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

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

2. ADOPTION OF THE AGENDA

3. ADOPTION OF THE MINUTES

a. September 26, 2019 Regular Council Meeting Minutes (Page 3)

4. PUBLIC HEARING

11:00 a.m. a. Public Hearing Bylaw No. 2019-09 IDP BHC/County of Grand Prairie Bylaw (Page 18)

11:30 a.m. b. Public Hearing Bylaw No. 2019-10 IDP BHC/ Saddle Hills County Bylaw (Page 27)

5. DELEGATIONS –

11:00 a.m. a. Nick Price and Elisa Stamatakis from V3 Companies of Canada Ltd. to attend via phone Bylaw 2019-09 IDP BHC/County of Grande Prairie

6. COUNCILLOR REPORTS

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

7. CHIEF ADMINISTRATIVE OFFICER REPORT

a. CAO Report (Page 36) – update to be provided
b. CAO Action Log (Page 53)

8. BYLAWS

a. Bylaw 2019-09 IDP BHC/County of Grande Prairie, 2nd and 3rd reading – This item is required to be tabled if the Public Hearing scheduled as Item 4.a has not occurred prior to this point in the Agenda and then removed from the table following the Public Hearing (Page 65)
b. Bylaw 2019-10 the “Saddle Hills County IDP Bylaw”, 2nd and 3rd reading This item is required to be tabled if the Public Hearing scheduled as Item 4.b has not occurred prior to this point in the Agenda and then removed from the table following the Public Hearing (Page 69)

AGENDA
BIRCH HILLS COUNTY
REGULAR COUNCIL MEETING
TO BE HELD IN THE
WANHAM BIRCH HILLS COUNTY OFFICE
OCTOBER 24, 2019
(CONTINUED)

9. BUSINESS ARISING OUT OF THE MINUTES (UNFINISHED BUSINESS)

a. Tax Sale (Page 89)
b. BHC Sale of Lots (Page 91)

10. NEW BUSINESS

a. **Council**
   i. Remembrance Day (Page 93)

b. **Administration**
   i. Office Closure re Christmas Staff Lunch (Page 95)

c. **Public Works**
   i. Request to Approve Purchase re Culvert (Page 96)
   ii. Request to Extend Road re Murray (Page 100)
   iii. Request to Approve Road repairs re Tough Cell in Eaglesham & Tangent (Page 117)

d. **Agriculture**
   i. Veterinary Services Incorporated Program 50/50 (Page 119)
   ii. ASB Provincial Conference Attendance (Page 128)
   iii. ASB meeting date (Page 130)

11. FOR INFORMATION

a. Bank Reconciliation September 30, 2019 (Page 131)
b. 2019 Tax Sale Minutes from October 7, 2019 (Page 135)
c. MLB Minutes from April 30, 2019 (Page 136)

12. CORRESPONDENCE

a. PLB dated September 30, 2019 (Page 138)
b. Letter from Saddle Hills County re ISDAB (Page 139)

13. CLOSED SESSION

a. Land

NEXT REGULAR COUNCIL MEETING DATE – November 28, 2019

MINUTES OF A REGULAR COUNCIL MEETING FOR BIRCH HILLS COUNTY HELD IN THE COUNCIL CHAMBERS SEPTEMBER 26, 2019

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

CALL TO ORDER

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

ADOPTION OF AGENDA

RC19-280 Moved by Councillor Duvall that Council adopt the agenda of the September 26, 2019 Regular Council Meeting with the addition of
7.a.iii Agricultural Services Report;
9.a RFP re Investment Management (to be discussed in closed session (13.));
9.b Shallow Gas Tax Relief;
10.a.ii Request for Gravel re Eaglesham Lakeview Golf & Country Club;
10.a.iii Growing the North re Hospitality (verbal);
11.b Financial Report re corrected report; and
13.c Legal re Utilities.

CARRIED

ADOPTION OF MINUTES

Regular Council Meeting August 15, 2019

RC19-281 Moved by Councillor Joudrey that Council approve the minutes of the August 15, 2019 Regular Council Meeting with the following change to Resolution RC19-271… "account number 2-12-10-00-239 is changed to 2-12-10-00-249".

CARRIED

DELEGATIONS

Veronica Allard — Absent.

COUNCILLOR REPORTS

Reeve Manzulenko

Reeve Manzulenko provided a verbal update to the Open House for the Intermunicipal Development Plan (IDP) between Birch Hills County and Saddle Hills County at the Kakut Lake Community Hall on August

Unapproved

21, Open House for the Intermunicipal Development Plan (IDP) between Birch Hills County and County of Grande Prairie No. 1 at the Teepee Creek Hall Community Hall on August 27, and the Northern Alberta Elected Leaders (NAEL) Meeting he attended in Bonanza on August 23, 2019.

Deputy Reeve Carbone Absent.

Councillor Poetker No Report.

Councillor Wendland Councillor Wendland provided a verbal update on the written report she had provided to Council about the Open House for the Intermunicipal Development Plan (IDP) between Birch Hills County and County of Grande Prairie No. 1 at the Teepee Creek Hall Community Hall on August 27, and the Peace Region Economic Development Alliance (PREDA) Meeting she attended on September 6, 2019 at Big Lakes County.

Councillor Reum Councillor Reum provided a verbal update to Council on the Open House for the IDP between Birch Hills County and Saddle Hills County at the Kakut Lake Community Hall on August 21, 2019.

Councillor Duvall No Report.

Councillor Joudrey Councillor Joudrey provided a verbal update on the written report she had provided to Council about the Grande Spirit Foundation (GSF) Meeting she attended in Grande Prairie on August 23, the Birch Hills County Library Meeting she attended in Eaglesham on September 11, the Central Peace Attraction and Retention Meeting she attended in Spirit River on September 11, the Peace Library System Meeting she attended in High Prairie on September 14, and the GSF Full Management Meeting in Grande Prairie on September 20, 2019.

Glenda Farnden - STARS entered meeting at 9:08 a.m.

RC19-282 Moved by Councillor Wendland that Council accept the Councillor Reports for information.

CARRIED

Unapproved

DELEGATIONS CONTINUED

Glenda Farnden - STARS

Ms. Farnden presented her annual update from STARS and thanked Council for the County's participation since their beginning in 2006.

Errol White – Water Trace Solutions and the following Public members: Elaine and Alex Kozeluk, Garfield Seward, David Tschetter, Craig Konshak, Paul Walters, Jan Benoit, Gwen Chenard, John Wurz; Alisha Mody – MMSA; and Lucy Stevenson BHC Development Clerk entered meeting at 9:45 a.m.

Reeve Manzulenko thanked Ms. Farnden for her presentation.

RC19-283 Moved by Councillor Duvall that Council accept Glenda Farnden – STARS presentation for information.

CARRIED

Meeting was recessed at 9:50 a.m.

Glenda Farnden - STARS exited meeting at 10:00 a.m.

Meeting was resumed at 10:05 a.m.

PUBLIC HEARING

Bylaw 2019-06 BHC Land Use Bylaw

Birch Hills County was required to hold a Public Hearing regarding Birch Hills County Land Use Bylaw 2019-06, prepared for Birch Hills County by Mackenzie Municipal Services Agency (MMSA), and that is planned to be presented for second and third reading later on as part of this Regular Council Meeting agenda.

Unapproved

RC19-284 Moved by Councillor Poetker that Council open the Public Hearing related to Bylaw 2019-06, the Birch Hills County Land Use Bylaw.

CARRIED

Reeve Manzulenko outlined the purpose of the Public Hearing, and Alisha Mody MMSA, Lucy Stevenson Development Clerk and CAO Minderlein Development Officer provided a verbal summary with clarification to Council on their questions related to the Bylaw No. 2019-06.

David Tschetter presented to Council a request to add "Community or Cultural Facility as a discretionary use to the "Agricultural Community" district.

Craig Konshak presented to Council a request to change district on PT Lot 8 Block 1 Plan 604ET from Hamlet Commercial district to Hamlet General.

David Tschetter presented to Council that if "Community or Cultural Facility was added to discretionary use of the "Agricultural Community" district then would there by an increase in assessment and clarification on this was provided that there would not be an increase in the assessment.

RC19-285 Moved by Councillor Wendland that Council adjourn the Public Hearing related to Bylaw 2019-06, the Birch Hills County Land Use Bylaw.

CARRIED

RC19-286 Moved by Councillor Reum that Council reconvene the September 26, 2019, Regular Council Meeting.

CARRIED

Meeting was recessed at 10:50 a.m.
The following Public members: Elaine and Alex Kozeluk, Garfield Seward, David Tschetter, Craig Konshak, Paul Walters, Jan Benoit, Gwen Chenard, John Wurz; Alisha Mody – MMSA; and Lucy Stevenson BHC

Unapproved

Development Clerk exited meeting at 10:50 a.m.

Meeting was resumed at 10:55 a.m.

DELEGATIONS CONTINUED

Errol White – Water Trace Solutions re update

Council was presented with a verbal update to the written report provided to Council about Trace Water Solutions' status of the potential project.

Reeve Manzulenko thanked Mr. White for his verbal update.

RC19-287 Moved by Councillor Duvall that Council accept Mr. Errol White verbal update on the Trace Water Solutions potential project's status for information.

CARRIED

Errol White – Water Trace Solutions exited meeting at 11:09 a.m.

CHIEF ADMINISTRATIVE OFFICER'S REPORTS

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

CAO Action Log

Council reviewed the CAO Action Log updated to September 19, 2019 provided in the Agenda Package.

Alisha Mody – MMSA, Lucy Stevenson BHC Development Clerk entered meeting at 11:25 a.m.

RC19-288 Moved by Councillor Joudrey that Council receive the CAO's written report and verbal updates for information.

CARRIED

RC19-289 Moved by Councillor Reum that Council receive the CAO Action Log for information.

CARRIED

Unapproved

BYLAWS

Bylaw 2019-06 BHC Land Use Bylaw

Council was presented with Bylaw No. 2019-06, the "Birch Hills County Land Use Bylaw" (LUB), prepared for Birch Hills County by Mackenzie Municipal Services Agency, for second and third reading.

RC19-290 Moved by Councillor Poetker that Council directs Administration to accept the incorporated corrections to the Bylaw No. 2019-06, the "Birch Hills County Land Use Bylaw" (LUB) as presented.

CARRIED

RC19-291 Moved by Councillor Poetker that Council directs Administration to add the changes as presented and add where the use is listed as a permitted use in the district and conforms to 9.14 to 4.2.j in the Bylaw No. 2019-06, the "Birch Hills County Land Use Bylaw" (LUB).

CARRIED

RC19-292 Moved by Councillor Joudrey that Council directs Administration to add "Community or Cultural Facility as a discretionary use to the "Agricultural Collective" district in the Bylaw No. 2019-06, the "Birch Hills County Land Use Bylaw" (LUB).

CARRIED

RC19-293 Moved by Councillor Wendland that Council directs Administration to reclassify Lot 8 Block 1 Plan 604ET from Hamlet Commercial district to Hamlet General in the Bylaw No. 2019-06, the "Birch Hills County Land Use Bylaw" (LUB).

CARRIED

RC19-294 Moved by Councillor Joudrey that Council provide 2nd reading to Bylaw No. 2019-06, the "Birch Hills County Land Use Bylaw" as amended.

CARRIED

RC19-295 Moved by Councillor Wendland that Council provide 3rd reading to Bylaw No. 2019-06, the "Birch Hills County Land Use Bylaw".

CARRIED

RC19-296 Moved by Councillor Reum that Council direct Administration to provide notice of these changes in accordance with the requirements of Bylaw 2014-06, the Procedures Bylaw.

CARRIED

Unapproved

Meeting was recessed at 11:30 a.m.

Alisha Mody – MMSA and Lucy Stevenson BHC Development Clerk exited meeting at 11:35 a.m.

Meeting was resumed at 11:35 a.m.

RC19-297 Moved by Councillor Duvall that Council remove from table Item 8.b the Bylaw 2019-08 IDP Birch Hills County/MD of Smoky River Bylaw.

CARRIED

Bylaw 2019-08 IDP Birch Hills County/MD of Smoky River

Council was presented with Birch Hills County Bylaw No. 2019-08, the "MD of Smoky River IDP Bylaw" for third reading.

RC19-298 Moved by Councillor Poetker that Council provide 3rd reading to Birch Hills County Bylaw No. 2019-08, the "MD of Smoky River IDP Bylaw".

CARRIED

DELEGATIONS

Liz Armitage of Vicinia Planning and Engagement Inc. joined the meeting by phone.

Bylaw 2019-11 ICF Birch Hills County/MD of Smoky River

Council was presented with Birch Hills County Bylaw No. 2019-11, "the Municipal District of Smoky River No.130 Intermunicipal Collaboration Framework Bylaw" for first, second, and third reading.

RC19-299 Moved by Councillor Duvall that Council provide first reading to Birch Hills County Bylaw 2019-11, the "Municipal District of Smoky River No. 130 Intermunicipal Collaboration Framework Bylaw".

CARRIED

RC19-300 Moved by Councillor Poetker that Council provide second reading Birch Hills County Bylaw 2019-11, the "Municipal District of Smoky River No. 130 Intermunicipal Collaboration Framework Bylaw".

CARRIED

RC19-301 Moved by Councillor Wendland that Council provide unanimous approval to a resolution to present Birch Hills County Bylaw 2019-11, the

Unapproved

"Municipal District of Smoky River No. 130 Intermunicipal Collaboration Framework Bylaw" at this meeting.

CARRIED UNANIMOUSLY

RC19-302 Moved by Councillor Reum that Council provide third and final reading to Birch Hills County Bylaw 2019-11, the "Municipal District of Smoky River No. 130 Intermunicipal Collaboration Framework Bylaw".

CARRIED

RC19-303 Moved by Councillor Poetker that Council direct Administration to update the County's website with a copy of Birch Hills County Bylaw 2019-11, the "Municipal District of Smoky River No. 130 Intermunicipal Collaboration Framework Bylaw".

CARRIED

Bylaw 2019-09, IDP BHC/County of Grande

Council was presented with Birch Hills County Bylaw No. 2019-09, the "County of Grande Prairie IDP Bylaw" for first reading.

RC19-304 Moved by Councillor Poetker that Council provide 1st reading to Birch Hills County Bylaw No. 2019-09, the County of Grande Prairie IDP Bylaw.

CARRIED

RC19-305 Moved by Councillor Reum that Council direct Administration to make the appropriate arrangements for a Public Hearing for Birch Hills County Bylaw No. 2019-09, the "County of Grande Prairie IDP Bylaw", including the participation by Nick Price and/or Elisa Stamatakis from V3 Companies of Canada Ltd., at the October 24, 2019 Regular Council Meeting, and if appropriate, schedule second and third Reading of the Bylaw for that same meeting.

CARRIED

RC19-306 Moved by Councillor Joudrey that Council direct Administration to make the appropriate arrangements for Larry Kirkpatrick and/or Dave Dmytryshyn from Transitional Solutions to appear as a delegation to the October 24, 2019 Regular Council Meeting to brief Council on the County of Grande Prairie/Birch Hills County ICF Bylaw, and to schedule 1st, 2nd, and 3rd Reading of that Bylaw at that meeting.

CARRIED

Unapproved

Bylaw 2019-10, IDP BHC/Saddle Hills County

Council was presented with Birch Hills County Bylaw No. 2019-10, the "Saddle Hills County IDP Bylaw" for first reading.

RC19-307 Moved by Councillor Wendland that Council provide 1st reading to Birch Hills County Bylaw No. 2019-10, the Saddle Hills County IDP Bylaw.

CARRIED

RC19-308 Moved by Councillor Duvall that Council direct Administration to make the appropriate arrangements for a Public Hearing for Birch Hills County Bylaw No. 2019-10, the Saddle Hills County IDP Bylaw, and if appropriate, second and third Reading of the "Saddle Hills County IDP Bylaw" at the October 24, 2019 Regular Council Meeting.

CARRIED

RC19-309 Moved by Councillor Poetker that Council direct Administration to schedule the Saddle Hills County/Birch Hills County ICF Bylaw for 1st, 2nd, and 3rd Reading at the October 24, 2019 Regular Council Meeting, provided that Saddle Hills County has adopted their Birch Hills County IDP Bylaw prior to that date.

CARRIED

Bylaw 2019-12 Unsightly Properties Bylaw

Council was presented with Birch Hills County Bylaw No. 2019-12, the "Unsightly Properties Bylaw".

RC19-310 Moved by Councillor Wendland that Council provide first reading to Birch Hills County Bylaw 2019-12, the Birch Hills County "Unsightly Properties Bylaw".

CARRIED

RC19-311 Moved by Councillor Joudrey that Council provide second reading to Birch Hills County Bylaw 2019-12, the Birch Hills County "Unsightly Properties Bylaw".

CARRIED

RC19-312 Moved by Councillor Reum that Council provide unanimous approval to a resolution to present Birch Hills County Bylaw 2019-12, the Birch Hills County "Unsightly Properties Bylaw" at this meeting.

CARRIED UNANIMOUSLY

Unapproved

RC19-313 Moved by Councillor Duvall that Council provide third and final reading to Birch Hills County Bylaw 2019-12, the Birch Hills County "Unsightly Properties Bylaw".

CARRIED

RC19-314 Moved by Councillor Poetker that Council direct Administration to update the County's website with a copy of Birch Hills County Bylaw 2019-12, the Birch Hills County "Unsightly Properties Bylaw".

CARRIED

Meeting was recessed for lunch at 12:00 p.m.

Meeting was resumed at 1:00 p.m.

Shallow Gas Tax Relief

Council was requested to provide an updated resolution related to the Shallow Gas Tax Relief to Resolution 19-229 passed on July 11, 2019.

RC19-315 Moved by Councillor Poetker that Council pass the following Resolution as requested by the Province of Alberta:
that pursuant to section 347 of the Municipal Government Act, for all properties identified in the Appendix A – Summary of Shallow Gas Tax Relief by Company, attached to and forming part of the council minutes, Council authorizes:

1. The cancellation of the 2019 property taxes owing so as to reduce by thirty-five percent (35%) property taxes levied as per section 353(2) of the Municipal Government Act, which includes municipal property taxes, requisitions detailed in section 326(1)(a) and 359(1)(2), as well as special taxes levied under section 382(1) where the tax rate is based on the assessment; and
2. the cancellation of the tax penalties associated with the 2019 property taxes levied as per section 353(2) of the Municipal Government Act.

CARRIED

NEW BUSINESS

Leave of Absence

Council was provided with information related to the absences from this Meeting, and are requested to authorize the absence of Deputy Reeve Carbone.

Unapproved

RC19-316 Moved by Councillor Duvall that Council approve the absence of Deputy Reeve Carbone from the September 26, 2019 Regular Council Meeting due to farming/personal reasons.

CARRIED

Request for Gravel

Council was presented with a request from the Eagle-sham Golf Club for the County to provide five hundred (500) yards of reject gravel/sand and provision of a load to load the trucks supplied by the golf course.

RC19-317 Moved by Councillor Poetker that Council:
1. Decline the request by the Eaglesham Golf and Country Club for a donation of five hundred (500) yards of reject gravel/sand; and
2. Authorize Administration to enter into an agreement with the Eaglesham Golf and Country Club for Birch Hills County and to sell and load up to five hundred yards (calculated to be the equivalent of six hundred and fifty-eight metric tonne) of reject gravel/sand for $1.25 per tonne, provided that the golf course is able to pick up and transport the material on a predetermined date that will be based on the availability of a qualified Birch Hills County Employee and the equipment required to load the trucks that will be coordinated by the Golf Course.

CARRIED

BHC Sale of Lots

Council was provided with a request to establish the reserve selling prices for properties where the titles are in the name of the County, and that staff has determined may be suitable for sale by auction on the GovDeals Auction Server.

RC19-318 Moved by Councillor Wendland that Council authorize Administration to offer some or all of following properties for sale on the GovDeals Auction Server, with any final sale to be approved by Council, and establishes the reserve bids for those properties as follows;

1. Roll number 315222 with a reserve bid to be set at $3,000;
2. Roll number 315264 with a reserve bid to be set at $5,290; and
3. Roll number 315265 with a reserve bid to be set at $3,000.

CARRIED

Unapproved

Meeting was recessed at 1:30 p.m.

Shawna Schwerdt L.O./E.A. exited meeting at 1:30 p.m.

Shelley Braun Director of Corporate Services entered meeting at 1:30 p.m.

Meeting was resumed at 1:33 p.m.

RC19-319 Moved by Councillor Joudrey that Council move into closed session at 1:33 p.m.

CARRIED

DELEGATIONS CONTINUED

Karl Chia of Morneau Shepel attended by phone for Investment Management.

RC19-320 Moved by Councillor Wendland that Council move out of closed session at 2:20 p.m.

CARRIED

Shelley Braun DOSC exited meeting at 2:20 p.m.

Shawna Schwerdt L.O./E.A. entered meeting 2:20 p.m.

Request For Proposal re Investment Management

Council was provided with the analysis completed by Morneau Shepell Ltd. of the submissions received in response to the Request for Proposals (RFP) number 2019-12 that was issued for Investment Management Services.

RC19-321 Moved by Councillor Duvall that Council direct Administration to advise the firms that had responded to Birch Hills County's Request for Proposals (RFP) number 2019-12 that the County will retain their incumbent managers and directs Administration to work with them to maximize the net financial benefits to the County.

CARRIED

Unapproved

Growing the North

Council discussed the Growing the North Conference that is being held February 19 to 20, 2020 in Grande Prairie, the RMA Zone 4 meeting scheduled for February 21, 2020, and a request from the County of Grande Prairie to host hospitality rooms in conjunction with these events.

RC19-322 Moved by Councillor Wendland that Council approve a maximum of $3,000.00 in funding from account 2-11-10-00-219 – Council – Hospitality towards an anticipated partnership with the County of Grande Prairie, the Municipal District of Greenview, and Saddle Hills County for hospitality suites from 5 p.m. to 8 p.m. on February 18, 2020 and on February 20, 2020 at the TARA Centre in conjunction with the Growing the North Conference on February 19-20, 2020 in Grande Prairie.

CARRIED

Receivership Canadian Oil & Gas International Inc.

Council was provided with a request from MNP Ltd. to review correspondence requesting the reverse of all tax invoices for Canadian Oil & Gas International Inc. roll 316452.

RC19-323 Moved by Councillor Poetker that Council write-off the sum of $150.92 owed to Birch Hills County by Canadian Oil & Gas International Inc. related to roll number 316452, and to direct Administration to code this charge against the Allowance for Doubtful Accounts.

CARRIED

ASB Regional Conference

Council was provided with information about the 2019 Peace Region Agriculture Service Board Conference and confirmation on attendance and travel arrangements.

RC19-324 Moved by Councillor Duvall that Council authorize the following ASB members Terry Carbone, Gerald Manzulenko, Albert Poetker, Deanne Wendland, Mel Duvall and Denise Joudrey to attend the one-day Peace Region ASB Conference on October 29, 2019 in St. Isadore with 1-day honorarium payable to each member attending and travel arrangements to be in a Birch Hills County vehicle(s) (option to ride with Ag. Fieldman and Assistant Ag. Fieldman and/or in a separate County vehicle).

CARRIED

Unapproved

ASB Provincial Conference

Council was provided with information regarding the 2020 Provincial Agriculture Service Board Conference and requesting confirmation on attendance and travel.

RC19-325 Moved by Councillor Poetker that Council authorize the following ASB members Terry Carbone, Mel Duvall, and Paul Reum, to attend the four (4) day Provincial ASB Conference on January 21-24, 2020 in Banff with a 5-day honorarium payable to each member attending and travel arrangements to be announced.

CARRIED

FOR INFORMATION

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

1. Bank Reconciliation – August 31, 2019; and
2. Financial Report re 2019 O&M Budget Variance.

RC19-326 Moved by Councillor Joudrey that Council accept the items presented for information.

CARRIED

CORRESPONDENCE

Council was provided with copies of the following documents:

a. Letter from Minister of Municipal Affairs re Municipal Sustainability Initiative (MSI), Basic Municipal Transportation Grant Funding (BMTG) and Gas Tax Fund (GTF) dated August 15, 2019;
b. Letter from Minister of Municipal Affairs re Shallow Gas Tax Relief Initiative (SGTRI).

RC19-327 Moved by Councillor Reum that Council direct Administration to prepare a letter, for the Reeve's signature, to the Minister of Municipal Affairs to thank the Province for provision of the County's 2019 Municipal Sustainability Initiative (MSI), Basic Municipal Transportation Grant (BMTG) and Gas Tax Fund (GTF) allocations.

CARRIED

RC19-328 Moved by Councillor Poetker that Council accept the correspondence provided for information.

CARRIED

Shawna Schwerdt exited meeting at 2:43 p.m.

Unapproved

CLOSED SESSION

RC19-329 Moved by Councillor Poetker that Council move into closed session at 2:43 p.m. to discuss one item related to Personnel per Freedom of Information and Protection of Privacy Act (FOIP) Division 2, section 16 and one item related to Legal per FOIP section 27.

CARRIED

RC19-330 Moved by Councillor Wendland that Council move out of closed session at 3:10 p.m.

CARRIED

RC19-331 Moved by Councillor Reum that Council direct Administration to transfer $409.95, the unpaid balance of utility account #800780, to property tax roll #315675 and to advise Mrs. Gritchen of Council's decision.

CARRIED

ADJOURNMENT

Being that there was no further business, Reeve Manzulenko adjourned the meeting at 3:15 p.m.

Unapproved

Original to be signed
GERALD MANZULENKO
REEVE

Original to be signed
HERMANN MINDERLEIN
CAO

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/Approved For Submission**	
Meeting Date:	October 24, 2019	**CAO:**	
Originated By:	Shawna Schwerdt L.O./E.A.	**Manager:**	
Item Title:	Public Hearing re Bylaw 2019-09, the "County of Grande Prairie IDP Bylaw"	**Presenter:**	CAO Minderlein

DESCRIPTION:

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

As a point of order, Administration is reminding Council that as per Section 4.16 of Bylaw 2014-06, the Procedural Bylaw, "Recording of Public Hearings or quasi-judicial meetings (e.g. Subdivision Appeal Board) will not be permitted" and advising Council that the recorder will be turned off until the Public Hearing has been completed.

BACKGROUND:

Bylaw 2019-09 was prepared by Birch Hills County and the County of Grande Prairie.

Birch Hills County held first reading of this Bylaw on September 26, and is proposing to have a 2nd and 3rd reading of the Bylaw later on is this meeting.

The Draft Plan was previously distributed to Council for review and input and was presented at a public presentation by Nick Price and Elisa Stamatakis from V3 Companies of Canada Ltd. to residents and representatives from both municipalities at Teepee Creek on August 27, 2019. There were no residents that attended the presentation, and Council participation was limited to Reeve Manzulenko and Councillor Wendland from Birch Hills County.

The County of Grande Prairie held first reading of Bylaw 3125 (their version of the IDP Bylaw), on September 30, 2019, A public hearing for the Bylaw will take place at a future Council Meeting.

The Intermunicipal Collaboration Framework (ICF) Bylaw cannot be approved until **AFTER** both municipalities pass third reading of the IDP. A Public Hearing is not required for the ICF Bylaw.

The County of Grande Prairie has not provided us with the scheduling of their IDP or ICF Bylaw.

RELEVANT LEGISLATION (Cite):

In accordance with MGA, Section 692(1)(e) - before giving second reading to a proposed planning bylaw, a council must hold a public hearing with respect to the proposed planning bylaw in accordance with section 230 after giving notice of it in accordance with MGA, Section 606 - the bylaw is required to be advertised for two consecutive weeks before second reading takes place.

Legislation related to Public Hearings may be found in Section 230 of the Municipal Government Act, and a copy of that Legislation is included in this package.
Additional legislation regarding Public Hearings is included in Section 5 of Birch Hills County Bylaw 2014-06, the Procedural Bylaw, and a copy of that section has also been included in this package.

BHC Bylaw 2019-09, “Birch Hills County/ County of Grande Prairie No. 1 Intermunicipal Development Plan

ATTACHMENT(S):

Schedule for Public Hearing re Bylaw 2019-09.

Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26
Sections 230(1) Public Hearings, 606(1) Requirements for advertising and 692(1) Planning bylaws.

Section 5 of Birch Hills County Bylaw 2014-06, the Procedural Bylaw.

A copy of Bylaw No. 2019-09, the “County of Grande Prairie IDP Bylaw”, is included with the RFD for Item 8.a.

RECOMMENDED ACTION:

It is Administration’s recommendation that Council proceed with the Public Hearing as per the Schedule included with this RFD.

BIRCH HILLS COUNTY
PUBLIC HEARING RE
BIRCH HILLS COUNTY DRAFT BYLAW 2019 - 09

1. The Chair to call for a motion to go into a Public Hearing

RC19-__Moved by _____that Council go into Public Hearing related to Bylaw No. 2019 - 09, Birch Hills County/ County of Grande Prairie Intermunicipal Development Plan.

2. The Chair will introduce members of Council and staff.

3. The Chair will outline the purpose of the Public Hearing, that being Bylaw No. 2019 - 09, Birch Hills County/ County of Grande Prairie Intermunicipal Development Plan. The chair will outline the process to be followed, that being:

a. Hermann Minderlein, CAO Birch Hills County will present a report followed by questions for clarification by Council:

b. After identifying themselves, members of the public will be invited to make a verbal presentation followed by questions for clarification by Council. Persons addressing Council shall give their name, location of residence, an indication as to whether they are speaking on their own behalf or for another person or a group, and address the Chair when responding to questions or providing information.

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

ii. One spokesperson per group may speak for a maximum of ten (10) minute;

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

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

4. Depending on the number of written submissions, Birch Hills County staff may provide a report on the number of written submissions received and if appropriate a general overview of the contents of the written submissions**.**

5. If applicable, Birch Hills County staff will present a closing summary and respond to any questions that may have been raised in the presentations.

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

7. The Chair to call for a motion to adjourn the Public Hearing

RC19-__Moved by _____that Council adjourn the Public Hearing related to Bylaw No. 2019 - 09, Birch Hills County/ County of Grande Prairie Intermunicipal Development Plan.

Excerpt from Municipal Government Act (MGA)

Public Hearing

When to hold public hearing

230(1) When this or another enactment requires council to hold a public hearing on a proposed bylaw or resolution, the public hearing must be held, unless another enactment specifies otherwise,

(a) before second reading of the bylaw, or

(b) before council votes on the resolution.

(2) If a public hearing is held on a proposed bylaw or resolution, council must conduct the public hearing during a regular or special council meeting.

(3) A council may by bylaw establish procedures for public hearings.

(4) In the public hearing, council

(a) must hear any person, group of persons, or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by the council, and

(b) may hear any other person who wishes to make representations and whom the council agrees to hear.

(5) After considering the representations made to it about a proposed bylaw or resolution at a public hearing and after considering any other matter it considers appropriate, the council may

(a) pass the bylaw or resolution,

(b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or

(c) defeat the bylaw or resolution.

(6) The minutes of the council meeting during which a public hearing is held must record the public hearing to the extent directed by the council.

RSA 2000 cM-26 s230;2015 c8 s31

Excerpt from Municipal Government Act (MGA)

Requirements for advertising

606(1) The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specifies otherwise.

(2) Notice of the bylaw, resolution, meeting, public hearing or other thing must be

(a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held,

(b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or

(c) given by a method provided for in a bylaw under section 606.1.

(3) A notice of a proposed bylaw must be advertised under subsection (2) before second reading.

(4) A notice of a proposed resolution must be advertised under subsection (2) before it is voted on by council.

(5) A notice of a meeting, public hearing or other thing must be advertised under subsection (2) at least 5 days before the meeting, public hearing or thing occurs.

(6) A notice must contain

(a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,

(b) the address where a copy of the proposed bylaw, resolution or other thing, and any document relating to it or to the meeting or public hearing may be inspected,

(c) in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and

(d) in the case of a meeting or public hearing, the date, time and place where it will be held.

(7) A certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in the certificate.

(8) The certificate is admissible in evidence without proof of the appointment or signature of the person who signed the certificate.

RSA 2000 cM-26 s606;2015 c8 s56;2017 c13 s3

Excerpt from Municipal Government Act (MGA)

Planning bylaws

692(1) Before giving second reading to

(a) a proposed bylaw to adopt an intermunicipal development plan,

(b) a proposed bylaw to adopt a municipal development plan,

(c) a proposed bylaw to adopt an area structure plan,

(d) a proposed bylaw to adopt an area redevelopment plan,

(e) a proposed land use bylaw, or

(f) a proposed bylaw amending a statutory plan or land use bylaw referred to in clauses (a) to (e),

a council must hold a public hearing with respect to the proposed bylaw in accordance with section 230 after giving notice of it in accordance with section 606.

(2) Despite subsection (1), if a proposed development relates to more than one proposed bylaw referred to in subsection (1), the council may hold a single public hearing.

(3) Despite subsection (1), in the case of a public hearing for a proposed bylaw adopting or amending an intermunicipal development plan,

(a) councils may hold a joint public hearing to which section 184 does not apply, and

(b) municipalities may act jointly to satisfy the advertising requirements of section 606.

(4) In the case of an amendment to a land use bylaw to change the district designation of a parcel of land, the municipality must, in addition to the requirements of subsection (1),

(a) include in the notice described in section 606(2)

(i) the municipal address, if any, and the legal address of the parcel of land, and

(ii) a map showing the location of the parcel of land,

(b) give written notice containing the information described in clause (a) and in section 606(6) to the assessed owner of that parcel of land at the name and address shown on the assessment roll of the municipality, and

(c) give a written notice containing the information described in clause (a) and in section 606(6) to each owner of adjacent land at the name and address shown for each owner on the assessment roll of the municipality.

(5) If the land referred to in subsection (4)(c) is in another municipality, the written notice must be given to that municipality and to each owner of adjacent land at the name and address shown for each owner on the tax roll of that municipality.

Excerpt from Municipal Government Act (MGA)

(6) Despite subsection (1), a bylaw referred to in subsection (1) may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical or typographical errors and does not materially affect the bylaw in principle or substance.

(6.1) Subsection (1)(f) does not apply in respect of a proposed bylaw amending a statutory plan or land use bylaw to specify the purposes of a community services reserve.

(7) In this section,

(a) "adjacent land" means land that is contiguous to the parcel of land that is being redesignated and includes

(i) land that would be contiguous if not for a highway, road, river or stream, and

(ii) any other land identified in the land use bylaw as adjacent land for the purpose of notifications under this section;

(b) "owner" means the person shown as the owner of land on the assessment roll prepared under Part 9.

(8) If an ALSA regional plan requires a council to pass a bylaw referred to in this section, the council must

(a) consider whether, in view of the requirement in the ALSA regional plan, consultation is necessary, desirable or beneficial, and

(b) decide whether or not to proceed with consultation.

(9) If a council decides under subsection (8) that consultation is neither necessary nor desirable or would not be beneficial, subsections (1) to (7) do not apply to the council in respect of the bylaw concerned.

RSA 2000 cM-26 s692;2008 c37 s9;2009 cA-26.8 s83

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

5.0 PUBLIC HEARINGS

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

5.2 The procedure for a Public Hearing is as follows:

a) The Chair will call for a motion to go into Public Hearing;
b) The Chair will introduce members of Council and staff, outline the purpose of the Public Hearing, the process to be followed in the Public Hearing and any preliminary matters;
c) If applicable,

   i. Birch Hills County staff will present their report followed by questions for clarification by Council; or
   ii. The proponent or their agent will be requested to present his/her application within a reasonable time period followed by questions for clarification by Council;

d) After identifying themselves, members of the public will be invited to make a verbal presentation followed by questions for clarification by Council;
e) Depending on the number of written submissions, Birch Hills County staff may provide a report on the number of written submissions received and if appropriate a general overview of the contents of the written submissions;
f) Verbal or written representation from the federal governments or federal agencies will be invited to make a verbal presentation followed by questions for clarification by Council;
g) Verbal or written representation, representatives from the provincial government or provincial agencies will be invited to make a verbal presentation followed by questions for clarification by Council;
h) After identifying themselves, representatives from municipal governments or municipal agencies will be invited to make a verbal presentation followed by questions for clarification by Council;
i) If applicable

   i. Birch Hills County planning staff will present a closing summary and respond to any questions that may have been raised in the presentations; and
   ii. The proponent or their agent will present a closing summary and respond to any questions that may have been raised in the presentations.

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

5.4 Persons addressing Council shall give their name, location of residence, an indication as to whether they are speaking on their own behalf or for another person or a group, and address the Chair when responding to questions or providing information.

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

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

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

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

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

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

6.0 COUNCIL REVIEW HEARING

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

a) "Order to Remedy" means an order issued under 545 or 546 of the *Act;*
b) "Review Hearing" means a review by Council of an Order to Remedy in accordance with section 547 of the *Act;*
c) "Staff" means a designated officer of Birch Hills County or an employee of Birch Hills County that has been delegated the responsibility to issue an Order to Remedy.

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

a) the name of the appellant;
b) the address of the property to which the Order to Remedy relates;
c) the reasons for the request to review the Order to Remedy;
d) daytime contact telephone number of the appellant; and
e) any address to which documents relating to the Review Hearing may be delivered.

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

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

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**
Meeting Date:	October 24, 2019	**CAO:**
Originated By:	Shawna Schwerdt L.O./E.A.	**Manager:**
Item Title:	Public Hearing re Bylaw 2019-10, the "Saddle Hills County IDP Bylaw"	**Presenter:** CAO Minderlein

DESCRIPTION:

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

As a point of order, Administration is reminding Council that as per Section 4.16 of Bylaw 2014-06, the Procedural Bylaw, "Recording of Public Hearings or quasi-judicial meetings (e.g. Subdivision Appeal Board) will not be permitted" and advising Council that the recorder will be turned off until the Public Hearing has been completed.

BACKGROUND:

Bylaw 2019-10 was prepared by Birch Hills County and the Saddle Hills County.

Birch Hills County held first reading of this Bylaw on September 26, 2019 and is proposing to have a 2nd and 3rd reading of the Bylaw later on is this meeting.

The Draft Plan was previously distributed to Council for review and input and was presented at a public presentation to residents of both municipalities at Kakut Lake on August 21, 2019. There were four Birch Hills County residents that attended this meeting in addition to staff and Council representation.

Saddle Hills County has provided first reading to Bylaw 366-2019 (their version of the IDP Bylaw), and their Public Hearing and potentially 2ndand 3rd readings is scheduled for November 4, 2019.

The Intermunicipal Collaboration Framework (ICF) Bylaw cannot be approved until **AFTER** both municipalities pass third reading of the IDP. A Public Hearing is not required for the ICF Bylaw.

RELEVANT LEGISLATION (Cite):

In accordance with MGA, Section 692(1)(e) - before giving second reading to a proposed planning bylaw, a council must hold a public hearing with respect to the proposed planning bylaw in accordance with section 230 after giving notice of it in accordance with MGA, Section 606 - the bylaw is required to be advertised for two consecutive weeks before second reading takes place.

Legislation related to Public Hearings may be found in Section 230 of the Municipal Government Act, and a copy of that Legislation is included in this package.
Additional legislation regarding Public Hearings is included in Section 5 of Birch Hills County Bylaw 2014-06, the Procedural Bylaw, and a copy of that section has also been included in this package.

BHC Bylaw 2019-10, “Birch Hills County/ Saddle Hills County Intermunicipal Development Plan

ATTACHMENT(S):

Schedule for Public Hearing re Bylaw 2019-10.

Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26 Sections 230(1) Public Hearings, 606(1) Requirements for advertising and 692(1) Planning bylaws.

Section 5 of Birch Hills County Bylaw 2014-06, the Procedural Bylaw.

A copy of Bylaw No. 2019-10, the “Saddle Hills County IDP Bylaw”, is included with the RFD for Item 8.b.

RECOMMENDED ACTION:

It is Administration’s recommendation that Council proceed with the Public Hearing as per the Schedule included with this RFD.

BIRCH HILLS COUNTY
PUBLIC HEARING RE
BIRCH HILLS COUNTY DRAFT BYLAW 2019 - 10

1. The Chair to call for a motion to go into a Public Hearing

RC19-__Moved by _____that Council go into Public Hearing related to Bylaw No. 2019 - 10, Birch Hills County/ Saddle Hills County Intermunicipal Development Plan.

2. The Chair will introduce members of Council and staff.

3. The Chair will outline the purpose of the Public Hearing, that being Bylaw No. 2019 - 10, Birch Hills County/ Saddle Hills County Intermunicipal Development Plan. The chair will outline the process to be followed, that being:

a. Hermann Minderlein, CAO Birch Hills County will present a report followed by questions for clarification by Council:

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

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

4. Depending on the number of written submissions, Birch Hills County staff may provide a report on the number of written submissions received and if appropriate a general overview of the contents of the written submissions**.**

5. If applicable, Birch Hills County staff will present a closing summary and respond to any questions that may have been raised in the presentations.

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

7. The Chair to call for a motion to adjourn the Public Hearing

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(a) before second reading of the bylaw, or

(b) before council votes on the resolution.

(2) If a public hearing is held on a proposed bylaw or resolution, council must conduct the public hearing during a regular or special council meeting.

(3) A council may by bylaw establish procedures for public hearings.

(4) In the public hearing, council

(a) must hear any person, group of persons, or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by the council, and

(b) may hear any other person who wishes to make representations and whom the council agrees to hear.

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(a) pass the bylaw or resolution,

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(b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or

(c) given by a method provided for in a bylaw under section 606.1.

(3) A notice of a proposed bylaw must be advertised under subsection (2) before second reading.

(4) A notice of a proposed resolution must be advertised under subsection (2) before it is voted on by council.

(5) A notice of a meeting, public hearing or other thing must be advertised under subsection (2) at least 5 days before the meeting, public hearing or thing occurs.

(6) A notice must contain

(a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,

(b) the address where a copy of the proposed bylaw, resolution or other thing, and any document relating to it or to the meeting or public hearing may be inspected,

(c) in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and

(d) in the case of a meeting or public hearing, the date, time and place where it will be held.

(7) A certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in the certificate.

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(e) a proposed land use bylaw, or

(f) a proposed bylaw amending a statutory plan or land use bylaw referred to in clauses (a) to (e),

a council must hold a public hearing with respect to the proposed bylaw in accordance with section 230 after giving notice of it in accordance with section 606.

(2) Despite subsection (1), if a proposed development relates to more than one proposed bylaw referred to in subsection (1), the council may hold a single public hearing.

(3) Despite subsection (1), in the case of a public hearing for a proposed bylaw adopting or amending an intermunicipal development plan,

(a) councils may hold a joint public hearing to which section 184 does not apply, and

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(ii) a map showing the location of the parcel of land,

(b) give written notice containing the information described in clause (a) and in section 606(6) to the assessed owner of that parcel of land at the name and address shown on the assessment roll of the municipality, and

(c) give a written notice containing the information described in clause (a) and in section 606(6) to each owner of adjacent land at the name and address shown for each owner on the assessment roll of the municipality.

(5) If the land referred to in subsection (4)(c) is in another municipality, the written notice must be given to that municipality and to each owner of adjacent land at the name and address shown for each owner on the tax roll of that municipality.

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(6) Despite subsection (1), a bylaw referred to in subsection (1) may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical or typographical errors and does not materially affect the bylaw in principle or substance.

(6.1) Subsection (1)(f) does not apply in respect of a proposed bylaw amending a statutory plan or land use bylaw to specify the purposes of a community services reserve.

(7) In this section,

(a) "adjacent land" means land that is contiguous to the parcel of land that is being redesignated and includes

(i) land that would be contiguous if not for a highway, road, river or stream, and

(ii) any other land identified in the land use bylaw as adjacent land for the purpose of notifications under this section;

(b) "owner" means the person shown as the owner of land on the assessment roll prepared under Part 9.

(8) If an ALSA regional plan requires a council to pass a bylaw referred to in this section, the council must

(a) consider whether, in view of the requirement in the ALSA regional plan, consultation is necessary, desirable or beneficial, and

(b) decide whether or not to proceed with consultation.

(9) If a council decides under subsection (8) that consultation is neither necessary nor desirable or would not be beneficial, subsections (1) to (7) do not apply to the council in respect of the bylaw concerned.

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g) Verbal or written representation, representatives from the provincial government or provincial agencies will be invited to make a verbal presentation followed by questions for clarification by Council;
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   i. Birch Hills County planning staff will present a closing summary and respond to any questions that may have been raised in the presentations; and
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5.9 The Chair is hereby authorized to make any other decisions or determinations with respect to the process or rules of order for the Public Hearing.

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

6.0 COUNCIL REVIEW HEARING

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

a) "Order to Remedy" means an order issued under 545 or 546 of the *Act;*
b) "Review Hearing" means a review by Council of an Order to Remedy in accordance with section 547 of the *Act;*
c) "Staff" means a designated officer of Birch Hills County or an employee of Birch Hills County that has been delegated the responsibility to issue an Order to Remedy.

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

a) the name of the appellant;
b) the address of the property to which the Order to Remedy relates;
c) the reasons for the request to review the Order to Remedy;
d) daytime contact telephone number of the appellant; and
e) any address to which documents relating to the Review Hearing may be delivered.

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

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

TO: Members of Council

FROM: Hermann Minderlein, CAO

RE: Report to Council – October 24, 2019 Regular Meeting of Council

SUBJECT: CAO Report

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

REPORT:

This is my report of highlights of activity since the September 26 15, 2019 Regular Council Meeting.

Due to the time between this and the previous meeting, there were several pieces of correspondence distributed to Council by email rather than including with this Agenda package. These included:

1. Letter re Gravel Request from Eaglesham Golf Course – RC19-317; and

2. Letter re Outstanding Untilities – RC19-331;

RMA is in the process of surveying members to determine where everyone is where their ICF's, issues, etc. It was relatively short, I completed, and will distribute results once released.

The Province of Alberta issued a survey related to cannabis, and I completed the information requested. This was a follow up on a webinar that provided background information on cannabis legalization and cannabis funding in Alberta held for all municipalities on October 1. A copy of the slides used for the webinar is available at: https://zoom.us/recording/share/iAIbiKXxr4kv8SyGRbEeI9Dhnwp_23PR1WnzSMCHlKmwIumekTziMw?startTime=1569945127000

I will be at the meeting on the 24th to update Council on items missing from my written report, and to provide additional information that may be required.

UPCOMING EVENTS

October 1	G5 CAO Working Lunch
October 14	Thanksgiving Day – County Office Closed
October 24	Organizational Meeting Regular Council Meeting
November 11	Rememberance Day – County Office Closed

November 12-15	RMA Convention
November 28	Regular Council Meeting
December 10	G5 Meeting – Eaglesham Hall
December 12	Regular Council Meeting

MEMORANDUM

October 24, 2019

TO: CAO, Birch Hills County

Director of Corporate Services – Administrative Update as of October 18, 2019

2019-20 Application: Local and Provincial Grant Programs

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

- Canada Summer Jobs (CSJ) – amount unknown *
- Disaster Recovery Program (DRP) - $242,471
- Family & Community Support Services (FCSS) Quarterly payments – Total $47,606 **Received $40,333**
- 2018-19 Gas Tax Funding (GTF) - 85,569 **
- 2019-20 GTF - $90,368 (increase $4,799) **
- 2019-20 GTF - one time top up $85,122 **
- Grants in Place of Taxes (GIPOT) - $19,384.12 (increase $484)
- Municipal Sustainable Initiative (MSI) Capital - $351,951 (decrease $27,428)
- MSI BMTG - $365,702 (decrease $44,591)

*CSJ reporting submitted September 26
**GTF spending plans remain outstanding

The **2017-19 Agriculture Service Board grant agreement** expires December 31, 2019.

Finance Update – 2020 Budget and Future Financial Plans

2020 Operating & Maintenance (O&M) and Capital annual budgets are scheduled to be reviewed with Hermann October 30 and will be brought to a future Council meeting.

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

Administration anticipates the announcement of the **Alberta Provincial Budget 2020** today.

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Finance Update – Assessment and Property Tax Update

Updated **landowner maps** have been ordered and will be available in the near future.
The **Tax Sale** was held October 7. An RFD is included with this agenda.

The **Shallow Gas Tax Relief Initiative (SGTRI)** deadline was October 21. BHC has permission to submit October 24 and will see a slight decrease on a future Alberta School Foundation Fund (ASFF) payment of $110.28.

The **2020 Provincial Equalized Assessment** is due to be released early November. Equalized Assessment is a process that levels the playing field for municipalities so that property tax requisitions and grants can be fairly allocated. Just as property owners pay taxes in proportion to the value of the property they own, municipalities are required to contribute to the provincial education and other requisitions based on the proportion of assessment within their jurisdictions. Equalized assessments are used to determine the specific contributions to be made by each municipality, and they are also used in formulas for provincial grants to municipalities.

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

Finance Update – Miscellaneous

Municipal Affairs (MA) Regional Training - Municipal Accountability Program (MAP) update:
BHC received the annual MAP indicators letter October 7 (included in today's agenda for information). The MAP bulletin received at the MA regional training is attached and lists legislative areas reviewed for the 2019 process. This program was started in 2018 and is on a four year rotation.

MAP key items include:

- MAP is a tool not a test (review of "must" and "shalls" of MGA, LAEA, EMA and Library's Act)
- Program is meant to mitigate decrease in "public confidence"
- Population 5000 and under covers 70% of the 341 Alberta Municipalities
- Observation of a Council meeting included in the onsite visit
- Mandatory Bylaw, Discretionary Bylaw review
- Calling, canceling, closing Council meetings, Council meeting minutes review
- Assessment and tax notice review
- ARB / SDAB requirements

- Feedback report is received upon completion of MAP inspection
- Ongoing communication with CAO and staff, full year to implement "gaps" identified
- Report is not confidential, BHC may share as decided by Council
- Requirement to respond within eight weeks with an action plan

MA Regional Training - Local Authority Election Act (LAEA) update:
Implementation Fact Sheets are available at https://open.alberta.ca/publications/implementation-fact-sheet-local-authorities-election-act-2018.

Local Authority Election Act (LAEA) key items include:

- Since the 2017 municipal elections – 125 vacancies (very high)
- Nomination is a period of time (file papers any time after January 1) no longer Nomination Day
- Council to name Returning Officer (RO) prior to January 1 of election year or defaults to CAO, mandatory resolution to appoint substitute RO
- 6 month Alberta residency has been removed, must be a resident on the day of voting, must be a Canadian citizen still applies

Development permit 22 18 19 regarding Trace Water Solutions Ltd was cancelled October 8th. Appeal fees have been refunded to appellants involved with this permit.

Cost of Living Adjustment (COLA) research will be completed using the October 20th Consumer Price Index (CPI) along with neighboring municipal comparisons and be brought back to a future Council Meeting.

Hermann and I are scheduled to meet Kevin Chrenek at the **RBC Dominion Securities Inc.** office October 25 to review our Investment Management Service agreement.

RBC Guaranteed Investment Certificate (GIC) matured June 27 estimated at $1,288,836 and has been held in a daily interest account to be reinvested now that the Investment Management Services RFP process is complete. RBC GICs will also mature on November 17 estimated at $691,796 and November 29 estimated at $422,860.

The annual volunteer **Firefighter and Medical First Responder** points' program reporting cutoff is October 31. Reporting is due by November 15 in order for payments to be processed and delivered to volunteers by November 30. Three points are earned the first hour and one point each additional hour, with points being worth $10.00.

Administration will be completing **inventory reconciliations** October 31. Inventories include gravel, yard and grader site fuel, grader blades/tips, culverts, and agriculture department chemicals.

Our **Manulife health benefits annual renewal** is November 1st. Lane Quinn, our benefit insurance broker, completed a mini-market review spring 2019. Manulife committed to a 4.99% average premium decrease and will hold premiums until November 2020. There will be no premium change at this time.

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

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

- Basic Emergency Management (BEM)	October 25 A.M.	Brownlee Building
- Scribe Course	October 25 P.M.	Brownlee Building
- Municipal Elected Officials (MEO)	November 25	**Birch Hills County**
- Public Information Officer (PIO)	TBD 2019	TBD
- Detailed Planning P	November 7&8	Peace River
- Incident Command System (ICS) 300	January 6-8, 2020	Saddle Hills County
- CP-REM Emergency Exercise	March 20, 2020	Saddle Hills County

Lucy and Tracy attended the **Emergency Social Services (ESS) meeting** October 17 at Saddle Hills County. Personal Preparedness for Functional Needs training was included in this meeting, presented by Ken Hawrylenko.

Alberta Task Force 1 general meeting is scheduled November 7 in Peace River and includes High Level Chuckegg Creek wildfire debrief. Dion and I plan to attend.

The next **CP-REM meeting** will be held November 21 at Saddle Hills County.

Laugh until your belly hurts and then just a little bit more.

Shelley Braun
Director of Corporate Services

Alberta Municipal Affairs

Office of the Assistant Deputy Minister
Municipal Services and Legislation
17th Floor, Commerce Place
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Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-2225
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AR98655

September 30, 2019

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

Municipal Indicators for Birch Hills County

Dear Mr. Minderlein:

In March 2018, the Deputy Minister indicated that Municipal Affairs would be implementing a new performance measure for the ministry. Beginning with the 2019-22 business plan, the ministry will report the percentage of municipalities deemed to be "not at risk" based on 13 defined financial, governance, and community indicators. Each indicator has a defined benchmark, and a municipality is deemed to be "not at risk" as long as it does not trigger on a defined number of indicators. As part of the same correspondence, then Deputy Minister Pickering indicated that the ministry was committed to supporting accountable, responsible, and transparent local governments.

The ministry has now compiled and verified the data collected from Alberta's municipalities for the 2018 financial year. According to our records, the following indicator(s) were triggered for your municipality:

I11-INVESTMENT IN INFRASTRUCTURE
I12-INFRASTRUCTURE AGE

We are pleased to inform you that while Birch Hills County triggered 2 of the 13 indicators, this is below the established benchmark, and as such your municipality will not appear in the 2018 Municipal Indicator Report (https://open.alberta.ca/publications/municipal-indicator-results) expected to be released in January 2020.

.../2

If you would like to discuss your results, or the possible future release of these results, please contact the Municipal Services and Legislation Division at toll-free 310-0000, then 780-427-2225, or via email at lgsmail@gov.ab.ca.

Yours truly,

Gary Sandberg
Assistant Deputy Minister

Municipal Accountability Program

What is the Municipal Accountability Program (MAP)?

The Municipal Accountability Program collaboratively supports municipal governments by helping them to understand and achieve legislative compliance with acts and regulations, which fall under the purview of the Minister of Municipal Affairs, such as the *Municipal Government Act, Local Authorities Election Act, Emergency Management Act,* and *Libraries Act* for example.

Municipalities with populations of 5,000 or less are automatically scheduled for a MAP review once every four years. Ministry staff and chief administrative officers (CAOs) work collaboratively together, resulting in a report provided to the CAO, identifying areas of strength, as well as issues of legislation non-compliance.

Each MAP report includes recommendations and resources to assist in remedying identified concerns. Municipal Affairs maintains contact with each CAO, to provide support throughout the four-year cycle as requested.

The goal is to facilitate well-managed municipalities, and foster strong collaborative relationships between the CAO and the ministry.

How is MAP conducted?

The focus of MAP is compliance with mandatory legislative provisions. The process includes document reviews, meetings with the CAO, and observing a council meeting.

MAP is an administratively focused process, and does not include matters related to governance of the municipality, or involve the public.

What is reviewed in 2019?

The following is a list of the legislative areas reviewed for the 2019 MAP process:

- Location of the municipal office - *MGA* 204
- Council orientation and training - *MGA* 201.1
- CAO evaluations - *MGA* 205.1
- Provision of information to council by the CAO – *MGA* 153.1
- Signing of municipal documents – *MGA* 213
- Repair of roads, public places and public works – *MGA* 532
- Public presence at meetings – *MGA* 197(1)
- Closed meetings – *MGA* 197
- Annual organizational meeting – *MGA* 152, 192
- Special meeting procedures – *MGA* 194
- Meetings through electronic communications – *MGA* 199
- Regular meeting change notices – *MGA* 193
- Council authority to act – *MGA* 180-181
- Meeting quorum – *MGA* 167
- Council voting procedures – *MGA* 182-185
- Recording of pecuniary interest – *MGA* 172
- Council meeting minutes – *MGA* 172, 184, 185, 197, 208, 230
- Code of conduct bylaw – *MGA* 146.1, Code of Conduct for Elected Officials Regulation 200/2017
- CAO bylaw and appointment – *MGA* 205
- Designated Officers – *MGA* 210, 284.2, 456(1), 627.1(3)
- Borrowing bylaws – *MGA* 251-259, Debt Limit Regulation 255/2000
- Property tax bylaw content – *MGA* 353-359, Matters Relating to Assessment Sub-classes Regulation 202/2017

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- Assessment review board bylaw – *MGA* 454-456, Matters Relating to Assessment Complaints Regulation 201/2017

What is reviewed in 2019?

- Bylaw enforcement officer bylaw – *MGA* 555-556
- Procedural bylaw – *MGA* 145(b)
- Discretionary bylaws – *MGA* 7
- Procedure for passing bylaws – *MGA* 187-189
- Revision bylaws and bylaw amendment procedures – *MGA* 63-69, 191
- Public participation policy – *MGA* 216.1, Public Participation Policy Regulation 192/2017
- Operating and capital budgets – *MGA* 242-246, 248.1
- Financial records and receipts – *MGA* 268.1
- Designation of financial institution(s) – *MGA* 270
- Fidelity bonds/insurance – *MGA* 212.1
- Auditor appointment, audited financial statements, and auditor report – *MGA* 276, 280-281
- Salary and benefit disclosure – *MGA* 217, Supplementary Accounting Principles and Standards Regulation 313/2000
- Auditor's management letter – *MGA* 281
- Three-year operating and five-year capital plans – *MGA* 283.1, Municipal Corporate Planning Regulation 192/2017
- Assessment and tax roll – *MGA* 284.2(1), 307, 327, 329
- Preparation and content of assessment notices – *MGA* 308-309
- Preparation and content of tax notices – *MGA* 333-334
- Certification of the date of mailing of assessment and tax notices – *MGA* 310-311, 335-336
- Tax arrears list and tax recovery – *MGA* 412, 418, 436.03, 436.08

Legend:

ALSA – Alberta Land Stewardship Act
EMA – Emergency Management Act
LAEA – Local Authorities Election Act
MGA – Municipal Government Act

- Subdivision and development authority – *MGA* 623-626
- Subdivision and development appeal board – *MGA* 627-628, Subdivision and Development Appeal Board Regulation 195/2017
- Subdivision applications and decisions - *MGA* 653, 653.1, 679, Subdivision and Development Regulation 43/2002
- Development applications and decisions - *MGA* 683.1, 686, 687
- Alberta Land Stewardship Act regional plans - *MGA* 622, 630.2 and *ALSA* 20
- Growth management boards – *MGA* 708.23
- Land use bylaw - *MGA* 230, 606, 639, 640, 642 (1), 692 (4), Subdivision and Development Regulation 43/2002
- Municipal development plan - *MGA* 230, 606, 632, 641, 692
- Intermunicipal development plan(s) - *MGA* 230, 606, 631, 636, 692, 708.28, 708.3
- Intermunicipal Collaborative Framework(s) - *MGA* 708.33, Intermunicipal Collaboration Framework Regulation 191/2017
- Publishing plans and policies relating to planning decisions – *MGA* 638.2
- Joint elections – *LAEA* 2-3
- Returning officer and deputy returning officer(s) oaths - *LAEA* 16, Local Authorities Election Forms Regulation 106/2007
- Substitute returning officer appointment – *LAEA* 13(2.1)
- Election nomination forms and procedures - *LAEA* 27, 28.1, 34, 97
- Ballot account – *LAEA* 88-89. 94, 100
- Disposition of election materials – *LAEA* 101
- Election campaign disclosure statements – *LAEA* 147.4
- Municipal emergency organization and plans – *EMA* 11-11.2, Local Authority Emergency Management Regulation 203/2018
- Municipal and system library boards – *Libraries Act* 3-5, 16, Libraries Regulation 141/1998

Contact Us

To speak with a Municipal Accountability Advisor, call toll-free at 310-0000, then 780-427-2225, or email MAP@gov.ab.ca

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MEMORANDUM

October 3, 2019

TO: CAO, Birch Hills County

Shawna Schwerdt – Legislative Officer/Executive Assistant – Update from Regional Training Session re Alberta Municipal Affairs

Navigating the Map

Municipal Accountability Program (MAP) sends out letters beginning of the year for the schedule of who they are meeting with. Letters do pick a date but municipalities can ask to have the date changed if it does not work well for them. From a Council resolution item 204 of the MGA "A Council must name a place as its municipal office." I believe this is something that Council needs to do. The number one gap that the MAP finds is that in minutes there should be no "Notes or Comments". The second thing they find is the types of meetings Council has. They explained that there are Organizational Meetings, Special meetings, Regular Meetings but no "workshop" type meetings. If you have any meeting or gathering of Council then this has to be a meeting" and it has to be open to the public, however, Council still can go into closed sessions for reasons under FOIP numbered 16 to 29. The third thing they find is that everyone needs an Enforcement Bylaw. Even if there is no Bylaw Enforcer Officer hired for the municipality the Enforcement does default to the CAO and each municipality still needs the Bylaw.

Local Authorities Election Act

When having an election think about how you might call the "voting area" they suggest using the whole building to include the parking lot. They also said to always touch base with local RCMP that this is the date, time and place of the election as a heads up in case there is any type of emergency, they know ahead of time the location. After nomination administration must post first and last name within 48 hours this could include the Ward with their name. Must have a resolution from Council for a substitute or deputy returning officer and, in a By-election, this is done at the same meeting to set the date of the By-election, however in General election it has to be done by June 30. The candidates no longer fill out a "Notice of Intent" but they must file and this includes campaign disclosure and financial statement. There are now new rules for 3rd party advertisement and they have to register with municipalities if it is $1000.00 or more.

Bylaws, Policies and Procedures

Bylaws state the governing rules, policies provide the what and the why and procedures outline the how. Each Bylaw should include severability clause which is a provision that says only what challenges is that section but the rest of the Bylaw stays. When developing a Bylaw Council should ask themselves does it relate to their Strategic Plan, can it be realistically enforced, and also decide what is the level of service that is being developed. They suggested a policy that is on policies out lining structure and hierarchy. Generally, Council evaluates policies that pertain to the public and the CAO develops and evaluates Administrative policies. Policies should be very few in number for a municipality and all policies evaluated annually.

Office of the Election Commissioner

When a candidate signs up to be registered to run in an election, he is actually signing that they know the rules and are going to abide by the rules so the whole “I didn’t know” thing does not wash. The investigation from them is very complaint driven. They start with an analysis of the complaint find out what pieces of the legislation they may have broke and then communicate this with the commissioner who then gives approval to investigate. They issue caution letters, reprimands to full prosecution that goes to the law enforcement with evidence to the Crown. At first, they thought there would be about 40-50 a year of complaints but they are dealing with over 170 a month! They contract out investigation to help with the work load. They do not need search warrants so this speed up some of their investigation activities. They specifically look at Part 5.1 and 8 and the money reporting of the election to the commissioner. They look at the new rules for 3rd party advertisement and see if those parties have registered with municipalities if they have spent more than $1000.00.

Shawna Schwerdt
L.O./E.A.

MEMORANDUM

October 18, 2019

TO: CAO, Birch Hills County

Public Works Report (As of October 18, 2019)

GovDeals Update
-Aluminum pipe did not sell so it was decided to remove this asset from the website until early in 2020.
-Unit 128 2004 Dodge Ram 2500 is scheduled to close on September 23rd 2019 with a reserve of $2500.00 (did not sell due to low bids)
-Unit 125 2004 F-250 is scheduled to close on September 26th 2019 with a reserve bid of $3,300.00 sold for $3000.00 to buyer in County of GP
-Degelman blades 72 in total is scheduled to close on September 27th 2019 with a reserve of $2,800.00 sold for $3,300.00 to MD Fairview
-Schulte blades 58 in total is scheduled to close on September 27th 2019 with a reserve of $2,000.00 (did not sell due to low bids)
I will provide updates to council in the further.

Meeting Alberta Environment and Parks Update
I have a meeting scheduled for September 23rd 2019 at the County office with various members of this government agency. The plan is to have our Agricultural department attend this meeting so we can have that open conversation about this agenda items or concerns we they may have.
On the agenda but not limited to are

- Dreamers Lake Proposal for removal of structures
    - New proposal has been sent to AEP for approval. Proposal is to keep the inlet and outlet structure in place and remove the valve assembly and piping in the vertical culvert, cement in place the remaining items and backfill.
    - Council maybe approached by AEP to consider taking over the everyday operations at Dreamers Lake. Based on the association current operations it is not meeting the requirements of AEP and AEP would be open to a new partnership if you will.
- Belloy Ski Hill Structure
    - AEP is actively looking for someone to remove the structure that is there and clean up the area. They plan to possibly burn the old chalet structure that is there if no one wants to move it and clean up the site in the winter of 2019/20
-

- DRR Boat Launch
- Damage Control Permits
    - Brief update in that the permits are available to use on specific troubled areas and cooperation with local trappers is preferred.
- Disposition Updates (Gravel Pits, CRBP's)
    - AEP is committed to working with the County to ensure that all our dispositions are up to standards expected by their department.
- Abandoned Vehicles on crown land
- There is an abandoned vehicle policy with AEP that states the towing company must be registered with Alberta Services. Towing invoices are sent to the registered owner or last registered owner for reimbursement. If the owner is not found the invoice is sent to Alberta Services.
  The County should not be receiving invoices in the future.
  I will be getting a copy of the policy for the County records.

Public Works Call Log
This log will continue to be used and maintained by staff

Road Flooding on RR263 South of Twp. Rd 772
Staff is working with the land owner of SW10.77-26-5, AEP and Fish and Wildlife to resolve the flooding issue on RR263. As of October 16, 2019, the water remains high on this section of road.

Chainsaw Course
Staff members from the public works department and the agricultural department did a 3-day chainsaw course on Oct 1st-3rd.
This course will allow staff to safely and legally fall and buck trees that are a safety risk and that cause operational delays.

Closure of Eagle 99
With the planned closure of Eagle 99 and the loss of a fuel source for emergency services departments a plan needs to be in place. I will be working with the Regional Fire chief to ensure that we have secured fuel availability to all departments moving forward.
A plan is in place to cover the loss of fuel in Eaglesham for emergency service vehicles that will cover their operation needs. Regional Fire Chief Tom Morgan has a key to the main yard which allows access to the fuel stations when needed.

Thank you

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

MEMORANDUM

September 26, 2019

TO: CAO, Birch Hills County

Director of Agriculture– Administrative Update as of October 22, 2019

Conferences

A reminder of a few conferences that will be coming up soon. The Peace Region ASB Conference is coming up in St. Isadore on October 29, 2019. Kathrin has emailed everyone the Peace Region Resolutions that will be discussed and voted on. After the Conference there will be a Chair/Fieldman meeting with Shannon Serda from the Alberta Seed Processors discussing how and why they would like to have Fusarium Graminarium removed from the Alberta Pest Control Act. The Provincial Agricultural Service Board Conference will be held on January 21-24, 2020 in Banff and the IST (In-Service Training) will be held on December 2-6, 2019 also in Banff. Kathrin will be in attendance.

Roadside Mowing

Roadside mowing is complete and both operators are now finished until spring. We were able to get a big area completed this year and are back on track with the ditch and brush mowing. The maps will be brought up stairs during the next ASB meeting showing what all was done.

Spray Program

The spray program is complete for the year. We finished our roadside spraying at the end of August this year as we were at the limit of our chemical budget. Our county is approximately one half sprayed as of this fall and we will move into another area next year. The plan is to do North of Hwy 49 West of the Meridian.

Field Surveys

We have completed our fusarium and blackleg and clubroot surveys. We had one positive sample come back for fusarium. We resampled and it was positive but with a much lower percentage. This can be due to numerous reasons such as different location in field, different approach used, weather or crop ripeness. In the future land location for our samples may not be enough. We will have to start using GPS locations for our sampling in case there is need to resample the exact spot due to positive results. We are working with the farmer to manage the potential problem with help from the Agricultural Pest Act, the Fusarium Graminearum Management Plan and the BHC Fusarium Policy.

Policies

Kathrin and I are working on completing our Emergency Response Plans as well as working on our Emergency Animal Disease Response Plan.

December 10 – 13 Kathrin and I will be attending the Soil Conference in Edmonton. I attended the first conference 4 years ago and must say it was one of the best conferences I have attended. This year looks to be another strong conference.

The Provincial ASB grant is expiring at the end of December. We have yet to receive the next application. This should be happening in the before the new year I am hoping. We are unsure what the grant amount will be for 2020-2022. Updates will be given at the next ASB meeting.

Amanda Ouellet
Director of Agriculture.

October 18, 2019

CAO, Birch Hills County

FIRE SERVICE BOARD REPORT (as of date prepared)

Sept. 25	Delivered training to EFD on Staging Operations.
Oct. 6	WFD responded to a bale stack fire at 774051 Range Road 42. It was due to a powerline that had broken and fallen into the hay stack starting the fire.
Oct. 6	WFD responded to a motor vehicle accident at HWY 49 and Range Road 20. The call got a stand down call before crews were on scene.
Oct. 8	Delivered training to EFD on SCBA use and victim carries while using air.
Oct. 10	WFD with the EFD on standby, responded to a grain dryer fire at 30050 Twp. Road 765.
Oct. 11	The Birch Hills County Fire Dept. conducted their first ever fire station open house for fire prevention week.
Oct. 11	EFD responded to a vehicle fire at Twp. Road 792 and Range Road 10.
Oct. 12	Travelled to Rycroft to test fire fighter recruits on physical abilities for our upcoming recruit training class of 2019-20. This year Birch Hills County has 3 recruits taking the training.
Oct. 12	WFD responded to an outdoor fire at Hwy 49 and Range Road 15. It was a large area of grass in the ditch that had ignited and spread westward for about 175 feet.

October was pretty average for call volume. It was trying at times due to harvest, but every call had a good turnout for fire crews. The open house held on Oct 11th was very successful, with the final count being 74 students that cycled through the station and were taught about home fire safety. Firefighters from the Eaglesham and Tangent stations were present to help with the presentations and tours. A huge shout out to Hermann's wife Joan, as well as my own, who braved the cold wind that day to cook hotdogs and hand out beverages. The recruit class for this year did the physicals on Oct. 12th with all passing. BHCFD will have 3 recruits taking the 1001 training this year so I am excited to be helping train these future firefighters. There has been quite a bit of brush burning going on through this wet period and I am happy to see that it is better than burning during the winter where the risk of temperature inversion is so high. I will begin training new recruits as of Nov. 5th and it will run until their grad on March 7th.

TOM MORGAN

BIRCH HILLS COUNTY FIRE CHIEF

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

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

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

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

Motion #	Motion	By	Action	Status
	September, 2019.			
MEETING	**June 13, 2019 Regular Council Meeting**			
RC19-200	that Council direct administration to dispose of the surplus 6" aluminum and pumps by means of public auction.	Dion	Relisted Govdeals.com	Auction ends Oct 9
MEETING	**July 11, 2019 Regular Council Meeting**			
RC19-219	that Council provide third and final reading to Birch Hills County Bylaw 2019-07, the "Central Peace Regional Intermunicipal Subdivision and Development Appeal Board Bylaw".	Hermann	Arrange G5 CEO's & CAO's signatures as Bylaws adopted	ONGOING
RC19-252	that Council direct Administration to: 1. offer to sell up to 35,000 tonne of the reject gravel material from the County's Watino Pit to Mr. Ron Tardif for $2.50 per tonne based on Mr. Tardif being responsible for loading the material and providing acceptable evidence to the County of the quantity of material removed; 2. offer to sell the balance or a portion of the balance of the 35,000 tonne of reject gravel to the Shady Lane Colony at $2.50 per tonne based on Shady Lane Colony being responsible for loading the material and providing acceptable evidence to the	Hermann	35,000 tonne offered to Mr. Tardiff, to confirm by July 22nd. 35,000 tonne offered to Shady Lane Colony	DECLINED DECLINED

Motion #	Motion	By	Action	Status
	County of the quantity of material removed; and 3. advertise and sell the balance of the 35,000 tonne of reject gravel; and that the terms and conditions related to and resulting sales agreements be left to the CAO's discretion except that transactions must be concluded by the end of day, December 31, 2019.		35,000 tonne advertised in Signal and on web	No offers Received
MEETING	**September 26, 2019 Regular Council Meeting**			
RC19-295	that Council provide 3rd reading to Bylaw No. 2019-06, the "Birch Hills County Land Use Bylaw".	Shawna/Lucy	Awaiting signed originals from MMSA	
RC19-296	that Council direct Administration to provide notice of these changes in accordance with the requirements of Bylaw 2014-06, the Procedures Bylaw.	Shawna	Awaiting signed originals from MMSA	
RC19-298	that Council provide third reading to Birch Hills County Bylaw No. 2019-08, the "MD of Smoky River IDP Bylaw".	Shawna	In Master Bylaws & Bylaw Binder. On our BHC Webpage.	COMPLETED
RC19-302	that Council provide third and final reading to Birch Hills County Bylaw 2019-11, the "Municipal District of Smoky River No. 130 Intermunicipal Collaboration Framework Bylaw".	Shawna	In Master Bylaws & Bylaw Binder.	COMPLETED
RC19-303	that Council direct Administration to update the	Shawna	On our BHC	COMPLETED

Motion #	Motion	By	Action	Status
	County's website with a copy of Birch Hills County Bylaw 2019-11, the "Municipal District of Smoky River No. 130 Intermunicipal Collaboration Framework Bylaw".		Webpage.	
RC19-305	that Council direct Administration to make the appropriate arrangements for a Public Hearing for Birch Hills County Bylaw No. 2019-09, the "County of Grande Prairie IDP Bylaw", including the participation by Nick Price or Elisa Stamatakis from V3 Companies of Canada Ltd., at the October 24, 2019 Regular Council Meeting, and if appropriate, schedule second and third Reading of the Bylaw for that same meeting.	CAO	On October 24 Agenda	COMPLETED
RC19-306	that Council direct Administration to make the appropriate arrangements for Larry Kirkpatrick and/or Dave Dmytryshyn from Transitional Solutions to appear as a delegation to the October 24, 2019 Regular Council Meeting to brief Council on the County of Grande Prairie/Birch Hills County ICF Bylaw, and to schedule the 1st, 2nd, and 3rd Reading of that Bylaw at that meeting.		Add to October 24 Agenda	
RC19-308	that Council direct Administration to make the appropriate arrangements for a Public Hearing for Birch Hills County Bylaw No. 2019-10, the Saddle	CAO	Add to October 24 Agenda	COMPLETED

Motion #	Motion	By	Action	Status
	Hills County IDP Bylaw, and if appropriate, second and third Reading of the "Saddle Hills County IDP Bylaw" at the October 24, 2019 Regular Council Meeting.			
RC19-309	that Council direct Administration to schedule the Saddle Hills County/Birch Hills County ICF Bylaw for 1st, 2nd, and 3rd Reading at the October 24, 2019 Regular Council Meeting, provided that Saddle Hills County has adopted their Birch Hills County IDP Bylaw prior to that date.	CAO	Add to October 24 Agenda	
RC19-314	that Council direct Administration to update the County's website with a copy of Birch Hills County Bylaw 2019-12, the Birch Hills County "Unsightly Properties Bylaw".	Shawna	September 26, 2019	COMPLETED
RC19-315	that Council pass the following Resolution as requested by the Province of Alberta: that pursuant to section 347 of the Municipal Government Act, for all properties identified in the Appendix A – Summary of Shallow Gas Tax Relief by Company, attached to and forming part of the council minutes, Council authorizes: 1. The cancellation of the 2019 property taxes owing so as to reduce by thirty-five percent (35%) property taxes levied as per section 353(2) of the Municipal	Shelley/Lucy	Provide credit to applicable account	

Motion #	Motion	By	Action	Status
	Government Act, which includes municipal property taxes, requisitions detailed in section 326(1)(a) and 359(1)(2), as well as special taxes levied under section 382(1) where the tax rate is based on the assessment; and 2. the cancellation of the tax penalties associated with the 2019 property taxes levied as per section 353(2) of the Municipal Government Act.			
RC19-316	that Council approve the absence of Deputy Reeve Carbone from the September 26, 2019 Regular Council Meeting due to farming/personal reasons.			COMPLETED
RC19-317	that Council 1. “Decline the request by the Eaglesham Golf and Country Club for a donation of five hundred (500) yards of reject gravel/sand”, and 2. “Authorize Administration to enter into an agreement with the Eaglesham Golf and Country Club for Birch Hills County and to sell and load five hundred (500) yards of reject gravel/sand for $1.25 tonne, a sum of one thousand dollars ($1,000), provided that the golf course is able to pick up and transport the material based on the availability of Birch Hills County Public Works Employees & Loader Equipment for one day only.	Hermann Dion	Letter sent by mail and emailed proshop@golfeaglesham.ca October 3, 2019 Arrange for supply of reject gravel/sand if requested.	COMPLETED

Motion #	Motion	By	Action	Status
RC19-318	that Council authorize Administration to offer the some or all of the following properties for sale on the GovDeals Auction Server, with any final sale to be approved by Council, and establishes the reserve bids for those properties as follows; 1. Roll number 315222 with a reserve bid to be set at $3,000; 2. Roll number 315264 with a reserve bid to be set at $5,290; and 3. Roll number 315265 with a reserve bid to be set at $3,000.	Hermann	Properties Listed on GovDeals	COMPLETED
RC19-321	that Council direct Administration to advise the firms that had responded to Birch Hills County's Request for Proposals (RFP) number 2019-12 that the County will retain their incumbent managers and directs Administration to work with them to maximize the net financial benefits to the County.	Hermann/Shelley	Notification sent out	COMPLETED
RC19-322	that Council approve a maximum of $3,000.00 in funding from account 2-11-10-00-219 – Council – Hospitality towards an anticipated partnership with the County of Grande Prairie, the Municipal District of	Hermann Shelley Shelley	Email CAO's re joint hosting Annotate 2020 O&M Budget	COMPLETED Oct. 4, 2019

Motion #	Motion	By	Action	Status
	Greenview, and Saddle Hills County for hospitality suites from 5 p.m. to 8 p.m. on February 18, 2020 and on February 20, 2020 at the TARA Centre in conjunction with the Growing the North Conference on February 19-20, 2020 in Grande Prairie.			
RC19-323	that Council write-off the sum of $150.92 owed to Birch Hills County by Canadian Oil & Gas International Inc. related to roll number 316452, and to direct Administration to code this charge against the Allowance for Doubtful Accounts**.**	Lucy Shelley	Write off O/S account balance Sept. 27, 2019 Provide confirmation to MNP	COMPLETED
RC19-324	that Council authorize the following ASB members Terry Carbone, Gerald Manzulenko, Albert Poetker, Deanne Wendland, Mel Duvall and Denise Joudrey to attend the one-day Peace Region ASB Conference on October 29, 2019 in St. Isadore with 1-day honorarium payable to each member attending and travel arrangements to be in a Birch Hills County vehicle(s) (option to ride with Ag. Fieldman and Assistant Ag. Fieldman and/or in a separate County vehicle).	Amanda	Purchased 7 tickets. (Chair T.Carbone. may not be able to attend)	
RC19-325	that Council authorize the following ASB members Terry Carbone, Mel Duvall, and Paul Reum, to attend the four (4) day Provincial ASB Conference on	Amanda	ASB Chair T.C. cannot attend, so bringing it back to Council.	On Oct. 24,2019 Regular Council Agenda

Motion #	Motion	By	Action	Status
	January 21-24, 2020 in Banff with a 5-day honorarium payable to each member attending and travel arrangements to be announced.			
RC19-327	that Council direct Administration to prepare a letter, for the Reeve's signature, to the Minister of Municipal Affairs to thank the Province for provision of the County's 2019 Municipal Sustainability Initiative (MSI), Basic Municipal Transportation Grant (BMTG) and Gas Tax Fund (GTF) allocations.		Signed by Reeve and Mailed out Sept. 30, 2019	COMPLETED
RC19-331	that Council direct Administration to transfer $409.95, the unpaid balance of utility account #800780 to property tax roll #315675 and to advise Mrs. Gritchen of Council's decision.	Hermann Shelley/Lucy	Letter mailed out on October 1, 2019. Transfer to taxes on Oct. 16, 2019	COMPLETED

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	October 24, 2019	**CAO:**	
Originated By:	Shawna Schwerdt L.A./E.O.	**Manager:**	
Item Title:	Bylaw No. 2019-09, the "County of Grande Prairie IDP Bylaw"	**Presenter:**	CAO Minderlein

DESCRIPTION:

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

BACKGROUND / PROPOSAL:

Bylaw 2019-09 was prepared by Birch Hills County and the County of Grande Prairie. Birch Hills County held first reading of our Bylaw on September 26, and held a Public Hearing earlier in meeting.

The Draft Plan was previously distributed to Council for review and input and was presented at a public presentation by Nick Price and Elisa Stamatakis from V3 Companies of Canada Ltd. to residents and representatives from both municipalities at Teepee Creek on August 27, 2019. There were no residents that attended the presentation, and Council participation was limited to Reeve Manzulenko and Councillor Wendland from Birch Hills County.

The County of Grande Prairie held first reading of Bylaw 3125 (their version of the IDP Bylaw), on September 30, 2019, A public hearing for the Bylaw will take place at a future Council Meeting.

The Intermunicipal Collaboration Framework (ICF) Bylaw cannot be approved until **AFTER** both municipalities pass third reading of the IDP. A Public Hearing is not required for the ICF Bylaw.

The County of Grande Prairie has not provided us with the scheduling of their IDP or ICF Bylaw.

COST / SOURCE OF FUNDING:

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

RELEVANT LEGISLATION (Cite):

Section 631 of the Municipal Government Act provides for two or more municipalities to jointly prepare an Intermunicipal Development Plan for an area of common interest or concern.

In accordance with MGA, Section 692(1)(e) - before giving second reading to a proposed planning bylaw, a council must hold a public hearing with respect to the proposed planning bylaw in accordance with section 230 after giving notice of it in accordance with

MGA, Section 606 - the bylaw is required to be advertised for two consecutive weeks before second reading takes place.

ATTACHMENT(s):

Bylaw No. 2019-09

Intermunicipal Development Plan, Birch Hills County / County of Grande Prairie

OPTIONS:

Council May choose to:

1. provide 2nd and 3rd reading to Bylaw No. 2019-09, the County of Grande Prairie IDP Bylaw; or

   provide 2nd reading and direct Administration to bring the bylaw back at a future Council meeting if there are changes that are deemed necessary prior to third reading; or

   receive this item for information and direct Administration to bring the bylaw back at a future Council meeting if there are changes that are deemed necessary prior to second and third reading; and

RECOMMENDED ACTION:

It is Administrations recommendation that Council

1. provide 2nd reading to Bylaw No. 2019-09, the County of Grande Prairie Intermunicipal Development Plan Bylaw; and

2. provide 3rd and final reading to Bylaw No. 2019-09, the County of Grande Prairie Intermunicipal Development Plan Bylaw; and

3. direct Administration to advertise Bylaw 2019-09 as per the Procedural Bylaw 2014-06.

BYLAW NO. 2019-09

BIRCH HILLS COUNTY / COUNTY OF GRANDE PRAIRIE NO. 1
INTERMUNICIPAL DEVELOPMENT PLAN BYLAW

PURPOSE: A Bylaw of Birch Hills County in the Province of Alberta, for the purpose of establishing an intermunicipal development plan with the County of Grande Prairie No.1.

WHEREAS pursuant to Section 631(1) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended (hereinafter referred to as "the Act"), provides that two or more Councils of municipalities that have common boundaries must, by each passing a bylaw, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

AND WHEREAS the Council of the Birch Hills County wishes to adopt an intermunicipal development plan with the County of Grande Prairie No. 1.

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

1. This Bylaw may be cited as the "County of Grande Prairie IDP Bylaw".

2. The Intermunicipal Development Plan of Birch Hills County and the County of Grande Prairie, attached to this bylaw as Schedule "A", is hereby adopted.

3. This Bylaw may be amended by Bylaw in accordance with the Municipal Government Act, as amended.

4. This Bylaw shall come into effect on the date of the third and final reading.

READ a first time this 26th day of September, 2019

READ a second time this 24th day of October, 2019

READ a third time this 24th day of October, 2019

Signed this 24th day of October, 2019

Original to be signed by
Reeve
Gerald Manzulenko

Original to be signed by
Chief Administrative Officer
Hermann Minderlein

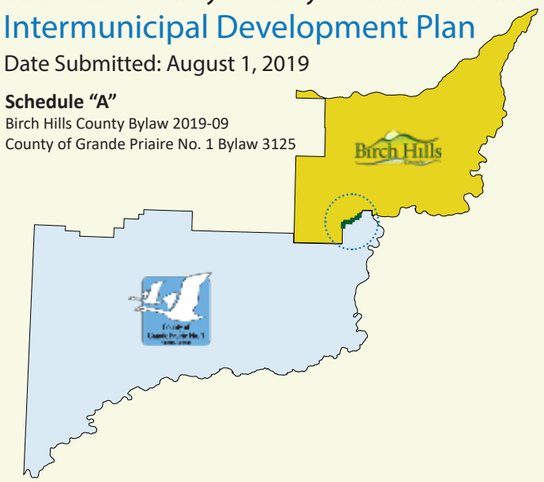
Unapproved

Birch Hills County/County of Grande Prairie No. 1

Intermunicipal Development Plan

Date Submitted: August 1, 2019

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



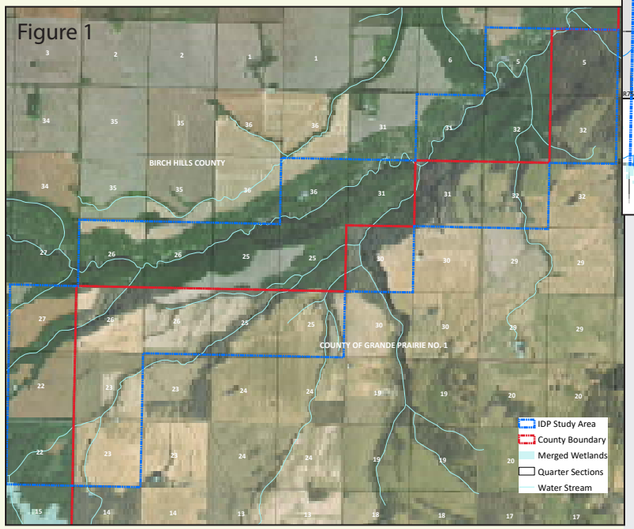
1. INTRODUCTION

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

1.1 Plan Area

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

Figure 1



2. PURPOSE & GOALS

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

To create a mechanism that promotes a collaborative approach to future planning and development.

To reduce the potential for future conflict by creating a mutual understanding.

To continue to promote Crown Lands as recreation and tourism opportunities.

To reduce environmental impact on surrounding sensitive areas by promoting compatible land uses.

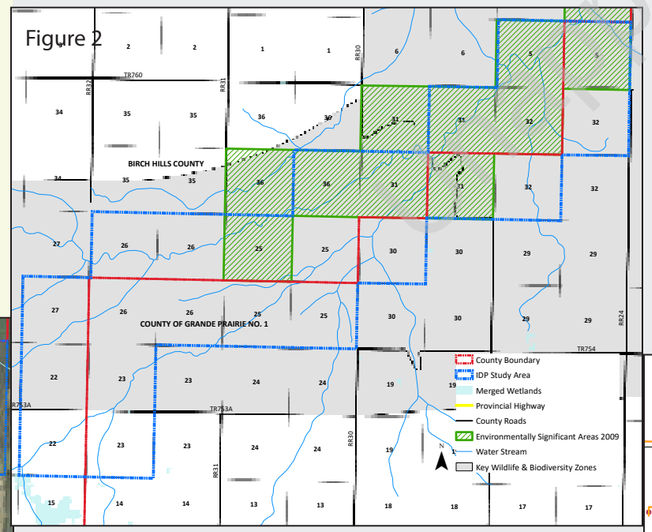
To work towards service delivery and infrastructure standards that meet the needs of both communities.

3. ENVIRONMENTAL POLICIES

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

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

Figure 2



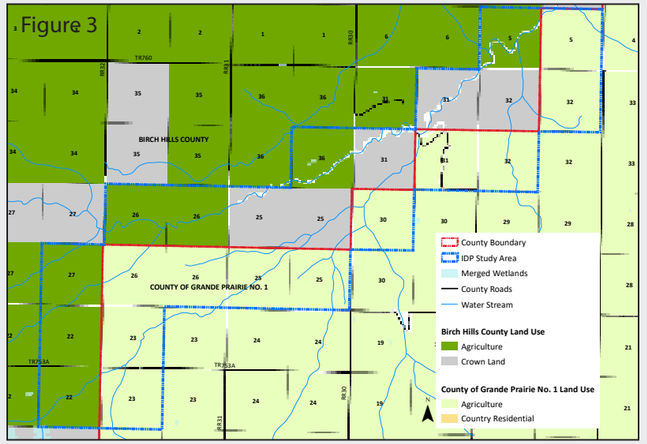
4. INFRASTRUCTURE PROGRAMS & SERVICES

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

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

5. FUTURE LAND USE POLICIES

Figure 3



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

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

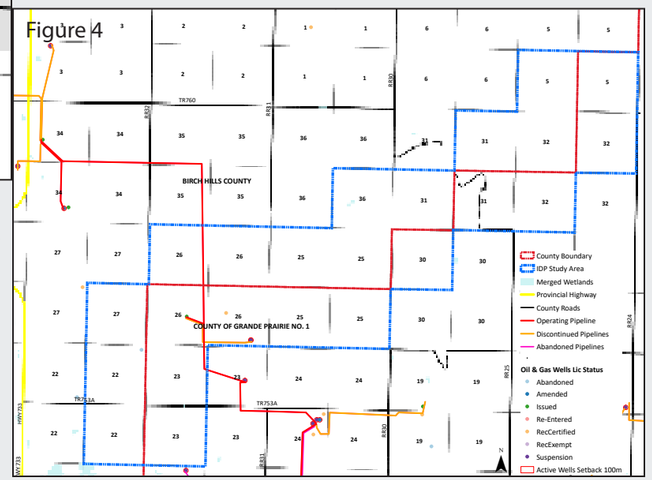
6. TRANSPORTATION & INFRASTRUCTURE

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

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

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

Figure 4



7. INTERMUNICIPAL COOPERATION

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

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

8. IMPLEMENTATION & ADMINISTRATION

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

8.2 **Plan Review and Amendments**

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

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

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

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

9. REFERRAL (S)

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

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

10. DISPUTE RESOLUTION

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

10.2 Dispute Resolution Process:

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

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

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

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

Prepared For:

V3 Companies of Canada Ltd. | Suite 200, 9945-50 Street NW | Edmonton, Alberta T6A 0L4
V3 | Visio, Vertere, Virtute ... The Vision to Transform with Excellence

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	October 24, 2019	**CAO:**	
Originated By:	Shawna Schwerdt L.A./E.O.	**Manager:**	
Item Title:	Bylaw No. 2019-10, the "Saddle Hills County IDP Bylaw"	**Presenter:**	CAO Minderlein

DESCRIPTION:

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

BACKGROUND / PROPOSAL:

Bylaw 2019-10 was prepared by Birch Hills County and Saddle Hills County. Birch Hills County held first reading of our Bylaw on September 26, and a Public Hearing related to the Bylaw had been scheduled for earlier in this meeting.

The Draft Plan was previously distributed to Council for review and input and was presented at a public presentation to residents of both municipalities at Kakut Lake on August 21, 2019. There were four Birch Hills County residents that attended this meeting in addition to staff and Council representation.

Saddle Hills County has provided first reading to Bylaw 366-2019 (their version of the IDP Bylaw), and their Public Hearing and potentially 2nd and 3rd readings is scheduled for November 4, 2019.

The Intermunicipal Collaboration Framework (ICF) Bylaw cannot be approved until **AFTER** both municipalities pass third reading of the IDP. A Public Hearing will not be required for the ICF Bylaw.

COST / SOURCE OF FUNDING:

Costs for the Saddle Hills County/Birch Hills County IDP & ICF were for the most part covered by a grant obtained by Saddle Hills County.

RELEVANT LEGISLATION (Cite):

Section 631 of the Municipal Government Act provides for two or more municipalities to jointly prepare an Intermunicipal Development Plan for an area of common interest or concern.

In accordance with MGA, Section 692(1)(e) - before giving second reading to a proposed planning bylaw, a council must hold a public hearing with respect to the proposed planning bylaw in accordance with section 230 after giving notice of it in accordance with MGA, Section 606 - the bylaw is required to be advertised for two consecutive weeks before second reading takes place.

ATTACHMENT(s):

Bylaw No. 2019-10

Intermunicipal Development Plan, Birch Hills County / Saddle Hills County

OPTIONS:

Council May choose to:

1. provide 2nd and 3rd reading to Bylaw No. 2019-10, the Saddle Hills County IDP Bylaw; or

   provide 2nd reading and direct Administration to bring the bylaw back at a future Council meeting if there are changes that are deemed necessary prior to third reading; or

   receive this item for information and direct Administration to bring the bylaw back at a future Council meeting if there are changes that are deemed necessary prior to second and third reading; and

RECOMMENDED ACTION:

It is Administrations recommendation that Council

1. provide 2nd reading to Bylaw No. 2019-10, the Saddle Hills County Intermunicipal Development Plan Bylaw;

2. provide 3rd and final reading to Bylaw No. 2019-10, the Saddle Hills County Intermunicipal Development Plan Bylaw, and

3. direct Administration to advertise Bylaw 2019-09 as per the Procedural Bylaw 2014-06.

BYLAW NO. 2019-10

BIRCH HILLS COUNTY / SADDLE HILLS COUNTY
INTERMUNICIPAL DEVELOPMENT PLAN BYLAW

PURPOSE: A Bylaw of Birch Hills County in the Province of Alberta, for the purpose of establishing an intermunicipal development plan with the Saddle Hills County.

WHEREAS pursuant to Section 631(1) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended (hereinafter referred to as “the Act”), provides that two or more Councils of municipalities that have common boundaries must, by each passing a bylaw, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

AND WHEREAS the Council of the Birch Hills County wishes to adopt an intermunicipal development plan with the Saddle Hills County

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

1. This Bylaw may be cited as the “Saddle Hills County IDP Bylaw".

2. The Intermunicipal Development Plan of Birch Hills County and the Saddle Hills County, attached to this bylaw as Schedule "A", is hereby adopted.

3. This Bylaw may be amended by Bylaw in accordance with the Municipal Government Act, as amended.

4. This Bylaw shall come into effect on the date of the third and final reading.

READ a first time this 26th day of September, 2019

READ a second time this 24th day of October, 2019

READ a third time this 24th day of October, 2019

Signed this 24th day of October, 2019

Original to be signed
Reeve
Gerald Manzulenko

Original to be signed
Chief Administrative Officer
Hermann Minderlein

Unapproved

Unapproved

SCHEDULE A
INTERMUNICIPAL DEVELOPMENT PLAN

Between

Saddle Hills County
Bylaw No. 366-2019

Birch Hills County
Bylaw No. 2019-10

(Version 2019-10-01)

Table of Contents

1. INTRODUCTION....2
2. MUNICIPAL PROFILES....2
3. LEGISLATIVE REQUIREMENTS....2
4. PLAN AREA....3
5. GOALS....3
6. CURRENT EXISTING CHARACTERISTICS OF THE PLAN AREA....3
7. LAND USE POLICIES....6
8. NATURAL RESOURCE EXTRACTION....9
9. INDUSTRY AND ENERGY DEVELOPMENT....9
10. ENVIRONMENTAL MATTERS....10
11. MUNICIPAL INFRASTRUCTURE....12
12. TRANSPORTATION SYSTEMS....12
13. UTILITY CORRIDORS....12
14. PLAN ADMINISTRATION AND IMPLEMENTATION....13
15. CIRCULATION AND REFERRAL PROCESS....14
16. DISPUTE/CONFLICT RESOLUTION....14
17. CORRESPONDENCE....16

Unapproved

1. INTRODUCTION

1.1. In accordance with the Municipal Government Act ("MGA") Saddle Hills County and Birch Hills County have agreed to undertake the process for preparing and adopting an Intermunicipal Development Plan (IDP).

1.2. Saddle Hills County and Birch Hills County recognize that all municipalities are equals and have the right to grow and develop.

2. MUNICIPAL PROFILES

Saddle Hills County

Saddle Hills County covers an area of approximately 587,700 hectares (1,452,000 acres), with a population of 2,225 (Federal Census, 2016). The County contains one hamlet, and is bordered by five Alberta municipalities (Municipal District of Spirit River, Birch Hills County, County of Grande Prairie, Clear Hills County, Municipal District of Fairview) and is adjacent the Peace River Regional District in British Columbia.
The economy of Saddle Hills County is predominantly agriculture and natural resource extraction.

Birch Hills County

Birch Hills County covers an area of approximately 290,597 hectares (718,080 acres), with a population of 1,553 (Federal Census, 2016). The Municipality contains five hamlets, and is bordered by eight municipalities (Municipal District of Smoky River, Municipal District of Fairview, Municipal District of Greenview, Municipal District of Spirit River, Municipal District of Peace, Northern Sunrise County, County of Grande Prairie and Saddle Hills County).
The economy of Birch Hills County is predominantly agriculture and natural resource extraction.

Unapproved

3. LEGISLATIVE REQUIREMENTS

3.1. The MGA identifies the following as matters to be addressed for lands within the boundary of the IDP:

- 3.1.1. Future land use;
- 3.1.2. Proposals for and the manner of future development;
- 3.1.3. Conflict resolution procedures;
- 3.1.4. Procedures to amend or repeal the plan; and
- 3.1.5. Provisions relating to the administration of the plan.

4. PLAN AREA

4.1. The IDP Area (the Plan Area) is an 800 meter (one half mile) boundary on either side of the intermunicipal border that separates the municipalities (Map 1).

5. GOALS

5.1. The following are goals that have been identified by Saddle Hills County and Birch Hills County for the Plan Area. Some of the goals are of an on-going nature while some may be seen as more time specific.

5.1.1. Development of land use polices to protect prime agricultural lands from premature re-designation, subdivision, and non-farm development.

5.1.2. Effective coordination of transportation systems and protection of required land for future road network developments.

5.1.3. Development of land use policies to ensure that future sites for recreation areas are considered.

5.1.4. Development of a plan for the provision of utility corridors within the Plan Area to provide for future growth and development of the IDP area and to ensure oil and gas development/pipelines do not inhibit or restrict the future development of the region.

5.1.5. Identification and protection of physical features and environmentally sensitive areas.

5.1.6. Effective referral mechanisms and dispute resolution mechanisms.

5.1.7. Effective plan administration and implementation.

6. CURRENT EXISTING CHARACTERISTICS OF THE PLAN AREA

6.1. Current existing characteristics of the Plan Area (Map 2) include:

6.1.1. Agricultural:

6.1.1.1. There is a mix of agricultural operations including grazing and dry land farming.

6.1.1.2. The majority of the land within the Plan Area is designated as Agricultural (A) and Crown Land (CL) Districts.

6.1.2. Residential Development:

6.1.2.1. The residential development within the Plan Area is comprised of residential farm housing within the Agricultural District serviced by individual Private sewage systems and water sources.

Unapproved

6.1.3. Transportation Infrastructure:

6.1.3.1. Two Provincial Highways, Highways 2 and 49, as well as several secondary highways are used to access both municipalities.

6.1.4. Peace River Watershed:

6.1.4.1. Both Saddle Hills County and Birch Hills County are located within the Peace River Watershed.

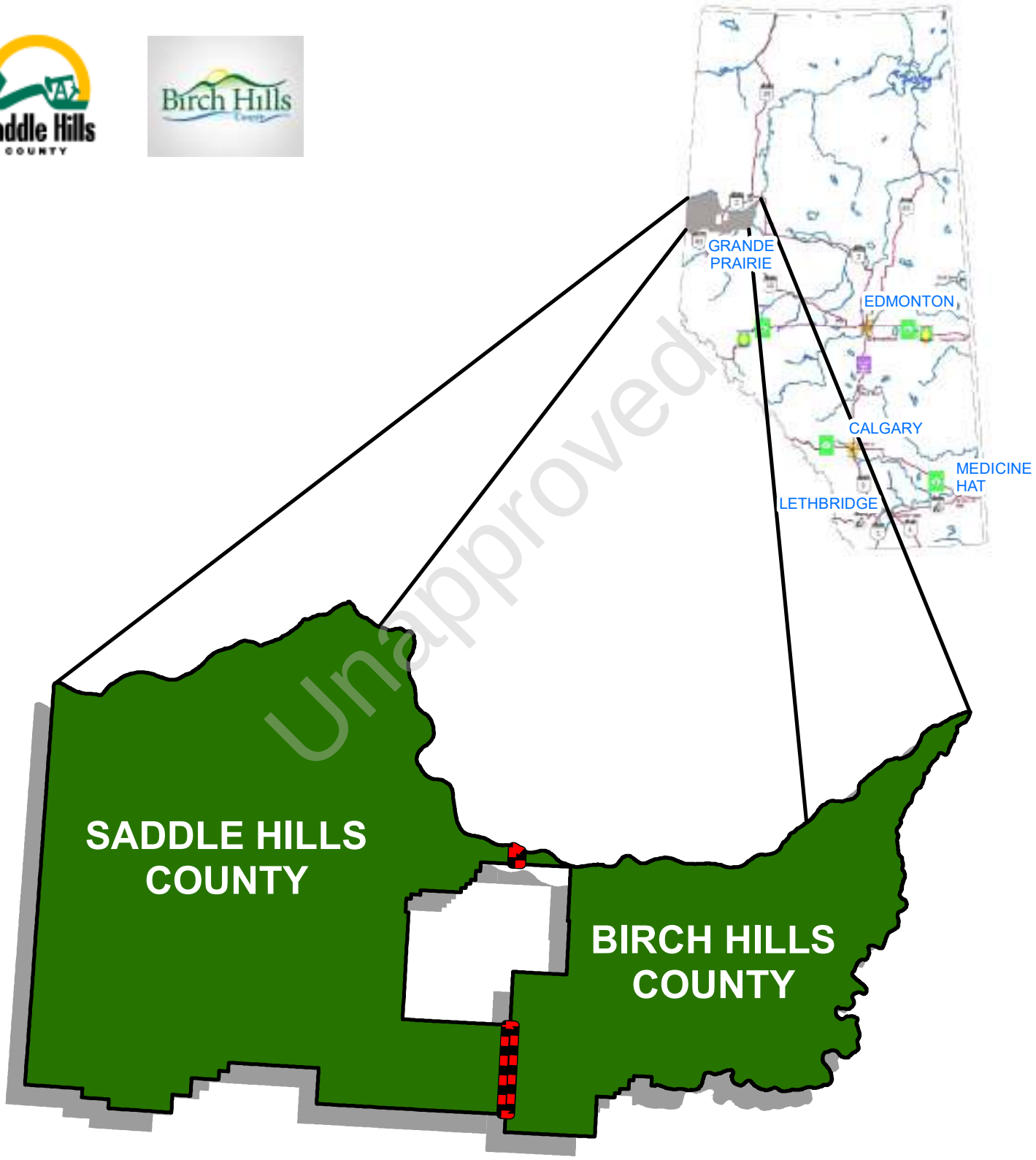
6.1.5. Environmentally Sensitive Areas:

6.1.5.1. There are several environmental areas within the Plan Area as identified on Map 3.

Unapproved

INTERMUNICIPAL DEVELOPMENT PLAN

SADDLE HILLS COUNTY
BIRCH HILLS COUNTY



Unapproved

7. LAND USE POLICIES

7.1. Both municipalities shall strive to engage in effective dialogue when considering land use in the Plan Area, while maintaining complete jurisdiction on lands within their own boundaries.

7.2. All subdivision applications, Land Use Bylaw amendments, and Area Structure Plans within the Plan Area will be referred to the other municipality for comment. All development permit applications approved by the either municipality's Development Authority shall be in accordance with the provisions of this IDP. Any disputes shall be dealt with through the procedure outlined within Section 16 of this document.

7.3. All new or expanding Confined Feeding Operations within the Plan Area requiring registrations or approvals and manure storage facilities requiring authorization under the Agricultural Operations Practices Act shall be referred to the other municipality for comment.

7.4. Both municipalities agree to jointly discuss ways to cooperate with provincial and federal agencies as well as utility providers to help facilitate the efficient delivery of infrastructure and services that are of a mutual benefit.

7.5. Saddle Hills County and Birch Hills County shall strive, to the best of their ability and knowledge, to refer all notices of government projects within the Plan Area to the adjacent municipality.

7.6. Within the Plan Area, both municipalities are encouraged to share with the other municipality the results of all publically available technical analysis, submitted as part of development applications, where there is potential for impacts on land and bodies of water within the adjacent municipality.

7.7. Both municipalities shall support watershed management and protection best practices.

7.8. Saddle Hills County and Birch Hills County agree that development of lands that are within the Plan Area may contain a historically significant site. Should an area be deemed to have some historical significance, the developer may be required to conduct a Historical Resource Impact Assessment (HRIA) and should contact the appropriate Provincial Government Department regarding the development.

Unapproved

7.9. The following land use provisions will apply to all new agricultural development within Plan Area:

7.9.1. Both municipalities agree that agriculture and grazing will continue to be the primary use of land in the Plan Area, and non-agricultural uses should be considered only in such areas where they will not negatively impact agriculture and grazing.

7.9.2. Both municipalities will work cooperatively to encourage good neighbor farming practices, such as dust, weed and insect control adjacent to developed areas, through best management practices and Alberta Agricultural guidelines.

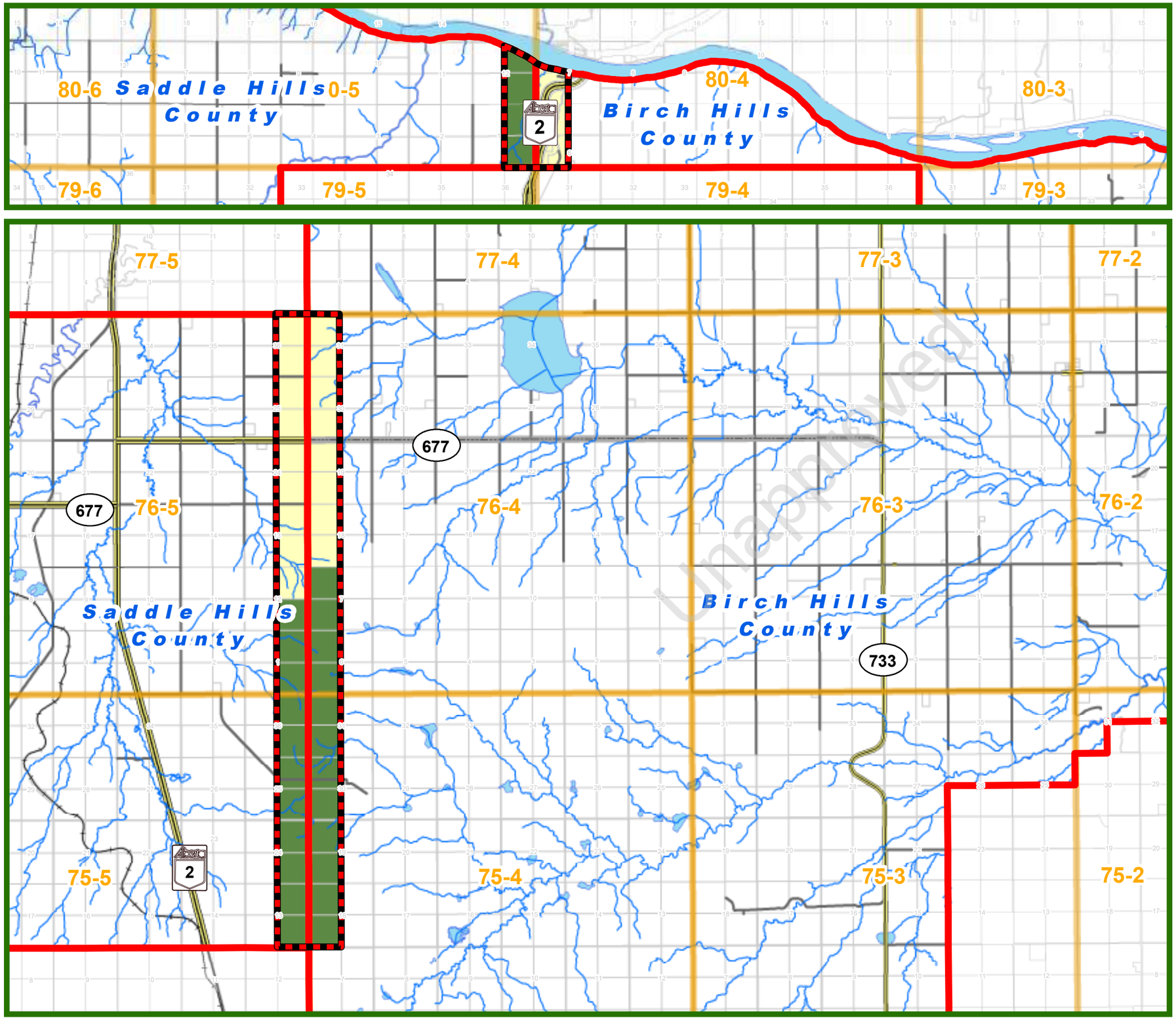
7.9.3. If disputes or complaints in either municipality arise between ratepayers and agricultural operators, the municipality receiving the complaint shall strive to direct the affected parties to the appropriate agency, government department or municipality for consultation or resolution wherever necessary.

7.10. In considering subdivision and development permit applications in the Plan Area, the respective municipality's Subdivision and Development Authority will ensure the proposed project is compatible with the adjacent uses.

7.11. All appeals of developments and subdivisions within the Plan Area will be considered by the governing municipality's Subdivision and Development Appeal Board, excepting those where there is a provincial requirement for the appeal to be referred to the Municipal Government Board.

Unapproved

Map 2 - Current Land Use Concept



N

Saddle Hills COUNTY

Birch Hills

LEGEND:

- Plan Area Boundary
- Municipal Boundary
- Provincial Highway (Paved)
- Provincial Highway (Gravel)
- Municipal Developed Roads
- Railway

Land Use Districts

- Agriculture
- Crown Land

FOR UP TO DATE LAND USE DISTRICTS, PLEASE SEE THE RESPECTIVE MUNICIPALITY'S LAND USE BYLAW.

0 0.75 1.5 3 4.5 6 Kilometers

Unapproved

8. NATURAL RESOURCE EXTRACTION

8.1. Saddle Hills County and Birch Hills County recognize the importance of resource extraction to the local economy and to the maintenance of transportation routes and other infrastructure.

8.2. The municipalities shall consider the effects of visual intrusion, dust, noise, traffic, and air and water pollution when evaluating applications for new or expanded gravel pits or other extractive activities, within the Plan Area where they maintain jurisdiction.

8.3. Within the Plan Area, each municipality will notify the adjacent municipality of any resource development proposal and provide an opportunity for comment. In the event the resource development results in access being required from a road under the control or management of another municipality, the municipality having control or management of the road must give its approval for the use of a road, in writing, prior to the application being considered as complete by the other municipality.

8.4. Either municipality may require an agreement regarding the construction, repair, and maintenance of any municipal roads, which may be impacted by resource development, when the development requires access to come from the other municipality's road.

8.5. If either Saddle Hills County or Birch Hills County are in receipt of a notice for new or expanded gravel pit within the Plan Area, they shall forward a copy of the notice to the other municipality.

Unapproved

9. INDUSTRY AND ENERGY DEVELOPMENT

9.1. Saddle Hills County and Birch Hills County recognize the important role that industry and renewable energy development play in supporting the local and regional economy.

9.2. Lands under consideration for industrial development that do not currently allow for a proposed use, shall be required to re-designate to a suitable Land Use District.

9.3. The municipalities will encourage the location of renewable energy developments within the Plan Area:

9.3.1. where compatible with existing land uses and;

9.3.2. in consideration of comments from the adjacent municipality.

10. ENVIRONMENTAL MATTERS

10.1. Saddle Hills County and Birch Hills County agree that development proposed in proximity to any and all named water courses shall be carefully evaluated for any impacts on water quality.

10.2. Saddle Hills County and Birch Hills County support the work of the Peace River Watershed Alliance.

10.3. The municipalities shall encourage all agricultural operators and others to continue best efforts to maintain high standards of water quality.

10.4. Land use and development in flood prone areas is generally discouraged, but where it is considered by the host municipality, it shall be carefully regulated such that there is no negative effect on the adjacent municipality.

10.5. Landowners and residents shall be encouraged to follow water conservation practices, as established by their respective municipality.

10.6. Both municipalities will endeavour to ensure all sources of potable water supplies within their respective jurisdictions are protected and meet provincial guidelines for water quality.

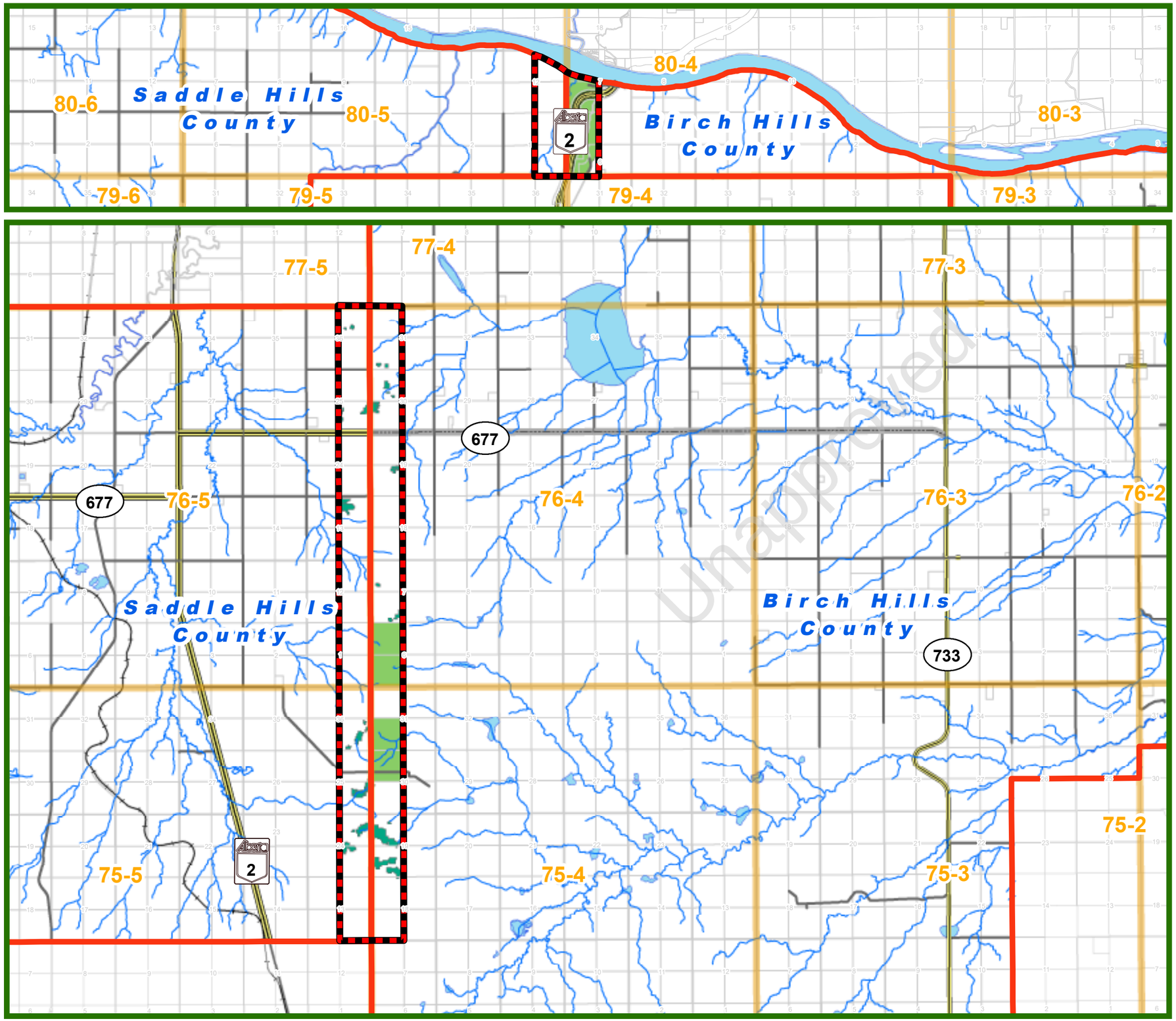
10.7. Saddle Hills County and Birch Hills County agree that development of lands within the Plan Area may impact environmentally significant sites identified on Map 3. Development in these areas may be required to:

10.7.1. conduct an environmental impact assessment (EIA); and/or

10.7.2. contact Alberta Environment and Parks.

Unapproved

Map 3 - Environmentally Sensitive Areas



N

Saddle Hills COUNTY

Birch Hills County

LEGEND:

- Plan Area Boundary
- Municipal Boundary
- Provincial Highway (Paved)
- Provincial Highway (Gravel)
- Municipal Developed Roads
- Railway
- Environmentally Sensitive Areas
- Wetlands (Source - 2016 Alberta Merged Wetland Inventory)

0 0.75 1.5 3 4.5 6

Kilometers

Unapproved

11. MUNICIPAL INFRASTRUCTURE

11.1. Saddle Hills County and Birch Hills County agree to work together to support the development of municipal infrastructure required to service developments within the Plan Area.

11.2. Prior to any joint municipal infrastructure developments proceeding the municipalities will enter into a cost sharing agreement to share the costs of the development based on the prorated benefit to each municipality.

12. TRANSPORTATION SYSTEMS

12.1. Saddle Hills County and Birch Hills County will work together to ensure a safe and efficient transportation network is developed and maintained to service the farm operations, residents and businesses within the Plan Area.

12.2. When subdivisions are approved in the Plan Area, all right-of-way requirements will be secured to ensure that long-term transportation and road plans can be implemented when warranted.

12.3. Each municipality shall be notified of any subdivision or development proposal in the other municipality that will result in access being required from a road under its control or management.

13. UTILITY CORRIDORS

13.1. The continued demand for the location or telecommunications infrastructure and utility servicing has the potential to impact land use within municipalities; however, the municipalities are aware that the jurisdiction of utility approvals is outside of their direct control:

13.1.1. Where there is an application for a new, expanded or retrofitted telecommunications tower within the Plan Area, both parties shall notify the other Municipality to seek their comments.

13.1.2. When providing a Letter of Concurrence for a new, expanded or retrofitted telecommunications tower, both parties shall request telecommunications companies to co-locate on an existing tower within the Plan Area where technically feasible.

13.1.3. When providing comments to provincial and federal departments regarding utility development within the Plan Area, both parties shall request that consideration be given to the establishment of utility corridors with multiple users.

13.2. Both parties shall also acknowledge that the development of the oil and gas industry has played an integral part in the development of the region. Both

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parties will work with the oil and gas industry to ensure that the orderly development of the Plan Area is not unduly restricted by the development of oil and gas infrastructure, including pipelines.

14. PLAN ADMINISTRATION AND IMPLEMENTATION

14.1. Adoption Process

14.1.1. This IDP and any amendments to it shall be adopted by bylaw by Saddle Hills County and Birch Hills County in accordance with the MGA.

14.1.2. Any amendments to the Municipal Development Plans and Land Use Bylaws of Saddle Hills County and Birch Hills County required to implement the policies of the IDP should occur as soon as practicable, following adoption of this IDP or any amendment to the IDP that establishes or amends policies within this IDP.

14.2. Approving Authorities

14.2.1. In the hierarchy of statutory plans, the IDP shall take precedence over the other municipal statutory plans.

14.2.2. Each municipality shall be responsible for the administration and decisions on all statutory plans, land use bylaws, and amendments thereto within their boundaries.

14.3. Plan Amendments

14.3.1. An amendment to this Plan may be proposed by either municipality. An amendment to the Plan proposed by a landowner shall be made to the municipality in which the subject land is located.

14.3.2. An amendment to this Plan has no effect unless adopted by both municipalities by bylaw in accordance with the MGA.

14.4. Intermunicipal Cooperation

14.4.1. The municipalities agree to create a recommending body known as the Intermunicipal Committee (hereinafter referred to as the Committee).

14.4.2. The Committee will meet on an as required basis and will develop recommendations to the municipal Councils on all matters of strategic direction and cooperation affecting the municipality's residents, except matters where other current operating structures and mechanisms are operating successfully. The topics to be discussed will include:

14.4.2.1. Long-term strategic growth plans for the municipalities as may be reflected in the IDP, Municipal Development Plans,

Unapproved

Area Structure Plans and other strategic studies.

14.4.2.2. Intermunicipal and regional transportation issues including the Transportation and Utility Corridors, truck routes.

14.4.2.3. Prompt circulation of major land use, subdivision and development proposals in either municipality which may impact the other municipality; and

14.4.2.4. The discussion of intermunicipal or multi-jurisdictional issues in lieu of a regional planning system.

14.4.3. The Committee shall consist of four members, being two Councillors from each municipality.

14.4.4. The Chief Administrative Officers and/or designated staff will be advisory staff to the Committee, responsible to develop agendas and recommendations on all matters, and for forwarding all recommendations from the Committee to their respective Councils.

14.5. Plan Review

14.5.1. Once every five years, the IDP will be formally reviewed by the Committee in conjunction with the Intermunicipal Collaboration Framework in order to confirm, or recommend amendment, of any particular policy contained herein. The Committee will prepare recommendations for consideration by the municipal councils.

Unapproved

15. CIRCULATION AND REFERRAL PROCESS

15.1. Saddle Hills County and Birch Hills County agree to refer the following planning proposals within the Plan Area:

15.1.1. Municipal Development Plans and Municipal Development Plan amendments (28 day response period).

15.1.2. Area Structure Plans, Area Redevelopment Plans and amendments (21 day response period).

15.1.3. Land Use Re-designations (21 day response period).

15.1.4. Subdivisions (21 day response period).

15.1.5. Development permits for discretionary uses (21 day response period).

15.1.6. Road access requests/notices (21 day response period).

16. DISPUTE/CONFLICT RESOLUTION

16.1. Saddle Hills County and Birch Hills County agree that the following process shall be used to resolve or attempt to resolve disputes between the municipalities arising from the following:

16.1.1. Lack of agreement on proposed amendments to the IDP;

16.1.2. Lack of agreement on any proposed statutory plan, land use bylaw or amendment thereto for lands located within or affecting the Plan Area; or

16.1.3. Lack of agreement on an interpretation of this IDP.

16.2. Lack of agreement pursuant to section 16.1.1 or 16.1.2 is defined as a statutory plan, land use bylaw or amendment to either which is given first reading by a Council which the other Council deems to be inconsistent with the policies of this Plan or detrimental to their planning interests as a Municipality.

16.3. A dispute shall be limited to the decisions on the matters listed in section 16.1. Any other appeal shall be made to the appropriate approving authority or appeal board that deals with that issue.

16.4. The dispute resolution process may only be initiated by either of the municipal Councils.

16.5. Identification of a dispute and the desire to go through the dispute resolution process may occur at any time regarding a dispute matter outlined in section 16.1.3 and may only occur within 30 calendar days of a decision made pursuant to section 16.1.

Once either municipality has received written notice of a dispute, the dispute resolution process must be started within 15 calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.

16.6. In the event the dispute resolution process is initiated the municipality having authority over the matter shall not give any further approval in any way until the dispute has been resolved or the mediation process has been concluded.

16.7. In the event mediation does not resolve the dispute, the municipality may proceed to adopt the bylaw and in accordance with the MGA, the other municipality will have the right to appeal to the Municipal Government Board.

16.8. The Committee formed under the Intermunicipal Collaboration Framework will be the forum used in relation to any disputes.

Unapproved

Dispute/Conflict Resolution Process

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

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

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

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

Unapproved

17. CORRESPONDENCE

17.1. Written notice by mail under this Plan shall be addressed as follows:

17.1.1 In the case of Saddle Hills County to:

Saddle Hills County
Attention: Chief Administrative Officer
RR 1
Spirit River, Alberta T0H 3G0

17.1.2 In the case of Birch Hills County to:

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

17.2 In addition to section 17.1, notices may be sent by electronic mail to the Chief Administrative Officer.

Request for Decision (RFD)

Meeting:	Closed Session	**Reviewed/ Approved For Submission**	
Meeting Date:	October 24, 2019	**CAO:**	
Originated By:	Lucy Stevenson Tax/Dev Clerk	**Director:**	
Item Title:	Municipal Acquisition	**Presenter:**	Lucy Stevenson

DESCRIPTION:

Council is being requested to provide Administration with direction as to the action(s) to be taken for those properties that were offered at the 2019 Public Auction held October 7, 2019, and that did not sell.

BACKGROUND:

The 2019 Public Auction was held on October 7, 2019. The minutes from the auction are included as information in the agenda package. The 8 properties listed were as follows:

1. Municipal Roll 061854;
2. Municipal Roll 061855;
3. Municipal Roll 061856;
4. Municipal Roll 315230;
5. Municipal Roll 315344;
6. Municipal Roll 315378;
7. Municipal Roll 315604; and
8. Municipal Roll 316468.

As reported in the minutes, there were no bids.

RELEVANT LEGISLATION (Cite):

Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26
Section 425

OPTIONS:

Municipal Responsibilities/Rights when a property is not sold at public auction are as follows:

1. **'Tax Forfeiture' Title**
   The municipality does not purchase the property, but registers its name on title if the property goes unsold at public auction by registering a Tax Forfeiture Instrument (a "Notification of Municipal Acquisition" form). This allows the municipality to rent, license, lease, or dispose of the property at a price as close as reasonably possible to market value in an effort to recoup the arrears and taxes. If the property is not disposed of under s. 425(1), the municipality may, 15 years following the date of the public auction, request that the Registrar cancel the existing certificate of title marked 'Tax Forfeiture' and issue a certificate of title in the name of the municipality.

2. **Clear Title**
   After the municipality has acquired Tax Forfeiture Title, the municipality can acquire the property by depositing an amount equal to the reserve bid (market value into a separate account. The amount paid goes to the tax arrears and all costs and expenses as required under s. 427(2). The municipality must notify the previous owner if there is money remaining. The property is then the municipality's to do with as they wish.

3. **Do nothing**
   Taxes continue to accrue, and remain on the municipalities' books as a growing liability. The municipality cannot dispose of the property or rent, license or lease it. This option does not allow the property to revert to the municipality after the 15 year time period.

RECOMMENDED ACTION:

It is administration's recommendation that

"Council for Birch Hills County not purchase the following properties

1. Municipal Roll 061854;
2. Municipal Roll 061855;
3. Municipal Roll 061856;
4. Municipal Roll 315230;
5. Municipal Roll 315344;
6. Municipal Roll 315378;
7. Municipal Roll 315604; and
8. Municipal Roll 316468.

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

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	October 24, 2019	**CAO:**	
Originated By:	Lucy Stevenson Tax/Dev Clerk	**Director:**	
Item Title:	BHC Sale of Lots	**Presenter:**	Lucy Stevenson

DESCRIPTION:

Administration is reporting the results of the GovDeals Auction for properties that had been listed where the titles were in the name of the Birch Hills County.

BACKGROUND:

Council was provided with a request to establish the reserve selling prices for properties where the titles are in the name of the County, and that staff had determined could be suitable for sale by auction on the GovDeals Auction Server. Council approved the request, and approved Resolution RC19-318 that read as follows:

> Moved by Councillor Wendland that Council authorize administration to offer some or all of following properties for sale on the GovDeals Auction Server, with any final sale to be approved by Council, and establishes the reserve bids for those properties as follows;
>
> 1. Roll number 315222 with a reserve bid to be set at $3,000;
> 2. Roll number 315264 with a reserve bid to be set at $5,290; and
> 3. Roll number 315265 with a reserve bid to be set at $3,000.

A bid was received for roll number 315222 at the reserve bid of $3,000.

Due to the wording that was contained in resolution RC19-318, Council is being requested to provide approval for this sale, and to provide another resolution regarding the future sale of tax forfeiture properties.

RELEVANT LEGISLATION (Cite):

Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26

RECOMMENDED ACTION:

It is Administrations recommendation that Council

1. approve the sale of roll number 315222 for the bid submitted of $3,000 plus Buyer's Premium plus GST through GovDeals.com; and

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

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	October 24, 2019	**CAO:**	
Originated By:	Shawna Schwerdt L.O./E.A.	**Director:**	
Item Title:	Request for Support – Remembrance Day Activities – Eaglesham School	**Presenter:**	**CAO Minderlein**

DESCRIPTION:

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

BACKGROUND:

Birch Hills County has historically supported this event. Administration reached out to Mr. Mike Mckay and he advised that the Ag Society is constructing a toilet that will meet needs, but that they still require the use of Eaglesham Hall with the provision of cleaning services free of charge; and publicizing of the event in the Signal and on the Birch Hills County page. There is still an issue outstanding regarding topsoil, and staff are attempting to work with Mr. McKay on this.

From Council's October 25, 2018 Regular Council meeting, Council passed the following resolutions:

RC18-391 **Moved by Councillor Joudrey** that Council authorize support to Eaglesham School for their Remembrance Day activities by: arranging for a portable toilet to be placed at the Agricultural Society Grounds near the announcing booth; providing Eaglesham Hall and cleaning services free of charge; and publishing notice of the activity in the Signal and on the Birch Hills County page.

RC18-392 **Moved by Councillor Reum** authorize the attendance of CAO Minderlein and a member or members of Council to attend the Remembrance Day ceremony in Eaglesham to represent Birch Hills County and to place a wreath on behalf of the County.

A similar request was made in 2017, and Council passed the following resolution:

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

The advertisement was not included in previous requests, but have been done.

COST / SOURCE OF FUNDING:

Past costs for this request have been approximately:

1. Hall rental and cleaning – $125.00 for hall rental plus approximately 2 hours of cleaning at $30.00 per hour;

2. There would be no cost incurred for the advertisement; and

3. I volunteered to attend the event and lay a wreath on behalf of the County in 2017, 2018, and would be willing to do so again in 2019.

Staff advises me that no additional funds would be needed in the 2019 O&M budget if Council was to approve the request for the hall rental and cleaning, and advertisement;

OPTIONS:

Council may choose to:

1. Authorize support to Eaglesham School for their Remembrance Day activities by providing Eaglesham Hall and cleaning services free of charge, and publishing notice of the activity in the Signal on the Birch Hills County page; and

2. Authorize the attendance of CAO Minderlein and a member or members of Council to attend the Remembrance Day ceremony in Eaglesham to represent Birch Hills County and place a wreath on behalf of the County.

3. Decline the part or all of the request for support from the Eaglesham School for their Remembrance Day activities.

RECOMMENDED ACTION:

It is Administrations recommendation that Council

1. Authorize support to Eaglesham School for their Remembrance Day activities by providing Eaglesham Hall and cleaning services free of charge, and publishing notice of the activity in the Signal on the Birch Hills County page; and

2. Authorize the attendance of CAO Minderlein (and a member or members of Council) to attend the Remembrance Day ceremony in Eaglesham to represent Birch Hills County and place a wreath on behalf of the County.

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	October 24, 2019	**CAO**	
Originated By:	Shawna Schwerdt L.O./E.A.	**Director**	
Item Title:	Office Closure – December 12, 2019	**Presenter**	CAO Minderlein

DESCRIPTION:

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

BACKGROUND:

A joint Council and staff lunch is being arranged for December 12, 2019, and it is planned to be held in, and catered by, the Wanham Seniors Centre.

In order to minimize disruptions, it is planned to recess the Council meeting at 11:55 a.m. on that date, hold the Christmas lunch in the Seniors' Centre, and then reconvene the Council meeting/ASB meeting back in Council chambers at 1:00 p.m.

COST / SOURCE OF FUNDING:

Funding for the joint Council/Staff lunch is in the 2019 Budget.

ATTACHMENT(S):

None

RECOMMENDED ACTION:

That Council authorize the closure of the Birch Hills County Office from 12:00 p.m. to 1:00 p.m. on December 12, 2019, and direct that Administration advertise the closure.

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**
Meeting Date:	October 24, 2019	**CAO**
Originated By:	Michael Coy, Project Manager	**Manager**
Item Title:	Culvert Purchase	**Presenter**

DESCRIPTION:
Administration is requesting council accept a quote for a culvert purchase.

BACKGROUND / PROPOSAL:
The culverts ordered as part of this purchase are part of our regular replacements due to age and damages. The sizes range from 300mm to 900mm and lengths varying between 5, 6, & 7m.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:
Both quotes are for galvanized steel culverts and couplers with a 68mm x 13mm corrugated profile and thicknesses between 1.6mm and 2.0mm. The Armtec quote comes through the RMA purchasing program which negates the need for a tender process but another quote from Frontier was requested as well to make sure we have the best price for our purchase.

COST / SOURCE OF FUNDING:
Two quotes were obtained as follows, both prices include GST & freight to Wanham, AB.
Armtec: $32,252.82
Frontier Construction Products: $33,253.29

Culverts are in inventory item with code 5-32-00-01-537 and are expensed when used under 2-32-30-00-537.

RELEVANT LEGISLATION (Cite):
12-01-16 Procurement Policy

ATTACHMENT(S):
Armtec Quote
Frontier Constructions Products Ltd. Quote

OPTIONS:
Council may choose to:

1. Direct administration to accept the quote from Armtec for $32,252.82

2. Direct administration to accept the quote from Frontier Construction Products for $33,253.29

RECOMMENDED ACTION:

1. That Council direct Administration to accept the quote from Armtec for $32,252.82

armtec

8402 111 A Street Grande Prairie AB Canada T8V 5L3
Telephone (780)532-3224 Fax (780)539-1832

ESTIMATE

Customer No.	Est. Date	Status	Page
5842		Estimate	1

Sold To

Rural Municipalities of Alberta
RMA
2510 Sparrow Driver
Nisku AB Canada
T9E 8N5

Drop Off

Birch Hills County

Wanham AB Canada

Contact: MICHAEL COY
Ph: (780) 694-3793 Cell: (780) 512-3085

P.O. Number	Sales Order No.	Quote Number	Freight Terms	FCA	Carrier
	88448		Collect	Grande Prairie AB	** To be Determined **

Contact Person		Payment Terms	
Crystal Hodges		30th of the following month	

Item Number	Description	Estimated	Unit	Price	Per	Amount
300165H	300mm x 1.6mm x 5m Galv. CSP	4.000	EA	39.10	LM	782.00
300166H	300mm x 1.6mm x 6m Galv. CSP	1.000	EA	39.10	LM	234.60
300167H	300mm x 1.6mm x 7m Galv. CSP	4.000	EA	39.10	LM	1,094.80
500165H	500mm x 1.6mm x 5m Galv. CSP	5.000	EA	67.00	LM	1,675.00
500166H	500mm x 1.6mm x 6m Galv. CSP	1.000	EA	67.00	LM	402.00
500167H	500mm x 1.6mm x 7m Galv. CSP	3.000	EA	67.00	LM	1,407.00
800205H	800mm x 2.0mm x 5m Galv. CSP	8.000	EA	128.40	LM	5,136.00
800206H	800mm x 2.0mm x 6m Galv. CSP	10.000	EA	128.40	LM	7,703.98
800207H	800mm x 2.0mm x 7m Galv. CSP	8.000	EA	128.40	LM	7,190.41
900205H	900mm x 2.0mm x 5m Galv. CSP	1.000	EA	144.80	LM	724.00
900206H	900mm x 2.0mm x 6m Galv. CSP	1.000	EA	144.80	LM	868.80
30016DA2	300mm x 600mm annular coupler (2pc)	6.000	EA	39.10	EA	234.60
60016DA2	600mm x 600mm annular coupler (2pc)	16.000	EA	78.15	EA	1,250.40
80016DA2	800mm x 600mm annular coupler (2pc)	19.500	EA	103.25	EA	2,013.38
8000BOLT06	Cplr Bolt & Nut 1/2 X 6	308.000	EA	.00	EA	.00

Estimates are a service only.
Armtec Canada Culvert will not accept liability for any errors or omissions.
This estimate should be checked and any changes reported prior to ordering.
This estimate will be valid until 2019/09/06.

Total Weight: 22,635.540 LB

Sub-Total		30,716.97
GST	755380318RT	1,535.85
Total	CDN$	32,252.82

FRONTIER
Construction Products Ltd.

PRICE QUOTATION

PROJECT:	Fall Stock Requirement	DATE	
TO: Name:	Birch Hills County	CLOSING DATE	- N/A -
Address:	4601 50 st	QUOTATION #	FCP-52-19
	Wanham AB T0H 3P0	F.O.B. POINT	Jobsite on Truck Wanham
Ph:	780-694-3793	AVAILABILITY	~1-3 weeks ARO
Fax:	780-694-3788		
Cell:	780-512-3085		
Email:	michaelc@birchhillscounty.com		
Attn:	Michael Coy		

Prices are for SUPPLY ONLY of the construction products listed below.

Item	Quantity	Product Description	Price	Unit	Amount
		68mm x 13mm Corrugated Steel Pipe (price per metre):			
	54	300mm x 1.6mm CSP	$ 38.90	m	$ 2,100.60
	52	500mm x 1.6mm CSP	$ 66.70	m	$ 3,468.40
	156	800mm x 2.0mm CSP	$ 130.60	m	$ 20,373.60
	11	900mm x 2.0mm CSP	$ 147.30	m	$ 1,620.30
		** Straight ends*			
		Coupler Pricing (c/w Hardware)			
	6	300mm annular couplers (600mm wide)	$ 64.30	ea	$ 385.80
	16	600mm annular couplers (600mm wide)	$ 92.90	ea	$ 1,486.40
	19.5	800mm annular couplers (600mm wide)	$ 114.60	ea	$ 2,234.70
		CSP Notes:			
		300mm: 4 – 5m, 1 – 6m, 4 – 7m			
		500mm: 5 – 5m, 1 – 6m, 3 – 7m			
		800mm: 8 – 5m, 10 – 6m, 8 – 7m			
		900mm: 1 – 5m, 1 – 6m			

Sub-Total	$ 31,669.80
Freight	Included
G.S.T.	$ 1,583.49
P.S.T.	N/A
Total	$ 33,253.29

NOTES: FOB accessible jobsite on trucks. Quote based on 1 truck(s). Additional loads will be responsibility of customer. Prices are based on nested bundles. Extra freight charges may apply for non-nested bundles. Unloading product is the responsibility of the customer. Once onsite, waiting/unloading time of 60 minutes is included; any additional waiting/unloading time will be charged at a rate of $125/hr. All CSP materials manufactured to CSA G401 - 14 specification. Unless otherwise specified, steel coating is Z610 galvanized.

CONDITIONS:

1. Prices valid for 30 days from date of quotation. Frontier Construction Products reserves the right to modify prices after 30 days.
2. Payment terms are Cash or Net 30 days O.A.C.
3. Above pricing is for the supply of all materials listed on this quote. Pricing subject to change if quote not accepted in its entirety.
4. All returns shall be subject to a minimum restocking charge of 25%, FOB Seller's plant. Non stocked items restocking charge may exceed 25%, due to the nature of such merchandise.

Sean Lacroix
Sean@Frontier-cp.com
Frontier Construction Products Ltd.

Frontier Construction Products Ltd. (North)
4005 50 Avenue (P.O. Box 888), Thorsby, AB T0C 2P0
Tel: 780.789.3666 Toll Free: 1.844.789.3666 Fax: 780.789.3663

Frontier Construction Products Ltd. (South)
11 Fulton Drive, Rocky View County, AB T1X 0K4
Tel: 403.768.4190 Toll Free: 1.844.789.3666 Fax: 403.768.4191

www.frontier-cp.com

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved for Submission**	
Meeting Date:	October 24th, 2019	**CAO:**	
Originated By:	Dion Hynes/Dir. Public Works	**Manager:**	
Item Title:	Murray Road Construction	**Presenter:**	Dion Hynes

DESCRIPTION:

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

BACKGROUND:

The roadway Mr. Murray currently uses to access his residence is approximately the first 150m of an oil and gas constructed road built on the government road allowance for a facility located at 3-10-77-4-W6.

The development permit issued for residence within SE9-77-4W6 from June 29 2010 attached for Council review lists a condition that the developer is responsible for driveway access.

On July 13th, 2011 Mr. Murray submitted a request to Council for the County to pay for upgrades or construct a road into his new residence. No motion made at this meeting siting more information be made available to Council.

September 14th, 2011 the request was presented to Council with motion 22-14 (09-11) was passed

> *"Moved by* Councilor Jones to receive the report dated September 7, 2011 for information purposes only at this time and decide on a course of action for staff to *follow".*

There are no records for any additional action having been taken WRT this matter.

Roads that serve as access to residential building are classified as access roads under the road designation and standards policy RC 14-445 also attached.

DISCUSSION / BENEFITS / DISADVANTAGES:

The original access to SE-9-77-4W6 is from RR43, is located at the NE corner of the lot, still exists and is still usable. The development permit issued for the new residence made reference to driveway as being the responsibility of the developer, but did not specifically refer to the road.

COST / SOURCE OF FUNDING:

Estimated total $15,000.00 (sub grade to gravel) from end of existing developed road to driveway.

Funding would need to be determined.

RELEVANT LEGISLATION (Cite):

ATTACHMENT(S):

Request from Ervin Murray dated September 23, 2019
Copy of Development Letter and Notice of Decision
July 13, 2011 Council Meeting Minutes
Sept 14, 2011 Council Meeting Minutes
RC12-074-16 Construction Upgrading of Approaches
RC14-438 Road Maintenance
RC14-445 Road Designations Standards

OPTIONS:

Council may choose to:

1. Accept the request from Mr. Ervin Murray for information and direct staff to advise Mr. Murray that Birch Hills County would be willing to permit him to extend RR43 at his expense from its current end and within the road allowance provided that the work is completed to the County's specifications and subject to inspection by County staff; or

2. Accept the request from Mr. Ervin Murray for information and direct staff to advise Mr. Murray's of Council's decision.

3. Direct staff to include the extension of RR43 from its current end and within the road allowance to Mr. Murray's driveway and to include the funding for this in the 2020 Capital Budget.

RECOMMENDED ACTION:

It is Administration's recommendation

> "Accept the request from Mr. Ervin Murray for information and direct staff to advise Mr. Murray that Birch Hills County would be willing to permit him to extend RR43 at his expense from its current end and within the road allowance provided that the work is completed to the County's specifications and subject to inspection by County staff."

Sept 23, 2019

Requesting to extend Range Road 43
200 meaters past driveway on SE¼-9-77-4-W6.
to our house.
South of Township Road 772.

Tim K Murray

June 29, 2010

Mr. Ervin Murray
Box 62
Wanham AB T0H 3P0

RE: Development Permit No. 04-19-10
Development: Residence
Legal Location: SE 9-77-4-W6

Please find attached the Development Permit Notice of Decision for the above mentioned property and use. This has been approved subject to the conditions specified on the enclosed Notice of Decision.

The approval was advertised in "The Signal" on June 29, 2010, and the permit becomes valid on July 14, 2010 if no appeals have been received. This development permit is valid for one year only.

Please note that other provincial permits or approvals may also be required. Necessary permits may include:

- Building Permits
- Electrical Permits
- Private Sewage System Permits
- Gas Permits
- Plumbing Permits

Included in your approval package are the appropriate application forms and required information in order to obtain the required permits.

The applicant or his/her agent should contact Alberta One-Call @ 1-800-242-3447 with regard to location of underground facilities.

On behalf of Birch Hills County, I wish you good luck in your development and should you have any further questions regarding your approval, please feel free to contact me.

Irene Cooper
Development Officer
Birch Hills County

Please be advised that you will be developing in a rural community in which you and your development may be subject to typical agricultural operation uses on adjacent or nearby lands including, but not limited to, confined feeding operations and manure storage facilities as defined under the *Agricultural Operation Practices Act*, and any nuisance that may arise from such uses.

BIRCH HILLS COUNTY

Development Permit Notice of Decision

Development Permit Application No. 04-19-10 as applied for by

Ervin Murray

SE 9-77-4-W6

Development: **Residence**

Has been

(XX) APPROVED, subject to the following conditions:

(1) Developer shall adhere to the following minimum set backs
(2)

- front yard: 41 meters from Local Road

(3) The Developer shall adhere to the Alberta Safety Codes Act and related codes and regulations under this Act; BUILDING, ELECTRICAL, PLUMING, PRIVATE SEWAGE AND GAS PERMITS MUST BE OBTAINED.

All Applications and pertinent information has been attached to the approval.

(4) Driveway access if required shall be the responsibility of the Developer.

(5) Any dust suppressant that may be required on the road in future years will be the responsibility of the Developer at their cost.

( ) REFUSED for the following reasons:

NOTE:
It is the responsibility of the applicant to meet the conditions of approval and to obtain any other necessary permits or requirements from other regulatory agencies having jurisdiction. (A list of permit agencies has been attached for your convenience).

If approved, you are hereby authorized to proceed with the specified development after 14 days of the issuance of this permit, provided that any stated conditions are complied with, and the development is in accordance with any approved plans and application. A development permit lapses and is automatically void if the development authorized is not commenced within twelve (12) months from the date of issuing the permit or within such longer period not exceeding one three (3) month extension as may be granted by the Development Authority. Should an appeal be made against this decision to the Subdivision and Development Board, this development permit shall be null and void.

Signature of Development Officer

June 29, 2010
Date of Decision

EFFECTIVE DATE OF PERMIT: July 14, 2010 (This date will be void if an appeal is received)

NOTE: FAILURE TO COMPLY WITH THE CONDITIONS OF THIS PERMIT WILL RESULT IN PUNITIVE ACTION BEING TAKEN BY THE DEVELOPMENT OFFICER AS AUTHORIZED BY SECTIONS 557, 566, AND 646 OF THE MUNICIPAL GOVERNMENT ACT.

APPEAL PROCEDURE

(a) The Land Use Bylaw provides that any person claiming to be affected by the decision may appeal to the Secretary of the Development Officer may appeal to the Secretary of the Subdivision and Development Appeal Board **WITHIN 14 DAYS AFTER NOTICE OF THE DECISION IS GIVEN.**

(b) The issuance of a Development Permit in accordance with the notice of decision is subject to the condition that it does not become effective until 14 days after the date the order, decision or development permit is published in the local newspaper.

(c) A $100.00 Deposit must accompany any appeal. The deposit will be returned to the Appellant should the appeal be successful.

(d) Contact the Development Officer at 694-3793 for a Development Appeal application form.

KALLBOM CRUSHING

Dion Hynes and Michael Coy outlined the situation we are in with Kallbom Crushing.

RESOLUTION NO. 14-13(07-11)

Moved by Councillor Doran that we proceed with the draft letter that states if our wishes are not complied within 6 days we proceed with the Bonding Company.

CARRIED.

RESOLUTION NO. 15-13(07-11)

Moved by Councillor Jones that we award Bridge Files #77670 and #78085 to Northsite Contractor Ltd. for the amount of $199,780.00.

CARRIED.

POLICY #16 CONSTRUCTION/ UPGRADING OF APPROACHES

Council reviewed the Policy #16 Construction and Upgrading of Approaches. Recommended changes to the policy were made. Dion Hynes and Michael Coy will rewrite the policy and bring it back to the next meeting for approval.

IRVIN MURRAY ROAD REQUEST

Mr. Murray has requested that the Birch Hills County pay for the upgrade or construction of the road into his newest development. Council requires more information and has directed no action at this time.

SUK IT UP

Council discussed a request from SUK IT UP to allow them to dump in the Wanham Lagoon.

WANHAM TRANSFER SITE

RESOLUTION NO. 16-13(07-11)

Moved by Councillor Janzen that a second burn pit at the Wanham Transfer site be made.

CARRIED.

ROADSIDE MOWING TENDER

RESOLUTION NO. 17-13(07-11)

Moved by Councillor Doran to accept Codesa Construction as the Lowest Bid of $90.00 cost per mile for the 2011 roadside mowing program.

CARRIED.

Birch Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	September 14, 2011
Originated By:	Dion Hynes, Manager of Public Works
Title:	Ervin Murray Road Extension
Agenda Item No:	L. M

AGENDA # 6 M

BACKGROUND / PROPOSAL:

Attached is a request from Mr. Ervin Murray land owner of S.E.1/4 Sec.9-77-4-W.6M. Mr. Murray is requesting that Birch Hills County extend Range Road 43 south of Twp. 772 approximately 125 meters to his new development.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Currently there is no existing policy or bylaw that addresses road extension. This request has been brought to council in the past.

COSTS / SOURCE OF FUNDING:

The cost associated with this project will be included into the 2012 budget if approved by council.

RECOMMENDED ACTION:

That Council accept this report dated September 7th, 2011 for information proposes only at this time and decide on a course of action for staff to follow.

August 24, 2011

Birch Hills County:

I, Ervin Murray of SE 9-77-4-W6 , would like to apply for a road extension .

The road in question is Range Road 43, South 125 meters plus or minus, from Township Road 772 and Range Road 43. With an approach culvert as well.

If further information is required, please contact:

Ervin K. Murray
Box 62
Wanham, Alberta
T0H 3P0

(780) 814-1621

Thank you for your time and consideration.

Regards,

Ervin K. Murray

Ervin Murray S.E.1/4 9-77-4-6

N

Wellheads
- Abandoned Wellhead
- Suspended Gas Wellhead
- Suspended Oil Wellhead
- Flowing Gas Wellhead
- Location Wellhead
- Flowing Oil Wellhead
- Miscellaneous Wellhead
- Water Wellhead
- Well Downhole Location
- Newly Licenced Well
- Newly Spudded Well

High Pressure Pipelines
- Gas Pipeline
- Oil Pipeline
- Water Pipeline
- LVP/HVP Pipeline
- Foreign Pipeline (Only when a company is specified.)

Low Pressure Pipelines
- Gas Co-op Pipeline

Kallbom Sand and Gravel

The CAO informed Council that Kallbom was in receivership.

RESOLUTION NO. 21-14(09-11)

Moved by Councillor Jones that Council accept the report dated September 7th, 2011 for information proposes only.

CARRIED.

Ervin Murray Road Extension

RESOLUTION NO. 22-14(09-11)

Moved by Councillor Jones to receive the report dated September 7, 2011 for information purposes only at this time and decide on a course of action for staff to follow.

CARRIED.

FOR INFORMATION

NORTHERN SUNRISE COUNTY
SITE C HYDRO DAM

Entered under the agenda for information only August 29, 2011 Letter regarding Site C Hydro Dam.

RESOLUTION NO. 23-14(09-11)

Moved by Councillor Farkash that Marvin Doran be appointed the representative and that the CAO attend the meeting on October 5, 2011 in Fort St. John on his behalf due to conflicting meetings.

CARRIED.

POLICY TITLE: Construction/Upgrading of Approaches Policy #16 Page 1 of 1

Date Adopted by Council / Motion Number:
November 1, 1994 Motion 06-01(11-94)
07-01(11-94)
December 9, 1997 Motion 07-09(12-97)
November 12, 2003 Motion 04-12(11-03)

PURPOSE:

The purpose of this Policy is to outline the standard used for the construction and upgrading of approaches for County staff to adhere to.

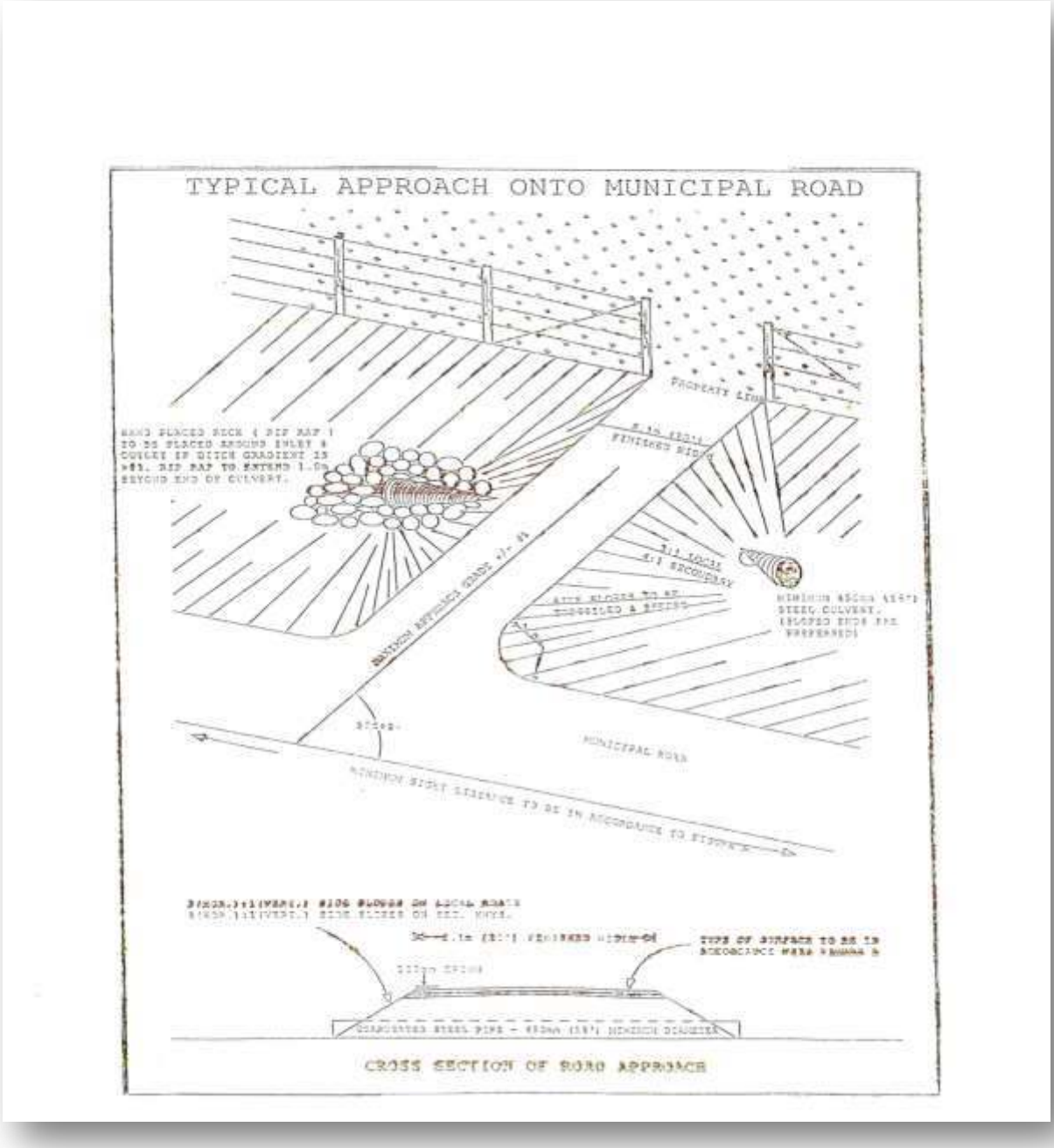
POLICY

1.1. Birch Hills County will be responsible to provide one approach to each quarter section.
1.2. Effective November 12, 2003 approaches will be required to have a minimum of a 13 meter top.
1.3. All new approaches or upgrading of existing approaches will be constructed to the standard referred to by Appendix A.
1.4. Sloped ends on culverts shall be installed where required by the County
1.5. Any additional approach to a quarter shall be installed at the expense of the landowner and must be built to the specification of the County.
1.6. If land is divided by or affected by a natural water course (creek or draw), Registered Drainage Ditch, registered road plan, railway plan, or an easement that restricts movement within the quarter the landowner may apply make a Special Request for an additional approach to be installed. Special Requests will be reviewed and decided upon by County Council.
1.7. If a landowner requires that an existing approach be widened, it shall be installed to the specifications of the County and at the landowner's expense. The landowner must supply or purchase a culvert approved by the County. If available, Birch Hills County will sell a used or new culvert to the landowner.
1.8. Any additional or widened approach must receive approval from the County prior to construction.

REEVE **C.A.O**

Appendix A

BIRCH HILLS COUNTY
Construction / Upgrading of Approaches



P O L I C Y

Department **Public Works**	Policy No.	Page **1 of 2**
Policy Title **ROAD MAINTENANCE**	Date: **December 18, 2014**	Resolution No. **RC14-438**

Policy Statement

Subject to budgetary allocations, Birch Hills County will endeavor to provide maintenance to all roads within the control and jurisdiction of the County, having regard for the respective road use and character.

Regulation

The goal of winter maintenance for gravel roads is to remove snow from the road surface after accumulations reach approximately 10 cm or more. Gravel road snow removal will be undertaken under the direction of the supervisory staff with the goal of minimizing the amount of gravel that ends up in the ditch. Supervisory staff will determine the appropriate use of equipment and materials to achieve this result. Time frames will vary depending on the severity and duration of the storm.

1. Winter Maintenance (Snowplowing)

a) Order of Priority for Snowplowing – Gravel Roads

1) County designated Bus Routes & Medical Driveways

2) County designated Local (incl. Collectors, Arterials) roads

3) Hamlets and Subdivisions

4) Public Access roads and Machinery roads.

b) Order of Priority for Snowplowing – Gravel Roads

1) Bus Routes – Plowing will commence on the designated routes agreed upon by the Director of Public Works or designate and the appropriate school board having jurisdiction.
2) Local Roads - Plowing will commence in alternating locations. Snowplowing will be undertaken in a manner that minimizes motor grader backtracking or excessive travel. Plowing will only be undertaken to an established residence

3) Hamlets – streets and avenues will be done if the County Public Works Director or designate determines that it is necessary, and time and budget allows. Generally the back alleys will be done after the streets are completed.
4) Machinery/Farm Access roads - Plowing will only be undertaken to transport agricultural products, provided the road may be opened with a motor grader. This service will be subject to the availability of equipment.

5) Winging snow from shoulders of roads and other maintenance will have secondary priority.

6) Snowplowing on private property will not be done. Except in incidents covered by Policy #RC13-100 Use of County Graders on Private land.

7) In the event of a winter storm where conditions are unfavorable and unrealistic to clear roads as per normal operations, the Director or designate may order the roads be opened using a single pass only. Approaches will be opened after all roads have been opened.

2. Summer Maintenance (Grading)

The goal of summer gravel road maintenance is to get and keep gravel roads in a reasonable safe driving condition relative to the character of the road and recent weather conditions.

The order in which roads are graded will depend on traffic volumes, structural condition of the road, and amount of gravel on the road.

Summer Maintenance (Grading)

1) Gravel roads will be graded on average of every 3 weeks weather permitting.

2) High traffic volume roads will be graded more often while some lower traffic roads will be graded less often.

3) High traffic volume roads will be graded first, if necessary, after a rain.

4) Access roads and machinery roads will be graded a minimum of once a year if time allows and condition of the road allows.

5) Road will be graded in an orderly fashion to maximize efficiency.

6) Operators will rip up dust control sections if in their opinion and the Director or designate opinion it represents a risk to the driving public.

7) Repair of soft spots in gravel roads will be undertaken if funding is in place and when crews and materials are available. Repairs may include the use of road stabilizers, filter fabric, and granular material.

Approved: December 18, 2014
Revised:

POLICY

Department **Operations**	Policy No.	Page **1 of 3**
Policy Title **ROAD DESIGNATIONS STANDARDS**	Date: **December 18, 2014**	Resolution No. **RC14-445**

Policy Statement

To facilitate the orderly and effective management of roads under the jurisdiction of Birch Hills County the following classification system and standards have been adopted. The classifications and standards may be varied to address specific need or unusual conditions.

Regulation

1. Bus Routes
   Roads designated as Bus Routes will be subject to school board requirements based on location and economics agreed upon by appropriate school board having jurisdiction and the Director of Public Works or designate. .

   The following roads are designated as Bus Route:

   See Peace Wapiti
   School Division #76
   Route Map

2. Local Roads (Collector and Arterial)

   Roads designated as Local Roads will normally be designed and constructed to an all season gravel standard that may require weight restrictions and/or bans to be placed on the road during certain seasons. The purpose of Local Roads is to:

   - facilitate the flow of all types of traffic
   - provide connector routes between paved roads
   - facilitate the flow of commodities during all four seasons
   - accommodate moderate to low volumes of traffic
   - provide connector route to trading centers within Birch Hills County
   - allow for year round movement of legal loads

3. Hamlets and Subdivision

   Roads designated as a Residential Subdivision – Main Access Road will normally be designed and constructed to an all season standard that may require weight restrictions and/or bans to be placed on the road during certain seasons.

   The purpose of a Hamlet Residential Subdivision – Main Access Road is to:

   - provide access to a Country and/or Lakeshore residential development
   - provide access from the residential area to a Primary Highway or Local Main road

4. RV Campground Road

Roads designated as an RV Campground Road will normally be designed and constructed to an all season gravel standard that may require weight restrictions and/or bans to be placed on the road during certain seasons.

The purpose of an RV Campground Road is to:

- provide access to campground lots.

5. Access Road

Roads designated as an Access Road will normally be designed and constructed to an all season gravel standard that may require weight restrictions and/or bans to be placed on the road during certain seasons.

The purpose of an Access Road is to:

- accommodate low volumes of traffic from a single source or destination
- facilitate the flow of commodities from an agricultural operation, industrial facility or residence to a Local Road
- provide limited access to residential, agricultural, industrial or commercial operations
- provide limited access to a recreational area

6. Farm Machinery Road

Improvements to roads designated as a Farm Machinery Road will normally be limited to brushing of trees and minor excavation that will allow for the limited movement of machinery in dry conditions. The purpose of a Farm Machinery Road is to:

- facilitate the limited movement of farm machinery to fields where no other access is available
- facilitate the limited movement of farm produce during harvest time
- facilitate the limited movement of livestock to pastures

7. Undeveloped Road Allowance

Road allowances that are unnecessary or impractical to develope for general public travel shall be designated as an Undeveloped Road Allowance. There will normally be no improvements made to an unopened road allowance and access is limited to walking, horseback or ATV. There is no planned use for an unopened road allowance.

All roads are to be designated by Council at the time the road is constructed or reconstructed or by motion of acceptance of this policy and schedules.

Approved: December 18, 2014
Revised:

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved for Submission**	
Meeting Date:	October 24th, 2019	**CAO:**	
Originated By:	Dion Hynes/Dir. Public Works	**Manager:**	
Item Title:	Road Repair Tough Cell	**Presenter:**	Dion Hynes

DESCRIPTION:

Administration is providing Council with updated information regarding the road repairs that have been completed in Eaglesham and Tangent using Tough Cell.

BACKGROUND:

This is the second time we have used this product to help us maintain a higher quality of road and to minimize damage.

In 2015 the product was purchased from Paradox as Neoweb under Federal Gas Tax grant money from. That year it was installed on township road 770 east of range road 21 and we have noticed great results thus far.

In 2019 it was also purchased from Paradox the only known supplier to the County under a new product name of Tough Cell. Tough Cell is the same as Neoweb just different branding.

We expect to see similar results in these two different locations in Tangent and Eaglesham as we did in the work from 2015.

DISCUSSION / BENEFITS / DISADVANTAGES:

Having this product and installation qualify for Federal Gas Tax funding will allow public works staff to potentially expand the scope of the street work in terms of covering bigger stretches of road area.

Work was budgeted for in operating and expense without understanding that it was a capital cost and could qualify for Federal Gas Tax Funding (GTF). Knowledge of the scope of this work was not communicated well with the finance department at the time therefore the funding opportunity was missed.

COST / SOURCE OF FUNDING:

Paradox invoice $56,298.89 not including gst (Material $37,488.89 and installation $18,810.00) coded to 2-32-60-02-249 (operating)
plus
County contracted repairs $7,410.00 coded to 2-32-60-00-259 (operating)

There is GTF available. A breakdown of the funding available and unallocated is as follows:

2017 GTF Funding (received)	$85,569	Unallocated	$ 51,778
• Interest earned			$ 777
2018 GTF Funding			$ 85,654
2019 GTF Funding			$ 90,368
2019 GTF Funding Top-up			$ 85,122
	Total		$ 313,699

RELEVANT LEGISLATION (Cite):

12-01-16 Procurement Policy

RECOMMENDED ACTION:

This costs for these projects need to be reclassified as capital. Administration is requesting Council:

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

Request for Decision (RFD)

Meeting:	Regular	**Reviewed/ Approved For Submission**	
Meeting Date:	October 24, 2019	**CAO:**	
Originated By:	Kathrin Langlois Asst. Ag. Fieldman	**Manager:**	
		Presenter:	
Item Title:	Veterinary Services Incorporated (VSI) 50/50		

DESCRIPTION:

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

BACKGROUND:

Birch Hills County has been a participant in the Veterinary Services Incorporated program going back at least until 1985. In 2019 BHC ASB contributed $17,000 towards this program. 2020 program has not been approved as of yet.

COST / SOURCE OF FUNDING:

ASB Budget line item - V.S.I. account 2-63-10-00-735

RELEVANT LEGISLATION (Cite):

- 63-04-19 VSI Policy July 11, 2019 Signed

ATTACHMENT(S):

- Veterinary Service Incorporated Agreement expires December 31, 2019

OPTIONS:

Council may:

1. Direct Administration to forward a letter to Veterinary Services Incorporated (V.S.I.) program stating Birch Hills County approves the 50/50 cost share for the V.S.I. agreement; or

2. Direct Administration to look into other options as they see necessary.

RECOMMENDED ACTION:

It is recommended that Council direct Administration to forward a letter to Veterinary Services Incorporated (V.S.I.) program stating Birch Hills County approves the 50/50 cost share for the V.S.I. agreement.

V.S.I. SERVICES (1980) LTD

A nonprofit organization providing veterinary care in Alberta

BOX 137
FAIRVIEW, AB T0H 1L0
PH 780 835 5440

December 9, 2018

Mr. Hermann Mnderlein CAO
Birch Hills County
PO Box 157
Wanham, AB T0H 3P0

Dear Hermann,
Enclosed are two (2) copies of the 2019 VSI contract for Birch Hills County. The copy with the attached tentative schedules is yours to keep. Please sign and return the other copy to me.

The VSI Board of Directors approved a maximum basic 3.3 % increase in fees to stay in line with the Alberta Veterinary Medical Association (AB.VMA) recommended fees. The AB.VMA final fee decision for 2018 is still pending. Once notified (middle of December) we will re-adjust our draft fee schedule to follow their fees, up to a maximum increase of 3.3%. At that time an updated fee schedule will be forwarded. The impact on our schedule will be re-calculated, but will be equal or less than today's estimate. In addition, the VSI Board of Directors recommended the addition of a 10% contingency fee to guard against the need to requisition further funding later in the year.

The $13,000.00 figure in your contract was reached as follows:

a) The cost of your claims, for the period October 1, 2017 to September 30, 2018, was increased by 13.3% to cover the maximum fee increase & 10% contingency

b) Estimated net administration costs of $500, were added to the above total.
   Note: Your estimated net administrative costs, including GST, are based on 1.9% of total administrative costs of $32,056.

c) Finally, you contract figure was rounded off to the nearest $500.00

Please **do not remit** any **funds at this time**. Your requisition will be determined in late January or early February, after all your 2018 claims have been processed. Your requisition will consist of your actual claims for 2018 increased by 13.3% maximum along with an estimate of net administrative costs.

Appropriate adjustments will be made to your requisition statement to account for any deficits, or surpluses, in your VSI account as of December 31, 2018.

Please feel free to call me if there are any questions or if you see any errors in my estimates.

Thank you

_____
Rik Vandekerkhove, Manager

Encl.

This agreement made effective as of January 1, 2019.

Between

V.S.I. SERVICES (1980) LTD.
A body corporate under the laws of the Province of Alberta (hereinafter called "V.S.I.")

and

Birch Hills County in the Province of Alberta, representing the district ratepayers (hereinafter called the "Municipal Jurisdiction").

Whereas the parties hereto are parties to an agreement in writing dated January 1, 2018 (hereinafter referred to as the "agreement"); and

Whereas the agreement, by its terms, is deemed to terminate on December 31, 2018; and

Whereas the parties hereto desire to continue the agreement in full force and effect for the period from January 1, 2019 to December 31, 2019.

Now therefore this agreement witnesses that in consideration of the premises and the covenants hereafter contained:

1. The agreement shall be deemed to continue in full force and effect for the period from January 1, 2019 to December 31, 2019 and all references to any date or dates in the agreement and the term of its termination shall be amended accordingly.

2. Schedule "A" **50/50** and Schedule "B" to the agreement shall be dated effective January 1, 2019.

3. The Municipal Jurisdiction agrees to provide V.S.I. with the funds necessary to implement, administer and carry out the Veterinary Health Program until this agreement is terminated. The Municipal Jurisdiction agrees to advance the sum of

   THIRTEEN THOUSAND ($13,000.00) DOLLARS

   to establish the Veterinary Health Program in the Jurisdiction for the 2019 calendar year.

...2

The parties agree to observe and perform all other terms, covenants, conditions and provisions on the part of each of them respectively contained in the agreement subject only to the amendments contained herein.

V.S.I. SERVICES (1980) LTD.

Per
Rik Vandekerkhove

Signed, sealed and delivered
in the presence of:

Witness

Hermann Mindorlein, CAO
Birch Hills County

BIG LAKES, BIRCH HILLS, MACKENZIE, NORTHERN LIGHTS, NORTHERN SUNRISE, and SADDLE HILLS COUNTIES and the MD's of GREENVIEW #16, PEACE #135, and SMOKY RIVER #130

Until this Tariff is amended, and subject to the terms and conditions of the year 2019 contract, VSI Services (1980) Ltd. will pay the listed VSI fee charged by the veterinarian for the services stated herein. All other charges levied in association with the service(s) being claimed must be shown on the invoice.

Note: Unless otherwise noted all flat rate and hourly fees are fully inclusive which means the fee includes local anaesthetic procedures (including the drugs), surgical packs, suture materials, stitch removal and all drug administration procedures.

CATTLE

A. Ancillary (add-on) Services

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Clinic Outpatient Fee	9	45.10	22.55	22.55
Note: This fee can only be claimed in conjunction with another valid VSI claim. It can only be charged once per occurrence. It is not a per animal fee.				
Epidural	1	35.10	17.55	17.55
Note: Epidurals can only be claimed in conjunction with dystocias (code 31), embryotomies (code 44 & 45) & prolapse revisits under code 52.				
Intramuscular or Subcutaneous Injections	3	6.30	3.15	3.15
Intravenous Injections	4	12.60	6.30	6.30
Stall Fee (calves - per 24 hr.)	10	32.50	16.25	16.25
Stall Fee (older animals -per day)	11	49.40	24.70	24.70
Oral Drug Administration	5	35.10	17.55	17.55
Subconjunctival injection	7	12.60	6.30	6.30
Note: Codes 3, 4, 5 & 7 can only be claimed once per animal and only in conjunction with a code 26, 27, 50, 51, or 52 claim.				
X-ray (2 views)	2	144.30	72.15	72.15
X-ray (subsequent views - each)	21	30.00	15.00	15.00
X-ray – Digital Equipment Surcharge	8	40.40	20.20	20.20
Note: Please be judicious in taking x-rays in situations where the x-ray won't add to the diagnosis or alter the course of treatment (e.g. most cases of broken legs in calves).				

B. Flat Rate Inclusive Surgical Procedures

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Abscesses	28	185.70	92.85	92.85
Claw Amputation	17	266.10	133.05	133.05
Epididyectomy	20	285.50	142.75	142.75
Eye Enucleation	16	397.30	198.65	198.65
LDA (Left Displaced Abomasum)	22	462.30	231.15	231.15
Omphalitis – Intra-abdominal debridement	35	277.60	138.80	138.80
Note: For superficial procedures with minimal debridement use code 28				
RDA (Right Displaced Abomasum)	23	515.90	257.95	257.95
Rumen Fistula	24	186.80	93.40	93.40
Sole Abscess	29	143.30	71.65	71.65
Torsion (abomasal or intestinal – calves < 200#	14	293.90	146.95	146.95
Umbilical Hernia (eviscerated in newborn calve	18	293.90	146.95	146.95
Urethrostomy	15	231.90	115.95	115.95
Vasectomy	19	313.30	156.65	156.65

C. Flat Rate Obstetrical and Reproductive Services

Note: Oxytocin and/or uterine boluses are included in all obstetrical procedures.

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Caesarean Section	41	530.00	265.00	265.00
Dystocia	31	240.40	120.20	120.20
Embryotomy (1 or 2 cuts)	44	359.00	179.50	179.50
Embryotomy (3 or more cuts)	45	424.00	212.00	212.00

Note: Code #1 (epidural) can be added, as appropriate, with codes 31, 44, 45 & 52.

Scrotal Circumference Measurement	65	24.70	12.35	12.35

Note: This fee only applies for bulls eliminated from further breeding soundness evaluations.

Semen Test (1st bull)	60	106.00	53.00	53.00
Semen Test (2nd to 10th bull)	61	75.00	37.50	37.50 each
Semen Test (11th to 51st bull)	62	68.40	34.20	34.20 each
Semen Test (51st bull plus)	63	61.90	30.95	30.95 each
Pregnancy Testing (per head)	6	5.40	2.70	2.70 each

Note A higher fee can by charged for the first animal as per the AB.VMA fee schedule but VSI will only pay the VSI rate for the first animal.

Prolapses				
-Rectal	74	124.90	62.45	62.45
- Uterine	71	237.20	118.60	118.60
-Vaginal	81	162.20	81.10	81.10
-Vaginal & Rectal	84	186.80	93.40	93.40
Uterine Torsion (manual correction)	46	261.90	130.95	130.95

D. Hourly Rates for Surgical & Professional Services

Note: Rates are quoted for 1/4 hour (15 minute) intervals. -- All of the services in this section are fully inclusive and an hourly rate can't be used for services for which a flat rate fee has been established.
Code 12A/12B or 13A/13B claims CAN'T EXCEED 1½ hours (parts A & B combined)

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Surgery (major)	12A	93.40	46.70	46.70
Non Surgical Professional time	12B	56.20	28.10	28.10
Surgery (minor)	13A	63.00	31.50	31.50
Non Surgical Professional time	13B	56.20	28.10	28.10

Note: Only the actual surgical time should be claimed under codes 12 & 13. Time required for related services, e.g. examination, surgical preparation, immediate post surgical treatments, etc. should be claimed under codes 12B or 13B.

Professional Services (general)	25	56.20	28.10	28.10

Note: This fee is used:
a) For herd health visitations and/or problems
b) In place of codes 50, 51, 52 & 55 as specified in section "E"
c) When more than two postmortems are conducted
d) When a single animal is examined, euthanized then subjected to a postmortem
e) Other instances as agreed to or recommended by the VSI Manager

Time claimed for codes 12, 13 & 25 should be consistent with time required by a veterinarian of average competence.

E. Flat Rate Non-Surgical Professional Services

SERVICE	VSI Code	Maximum fee	50% VSI fee	50% CLIENT fee
Cast Application (closed reduction)	26	131.20	65.60	65.60
Cast Removal	27	61.90	30.95	30.95
Examination	50	106.00	53.00	53.00
Examination (2nd animal)	51	72.40	36.20	36.20
Examination (re-visit)	52	72.40	36.20	36.20
Next 24 hr IV hook-up + monitor (NEW)	53	72.40	36.20	36.20
I.V. Hook - up (1st & 2nd no monitor)	55	118.60	59.30	59.30

Note: **This code includes** the **examination** and is for situations where the animal is not hospitalized for follow-up care.

I.V. Hook - up + 24 hour monitor	56	185.70	92.85	92.85

Note: **Only** for calves up to **two months old**. It **includes** the **exam** and **professional services** for the **first 24 hours**. Code **53** should be **used** to cover professional services in **subsequent 24 hour periods.**

Services normally covered by codes 50, 51, 52 & 55 will be claimed under code 25 in the following situations:

a) When more than two (2) claims are made using any combination of codes 50, 51, 52 & 55 or
b) When one or more specific flat rate codes are claimed which are equal or greater in value to two (2) code 50 claims

Postmortem - Brain Removal	99	70.30	35.15	35.15
Postmortem - 300 pounds or less	90	111.30	55.65	55.65
Postmortem - 300 to 800 pounds	91	120.70	60.35	60.35
Postmortem - over 800 pounds	92	181.60	90.80	90.80

Note: For **more than 2** postmortems at the **same time** make a **single code 25 claim**.

Technovit Block - Application of	30	92.90	46.45	46.45

Note: **Materials** are **included** in this service

PIGS
All Services

Note: With the exception of the following pig services are to be billed by the hour under codes 12, 13, or 25, as appropriate:

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Examination	50	106.00	53.00	53.00
Examination (2nd animal)	51	72.40	36.20	36.20
Examination (re-visit)	52	72.40	36.20	36.20

Note: Codes 3, 4 & 5 can be claimed with codes 50, 51 & 52, as appropriate

Postmortem - 20 pounds or less	93	75.00	37.50	37.50
Postmortem - 20 to 100 pounds	94	80.30	40.15	40.15
Postmortem - over 100 pounds	95	98.10	49.05	49.05

Note: For **more than 2** postmortems at the **same time** make a **single code 25 claim**.

SHEEP & GOATS

All Services

Note: Most sheep and goat services can be billed by the hour under codes 12, 13, or 25, as appropriate, with the exception of the specific flat rate codes in this section:

All of the sheep codes are inclusive with the exception of codes 33, 50, 51 & 52 where the same conditions apply as for cattle.

Oxytocin and/or uterine boluses are included in all obstetrical procedures.

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Caesarean	43	336.30	168.15	168.15
Dystocia	33	149.60	74.80	74.80
Examination	50	106.00	53.00	53.00
Examination (2"" animal)	51	72.40	36.20	36.20
Examination (re-visit)	52	72.40	36.20	36.20

Note: Codes 3, 4 & 5 can be claimed with codes 26, 27, 50, 51 & 52, as appropriate.

Semen Test (1st animal)	66	89.80	44.90	44.90
Semen Test (subsequent animals)	67	68.20	34.10	34.10
Postmortem - 20 pounds or less	96	75.00	37.50	37.50
Postmortem - 20 to 100 pounds	97	80.30	40.15	40.15
Postmortem - over 100 pounds	98	98.10	49.05	49.05

Note: For **more than 2** postmortems at the **same time** make a **single code 25 claim**.

Prolapse - Rectal	76	106.00	53.00	53.00
Prolapse - Uterine	73	154.80	77.40	77.40
Prolapse - Vaginal	83	106.00	53.00	53.00

V.S.I. SERVICES (1980) LTD.

SCHEDULE "B"

Annexed to and forming a part of the agreement dated **effective January 1, 2019**

Following are some of the services not payable by V.S.I. Services (1980) Ltd

a) castrations
b) dehorning
c) dockings
d) spaying heifers
e) embryo transplants
f) routine trimming of feet
g) meat inspection
h) scrotal hernias - all species
i) umbilical hernias - all species
   Note: With the exception of eviscerated hernias in newborn calves
j) cryptorchid surgery- all species
k) insurance examinations (including mortality, loss of use exams & reports)
l) listed herd and dispersal sales
m) shows & sales
n) endorsement fees
o) export testing
p) parentage sampling
q) routine vaccinations
r) all drugs and medicines
s) all laboratory fees
t) waiting time
u) after hours or holiday fees
v) mileage
w) services relating to quality assurance programs such as CQA & QSH.
x) internal fracture fixation procedures
y) hospitalization for any **service not listed in Schedule "A"**
z) Services under codes 12A/B & 13A/B over & above 1½ hours
aa) Exams for non-conventional treatments and those treatments. (Examples: adjustments, acupuncture etc)
ab) **VCPR consultations for a period longer than 2 units of code #25**

All "Schedule A" services for species not specifically identified on "Schedule A"

Note: All jurisdictions cover "Schedule A" services for the bovine, porcine, caprine and ovine species. Some jurisdictions cover some, or all, "Schedule A" services for alternative livestock species (e.g. elk, bison, deer, etc.). The specific species and services covered will be identified on the "Schedule A" that was approved by that particular jurisdiction.

Any other veterinary services not specifically listed in Schedule "A" as amended from time to time.

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	October 24, 2019	**CAO:**	
Originated By:	Kathrin Langlois Asst. Ag. Fieldman	**Manager:**	
Item Title:	2020 Provincial ASB Conference	**Presenter:**	Hermann Minderlein

DESCRIPTION:

Administration is bringing back to Council information regarding the 2020 Provincial Agriculture Service Board Conference and requesting confirmation on attendance and travel arrangements.

BACKGROUND:

This year the Provincial ASB Conference will be held January 21-24, 2020 in Banff, venue to be announced at a later date. This is a four-day conference with one extra day required for travel. At September 24, 2019 Regular Council meeting Council passed the following resolution:

> **RC19-325** that Council authorize the following ASB members Terry Carbone, Mel Duvall, and Paul Reum, to attend the four (4) day Provincial ASB Conference on January 21-24, 2020 in Banff with a 5-day honorarium payable to each member attending and travel arrangements to be announced.

Unfortunately, ASB Chair Terry Carbone cannot attend and Administration requires direction on attendance and travel arrangements.

DISCUSSION / BENEFITS / DISADVANTAGES:

We do not have registration details at this time but do require confirmation of attendance. It is recommended that as many as possible ASB members attend. There is valuable information presented by the speakers which is relevant to issues that are affecting our Birch Hills County and the Peace Region.

Last year ASB members Denise Joudrey, Deanne Wendland, Albert Poetker, Mel Duvall, Paul Reum and Terry Carbone attended the conference in Calgary as well as Agriculture Fieldman Amanda Ouellet and Assistant Agriculture Fieldman Kathrin Langlois.

COST / SOURCE OF FUNDING:

The cost of registration per applicant is not known at this time. Last year the registration fee was $575 + gst/person. We are expecting it to be approximately the same in Banff. Registration fees will be disbursed from account number (2-63-10-01-214).

Additionally, any members attending the conference will be paid 5 days of honorarium to be dispersed from account (2-63-10-01-151) and if they drive themselves, mileage to be dispersed from account (2-63-10-01-212). If flights are required the cost will be dispersed from account (2-63-10-01-211).

RELEVANT LEGISLATION (Cite):

Travel Expense Remuneration Policy
Attendance at Conferences Policy
Governance & Operational Policies
Agricultural Pest Act
Alberta Weed Control Act
Agricultural Service Board Act

OPTIONS:

Council may choose to:

1. Rescind resolution RC19-325; and

2. Authorize the following ASB members_____ to attend the four (4) day Provincial ASB Conference on January 21-24, 2020 in Banff with a 5-day honorarium payable to each member attending and travel arrangements to be announced.

3. Take other action as deemed appropriate and direct administration accoudingly.

4. Receive as information.

RECOMMENDED ACTION:

It is Administration's recommendation that Council Rescind resolution RC19-325;
and
Authorize the following ASB members_____ to attend the four (4) day Provincial ASB Conference on January 21-24, 2020 in Banff with a 5-day honorarium payable to each member attending and travel arrangements to be announced.

Request for Decision (RFD)

Meeting:	Regular Council Meeting	**Reviewed/ Approved For Submission**	
Meeting Date:	October 24, 2019	**CAO:**	
Originated By:	Kathrin Langlois Asst. Ag. Fieldman	**Director:**	
Item Title:	Upcoming ASB Meeting	**Presenter:**	CAO Minderlein

DESCRIPTION:
Council is being requested to review the upcoming change to Agricultural Service Board (ASB) meeting.

BACKGROUND:
It is recommended that the ASB meet 3 to 5 times per year to discuss relevant issues and keep all members of the board informed of current issues. December 12th would be the fourth ASB meeting of 2019 and unfortunately, it falls when Ag. Fieldman Amanda Ouellet and Assistant Ag. Fieldman Kathrin Langlois are away. It is being proposed to change the date of the ASB meeting to November 28, 2019 to coincide with the regular council meeting scheduled for that same day. There are a few agenda items that should be taken care of before the New Year.

Administration would like to review the upcoming meeting schedule with Council to determine if Council approves the change of dates for the ASB meeting.

COST / SOURCE OF FUNDING:
There is adequate funding in the budget to hold the meeting(s) on a different day than December 12, 2019.

RELEVANT LEGISLATION (Cite):
Agricultural Service Board Act
Bylaw 2014-06, the Procedures Bylaw.

OPTIONS:
Council may choose to:

1. cancel the 2019 ASB Meeting scheduled for December 12, 2019 and direct Administration to provide notice of these changes in accordance with the requirements of Bylaw 2014-06, the Procedures Bylaw and schedule a new ASB Meeting for November 28, 2019;

2. Make changes to dates as deemed appropriate; or

3. Not make changes to the meeting dates.

RECOMMENDED ACTION:
Administration recommends that Council cancel the 2019 ASB Meeting scheduled for December 12, 2019 and direct Administration to provide notice of these changes in accordance with the requirements of Bylaw 2014-06, the Procedures Bylaw and schedule a new ASB Meeting for November 28, 2019.

Request for Decision (RFD)

Meeting:	**Council Meeting**	**Reviewed/ Approved For Submission**	
Meeting Date:	October 24, 2019	**CAO:**	
Originated By:	Shelley Braun, DCS	**Director:**	**SDB**
Item Title:	Bank Reconciliation, Cheque Register	**Presenter:**	

BACKGROUND / PROPOSAL:

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

DISCUSSION / BENEFITS / DISADVANTAGES:

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

30-Sept-19	Interest	$2419.67	
01-Sept-19	GST	$(1.50)	
01-Sept-19	August Service Charges	$(287.52)	
30-Sept-19	Split Deposit	$(8746.61)	Originator: Marlene McLaughlin
		$(6615.96)	

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

05-Sep-19	Local Authortities Pension Plan	$30,565.82	
09-Sep-19	Receiver General	$60,683.21	
10-Sep-19	Manulife Financial	$11,340.93	
12-Sep-19	Telus	$1,245.45	
19-Sep-19	Campus Energy (Buildings)	$6,232.96	
19-Sep-19	Campus Energy (Street Lights)	$4,180.25	
25-Sep-19	Access Gas	$229.04	
30-Sep-19	AB Education	$208,503.48	
		$322,981.14	Originator Lisa Price

ATTACHMENT(s):

Bank Reconciliation (Posting Journal) for Bank Statement ending September 30, 2019.
September 30, 2019 Vendor Cheque Register – Total cheques issued $386,937.76
Note: * cheques have been voided.

RECOMMENDED ACTION:

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

Audit Trail Code: CMADJ00000267
Chequebook ID: ATB PRIMARY
Description: ALBERTA TREASURY BRANCH

Bank Statement Ending Balance: $1,187,943.58
Bank Statement Ending Date: 9/30/2019
Cutoff Date: 9/30/2019

Statement Ending Balance	$1,187,943.58
Outstanding Cheques (-)	$135,389.53
Deposits in Transit (+)	$1,329.93
Adjusted Bank Balance	$1,053,883.98
Chequebook Balance as of Cutoff	$1,060,499.94
Adjustments	-$6,615.96
Adjusted Book Balance	$1,053,883.98
Difference	$0.00

Ranges: From: To: From: To:
Cheque Number First Last Cheque Date 9/01/19 9/30/19
Vendor ID First Last Chequebook ID First Last
Vendor Name First Last

Sorted By: Chequebook ID

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0031535	A&BINDUSTRIAL01	A & B INDUSTRIAL RENTALS LTD	9/03/19	ATB PRIMARY	PMCHQ00001294	$93.45
0031536	AAMDC01	RURAL MUNICIPALITIES OF ALBERT	9/03/19	ATB PRIMARY	PMCHQ00001294	$78,456.95
0031537	ACEINILIFE01	CHUBB LIFE INSURANCE OF CANADA	9/03/19	ATB PRIMARY	PMCHQ00001294	$358.51
0031538	ADVANTAGEVM01	ADVANTAGE VM CORP	9/03/19	ATB PRIMARY	PMCHQ00001294	$42,465.00
0031539	ALLDATA01	ALLDATA CANADA SERVICES LTD.	9/03/19	ATB PRIMARY	PMCHQ00001294	$1,575.00
0031540	ALSLAB01	ALS CANADA LTD	9/03/19	ATB PRIMARY	PMCHQ00001294	$308.00
0031541	ARMAA01	ARMAA	9/03/19	ATB PRIMARY	PMCHQ00001294	$150.00
0031542	ATCOELEC02	ATCO ELECTRIC	9/03/19	ATB PRIMARY	PMCHQ00001294	$333.90
0031543	BCI01	BEAR COUNTRY ENTERPRISES	9/03/19	ATB PRIMARY	PMCHQ00001294	$108.78
0031544	CANADAREVENUE01	RECEIVER GENERAL	9/03/19	ATB PRIMARY	PMCHQ00001294	$504.26
0031545	CAPITALI01	CAPITAL I INDUSTRIES INC	9/03/19	ATB PRIMARY	PMCHQ00001294	$1,149.15
0031546	CHAMCO01	CHAMCO INDUSTRIES LTD.	9/03/19	ATB PRIMARY	PMCHQ00001294	$507.82
0031547	CIBCVISA01	CIBC Credit Card Services	9/03/19	ATB PRIMARY	PMCHQ00001294	$1,254.69
0031548	CODESACONST01	CODESA CONSTRUCTION LTD	9/03/19	ATB PRIMARY	PMCHQ00001294	$12,386.85
0031549	COLLIE01	MIKE & JANET COLLIE	9/03/19	ATB PRIMARY	PMCHQ00001294	$260.00
0031550	COTTON01	COTTON TRUCKING	9/03/19	ATB PRIMARY	PMCHQ00001294	$12,954.38
0031551	DMREUMCONS01	DM REUM CONSULTING LTD	9/03/19	ATB PRIMARY	PMCHQ00001294	$12,432.00
0031552	DWGPROCESS01	DWG PROCESS SUPPLY LTD	9/03/19	ATB PRIMARY	PMCHQ00001294	$412.23
0031553	GOVAB02	Government of Alberta	9/03/19	ATB PRIMARY	PMCHQ00001294	$12,359.69
0031554	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	9/03/19	ATB PRIMARY	PMCHQ00001294	$2,344.26
0031555	HITECH01	HITECH BUSINESS SYSTEMS LTD	9/03/19	ATB PRIMARY	PMCHQ00001294	$578.04
0031556	INTERSELEC01	INTERSTELLER ELECTRIC LTD	9/03/19	ATB PRIMARY	PMCHQ00001294	$299.25
0031557	JDFINANCIAL01	JOHN DEERE FINANCIAL	9/03/19	ATB PRIMARY	PMCHQ00001294	$519.04
0031558	KUBOTA01	KUBOTA	9/03/19	ATB PRIMARY	PMCHQ00001294	$128.89
0031559	LANDTIT01	THE GOVERNMENT OF ALBERTA	9/03/19	ATB PRIMARY	PMCHQ00001294	$95.00
0031560	LANGLOC01	LANG LOCKS & SECURITY SOLUTION	9/03/19	ATB PRIMARY	PMCHQ00001294	$47.25
0031561	MANBEN01	MANULIFE FINANCIAL GROUP BENEF	9/03/19	ATB PRIMARY	PMCHQ00001294	$57.76
0031562	MICROCOMP01	MICRO COMPUTERS PLUS	9/03/19	ATB PRIMARY	PMCHQ00001294	$583.32
0031563	MINDERLEINH01	MINDERLEIN, HERMANN	9/03/19	ATB PRIMARY	PMCHQ00001294	$290.25
0031564	NEWHARVEST01	NEW HARVEST MEDIA INC	9/03/19	ATB PRIMARY	PMCHQ00001294	$892.50
0031565	NMETALIC01	NORTHERN METALIC SALES (GP) L	9/03/19	ATB PRIMARY	PMCHQ00001294	$2,832.80
0031566	OVERHEAD01	OVERHEAD DOOR LTD.	9/03/19	ATB PRIMARY	PMCHQ00001294	$661.50
0031567	PHONECO01	PHONECO INC	9/03/19	ATB PRIMARY	PMCHQ00001294	$60.38
0031568	RANDCO01	RANDCO MILLWRIGHT SERVICE LTD	9/03/19	ATB PRIMARY	PMCHQ00001294	$9,311.19
0031569	SRHMHW01	SPIRIT RIVER HARDWARE	9/03/19	ATB PRIMARY	PMCHQ00001294	$211.30
0031570	UFAFALHER01	UFA FALHER FARM SUPPLY	9/03/19	ATB PRIMARY	PMCHQ00001294	$448.72
0031571	WSP01	WSP CANADA	9/03/19	ATB PRIMARY	PMCHQ00001294	$4,042.50
0031572	YAREMK01	YAREMKO, PAUL & VICKY	9/03/19	ATB PRIMARY	PMCHQ00001294	$2,772.00
0031573	EAGLEPARTS01	EAGLESHAM PARTS & SERVICE CORP	9/04/19	ATB PRIMARY	PMCHQ00001295	$266.77
0031574	AAMDC01	RURAL MUNICIPALITIES OF ALBERT	9/19/19	ATB PRIMARY	PMCHQ00001296	$10,867.76
0031575	ABHSERV01	ALBERTA HEALTH SERVICES	9/19/19	ATB PRIMARY	PMCHQ00001296	$160.00
0031576	BHILLGAS01	BIRCH HILLS GAS CO-OP LTD.	9/19/19	ATB PRIMARY	PMCHQ00001296	$340.98
0031577	BIOVISION01	SGS BIO VISION	9/19/19	ATB PRIMARY	PMCHQ00001296	$1,028.16
0031578	BOIVIN01	BOIVIN, ALAIN	9/19/19	ATB PRIMARY	PMCHQ00001296	$88.18
0031579	CAPITALI01	CAPITAL I INDUSTRIES INC	9/19/19	ATB PRIMARY	PMCHQ00001296	$666.95
0031580	CDROULEAU01	CD ROULEAU CONSTRUCTION LTD	9/19/19	ATB PRIMARY	PMCHQ00001296	$5,276.25
0031581	CIBCVISA01	CIBC Credit Card Services	9/19/19	ATB PRIMARY	PMCHQ00001296	$3,055.81
0031582	CLEARCUT01	CLEAR CUT ELECTRIC	9/19/19	ATB PRIMARY	PMCHQ00001296	$922.22
0031583	CODESACONST01	CODESA CONSTRUCTION LTD	9/19/19	ATB PRIMARY	PMCHQ00001296	$6,193.42
0031584	COTTON01	COTTON TRUCKING	9/19/19	ATB PRIMARY	PMCHQ00001296	$9,646.88
0031585	CRSRODS01	CROSSROADS COLLISION	9/19/19	ATB PRIMARY	PMCHQ00001296	$367.50
0031586	DANOE01	DANOE VACUUM & POTABLE WATER S	9/19/19	ATB PRIMARY	PMCHQ00001296	$2,992.50
0031587	DIKAIND01	DIKA INDUSTRIES	9/19/19	ATB PRIMARY	PMCHQ00001296	$78.75
0031588	DMREUMCONS01	DM REUM CONSULTING LTD	9/19/19	ATB PRIMARY	PMCHQ00001296	$1,344.00
0031589	EAGLEPARTS01	EAGLESHAM PARTS & SERVICE CORP	9/19/19	ATB PRIMARY	PMCHQ00001296	$127.68
0031590	ENTERFLEET01	ENTERPRISE FM CANADA INC	9/19/19	ATB PRIMARY	PMCHQ00001296	$1,315.57

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
0031591	FCSS01	FAMILY AND COMMUNITY SUPPORT S	9/19/19	ATB PRIMARY	PMCHQ00001296	$346.00
0031592	GFLENVI01	GFL ENVIRONMENTAL INC.	9/19/19	ATB PRIMARY	PMCHQ00001296	$5,587.00
0031593	GRUSIE01	GRUSIE'S HOME REPAIR	9/19/19	ATB PRIMARY	PMCHQ00001296	$210.00
0031594	HYNES01	HYNES, DION	9/19/19	ATB PRIMARY	PMCHQ00001296	$157.50
0031595	JDFINANCIAL01	JOHN DEERE FINANCIAL	9/19/19	ATB PRIMARY	PMCHQ00001296	$429.88
0031596	KUBOTA01	KUBOTA	9/19/19	ATB PRIMARY	PMCHQ00001296	$95.10
0031597	MANITOULIN01	MANITOULIN TRANSPORT	9/19/19	ATB PRIMARY	PMCHQ00001296	$355.82
0031598	MCKAYM01	MCKAY, MIKE	9/19/19	ATB PRIMARY	PMCHQ00001296	$78.00
0031599	MORGAN01	MORGAN, TOM	9/19/19	ATB PRIMARY	PMCHQ00001296	$10,188.00
0031600	NEWHARVEST01	NEW HARVEST MEDIA INC	9/19/19	ATB PRIMARY	PMCHQ00001296	$892.50
0031601	NMETALIC01	NORTHERN METALIC SALES (GP) L	9/19/19	ATB PRIMARY	PMCHQ00001296	$2,201.63
0031602	NORLAN01	NOR-LAN CHRYSLER - DODGE-JEEP	9/19/19	ATB PRIMARY	PMCHQ00001296	$314.96
0031603	OVERHEAD01	OVERHEAD DOOR LTD.	9/19/19	ATB PRIMARY	PMCHQ00001296	$2,505.05
0031604	PITNEYWORKS01	PITNEYWORKS	9/19/19	ATB PRIMARY	PMCHQ00001296	$2,100.00
0031605	PRDISPOSAL01	PRAIRIE DISPOSAL LTD	9/19/19	ATB PRIMARY	PMCHQ00001296	$136.50
0031606	REYMI01	REYNOLDS MIRTH RICHARDS	9/19/19	ATB PRIMARY	PMCHQ00001296	$347.00
0031607	SCOTTJ01	SCOTT, JOANNE	9/19/19	ATB PRIMARY	PMCHQ00001296	$78.00
0031608	SQUIRES01	SQUIRES, BARBARA	9/19/19	ATB PRIMARY	PMCHQ00001296	$585.00
0031609	SRHMHW01	SPIRIT RIVER HARDWARE	9/19/19	ATB PRIMARY	PMCHQ00001296	$95.76
0031610	SSEMENIUK01	STEVE SEMENIUK CONSULTING	9/19/19	ATB PRIMARY	PMCHQ00001296	$4,158.00
0031611	TRINUS01	TRINUS TECHNOLOGIES INC.	9/19/19	ATB PRIMARY	PMCHQ00001296	$436.80
0031612	WANHAMW01	WANHAM WAREHOUSE LTD	9/19/19	ATB PRIMARY	PMCHQ00001296	$120.57
0031613	WINDFORD01	WINDSOR FORD	9/19/19	ATB PRIMARY	PMCHQ00001296	$620.69
0031614	YAREMK01	YAREMKO, PAUL & VICKY	9/19/19	ATB PRIMARY	PMCHQ00001296	$1,832.25
0031615	ALSLAB01	ALS CANADA LTD	9/25/19	ATB PRIMARY	PMCHQ00001297	$308.00
0031616	ATCOELEC02	ATCO ELECTRIC	9/25/19	ATB PRIMARY	PMCHQ00001297	$333.90
0031617	BOIVIN01	BOIVIN, ALAIN	9/25/19	ATB PRIMARY	PMCHQ00001297	$1,590.27
0031618	CDROULEAU01	CD ROULEAU CONSTRUCTION LTD	9/25/19	ATB PRIMARY	PMCHQ00001297	$49,938.00
0031619	CO-OPGIROUX01	GIROUXVILLE GENERAL CO-OP	9/25/19	ATB PRIMARY	PMCHQ00001297	$28,627.37
0031620	CODESACONST01	CODESA CONSTRUCTION LTD	9/25/19	ATB PRIMARY	PMCHQ00001297	$11,069.10
0031621	EAGAGS001	EAGLESHAM & DISTRICT AG SOCIET	9/25/19	ATB PRIMARY	PMCHQ00001297	$36.75
0031622	GOVAB01	GOVERNMENT OF ALBERTA	9/25/19	ATB PRIMARY	PMCHQ00001297	$1,176.00
0031623	GREGG01	GREGG DISTRIBUTORS S.R. LTD.	9/25/19	ATB PRIMARY	PMCHQ00001297	$1,012.89
0031624	JDFINANCIAL01	JOHN DEERE FINANCIAL	9/25/19	ATB PRIMARY	PMCHQ00001297	$3,613.87
0031625	JOUDRY01	JOUDREY, DENISE	9/25/19	ATB PRIMARY	PMCHQ00001297	$111.00
0031626	MINDERLEINH01	MINDERLEIN, HERMANN	9/25/19	ATB PRIMARY	PMCHQ00001297	$842.00
0031627	PATSAU01	PAT'S AUTO SUPPLY GP LTD	9/25/19	ATB PRIMARY	PMCHQ00001297	$386.49
0031628	SIGNAL01	LOMOSAD MEDIA INC.	9/25/19	ATB PRIMARY	PMCHQ00001297	$4,851.66
0031629	WENDLAND01	WENDLAND, DEANNE	9/25/19	ATB PRIMARY	PMCHQ00001297	$178.50
0031630	WESTSTAR01	WESTERN STAR TRUCKS (NORTH) LT	9/25/19	ATB PRIMARY	PMCHQ00001297	$3.96
REMIT000000000000805	ACCESS	ACCESS GAS SERVICES INC	9/03/19		PMCHQ00001294	$0.00
REMIT000000000000806	CAMPUSENERGY01	CAMPUS ENERGY PARTNERS LP	9/03/19		PMCHQ00001294	$0.00
REMIT000000000000807	CLEARTECH01	CLEARTECH INDUSTRIES INC	9/03/19		PMCHQ00001294	$0.00
REMIT000000000000808	IWANTWIR01	IWANTWIRELESS	9/03/19		PMCHQ00001294	$0.00
REMIT000000000000809	LAPP01	LOCAL AUTHORITIES PENSION PLAN	9/03/19		PMCHQ00001294	$0.00
REMIT000000000000810	MANHCSA01	MANULIFE FINANCIAL GROUP BENEF	9/03/19		PMCHQ00001294	$0.00
REMIT000000000000811	TELUSCO01	TELUS COMMUNICATIONS INC	9/03/19		PMCHQ00001294	$0.00
REMIT000000000000812	LAPP01	LOCAL AUTHORITIES PENSION PLAN	9/19/19		PMCHQ00001296	$0.00
REMIT000000000000813	MANBEN01	MANULIFE FINANCIAL GROUP BENEF	9/19/19		PMCHQ00001296	$0.00
REMIT000000000000814	RECGEN01	RECEIVER GENERAL	9/19/19		PMCHQ00001296	$0.00

Total Cheques: 106 Total Amount of Cheques: $386,937.76

MINUTES OF THE PUBLIC AUCTION FOR BIRCH HILLS COUNTY HELD IN THE COUNCIL CHAMBERS October 7, 2019

Public Present: Craig Konshank

Administration:
Auctioneer Hermann Minderlein
Recording Secretary Lucy Stevenson

CALL TO ORDER: **Auctioneer Minderlein** declared the auction open at 1:00 p.m.

Mr. Minderlein introduced himself and proceeded to outline the terms and procedures of the Auction. Each of the eight (8) properties were presented for sale in the order listed below, with the following outcomes;

061854	2967ET;1;1	No Bids;
061855	2967ET;1;2	No Bids;
061856	2967ET;1;3	No Bids;
315230	2937HW;1;C	No Bids;
315344	752 1515;8;6	No Bids;
315378	2756RS;4;1	No Bids;
315604	4323NY;6;R	No Bids and;
316468	SW 15-78-2 W6	No Bids;

ADJOURNMENT Being that there was no further properties, **Auctioneer Minderlein** declared the auction closed at 1:18 p.m.

HERMANN MINDERLEIN
AUCTIONEER

LUCY STEVENSON
RECORDING SECRETARY

Birch Hills County Library Board

General Meeting

Eaglesham Library

April 30, 2019

Call to Order: 7:07pm.
Present: Lynne Laurin, Denise Doran, Margaret Mesher, Pat Boettcher, Denise Joudrey, Marina Gagne, Gale Skogen, Norma Bolster, Kylie Sommerville
Reading of Previous Meeting Minutes: Kylie read the previous meeting minutes. Denise Joudrey adopted the minutes as read. Gale seconded.
Chair's Report: - Library Board Basics Workshop: See 'New Business'. - Strategic Plan/Plan of Service: Lynne has completed this and it was given to Norma.
- Margaret adopted the Chair's Report as read. Gale seconded.
Financial Report:
- We had no financial report as Sally wasn't in attendance.
Librarians' Reports:
Norma: - Eaglesham Library is running smoothly. They are currently trying to be more active on Facebook. Norma and Pat are working together to coordinate their orders to reduce doubling up on something in the county, if we don't need to. May 6 is the annual librarian meeting at PLS in GP; report will follow.
Pat: - The second eResources workshop went well. 9 people attended, with 8 of them not having come to the first one. Mackenzie's help with getting books into the system has been invaluable.
Marina moved to adopt the Librarians' Reports as read. Denise Doran seconded.
County Report: - Denise asked if the budget has been sent into the County. Lynne said she would check with Sally.
- Margaret moves that Kylie will draft a letter to the County advising of Tangent's rent increase and asking for an increase in our operating grant. All in favour. Motion passes.
- Denise D adopted the County Report as read. Gale seconded.
New Business:
1. Library Board Basics - Lynne attended the Library Board Basics workshop. She learned many things including things like our only having to meet 4 times a year as a minimum, information on the structure, history, and roles of the various members, and much more.
Ken Allen agreed to come out and do a mini session for the rest of our board if we wish.

Kylie will review the information Lynne brought back and advise if it seems worth having him come out.

2. Fundraising Ideas:

- Escape Room: set up in the library with scavenger hunt-type clues. Less set up needed.
- Artisan Demo Night: Like previous years, but with some aspect of the art being demonstrated live as well. We would need fewer artists as it would be more involved. Maybe bring in a caricaturist?
- Spring Scurry: Denise J will set up a photo booth space where for $2 you can use funny props to take souvenir selfies. Also, Board members will bring baked goods for a sale, avoiding goods already being sold by other groups.
- Fall Pie Sale: We will do another pie sale in the fall before thanksgiving. Frozen pies were a big hit. Last Farmer's Market date is Oct 7. - Tangent Farmer's Market: Starts June 3rd. Pat will open the library on FM days from 4:30 - 9:00pm to accommodate attendees as well as vendors. We will get a poster set up in the market advising this. Also, looking into setting up a market table demonstrating services like Libby.
- Selling Items in the Library: Norma suggested selling items at the library, such as pens, or snacks, or anything, that might not be available elsewhere in the school. Needs ideas of what though.

Next Meeting: Wednesday, September 11 at 7:00pm.

Adjournment: 8:41pm

Lynne Laurin: Lynne Laurin
(Chair)

Kylie Sommerville: Kylie Sommerville
(Secretary)

Peace Library System

8301 - 110 Street
Grande Prairie, AB
T8W 6T2

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

BIRCH HILLS COUNTY
RECEIVED
OCT 07 2019
WANHAM

September 30, 2019

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

Dear Reeve Manzulenko: Gerald

At the September 14, 2019 meeting of the Peace Library System board of directors, the topic of rural connectivity and bandwidth needs was discussed. Many rural public libraries have insufficient SuperNet bandwidth to meet their patrons' needs; many rural areas have limited Internet connectivity to meet the needs of rural residents.

The Minister of Service Alberta, the Honourable Nate Glubish, has been discussing this issue with Albertans, including those in the north. He would like to hear about the needs of rural Alberta and he would like to work with municipalities, service providers and other parties for a solution.

Peace Library System has written to provincial and federal officials concerning this issue. The Peace Library Board requests that member municipalities and library boards write a letter to the Premier of Alberta and the Minister of Service Alberta outlining their bandwidth needs. Let them know your circumstances and why you need increased bandwidth and better "last mile" connectivity. Let them know if there are any possible solutions unique to your area.

There is a huge cost to increasing rural Alberta connectivity, but perhaps we can work together to find cost-effective solutions that will benefit library patrons and all residents.

Sincerely,

Carolyn Kolebaba, Chair
Peace Library Board

Saddle Hills
COUNTY

BIRCH HILLS COUNTY
RECEIVED
OCT 22 2019
WANHAM

October 17, 2019

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

Dear Reeve Manzulenko and Council Members,

RE: Central Peace Regional Intermunicipal Subdivision and Development Appeal Board

Please be advised that at Saddle Hills County's Regular Council Meeting on Tuesday, October 8th, 2019, Council made the following resolutions:

MOTION 758.10.08.19

MOVED by Councillor Armagost

That Council accept Bylaw 341-2019 being a bylaw to Establish the Central Peace Regional Intermunicipal Subdivision and Development Appeal Board for information.

Carried Unanimously

MOTION 760.10.08.19

MOVED by Deputy Reeve Smith

That Administration advise the G5 municipalities that Saddle Hills County will not be part of the Central Peace Regional Intermunicipal Subdivision and Development Appeal Board.

Carried

Sincerely,

Cary Merritt

On behalf of,
Alvin Hubert
Reeve

Junction of Highway 49 and Highway 725, RR 1, Spirit River, Alberta, Canada, T0H 3G0
Phone: 780-864-3760 | Fax: 780-864-3904 | Toll Free: 1-888-864-3760