**AGENDA**
**BIRCH HILLS COUNTY**
**ORGANIZATIONAL MEETING**
**WANHAM BIRCH HILLS COUNTY OFFICE**
**OCTOBER 26, 2021**

10:00 a.m. **1. Call to Order**

**2. Adoption of the Agenda**

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

a. Agriculture Service Board (ASB) (page 3)
b. BHC Intermunicipal Committee (IDP's & ICF's) (page 5)
c. Central Peace Attraction and Retention Committee (page 6)
d. Central Peace Health Council (page 7)
e. Central Peace Medical Services Corporation (page 8)
f. Central Peace Region Senior Housing Committee (page 10)
g. Central Peace Regional Emergency Management Services (page 12)
h. Central Peace Regional Waste Management Commission (page 13)
i. Eaglesham Seed Cleaning Co-op Board (page 15)
j. Fire Guardians (page 16)
k. G5 Intermunicipal Economic Development Advisory Committee (page 18)
l. G5 Peace Regional Water Study Committee (page 20)
m. Grande Spirit Foundation (page 21)
n. Municipal Library Board (page 23)
o. Northern Transportation Advocacy Bureau (page 24)
p. Peace Library System (page 25)
q. Peace Region Economic Development Alliance (page 26)
r. Peace Valley Conservation, Recreation & Tourism Society (page 28)
s. Recreation Board (page 30)
t. Road Network Committee (page 31)
u. Veterinary Services Incorporated (page 33)
v. Water North Coalition (page 35)
w. ABMA appointment

**AGENDA**
**BIRCH HILLS COUNTY**
**ORGANIZATIONAL MEETING**
**WANHAM BIRCH HILLS COUNTY OFFICE**
**OCTOBER 26, 2021**

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

a. Agricultural Appeal Board (page 36)
b. Central Peace Regional Assessment Review Board (page 39)
c. Central Peace Regional Intermunicipal Subdivision & Development Appeal Board (page 40)
d. Fire Chiefs and Deputy Fire Chiefs (page 41)
e. Municipal Library Board (page 43)
f. Municipal Planning Commission (page 44)
g. Recreation Board (page 46)

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Organizational Meeting | **Reviewed/ Approved for Submission** |
| **Meeting Date:** | October 26, 2021 | **CAO:** *Larry Davidson* |
| **Originated By:** | Bailey Smith L.O./E.A. | **Manager:** |
| **Item Title:** | Agriculture Service Board | **Presenter:** CAO Davidson |

## DESCRIPTION:

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

## BACKGROUND:

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

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

At last Organizational Meeting on October 20, 2020 Council passed the following resolution:

> **OC20-04 Moved by Deputy Reeve Carbone** that nominations for ASB Chairperson cease and that Mel Duvall is appointed as the ASB Chairperson for Birch Hills County for the 2020-2021 term.

## COST / SOURCE OF FUNDING:

All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the Governance and Operational Policies adopted February 12, 2015 with amendments. The meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted November 28, 2019.

## RELEVANT LEGISLATION (Cite)

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

- Agriculture Service Board Act, RSA 2000 Chapter A-10 found under the Queen's Printer at the following website: http://www.qp.alberta.ca/documents/Acts/A10.pdf
- Birch Hills County Procedural Bylaw 2019-15, S. 4.3 and 4.4
- Birch Hills County Agriculture Service Board Bylaw 2016-13
- Birch Hills County Policy No. 63-02-16 "Agriculture Service Board Policy"

**ATTACHMENT:** -nil

**RECOMMENDED ACTION:**

1. **That Council open the floor for nominations of the Chair of ASB.**

2. **That nominations for ASB Chairperson cease.**

3. **that Council receives the presentation regarding the Agriculture Service Board (ASB) 2021-2022 appointments for information, and that Council appoint_____ as the ASB Chairperson for the 2021-2022 term.**

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Organizational Meeting | **Reviewed/ Approved for Submission** | |
| **Meeting Date:** | October 26, 2021 | **CAO:** | |
| **Originated By**: | Bailey Smith L.O./E/A. | **Director:** | |
| **Item Title:** | BHC Intermunicipal Committee | **Presenter:** | CAO Davidson |

**DESCRIPTION:**

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

**BACKGROUND:**

On the last Organizational Meeting on October 20, 2020 Council passed the following resolution:

> **OC20-05 Moved by Councillor Joudrey** that Council reappoint Reeve Manzulenko, alternate Deputy Reeve Carbone as well as, CAO Bastow to sit on the Birch Hills County Intermunicipal Committee for the 2020-2021 term.

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

**COST / SOURCE OF FUNDING:**

All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" adopted February 12, 2015 with amendments. The attached meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense Remuneration" Policy adopted November 28, 2019.

**RELEVANT LEGISLATION (Cite):**

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

- Municipal Government Act Sections 631 related to IDP's and Part 17.2 related to IDP's
- Birch Hills County Procedural Bylaw #2019-15, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015 with amendments
- Birch Hills County "*Travel Expense Remuneration*" Policy adopted November 28, 2019

**ATTACHMENT(S):** - NIL

**RECOMMENDED ACTION:**

**1.** that Council receives the presentation regarding the BHC Intermunicipal Committee 2021-2022 appointments for information, and that Council appoint_____ to the BHC Intermunicipal Committee for the 2021-2022 term.

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Organizational Meeting | **Reviewed/ Approved for Submission** |
| **Meeting Date:** | October 26, 2021 | **CAO:** |
| **Originated By**: | Bailey Smith L.O./E.A. | **Director:** |
| **Item Title:** | Central Peace Attraction and Retention Committee | **Presenter:** CAO Davidson |

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

**BACKGROUND:**
The CPARC was formed in 2016, to highlight the G5 area and to attract and retain Medical Professionals to the Town of Spirit River. The CPARC meet on the second Wednesday each month at 7 o'clock at the Town of Spirit River Council chambers.
At last Organizational Meeting on October 20, 2020 Council passed the following resolution:

> **OC20-06 Moved by Councillor Duvall** that Council reappoint Councillor Joudrey, and alternate Councillor Duvall to sit on the Central Peace Attraction and Retention Committee for the 2020-2021 term.

**COST / SOURCE OF FUNDING:**
All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" adopted February 12, 2015 and amendments. The attached meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense Remuneration" Policy adopted November 29, 2019.

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

- Birch Hills County Procedural Bylaw #2019-15, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015 with amendments
- Birch Hills County "*Travel Expense Remuneration*" Policy adopted November 29, 2019.

**ATTACHMENT(S):** NIL

**OPTIONS:**
Council may:

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

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

**RECOMMENDED ACTION:**
It is recommended that Council reappoint Councillor Joudrey, and alternate Councillor Duvall to sit on the Central Peace Attraction and Retention Committee for the 2021-2022 term.

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Organizational Meeting | **Reviewed/ Approved for Submission** |
| **Meeting Date:** | October 26, 2021 | **CAO:** *Larry Davidson* |
| **Originated By**: | Bailey Smith L.O./E.A. | **Director:** |
| **Item Title:** | Central Peace Health Council | **Presenter:** CAO Davidson |

**DESCRIPTION:**

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

**BACKGROUND:**

The Central Peace Health Council was formed in 2015 and was formed to make shared decisions of the tenants and such items that affect the Health Center. At the last Organizational Meeting on October 20, 2020, Council passed the following resolution:

> **OC20-07 Moved by Councillor Reum** that Council accept Central Peace Health Council 2020-2021 appointment as information.

**COST / SOURCE OF FUNDING:**

All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" adopted February 12, 2015 and amendments. The meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense Remuneration" Policy adopted November 28, 2019.

**RELEVANT LEGISLATION (Cite):**

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

- Birch Hills County Procedural Bylaw #2014-06, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015 with amendments
- Birch Hills County "*Travel Expense Remuneration*" Policy adopted November 28, 2019.

**RECOMMENDED ACTION:**

It is recommended that Council receive the presentation regarding the Central Peace Health Council 2021-2022 appointments for information and appoint a member and alternate.

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Organizational Meeting | **Reviewed/ Approved for Submission** |
| **Meeting Date:** | October 26, 2021 | **CAO:** *Larry Davidson* |
| **Originated By:** | Bailey Smith L.O./E.A. | **Director:** |
| **Item Title:** | Central Peace Medical Services Corporation (Part 9 Company) | **Presenter:** CAO Davidson |

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

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

At the last Organizational Meeting on the October 20, 2020 Council made the following resolution:

> **OC20-08 Moved by Deputy Reeve Carbone** that Council receives the presentation regarding the Central Peace Medical Services Corporation (Part 9 Company) 2020-2021 appointment for information and direct that the Chief Administrative Officer continue to attend meetings of the G5 Central Peace Clinic Management Committee, to provide advice and administrative support to the Committee, and to report back to Council on those meetings when the member appointed from Council is unable to attend or report back.

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

**COST / SOURCE OF FUNDING:**
All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" adopted February 12, 2015 with amendments. The meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted November 28, 2019.

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

- Birch Hills County Procedural Bylaw #2019-15, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015 with amendments
- Birch Hills County "*Travel Expense Remuneration*" Policy adopted November 28, 2019.

**ATTACHMENT(S):** NIL

## RECOMMENDED ACTION:

It is recommended that Council receive the presentation regarding the Central Peace Health Council 2021-2022 appointments for information and appoint a member and alternate.

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Organizational Meeting | **Reviewed/ Approved for Submission** |
| **Meeting Date:** | October 26, 2021 | **CAO:** *Larry Davidson* |
| **Originated By**: | Bailey Smith L.O./E.A. | **Director:** |
| **Item Title:** | Central Peace Region (G5) Seniors' Housing Committee | **Presenter:** CAO Davidson |

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

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

At the last Organizational on October 20, 2021 Council passed the following resolution:

> **OC20-09 Moved by Councillor Wendland** that Council reappoint Reeve Manzulenko, and alternate Councillor Joudrey to the Central Peace Senior Housing Committee that oversees the Central Peace Region (G5) - Seniors' Housing Study for the 2020-2021 term.

Prior at the G5 meeting held October 10th, 2017 it was suggested that each Council appoint two members to the committee, that being the Reeve and the municipalities' GSF appointee.

**COST / SOURCE OF FUNDING:**
All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" policy adopted February 12, 2015 with amendments. Each of the associated meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted November 28, 2019.

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

- Birch Hills County Procedural Bylaw #2019-15, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015 with amendments
- Birch Hills County "*Travel Expense Remuneration*" Policy adopted November 28, 2019.
-

**ATTACHMENT(S):** NIL

**OPTIONS:**
Council may choose to:

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

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

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

**RECOMMENDED ACTION:**

It is recommended that Council reappoint Reeve Manzulenko, and alternate Councillor _____ to the Central Peace Senior Housing Committee that oversees the Central Peace Region (G5) - Seniors' Housing Study for the 2021-2022 term.

# Request for Decision (RFD)

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|---|---|---|
| **Meeting:** | Organizational Meeting | **Reviewed/ Approved for Submission** |
| **Meeting Date:** | October 26, 2021 | **CAO:** *Larry Davidson* |
| **Originated By:** | Bailey Smith L.O./E.A. | **Director:** |
| **Item Title:** | Central Peace Regional Emergency Management Services Committee | **Presenter:** CAO Davidson |

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

**BACKGROUND:**
The Central Peace Regional Emergency Management System was formed in 2009 to ensure greater communication and combined efforts in training and organizing for emergency situations that involve a significant area of land/people in the G5. This system is made up of Council, Members-at-Large and Staff. The CAO as the Director of Emergency Services/Management (DOE/DEM), and the Director of Public Works as the Deputy DOE/DEM are appointed to this system by default. This meeting is usually held in the evenings, quarterly (4 x year), and is hosted alternately by each of the G5. Last Organizational Meeting on October 20, 2020 the following resolution was passed:

> **OC20-10 Moved by Councillor Poetker** that Council reappoint Councillor Reum, alternate Deputy Reeve Carbone as well as CAO Bastow, the Director of Emergency Management (DEM), and Director of Public Works Dion Hynes, the Deputy DEM, to sit on the Central Peace Regional Emergency Management Committee for the 2020-2021 term.

**COST / SOURCE OF FUNDING:**
All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operations Policy" adopted February 12, 2015 with amendments. The meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense Remuneration" Policy adopted November 28, 2019.

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

- Birch Hills County Procedural Bylaw #2019-15, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015 with amendments
- Birch Hills County "*Travel Expense Remuneration*" Policy adopted November 28, 2019.

**ATTACHMENT(S):** NIL

**RECOMMENDED ACTION:**
It is recommended that Council reappoint Councillor Reum, and an alternate _____ as well as CAO Davidson, the Director of Emergency Management (DEM), and Director of Public Works Dion Hynes, the Deputy DEM, to sit on the Central Peace Regional Emergency Management Services Committee for the 2021-2022 term.

# Request for Decision (RFD)

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|---|---|---|
| **Meeting:** | Organizational Meeting | **Reviewed/ Approved for Submission** |
| **Meeting Date:** | October 26, 2021 | **CAO:** *Larry Davidson* |
| **Originated By:** | Bailey Smith L.O./E.A. | **Director:** |
| **Item Title:** | Central Peace Regional Waste Management Commission | **Presenter:** CAO Davidson |

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

**BACKGROUND:**
The Central Peace Regional Waste Management Commission has dealt with solid waste within the G5, with the exception of the M.D. of Spirit River #133. At the last Organizational meeting on October 20, 2020 the following resolution was passed:

> **OC20-11 Moved by Councillor Joudrey** that Council reappoint Councillor Reum, and alternate Councillor Wendland to continue to sit on the Central Peace Waste Management Commission for the 2020-2021 term.

**DISCUSSION / BENEFITS / DISADVANTAGES**
Representatives from the Commission presented to Birch Hills County Council on June 14th 2020, that the Commission will continue for a couple more years because there are sufficient funds to do so and that they will continue to look into the viability of setting up and operating a regional recycling sorting facility.

**COST / SOURCE OF FUNDING:**
All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" policy adopted February 12, 2015 with amendments. Each of the associated meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted November 28, 2019.

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

- CPRWMC Alberta Regulation 64/2001 with amendments up to and including Alberta Regulation 72/2002 http://www.qp.alberta.ca/documents/Regs/2001_064.pdf
- Central Peace Regional Waste Management Commission Regulation
- Birch Hills County Procedural Bylaw #2019-15, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015 with amendments
- Birch Hills County "*Travel Expense Remuneration*" Policy adopted November 28, 2019.

**ATTACHMENT(S):** NIL

**OPTIONS:**
Council may:

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

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

**RECOMMENDED ACTION:**

**It is recommended that Council reappoint Councillor Reum, and alternate Councillor Wendland to continue to sit on the Central Peace Waste Management Commission for the 2021-2022 term.**

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Organizational Meeting | **Reviewed/ Approved For Submission** |
| **Meeting Date:** | October 26, 2021 | **CAO:** *Larry Davidson* |
| **Originated By**: | Bailey Smith L.O./E.A. | **Director:** |
| **Item Title:** | Eaglesham Seed Cleaning Co-op Board | **Presenter:** CAO Davidson |

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

**BACKGROUND:**
On October 20, 2020 Organizational Meeting Council passed the following resolution:

> **OC20-12 Moved by Councillor Duvall** that Council reappoint Deputy Reeve Carbone and alternate Councillor Duvall to continue to sit on the Eaglesham Seed Cleaning Co-op Board for the 2020-2021 term.

**COST / SOURCE OF FUNDING:**
All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operations" policy adopted February 12, 2015 and amendments. The meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted November 28, 2019.

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

- Agricultural Pests Act
- Weed Control Act

**RECOMMENDED ACTION:**
It is recommended that Council appoint _____ and _____ as an alternatel to sit on the Eaglesham Seed Cleaning Co-op Board for the 2021-2022 term.

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Organizational Meeting | **Reviewed/ Approved for Submission** |
| **Meeting Date:** | October 26, 2021 | **CAO:** *Larry Davidson* |
| **Originated By**: | Bailey Smith L.O./E.A. | **Director:** |
| **Item Title:** | Fire Guardians | **Presenter:** CAO Davidson |

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

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

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

At last Organizational Meeting on October 20, 2020 Council made the following resolution:

> **OC20-13 Moved by Councillor Reum** that Council receives the presentation regarding the Fire Guardians 2020-2021 appointments for information and appoint the Deputy Director of Emergency Management Dion Hynes, all Fire Chiefs, and all Deputy Fire Chiefs as Fire Guardians for Birch Hills County for the 2020-2021 term.

**COST / SOURCE OF FUNDING:**
All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the “Governance and Operational Policies” policy adopted February 12, 2015 with amendments. Each of the associated meetings qualify for mileage and/or meals as per Birch Hills County “Travel Expense remuneration” Policy adopted November 28, 2019.

**RELEVANT LEGISLATION (Cite):**

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

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

**ATTACHMENT(S):** - Nil

**RECOMMENDED ACTION:**

**It is recommended that Council receives the presentation regarding the Fire Guardians 2021-2022 appointments for information and appoint the Deputy Director of Emergency Management Dion Hynes, all Fire Chiefs, and all Deputy Fire Chiefs as Fire Guardians for Birch Hills County for the 2021-2022 term.**

# Request for Decision (RFD)

| | | |
|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved for Submission** |
| **Meeting Date:** | October 26, 2021 | **CAO:** *Larry Davidson* |
| **Originated By**: | Bailey Smith L.A./E.O. | **Director:** |
| **Item Title:** | G5 Intermunicipal Economic Development Committee | **Presenter:** CAO Davidson |

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

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

On October 20, 2020, the last Organizational Meeting, Council passed the following Resolution:

> **OC20-14 Moved by Deputy Reeve Carbone** that Council reappoint Councillor Poetker, and Councillor Wendland to serve as the alternate, on the G5 Intermunicipal Economic Development Committee for the 2020-2021 term.

**COST / SOURCE OF FUNDING:**
All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" adopted February 12, 2015 with amendments. The meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted November 28, 2019.

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

- Birch Hills County Procedural Bylaw #2019-1506, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015
- Birch Hills County "*Travel Expense remuneration*" Policy November 28, 2019.

**ATTACHMENT(S):** - NIL

**OPTIONS:**
Council may choose to:

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

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

## RECOMMENDED ACTION:

It is recommended that Council reappoint Councillor Poetker as the member, and Councillor Wendland as the alternate member, of the G5 Intermunicipal Economic Development Committee (IEDAC) and authorize the member or alternate and the Chief Administrative Officer to attend any meetings of the IEDAC for the 2021-2022 term.

# Request for Decision (RFD)

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|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved for Submission** |
| **Meeting Date:** | October 26, 2021 | **CAO:** *Larry Davidson* |
| **Originated By**: | Bailey Smith L.A./E.O. | **Director:** |
| **Item Title:** | G5 Peace Regional Water Study Committee | **Presenter:** CAO Davidson |

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

**BACKGROUND:**
The Central Peace Region G5 - Peace Regional Water Study Committee purpose is to determine G5 regional water supply options with a goal to secure a water license from the Peace River. The individual members represent their municipality and formulate recommendations for presentation to their respective Councils. The committee is an advisory committee to G5 Councils. The meetings are as required. The general responsibilities of the Committee are to oversee the Peace Regional Water Study to completion. On the October 20, 2020 Organizational Meeting Council passed the following Resolutions:

> **OC20-15 Moved by Councillor Wendland** that Council reappoint Reeve Manzulenko and alternate Councillor Poetker to the G5 Peace Regional Water Study Committee for the 2020-2021 term.

**COST / SOURCE OF FUNDING:**
All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" adopted February 12, 2015 with amendments. The meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted November 28, 2019.

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

- Birch Hills County Procedural Bylaw #2014-06, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015
- Birch Hills County "*Travel Expense remuneration*" Policy adopted November 28, 2019.

**ATTACHMENT(S):** - NIL

**RECOMMENDED ACTION:**

**It is recommended that Council reappoint Reeve Manzulenko and alternate Councillor Poetker to the G5 Peace Regional Water Study Committee for the 2021-2022 term.**

# Request for Decision (RFD)

| | | | |
|---|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved for Submission** | |
| **Meeting Date:** | October 26, 2021 | **CAO:** | *Larry Davidson* |
| **Originated By**: | Bailey Smith L.A./E.O. | **Director:** | |
| **Item Title:** | Grande Spirit Foundation | **Presenter:** | CAO Davidson |

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

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

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

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

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

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

The GSF manages (and sometimes builds) Senior Housing within their partnering areas.
The GSF meets quite often (4th Friday of every month), and always during the day.
At October 20, 2021 Organizational Meeting Council passed the following resolution:

> **OC20-16 Moved by Councillor Poetker** that Council reappoint Councillor Joudrey, and alternate Councillor Poetker to sit on the Grande Spirit Foundation Board of Directors for the 2020-2021 term.

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

**RELEVANT LEGISLATION (Cite):**
Alberta Housing Act - Social Housing Accommodation Regulation
http://www.qp.alberta.ca/documents/Regs/1994_244.pdf

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

**OPTIONS:**
Council may choose to:

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

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

**RECOMMENDED ACTION:**

**It is recommended that Council reappoint Councillor Joudrey, and alternate Councillor Poetker to sit on the Grande Spirit Foundation Board of Directors for the 2021-2022 term.**

# Request for Decision (RFD)

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|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** |
| **Meeting Date:** | October 26, 2021 | **CAO:** *Larry Davidson* |
| **Originated By**: | Bailey Smith L.A./E.O. | **Director:** |
| **Item Title:** | Municipal Library Board | **Presenter:** CAO Davidson |

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

**BACKGROUND:**
Birch Hills County has had a Municipal Library Board (MLB) within its borders since 1975. This Board manages policies, budget and general operation of the MLB. It is recommended that whoever sits on this board, should also sit on the Peace Library System Board as the two boards work closely together. As per the Library Act 4(3) "Not more than 2 members of council may be members of the MLB". At October 20, 2020 Organizational Meeting Council passed the following resolution:

> **OC20-17 Moved by Councillor Joudrey** that Council reappoint Councillor Joudrey to sit on the Municipal Library Board for the 2020-2021 term.

**COST / SOURCE OF FUNDING:**
A decision either way would not have any budgetary impact on this situation, unless Council chooses to appoint two members and both members attended Municipal Library Board meetings/events. All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" adopted February 12, 2015 with amendments. The meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense Remuneration" Policy adopted November 28, 2019.

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

- Libraries Act
- Birch Hills County By-law 2016-11 the Municipal Library Board Bylaw
- Birch Hills County Procedural Bylaw #2019-15, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015 with amendments

Birch Hills County "*Travel Expense Remuneration*" Policy adopted November 28, 2019.

**OPTIONS:**
Council may:

1. Reappoint Councillor Joudrey to sit on the Municipal Library Board; or
2. Appoint one other member of Council to sit on the Municipal Library Board; or

**RECOMMENDED ACTION:**
**It is recommended that Council reappoint Councillor Joudrey to sit as a member on the Municipal Library Board for the 2021-2022 term.**

# Request for Decision (RFD)

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|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved for Submission** |
| **Meeting Date:** | October 26, 2021 | **CAO:** *Larry Davidson* |
| **Originated By**: | Bailey Smith L.A./E.O. | **Director:** |
| **Item Title:** | Northern Transportation Advocacy Bureau (NTAB) | **Presenter:** CAO Davidson |

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

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

Note that the Northern Transportation Advocacy Bureau is a sub-committee under Peace Region Economic Development Alliance (PREDA) in partnership with Regional Economic Development Initiative (REDI) (the economic development alliance for the Mackenzie region). Membership is voluntary and there is a separate membership fee and they meet quarterly, and vote by consensus.
At October 20, 2020 Organizational Council passed the following resolution:

> **OC20-18 Moved by Councillor Duvall** that Council reappoint Councillor Wendland and appoint alternate Councillor Duvall to sit on the Northern Transportation Advocacy Bureau for the 2020-2021 term.

**COST / SOURCE OF FUNDING:**
All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" policy adopted February 12, 2015 with amendments. Each of the associated meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted November 28, 2019.

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

**ATTACHMENT(S):** NIL

**RECOMMENDED ACTION:**

**It is recommended that Council appoint_____ and appoint alternate _____ to sit on the Northern Transportation Advocacy Bureau for the 2021-2022 term.**

# Request for Decision (RFD)

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|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved for Submission** |
| **Meeting Date:** | October 36, 2021 | **CAO:** *Larry Davidson* |
| **Originated By**: | Bailey Smith L.O./E.A. | **Director:** |
| **Item Title:** | Peace Library System | **Presenter:** CAO Davidson |

**DESCRIPTION:**

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

**BACKGROUND:**

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

It is recommended that whoever Council appointed to the Municipal Library Board also sits on the Peace Library System as the two organizations do work closely together.
At October 20, 2020 Organizational Council passed the following resolution:

> **OC20-19 Moved by Councillor Reum** that Council reappoint Councillor Joudrey and alternate Councillor Poetker to sit on the Peace Library System for the 2020-2021 term.

**COST / SOURCE OF FUNDING:**

All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" adopted February 12, 2015 with amendments. The meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted November 28, 2019.

**RELEVANT LEGISLATION (Cite):**

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

**OPTIONS:**

Council may:

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

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

**RECOMMENDED ACTION:**

**It is recommended that Council reappoint Councillor Joudrey and alternate Councillor Poetker to sit on the Peace Library System for the 2021-2022 term.**

# Request for Decision (RFD)

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|---|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 26, 2021 | **CAO:** | *Larry Davidson* |
| **Originated By:** | Bailey Smith L.O./E.A. | **Director:** | |
| **Item Title:** | Peace Region Economic Development Alliance (PREDA) | **Presenter:** | CAO Davidson |

**DESCRIPTION:**

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

**BACKGROUND:**

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

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

Board of Director meetings are held quarterly (February, May, August, and November), typically as an early breakfast meeting on the day of a general membership meeting.

The PREDA website is at http://peacecountrycanada.com/.

At October 20, 2020 Organizational Council passed the following resolution:

> **OC20-20 Moved by Deputy Reeve Carbone** that Council reappoint Councillor Wendland and alternate Reeve Manzulenko to sit on the Peace Region Economic Development Alliance Board of Directors for the 2020-2021 term.

**COST / SOURCE OF FUNDING:**

All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" policy adopted February 12, 2015 with amendments. Each of the associated meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted November 28, 2019.

**RELEVANT LEGISLATION (Cite):**

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

- Birch Hills County Procedural Bylaw #2019-15, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015 with amendments
- Birch Hills County "*Travel Expense Remuneration*" Policy adopted November 28, 2019.

**RECOMMENDED ACTION:**

**It is recommended that Council reappoint Councillor Wendland and alternate Reeve Manzulenko to sit on the Peace Region Economic Development Alliance Board of Directors for the 2021-2022 term.**

# Request for Decision (RFD)

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|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** |
| **Meeting Date:** | October 26, 2021 | **CAO:** *Larry Davidson* |
| **Originated By**: | Shawna Schwerdt L.O./E.A. | **Director:** |
| **Item Title:** | Peace Valley Conservation, Recreation & Tourism Society | **Presenter:** CAO Davidson |

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

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

The Objectives of the PVCRTS listed in a document dated April 2015 and provided by the MD of Fairview is quite more extensive then the information that had been previously provided. In addition to the objectives, the MD of Fairview also provided a copy of the Bylaws from the Society.

The Board of Directors was comprised of two (2) members from the Council and/or recreation board of each of Birch Hills County, Saddle Hills County, Municipal District of Peace No.135, Municipal District of Fairview No.136 and the Municipal District of Spirit River #133, as appointed by approved resolution of the councils of the municipalities. This resolution was passed on the last Organizational meeting, October 20, 2020:

> **OC20-21 Moved by Councillor Wendland** that Council reappoint Councillor Duvall and alternate Councillor Poetker to sit on the Peace Valley Conservation Recreation and Tourism Society Board of Directors for the 2020-2021 term.

**COST / SOURCE OF FUNDING:**
All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" policy adopted February 12, 2015 with amendments. Each of the associated meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense Remuneration" Policy adopted November 28, 2019.

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

- Birch Hills County Procedural Bylaw #2019-15, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015 with amendments
- Birch Hills County "*Travel Expense Remuneration*" Policy adopted November 28, 2019.

**ATTACHMENT(S):** NIL

**RECOMMENDED ACTION:**

**It is recommended that Council reappoint Councillor Duvall and alternate Councillor Poetker to sit on the Peace Valley Conservation Recreation and Tourism Society Board of Directors for the 2021-2022 term.**

# Request for Decision (RFD)

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| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 26, 2021 | **CAO:** | *Larry Davidson* |
| **Originated By**: | Bailey Smith L.O./E.A. | **Director:** | |
| **Item Title:** | Recreation Board | **Presenter:** | CAO Davidson |

**DESCRIPTION:**

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

**BACKGROUND:**

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

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

Council adopted the following resolution at the October 20, 2020 Organizational meeting:

> **OC20-22 Moved by Councillor Poetker** that Council reappoint Deputy Reeve Carbone as the observer, and Reeve Manzulenko as the alternate observer, to the Birch Hills County Recreation Board for the 2020-2021 term.

**COST / SOURCE OF FUNDING:**

All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" policy adopted February 12, 2015 with amendments. Each of the associated meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted November 28, 2019.

**RELEVANT LEGISLATION (Cite):**

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

- Birch Hills County Bylaw 2019-01, the "Recreation Board Bylaw".
- Policy 71-01-19 Recreation Operating Assistance Grant with Schedule A & B
- Birch Hills County Procedural Bylaw #2019-15, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015 with amendments
- Birch Hills County "*Travel Expense Remuneration*" Policy adopted November 28, 2019.

**RECOMMENDED ACTION:**

**It is recommended that that Council appoint _____ as the observer, and _____as the alternate observer, to the Birch Hills County Recreation Board for the 2021-2022 term.**

# Request for Decision (RFD)

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| **Meeting:** | Organizational | **Reviewed/ Approved for Submission** | |
| **Meeting Date:** | October 26, 2021 | **CAO:** | *Larry Davidson* |
| **Originated By:** | Bailey Smith L.O./E.A. | **Director:** | |
| **Item Title:** | Road Network Committee | **Presenter:** | CAO Davidson |

**DESCRIPTION:**
Council is being requested to appoint a member and an alternate member of Council to sit on the Road Network Committee.

**BACKGROUND:**

At October 20 2020 Regular Council meeting, Council passed the following resolutions:

> **OC20-23 Moved by Councillor Wendland** that Council appoint Councillor Poetker as the Chair, for the Road Network Committee.
>
> **OC20-24 Moved by Councillor Joudrey** that Council appoint Councillor Duvall as the Vice-Chair, for the Road Network Committee.

**COST / SOURCE OF FUNDING:**
All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" policy adopted February 12, 2015 with amendments. Each of the associated meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted November 28, 2019.

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

- Municipal Government Act
- Birch Hills County Procedural Bylaw #2019-15, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015 with amendments
- Birch Hills County "*Travel Expense Remuneration*" Policy adopted November 28, 2019.

**ATTACHMENT(S):** NIL

**OPTIONS:**
Council may:

1. Appoint Councillor _____, and alternate Councillor _____ to continue sit on the Road Network Committee; or

2. that Council receive the presentation regarding the Road Network Committee 2021-2022 appointments and appoints a new member and alternate.

## RECOMMENDED ACTION:

**It is Administration's recommendation Council reappoint Councillor Poetker as Chair and Councillor Duvall as Vice-Chair.**

# Request for Decision (RFD)

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| **Meeting:** | Organizational | **Reviewed/ Approved for Submission** |
| **Meeting Date:** | October 26, 2021 | **CAO:** *Larry Davidson* |
| **Originated By**: | Bailey Smith L.O./E.A. | **Director:** |
| **Item Title:** | Veterinary Services Incorporated (V.S.I.) | **Presenter:** CAO Davidson |

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

**BACKGROUND:**
Birch Hills County has been a participant in the Veterinary Services Incorporated program going back at least until 1985, and as per Section 1.b of the BHC Policy related to the program, "will appoint a member of the Agriculture Service Board (ASB) to sit on the V.S.I. Board of Directors over-seeing the master agreement with V.S.I.". At October 20, 2020 Organizational Meeting Council passed the following resolution:

> **OC20-26 Moved by Councillor Reum** that Council reappoint Reeve Manzulenko with alternate Councillor Wendland to sit as Directors on the Veterinary Services Incorporated (2080) Ltd. program for the 2020-2021 term, and confirm that Reeve Gerald Manzulenko or Alternate Councillor Deanne Wendland will be attending their V.S.I. Annual General Meeting to be held on November 5, 2021.

**COST / SOURCE OF FUNDING:**
All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" policy adopted February 12, 2015 with amendments. Each of the associated meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted November 28, 2019.

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

- BHC Policy 63-04-19, V.S.I.
- Birch Hills County Procedural Bylaw #2019-15, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015
- Birch Hills County "*Travel Expense remuneration*" Policy adopted November 28, 2019.

**ATTACHMENT(S):** NIL

**OPTIONS:**
Council may:

1. Reappoint Reeve Manzulenko with alternate Councillor Wendland to sit as Directors on the Veterinary Services Incorporated (1980) Ltd. program for the 2020-2021 term; or

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

**RECOMMENDED ACTION:**

**It is recommended that Council reappoint Reeve Manzulenko with alternate Councillor Wendland to sit as Directors on the Veterinary Services Incorporated (1980) Ltd. program for the 2021-2022 term.**

# Request for Decision (RFD)

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| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** | |
| **Meeting Date:** | October 26, 2021 | **CAO:** | *Larry Davidson* |
| **Originated By**: | Bailey Smith L.O./E.A. | **Director:** | |
| **Item Title:** | Water North Coalition (WNC) | **Presenter:** | CAO Davidson |

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

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

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

At October 20, 2020 Organizational Meeting Council passed the following resolution:

> **OC20-27 Moved by Deputy Reeve Carbone** that Council reappoint Deputy Reeve Carbone and Councillor Poetker alternate from Council to sit on the Water North Coalition to be a voting member and Director of Public Works Dion Hynes to be a non-voting member of the WNC for the 2020-2021 term.

**COST / SOURCE OF FUNDING:**
All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" policy adopted February 12, 2015 with amendments. Each of the associated meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted November 28, 2019.

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

- Municipal Government Act
- Birch Hills County Procedural Bylaw #2019-15, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015 with amendments
- Birch Hills County "*Travel Expense Remuneration*" Policy adopted November 28, 2019.

**ATTACHMENT(S):** NIL

**RECOMMENDED ACTION:**

**It is recommended that Council appoint _____ as the member and _____ as the alternate member of Council to sit on the Water North Coalition as a voting member and Director of Public Works Dion Hynes to be a non-voting member of the WNC for the 2021-2022 term.**

# Request for Decision (RFD)

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|---|---|---|
| **Meeting:** | Organizational Meeting | **Reviewed/ Approved for Submission** |
| **Meeting Date:** | October 26, 2021 | **CAO:** *Larry Davidson* |
| **Originated By:** | Bailey Smith L.O./E.A. | **Manager:** |
| **Item Title:** | ABMA Board | **Presenter:** CAO Davidson |

**DESCRIPTION:**
Council is being advised that a Council appointment is required as a result of Sept. 14, 2021 resolution to join the Alberta Bilingual Municipalities Association. At that time, Council deferred the appointment until the Organizational meeting.

**BACKGROUND:**

The Alberta Bilingual Municipalities Association (ABMA) is an advocacy group representing francophone communities. The association aims to encourage strategic projects and initiatives of an economic nature that are beneficial to all represented regions. Its goal is to increase the competitiveness of member municipalities compared to unilingual municipalities by recognizing the added value of being bilingual. Key pillars include:

**Tourism Development**: promoting each of their members to francophones outside the province and francophone countries.

**Sustainable Development & Green Energy & Economy**: Support members and their businesses in taking the green path in the face of energy challenges to promote sustainability.

**Investor Attraction**: create awareness amongst investor groups about member municipalities opportunities.

**Recruitment & Employability**: work with partners to facilitate the provision of qualified bilingual people.

**COST / SOURCE OF FUNDING:**
All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the Governance and Operational Policies adopted February 12, 2015 with amendments. The meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted November 28, 2019.

**ATTACHMENT:** -nil

**RECOMMENDED ACTION:**

1. **That Council appoint _____ to serve as the Council representative to the Alberta Bilingual Municipalities Association.**

# Request for Decision (RFD)

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| **Meeting:** | Organizational | **Reviewed/ Approved for Submission** | |
| **Meeting Date:** | October 26, 2021 | **CAO:** | *Larry Davidson* |
| **Originated By:** | Bailey Smith L.O./E.A. | **Director:** | |
| **Item Title:** | Agricultural Appeal Board | **Presenter:** | CAO Davidson |

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

**BACKGROUND:**
The current Agricultural Appeal Board was established by Bylaw 2016-12, the Agricultural Appeal Board Bylaw. Its' purpose is to hear and render decisions in respect to appeals under the Agricultural Pests Act and Weed Control Acts. Copies of the Acts may be found on the web at:

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

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

At October 20, 2020 Organizational Council passed the following resolution:

> **OC20-28 Moved by Councillor Poetker** that Council reappoint Dale Emerson, Gary Sanocki and Andrea Farrell as members to sit on the Agriculture Appeal Board for the 2020-2021 term.

**COST / SOURCE OF FUNDING:**
All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the Governance and Operational Policy adopted February 12, 2015 and amended in September 2018, The meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense remuneration" Policy adopted November 28, 2019.

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

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

**OPTIONS:**

Council may choose to:

1. Reappoint Dale Emerson, Gary Sanocki and Andrea Farrell as members to sit on the Agriculture Appeal Board for the 2020-2021 term;

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

**RECOMMENDED ACTION:**

**That Council reappoint Dale Emerson, Gary Sanocki and Andrea Farrell as members to sit on the Agriculture Appeal Board for the 2021-2022 term.**

# Request for Decision (RFD)

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|---|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved for Submission** | |
| **Meeting Date:** | October 26, 2021 | **CAO:** | *Larry Davidson* |
| **Originated By:** | Bailey Smith L.O./E.A. | **Director:** | |
| **Item Title:** | Appointment to Central Peace Regional Assessment Review Board for Members at Large | **Presenter:** | CAO Davidson |

**DESCRIPTION:**

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

**BACKGROUND:**

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

**COST / SOURCE OF FUNDING:**

All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" policy adopted February 12, 2015 with amendments. Each of the associated meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense Remuneration" Policy adopted November 28, 2019.

**RELEVANT LEGISLATION (Cite):**

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

- Birch Hills County "Central Peace Regional Assessment Review Board" Bylaw #2018-09
- Birch Hills County Procedural Bylaw #2019-15, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015 with amendments
- Birch Hills County "*Travel Expense Remuneration*" Policy adopted November 28, 2019.

**RECOMMENDED ACTION:**

**That Council receive the Central Peace Regional Assessment Review Board appointments for information and appoint Neil Verg and Bailey Smith as an Assessment Clerk for Birch Hills County to the Central Peace Regional Assessment Review Board for 2021-2022 term.**

# Request for Decision (RFD)

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|---|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved for Submission** | |
| **Meeting Date:** | October 26, 2021 | **CAO:** | |
| **Originated By**: | Bailey Smith EA/LC | **Director:** | |
| **Item Title:** | Appointment to Central Peace Regional Intermunicipal Subdivision & Development Appeal Board Members at Large | **Presenter:** | |

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

**BACKGROUND:**
Under Section 627(1) of the MGA, Council must by bylaw, establish a SDAB. Sections 627 through 630.2 lay out many of the regulations related to the appeal board, and these are expanded upon in Bylaw 2019-07 Central Peace Regional Intermunicipal Subdivision and Development Appeal Board Bylaw.

At Council October 24, 2019 Organizational Meeting Council passed the following resolution:

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

**COST / SOURCE OF FUNDING:**
All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" policy adopted February 12, 2015 with amendments. Each of the associated meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense Remuneration" Policy adopted November 28, 2019.

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

- Bylaw 2019-07 Central Peace Regional Intermunicipal Subdivision and Development Appeal Board Bylaw
- Birch Hills County Procedural Bylaw #2019-15, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015 with amendments
- Birch Hills County "*Travel Expense Remuneration*" Policy adopted November 28, 2019.

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

# Request for Decision (RFD)

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|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved for Submission** |
| **Meeting Date:** | October 26, 2021 | **CAO:** |
| **Originated By:** | Bailey Smith L.C./E.A. | **Director:** |
| **Item Title:** | Birch Hills County Fire Department | **Presenter:** CAO |

**DESCRIPTION:**

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

**BACKGROUND:**

As per the 2011 "*Terms of fire Department Officers*" policy, Council shall appoint a chief and deputy chief every three (3) years for three (3) fire departments. Council made the following resolution on November 28, 2019:

> **RC19-407 Moved by Councillor Joudrey** that Council appoint the following personnel to the positions listed for the period December 2019 to November 30, 2022:
> Eaglesham Fire Department Fire Chief Tom Morgan; and
> Deputy Fire Chief Mark Wurz;
> Wanham Fire Department Fire Chief Darcy Parlee; and
> Deputy Fire Chief Alan Connell;
> Tangent Fire Department Fire Chief Jim Alexy;
> and Deputy Fire Chief Terry Carbone.

On July 9, 2020 Deputy Fire Chief Terry Carbone stepped down from Fire Department and from October 8, 2020 Regular Council meeting it was informed that Alan Connell will also be stepping down.

| | | | | |
|---|---|---|---|---|
| Fire Chiefs (Fire Guardians) | Tom Morgan | 2019-2022 | Eaglesham | |
| | Darcy Parlee | 2019-2022 | Wanham | |
| | Jim Alexy | 2019-2022 | Tangent | |
| Deputy Fire Chiefs (Fire Guardians) | Mark Wurz | 2019-2022 | Eaglesham | |
| | Alan Connell | 2019-2022 | Wanham | Stepping down |
| | Vacant | 2019-2022 | Tangent | |

**COST / SOURCE OF FUNDING:**

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

**RELEVANT LEGISLATION (Cite):**

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

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

**RECOMMENDED ACTION:**

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

# Request for Decision (RFD)

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| **Meeting:** | Organizational | **Reviewed/ Approved for Submission** |
| **Meeting Date:** | October 26, 2021 | **CAO:** |
| **Originated By**: | Bailey Smith | **Director:** |
| **Item Title:** | Appointments to Municipal Library Board Members at Large | **Presenter:** |

**DESCRIPTION:**

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

**BACKGROUND:**

At the Council's October 24, 2019 Organizational Meeting, Council passed the following resolution:

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

**OPTIONS**

Council may choose to:

1. accept the presentation on Birch Hills County Municipal Library Board 2020-2021 appointments as information; and

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

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

**RECOMMENDED ACTION:**

It is recommended that Council:

accept the presentation on Birch Hills County Municipal Library Board 2020-2021 appointments as information; and

appoint Gale Skogen and Sally Howard as a representative to sit on the Birch Hills County Municipal Library Board for a three (3) year term ending in 2023; and

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

# Request for Decision (RFD)

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|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved for Submission** |
| **Meeting Date:** | October 26, 2021 | **CAO:** |
| **Originated By:** | Bailey Smith L.C./E.A. | **Director:** |
| **Item Title:** | Appointments to Municipal Planning Commission | **Presenter:** |

**DESCRIPTION:**

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

**BACKGROUND:**

As per Bylaw 2013-01, The Municipal Planning Commission and the Development Officer (CAO) are the Development Authority for Birch Hills County. The Commission is comprised of three members of the public at large, and are appointed annually by Council. From January 9, 2020 Regular Council meeting Council passed the following resolution:

> **RC20-009** **Moved by Deputy Reeve Carbone** that Council appoint Ms. Joy McKay to sit on the Municipal Planning Commission for Birch Hills County.

At Council October 24, 2019 Organizational Meeting Council passed the following resolution:

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

**COST / SOURCE OF FUNDING:**

All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" policy adopted February 12, 2015 with amendments. Each of the associated meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense Remuneration" Policy adopted November 28, 2019.

**RELEVANT LEGISLATION (Cite):**

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

- Bylaw 2013-01 Establish a Development Authority
- Birch Hills County Procedural Bylaw #2019-15, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015 with amendments
- Birch Hills County "*Travel Expense Remuneration*" Policy adopted Nov. 28, 2019.

**OPTIONS:**

Council may:

1. Reappoint Maurice Lemay, Joy McKay and Pam Poetker to sit on the Municipal Planning Commission for 2021-2022 term; or

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

**RECOMMENDED ACTION:**

It is recommended that Council reappoint Maurice Lemay, Joy McKay and Pam Poetker to sit on the Municipal Planning Commission for the 2020-2021 term.

# Request for Decision (RFD)

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|---|---|---|
| **Meeting:** | Organizational | **Reviewed/ Approved For Submission** |
| **Meeting Date:** | October 26, 2021 | **CAO:** |
| **Originated By**: | Bailey Smith L.O./E.A. | **Director:** |
| **Item Title:** | Appointment to Recreation Board Members at Large | **Presenter:** |

**DESCRIPTION:**

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

**BACKGROUND:**

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

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

c. Each member-at-large may serve a term on no more than three (3) years.

d. In the event of a vacancy, including at the end of term, each vacancy must be advertised, seeking a new member for a minimum of at least four (4) weeks, before the current member-at-large may be re-appointed.

**COST / SOURCE OF FUNDING:**

All Council meetings, Board meetings and Committee meetings qualify for Councillor Honorarium as set out in the "Governance and Operational Policies" policy adopted February 12, 2015 with amendments. Each of the associated meetings qualify for mileage and/or meals as per Birch Hills County "Travel Expense Remuneration" Policy adopted November 28, 2019.

**RELEVANT LEGISLATION (Cite):**

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

- Birch Hills County Bylaw 2019-01, the "Recreation Board Bylaw".
- Policy 71-01-19 Recreation Operating Assistance Grant with Schedule A & B
- Birch Hills County Procedural Bylaw #2019-15, S. 4.3 and 4.4
- Governance and Operational Policies adopted February 12, 2015 with amendments
- Birch Hills County "*Travel Expense Remuneration*" Policy adopted November 28, 2019.

**RECOMMENDED ACTION:**

It is recommended that Council appoint members to the Recreation Board