as it is so important to have members-at-large to ensure the success of the Municipal Library.
>
> Please respond by email as soon as possible.
> Thanks,
> Shawna Schwerdt
> Executive Assistant/Legislative Officer
> Birch Hills County
> 4601–50th Street (Box 157)
> Wanham, Alberta T0H 3P0
> Ph: 780.694.3793
> Fax: 780.694.3788

## Shawna Schwerdt

**From:** D Doran <ddmerc.ran@gmail.com>
**Sent:** Friday, September 27, 2019 1:12 PM
**To:** Shawna Schwerdt
**Subject:** Library Board

Hi Shawna, I would like to step down from the library board.
Thank you
Denise Doran

## Shawna Schwerdt

**From:** Sally Howard <howard.sally7@gmail.com>
**Sent:** Thursday, October 3, 2019 2:23 PM
**To:** Shawna Schwerdt
**Subject:** Re: Organizational Meeting Terms
**Attachments:** image001.png

Yes, I will stay on library board. Sally

On Wed, Sep 25, 2019, 12:50 PM Shawna Schwerdt, <Shawnas@birchhillscounty.com> wrote:

Hello Everyone,

I want to begin by thanking each of you for sitting on the Municipal Library Board and for all of the work you do.

Once again it is that time of year where it is coming close to Council's Annual Organizational meeting held this on October 24, 2019 and I would like to confirm that:

1. Firstly, Lynne Laurin 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.

| | | |
|---|---|---|
| Denise Joudrey | 2018-2019 | Council appointed |
| Lynne Laurin Chairperson | 2015-2018 | Birch Hills County Member at Large appointed |
| Marnia Gagne Vice Chairperson | 2018-2021 | Birch Hills County Member at Large appointed |
| Margret Mesher | 2018-2021 | Birch Hills County Member at Large appointed |
| Denise Doran | 2018-2021 | Birch Hills County Member at Large appointed |
| Kylie Sommerville Secretary | 2018-2021 | Birch Hills County Member at Large appointed |
| Sally Howard Treasurer | 2017-2020 | Birch Hills County Member at Large appointed |
| Gale Skogen | 2017-2020 | Birch Hills County Member at Large appointed |

## Shawna Schwerdt

**From:** Gale Skogen <skogengale@gmail.com>
**Sent:** Wednesday, September 25, 2019 1:39 PM
**To:** Shawna Schwerdt
**Subject:** Re: Organizational Meeting Terms

I plan to stay on the board.
Gale

On Wed, Sep 25, 2019 at 12:50 PM Shawna Schwerdt <Shawnas@birchhillscounty.com> wrote:

Hello Everyone,

-

I want to begin by thanking each of you for sitting on the Municipal Library Board and for all of the work you do.

-

Once again it is that time of year where it is coming close to Council's Annual Organizational meeting held this on October 24, 2019 and I would like to confirm that:

1. Firstly, Lynne Laurin 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.

-

| | | |
|---|---|---|
| Denise Joudrey | 2018-2019 | Council appointed |
| Lynne Laurin Chairperson | 2015-2018 | Birch Hills County Member at Large appointed |
| Marnia Gagne Vice Chairperson | 2018-2021 | Birch Hills County Member at Large appointed |
| Margret Mesher | 2018-2021 | Birch Hills County Member at Large appointed |
| Denise Doran | 2018-2021 | Birch Hills County Member at Large appointed |
| Kylie Sommerville Secretary | 2018-2021 | Birch Hills County Member at Large appointed |
| Sally Howard Treasurer | 2017-2020 | Birch Hills County Member at Large appointed |
| Gale Skogen | 2017-2020 | Birch Hills County Member at Large appointed |
| | | - |
| | | - |

## Shawna Schwerdt

**From:** Janice Brassard <jan.brassard@ymail.com>
**Sent:** Tuesday, October 22, 2019 11:42 AM
**To:** Shawna Schwerdt
**Subject:** Library Board

I, Janice Carbone-Brassard would like council to consider appointing me as a member to the MLB. Thank You

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** |
| **Meeting Date:** | October 24, 2019 | **CAO:** |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** |
| **Item Title:** | Appointments to Municipal Planning Commission | **Presenter:** |

**DESCRIPTION:**
Council is being requested to review appointments of Birch Hills County Municipal Planning Commission members.

**BACKGROUND:**
As per Bylaw 2013-01, The Municipal Planning Commission and the Development Officer (CAO) are the Development Authority for Birch Hills County. The Commission is comprised of three members of the public at large, and are appointed annually by Council. At Council October 25, 2018 Organizational Meeting Council passed the following resolution:

> **RC18-375** **Moved by Councillor Reum** *that Council reappoint Maurice Lemay, Martine Piebiak and Pam Poetker, to sit as the Municipal Planning Commission for the 2018-2019 term.*

Administration has confirmed that they are willing and able to remain on the Commission for an additional year see attached.

**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):**
**BHC Bylaws or Policies can be found under BHC Website:** http://birchhillscounty.com

- Bylaw 2013-01 Establish a Development Authority
- 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

**ATTACHMENT(S):**
Email in regards to being reappointed

**OPTIONS:**
Council may:

1. Reappoint Maurice Lemay, Martine Piebiak and Pam Poetker to sit on the Municipal Planning Commission for 2019-2020 term; or

2. Direct Administration to Advertise for three (3) new members to sit on the Municipal Planning Commission.

**RECOMMENDED ACTION:**

It is recommended that Council reappoint Maurice Lemay, Martine Piebiak and Pam Poetker to sit on the Municipal Planning Commission for the 2019-2020 term.

## Shawna Schwerdt

**From:** Lucy Stevenson
**Sent:** Thursday, September 26, 2019 8:24 AM
**To:** Shawna Schwerdt
**Subject:** FW: 2019 2020 Appointment

**From:** Maurice Lemay [mailto:mlemay@serbernet.com]
**Sent:** Wednesday, September 25, 2019 8:40 PM
**To:** Lucy Stevenson
**Subject:** Re: 2019 2020 Appointment

Hello Lucy,

I would allow my name to stand for nomination.

Regards,
Maurice

On Sep. 25, 2019 8:50 a.m., Lucy Stevenson <lucys@birchhillscounty.com> wrote:

Good morning Municipal Planning Commission,

Today's email is to make you aware that the Council will be having their Organizational meeting in about a month and I would like to confirm that each of you would like to be appointed for the 2019-2020 term.

I look forward to your responses,

Have a great day,

Lucy

**Shawna Schwerdt**

**From:** Lucy Stevenson
**Sent:** Wednesday, September 25, 2019 2:01 PM
**To:** Shawna Schwerdt
**Subject:** FW: 2019 2020 Appointment

**From:** Martine Piebiak [mailto:m.piebiak@gmail.com]
**Sent:** Wednesday, September 25, 2019 1:57 PM
**To:** Lucy Stevenson
**Subject:** Re: 2019 2020 Appointment

yes. I will accept re appointment.
Thanks,
Martine

PO Box 97
Eaglesham, AB T0H 1H0

home: (780) 359-2448 if busy call my cell.
cell: (780) 837-4783

On Wed, Sep 25, 2019 at 8:48 AM Lucy Stevenson <lucys@birchhillscounty.com> wrote:

Good morning Municipal Planning Commission,

Today's email is to make you aware that the Council will be having their Organizational meeting in about a month and I would like to confirm that each of you would like to be appointed for the 2019-2020 term.

I look forward to your responses,

Have a great day,

Lucy

**Shawna Schwerdt**

**From:** albert poetker <poetkerap@gmail.com>
**Sent:** Wednesday, September 25, 2019 4:33 PM
**To:** Lucy Stevenson
**Cc:** Martine Piebiak; Maurice Lemay; Shawna Schwerdt
**Subject:** Re: 2019 2020 Appointment

Hi Lucy,

I would like my name to stand.

Regards,Pam.

Sent from my iPad

On Sep 25, 2019, at 8:50 AM, Lucy Stevenson <lucys@birchhillscounty.com> wrote:

> <image001.gif>
> Good morning Municipal Planning Commission,
>
> Today's email is to make you aware that the Council will be having their Organizational meeting in about a month and I would like to confirm that each of you would like to be appointed for the 2019-2020 term.
>
> I look forward to your responses,
>
> Have a great day,
> Lucy
> <image002.jpg>

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 24, 2019 | **CAO:** | |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Manager:** | |
| **Item Title:** | Appointment to Recreation Board Members at Large | **Presenter:** | |

**DESCRIPTION:**

Council is being requested to reaffirm appointments of members to sit on the Birch Hills County Recreation Board.

**BACKGROUND:**

Bylaw 2019-01 Recreation Board Bylaw was approved by Council on February 14, 2019, and section

3.b.ii Not more than one ward specific member-at-large to the position of Board Member for each Ward of the County.

c. Each member-at-large may serve a term on 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 does not have a 100% commitment from all members from last Spring's Board. Birch Hills County has been advertising for a replacement for Ward 2, as Rhonda Fry has unfortunately moved away. Rae-Ann Bolster's 3-year term is up however, she is willing to let her name stand for Ward 1, but bylaw requires administration to advertise for terms that end, for a minimum of 4 weeks and then bring applicants names to Council for appointment. Administration started advertising for Ward 1 as well as Ward 2 and will bring applicants names to November Council meeting for appointment.

The members of the Board are currently:

| Ward | Member | Year Appointed-Year Term End Term |
|---|---|---|
| 1 | Rae-Ann Bolster | 2016-2019 |
| 2 | Vacant | |
| 3 | Darcy Parlee | 2018-2021 |
| 4 | Lisa Pierog | 2017-2020 |
| 5 | Colleen Notenbomer | 2019-2021 |
| 6 | Barb Squires | 2019-2021 |
| 7 | Amelia Gies | 2018-2021 |

At Council October 25, 2018 Organizational Meeting and passed the following resolution:

**RC18-376** **Moved by Councillor Poetker** *that Council accept the presentation related to the Recreation Board Members for information and direct Administration to continue advertising to find replacements for the vacancies in Wards five (5) and six (6) and bring the names of any applicants back to Council for selection and appointment.*

**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):**

**BHC Bylaws or Policies can be found under BHC Website** http://birchhillscounty.com

- Birch Hills County Bylaw 2019-01, the "Recreation Board Bylaw".
- Policy 71-01-19 Recreation Operating Assistance Grant with Schedule A & B
- 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

**ATTACHMENT(S):**

Emails related to appointments.

**RECOMMENDED ACTION:**

It is recommended that Council accept the presentation related to the Birch Hills County 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(s) for the remainder of the 2019-2020 term.

## 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

Ward 1

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 | |

Hermann confirmed she is stepping down on Oct. 8, 2019

Talked to Colleen on Oct 7/2019 @ 11:00am yes name can stand.

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

WARD 3

**From:** Darcy Parlee <darcyparlee@hotmail.com>
**Sent:** Wednesday, September 25, 2019 2:29 PM
**To:** Shawna Schwerdt
**Subject:** Re: Organizational Meeting Terms

I will be able to stay on the board

Sent from my iPhone

On Sep 25, 2019, at 1:33 PM, Shawna Schwerdt <Shawnas@birchhillscounty.com> wrote:

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
Executive Assistant/Legislative Officer
Birch Hills County
4601–50th Street (Box 157)
Wanham, Alberta T0H 3P0
Ph: 780.694.3793
Fax: 780.694.3788
www.birchhillscounty.com
<image001.png>

**Shawna Schwerdt**

Ward 4

**From:** Lisa Pierog <slpierog@gmail.com>
**Sent:** Sunday, October 6, 2019 9:25 PM
**To:** Shawna Schwerdt
**Subject:** Re: Organizational Meeting Terms

I will be able to finish my term.

Thank you!
Lisa Pierog

Sent from my iPhone

On Sep 25, 2019, at 1:34 PM, Shawna Schwerdt <Shawnas@birchhillscounty.com> wrote:

> 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
Executive Assistant/Legislative Officer
Birch Hills County
4601–50th Street (Box 157)
Wanham, Alberta T0H 3P0

**Shawna Schwerdt**

Ward 6

**From:** Dave Squires <dlbjsquires6@gmail.com>
**Sent:** Monday, September 30, 2019 8:03 PM
**To:** Shawna Schwerdt
**Subject:** Re: Organizational Meeting Terms

Hello shawna. Barb Squires here to say yes I'm willing to carry on with the rec board. Thanks

On Wed, Sep 25, 2019 at 1:33 PM Shawna Schwerdt <Shawnas@birchhillscounty.com> wrote:

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 | |

Ward 7

**Shawna Schwerdt**

**From:** Amelia Gies <ameliagies07@gmail.com>
**Sent:** Thursday, September 26, 2019 3:10 PM
**To:** Shawna Schwerdt
**Subject:** Re: Organizational Meeting Terms

Hello ☺

I'm good to stay on

Sent From Amelia's IPhone

On Sep 25, 2019, at 1:34 PM, Shawna Schwerdt <Shawnas@birchhillscounty.com> wrote:

> 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
Executive Assistant/Legislative Officer
Birch Hills County
4601–50th Street (Box 157)
Wanham, Alberta T0H 3P0
Ph: 780.694.3793