



**MINUTES OF A REGULAR COUNCIL MEETING  
FOR BIRCH HILLS COUNTY HELD  
IN THE COUNCIL CHAMBERS  
APRIL 4, 2019**

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

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

**RC19-106 Moved by Councillor Duvall** that Council adopt the agenda of the April 4, 2019 Regular Council Meeting with the following addition:  
9.c.i Dust Control.

**CARRIED**

**ADOPTION OF MINUTES**

Regular Council Meeting  
March 14, 2019

**RC19-107 Moved by Deputy Reeve Carbone** that Council approve the minutes of the March 14, 2019 Regular Council Meeting as presented.

**CARRIED**

**COUNCILLOR REPORTS**

**Reeve Manzulenko**

No Report.

**Deputy Reeve Carbone**

No Report.

**Councillor Poetker**

Councillor Poetker provided a verbal update on the Rural Municipalities of Alberta (RMA) Convention he attended in Edmonton from March 18-20, 2019.

Jean Sylvain entered meeting at 9:10 a.m.

**Councillor Wendland**

Councillor Wendland provided a verbal update to the written report presented to Council on the Rural Municipalities of Alberta (RMA) Convention she attended in Edmonton from March 18-20, 2019.

**INITIALS: Reeve: \_\_\_\_\_**

**CAO: \_\_\_\_\_**



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Shelley Braun, DOCS, and  
Marlene Mclaughlin,  
Finance Clerk, entered  
meeting at 9:15 a.m.

**Councillor Reum** No Report.

**Councillor Duvall** Councillor Duvall provided a verbal update on the Rural Municipalities of Alberta (RMA) Convention he attended in Edmonton from March 18-20, 2019.

**Councillor Joudrey** Councillor Joudrey provided a verbal update to the written report presented to Council on the Peace Library System meeting she attended in Grande Prairie on March 16, the Rural Municipalities of Alberta (RMA) Convention she attended in Edmonton from March 18-20, and the Grande Spirit Foundation meeting she attended in Clairmont on March 22, 2019.

**RC19-108 Moved by Councillor Poetker** that Council accept the Councillor Reports for information.

**CARRIED**

**DELEGATIONS**

Jean Sylvain – 2018  
Financial Statement/Audit  
Report presentation

Council was presented with 2018 Financial Statement Presentation.

**IN-CAMERA - Closed Session**

**RC19-109 Moved by Councillor Wendland** that Council close the April 4, 2019 Regular Council Meeting to the public for discussion related to the draft 2018 Financial Statement as per Section 26, FOIP Act at 9:17 a.m.

**CARRIED**

Dion Hynes, DOPW,  
entered the meeting at  
9:18 a.m.

Amanda Ouellet, DOAS,  
entered the meeting at  
9:23 a.m.

Dion Hynes, exited the  
meeting at 10:05 a.m.

**INITIALS: Reeve: \_\_\_\_\_**  
**CAO: \_\_\_\_\_**



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**RC19-110 Moved by Councillor Duvall** that Council open the April 4, 2019 Regular Council Meeting to the public at 10:59 a.m.

**CARRIED**

Jean Sylvain exited the meeting at 11:00 a.m.

**RC19-111 Moved by Councillor Wendland** that Council approves the draft financial statements for the year ended December 31, 2018 as presented with the deficit of \$612,457.38.

**CARRIED**

Braun, McLaughlin and Ouellet exited the meeting at 11:00 a.m.

Ben Cook – Enterprise and Ryan Yavis RMA and Dion Hynes entered the meeting at 11:00 a.m.

Meeting was recessed at 11:00 a.m.

Meeting was resumed at 11:10 a.m.

Shelley Braun entered the meeting at 11:10 a.m.

Ben Cook – Enterprise – Fleet Presentation

Council was provided a presentation regarding fleet options with Enterprise.

Amanda Ouellet and Kathrin Langlois, Asst. Ag. Fieldman, entered meeting at 11:14 a.m.

**RC19-112 Moved by Councillor Reum** that Council accept the presentation by Ben Cook with Enterprise regarding fleet options for information.

**CARRIED**

Cook, Yavis, Hynes, Braun, Ouellet, and Langlois, exited meeting 12:05 p.m.

INITIALS: Reeve: \_\_\_\_\_

CAO: \_\_\_\_\_



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Meeting was recessed for lunch 12:05 p.m.

Meeting was resumed at 12:45 p.m.

**CHIEF ADMINISTRATIVE OFFICER'S REPORTS**

CAO Report

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

**RC19-113 Moved by Councillor Poetker** that Council receive the CAO's written report and verbal updates for information.

**CARRIED**

CAO Action Log

Council reviewed the CAO Action Log updated to April 2, 2019 provided in the Agenda Package.

**RC19-114 Moved by Councillor Joudrey** that Council receive the CAO Action Log for information.

**CARRIED**

**BYLAWS**

2019-02, the Fees Bylaw

Council was presented with Bylaw 2019-02, the Fees Bylaw.

**RC19-115 Moved by Councillor Wendland** that Council provide first reading to Birch Hills County Bylaw 2019-02, the Fees, Rates and Charges Bylaw.

**CARRIED**

Amanda Ouellet and Kathrin Langlois entered meeting at 1:21 p.m.

**RC19-116 Moved by Deputy Reeve Carbone** that Council provide second reading Birch Hills County Bylaw 2019-02, the Fees, Rates and Charges Bylaw.

**CARRIED**

**RC19-117 Moved by Councillor Poetker** that Council provide unanimous approval to a resolution to present Birch Hills County Bylaw 2019-02, the Fees, Rates and Charges Bylaw at this meeting.

**CARRIED UNANIMOUSLY**

**RC19-118 Moved by Councillor Joudrey** that Council provide third reading to Birch Hills County Bylaw 2019-

INITIALS: Reeve: \_\_\_\_\_

CAO: \_\_\_\_\_



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02, the Fees, Rates and Charges Bylaw.

**CARRIED**

**RC19-119 Moved by Councillor Wendland** that Council direct Administration to advertise Bylaw 2019-02 as per the Procedural Bylaw 2014-06.

**CARRIED**

**UNFINISHED BUSINESS**

Tabled item - Composition of ASB

Council was presented with an item that had been tabled on February 14, 2019 Regular Council meeting by resolution RC19-044 that read as follows:

*“that Council table item 8.g ASB Composition of Board Bylaw to a future Regular Council meeting and direct Administration to provide relevant information for that discussion.”*

**RC19-120 Moved by Deputy Reeve Carbone** that Council remove from the table the matter related to Composition of Agriculture Service Board.

**CARRIED**

**RC19-121 Moved by Councillor Poetker** that Council accept the presentation regarding the Composition of the Agriculture Service Board (ASB) for information.

**CARRIED**

**RC19-122 Moved by Councillor Wendland** that Council direct Administration to research information, including Birch Hills County’s Bylaws and Policies, related to the attendance of staff and Agriculture Service Board (ASB) board members to ASB related meetings and conventions, and to bring that information to Council at a future meeting.

**CARRIED**

**NEW BUSINESS**

Community Enhancement Grant Application - Watino

Council was provided with a request for \$412.02 in funding under the Community Enhancement Program that was submitted by Mrs. Denise Doran on behalf of the residents of Watino.

**RC19-123 Moved by Councillor Duvall** that Council approve the reimbursement, or the payment of invoices, of an amount not exceeding \$412.02 based on the request submitted by Mrs. Denise Doran on behalf of the residents of Watino as a Community

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**CAO: \_\_\_\_\_**



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Enhancement Grant for the planting and care of brightly colored annual flowers along the streets of the hamlet of Watino.

**CARRIED**

General Grant Application  
– Wanham Grazing  
Association

Council was presented with a General Grant Application received from the Wanham Grazing Association for \$4,500 to purchase gravel.

**RC19-124 Moved by Deputy Reeve Carbone** that Council decline to fund the Wanham Grazing Association with funds to purchase gravel to improve access to the loading and unloading compound.

**CARRIED**

2019 Amended Capital  
Budget

Council was presented with a request to amend the 2019 Capital Budget.

**RC19-125 Moved by Councillor Reum** that Council authorize the addition of a Hotsy Steamer valued at \$11,900.00 excluding GST and Gravel Transfer at \$300,000 to the 2019 Capital Budget with revised total expenditures of \$1,553,900 funded as follows:

- a. Grant - \$797,193;
- b. Proceeds on disposal - \$238,000; and
- c. Capital Reserves - \$518,707.

**CARRIED**

2019 Transfer from Rate  
Stabilization Reserve

Council was presented with a request from Administration to authorize the transfer of up to \$324,450 from the Rate Stabilization Reserve as a revenue for the 2019 Operating and Maintenance (O&M) Budget.

**RC19-126 Moved by Councillor Poetker** that Council authorize a transfer to be included in the 2019 Operating and Maintenance (O&M) budget of up to \$324,450 from the Rate Stabilization Reserve, account number 6-00-00-00-711 to Council Draw from Reserves Account, account number 1-11-10-00-910.

**CARRIED**

**INITIALS: Reeve:** \_\_\_\_\_

**CAO:** \_\_\_\_\_



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2019 Mill Rates

Council was presented the 2019 Operating and Maintenance Budget process to date, and provide Administration with direction as how to proceed before presenting the budget and mill rates for approval.

Meeting was recessed at 2:30 p.m.

Meeting was resumed at 2:50 p.m.

**RC19-127 Moved by Deputy Reeve Carbone** that Council direct Administration to bring the 2019 Operating and Maintenance Budget and Mill Rate Bylaw to the April 25, 2019 Regular Council Meeting based on 2018 mill rates for both Residential and Small Business Non-Residential properties, a mill rate of 14.7491 for Farmland, a mill rate of 18.6369 for Non-Residential properties and Machinery & Equipment.

**CARRIED**

Dust Control

Council discussed a concern raised by a rate payer to Councillor Reum regarding dust control application by Birch Hills County on Alberta Secondary Highway 677.

**RC19-128 Moved by Councillor Reum** that Council direct Administration to research County policies related to the application of dust control, including responsibility for the quality of the work and subsequent damage due to road maintenance undertaken by the contractor responsible for the provincial highways, and to bring back the information to a future Regular Council Meeting.

**CARRIED**

CN Rail Initiative

Council was presented with an email that the Peace Region Association of Agricultural Fieldmen received from Sheila Kaus, Agricultural Fieldman from Big Lakes County. Council support was being sought in that email for a renewed effort to lobby the federal government to have the CN rail line reinstalled from the Peace Region to the Port of Prince Rupert.

**RC19-129 Moved by Councillor Wendland** that Council direct Administration to draft a letter for the

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**CAO: \_\_\_\_\_**





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Reeve's signature indicating support from Birch Hills County for Big Lakes County's CN Rail Initiative.

**CARRIED**

**FOR INFORMATION**

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

1. 2018 Capital Procurement Report
2. 2018 Investment Performance Details
3. Website Stats – October to December, 2018

**RC19-130 Moved by Councillor Duvall** that Council accept the items presented for information.

**CARRIED**

**CORRESPONDENCE**

None

Shawna Schwerdt  
L.O./E.A. and CAO  
Minderlein exited the meeting at 3:35 p.m.

**IN-CAMERA – Closed Session**

**RC19-131 Moved by Councillor Wendland** that Council close the April 4, 2019 Regular Council Meeting to the public for item 12.a CAO Performance Review as per Section 17, FOIP Act at 3:35 p.m.

**CARRIED**

**RC19-132 Moved by Councillor Duvall** that Council open the April 4, 2019 Regular Council Meeting to the public at 3:50 p.m.

**CARRIED**

**RC19-133 Moved by Councillor Reum** that Council extend the April 4, 2019 Regular Council Meeting past 4:00 p.m. as required by 4.6 of the Procedural Bylaw No. 2014-06.

**CARRIED**

**RC19-134 Moved by Councillor Joudrey** that Council close the April 4, 2019 Regular Council Meeting to the public for item 12.a CAO Performance Review as per Section 17, FOIP Act at 3:56 p.m.

**CARRIED**

**RC19-135 Moved by Councillor Wendland** that Council open the April 4, 2019 Regular Council Meeting to the public at 4:25 p.m.

**CARRIED**

**INITIALS: Reeve:** \_\_\_\_\_

**CAO:** \_\_\_\_\_





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**RC19-136 Moved by Councillor Poetker** that Council authorize an annual performance recognition payment of three percent (3%) of the current rate of pay for Chief Administrative Officer Hermann Minderlein to be effective on his employment anniversary date, that being April 11, 2019.

**CARRIED**

**ADJOURNMENT**

Being that there was no further business, Reeve Manzulenکو adjourned the meeting at 4:30 p.m.

*Original to be signed*  
**GERALD MANZULENKO  
REEVE**

*Original to be signed*  
**HERMANN MINDERLEIN  
CAO**

**INITIALS: Reeve: \_\_\_\_\_**

**CAO: \_\_\_\_\_**