



MINUTES OF A REGULAR COUNCIL MEETING
FOR BIRCH HILLS COUNTY HELD
IN THE COUNCIL CHAMBERS
DECEMBER 12, 2019

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

Absent

CALL TO ORDER

Reeve Manzulenko called the meeting to order at 9:01 a.m.

ADOPTION OF AGENDA

RC19-417 Moved by Councillor Poetker that Council adopt the agenda of the December 12, 2019 Regular Council Meeting with the following additions:
11.f Municipal Affairs re future of MSI.

CARRIED

ADOPTION OF MINUTES

Regular Council Meeting
November 28, 2019

RC19-418 Moved by Councillor Joudrey that Council approve the minutes of the November 28, 2019 Regular Council Meeting as presented.

CARRIED

COUNCILLOR REPORTS

Reeve Manzulenko

Reeve Manzulenko provided a verbal report to Council on the M.D. of Greenview meeting he attended on December 9 in Valleyview, and the Central Peace Municipalities (G5) meeting that BHC hosted in Eaglesham on December 10.

Deputy Reeve Carbone

Deputy Reeve Carbone provided a verbal report to Council on the Medical Clinic Building Committee meeting he attended in Spirit River on December 3, and on the M.D. of Greenview meeting he attended in Valleyview on December 9.

Councillor Poetker

Councillor Poetker provided a verbal report to Council on the M.D. of Greenview meeting he attended in Valleyview on December 9, and the Central Peace Municipalities (G5) meeting that BHC hosted in

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CAO: _____



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Eaglesham on December 10.

Councillor Wendland

Councillor Wendland provided a verbal report to Council on the G5 Economic Development Advisory Committee meeting she attended in Spirit River on December 9 and on the M.D. of Greenview meeting she attended in Valleyview on December 9.

Councillor Reum

Councillor Reum provided a verbal report to Council on the Central Peace Regional Waste Management Commission meeting he attended in Rycroft on December 6, on the M.D. of Greenview meeting he attended in Valleyview on December 9, and the Central Peace Municipalities (G5) meeting that BHC hosted in Eaglesham on December 10.

Councillor Duvall

Councillor Duvall provided a verbal report to Council on the M.D. of Greenview meeting he attended in Valleyview on December 9, and the Central Peace Municipalities (G5) meeting that BHC hosted in Eaglesham on December 10.

Councillor Joudrey

Councillor Joudrey provided a verbal report to Council on the Peace Library System meeting she attended in Grande Prairie on November 30, on the M.D. of Greenview meeting she attended in Valleyview on December 9, on the Central Peace Municipalities (G5) meeting that BHC hosted in Eaglesham on December 10, and on the Central Peace Attraction and Retention Committee she attended in Spirit River on December 11.

RC19-419 Moved by Councillor Joudrey that Council accept the Councillor Reports for information.

CARRIED

RC19-420 Moved by Deputy Reeve Carbone that Council direct administration to draft a letter for Reeve Manzulenko's signature thanking the M.D. of Greenview for inviting and meeting with Birch Hills County Council to a meeting held December 9, 2019 to discuss common concerns and explore potential solutions, and to discuss the potential for future collaboration and shared services, and direct that a copy of this letter be forwarded to Kaycee Madu, minister of Municipal Affairs.

CARRIED

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Meeting was recessed at
9:55 a.m.

Meeting was resumed at
10:00 a.m.

RC19-421 Moved by Councillor Reum that Council move into closed session at 10:00 a.m. to discuss the CAO's Recruitment as per Freedom of Information and Protection of Privacy Act (FOIP) Division 2, section 27.

CARRIED

DELEGATIONS

Bruce Malcolm and Phil Smith - Ravenhill Smith Search Inc.

Bruce Malcolm and Phil Smith with Ravenhill Smith Search Inc. attended via phone to discuss with Council the CAO Recruitment Agreement.

RC19-422 Moved by Councillor Poetker that Council move out of closed session at 11:05 a.m.

CARRIED

Meeting was recessed at
11:05 a.m.

Meeting was resumed at
11:10 a.m.

CHIEF ADMINISTRATIVE OFFICER'S REPORTS

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

RC19-423 Moved by Councillor Duvall that Council receive the CAO's written report and verbal updates for information.

CARRIED

RC19-424 Moved by Councillor Wendland that Council receives the information regarding the change to Quorum for the G5 Economic Development Advisory Committee resulting from the motion adopted at their December 9, 2019 meeting that reads "That the Intermunicipal (G5) Economic Development Advisory Committee (IEDAC) Terms of Reference be revised as follows: Quorum representation from all 5 municipalities with 4 voting members present and that the representatives from each municipality take back the

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proposed changes to their Councils for ratification.”

CARRIED

RC19-425 Moved by Deputy Reeve Carbone that Council approves the attendance of Council and staff to attend a supper meeting held in Valleyview on December 9, 2019 with Council and staff from the MD of Greenview to discuss common concerns and explore potential solutions, and authorizes the payment of appropriate honourarium and travel expenses to those in attendance.

CARRIED

CAO Action Log

Council reviewed the CAO Action Log updated to December 10, 2019 provided in the Agenda Package.

RC19-426 Moved by Councillor Poetker that Council receive the CAO Action Log for information.

CARRIED

UNFINISHED BUSINESS

None.

BYLAWS

None.

NEW BUSINESS

Upcoming Meetings
Council Calendar

Council was provided with the upcoming 2020 Calendar as it relates to Council Meetings, Statutory Holidays, and provide Administration with direction as to what, if any action should be taken to reschedule meetings.

RC19-427 Moved by Councillor Joudrey that Council cancel the Regular Council Meetings scheduled for January 23, 2020 and December 24, 2020, and add a ASB meeting to follow the Regular Council meeting on January 9, 2020 and direct Administration to advertise the changes as per the County’s Procedural Bylaw.

CARRIED

2020 Growing the North
Conference

Council was provided with information regarding the 2020 Growing the North Conference and requesting confirmation on attendance and travel arrangements.

RC19-428 Moved by Councillor Wendland that Council authorize the attendance, with remuneration and reimbursement of expenses as appropriate, of:

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1. Reeve Manzulenko, Councillors Poetker, Wendland, Duvall, and Joudrey, and CAO Minderlein to the:
 - a. Hospitality Suites being jointly hosted by Birch Hills County, the County of Grande Prairie, the MD of Greenview, and Saddle Hills County on February 18 and 20, 2020 from 5 p.m. to 8 p.m. at the TARA Centre in partnership with the County of Grande Prairie, the Municipal District of Greenview, and Saddle Hills County; and
 - b. Growing the North Conference in Grande Prairie on February 19 and 20, 2020; and
 - c. the “RMA Northern District” Meeting in Grande Prairie on Friday, February 21, 2020; and
 2. Councillor Reum to one of the Hospitality Suites being jointly hosted by Birch Hills County, the County of Grande Prairie, the MD of Greenview, and Saddle Hills County on either February 18 or 20, 2020; and
 3. Deputy Reeve Carbone to the “RMA Northern District” Meeting in Grande Prairie on Friday, February 21, 2020; and
- directs administration to register attendees and make hotel reservations, as required, for each of the attendees.

CARRIED

Meeting was recessed for lunch at 11:45 a.m.

Meeting was resumed at 1:33 p.m.

2020 FCM Conference

Council was provided with information regarding the 2020 Federation of Canadian Municipalities (FCM) Conference to be held in Toronto, ON from June 4 to 7, 2020.

RC19-429 Moved by Councillor Poetker that Council decide not to send any delegates to the 2020 FCM Conference.

CARRIED

December Early Payroll Cutoff

Council was advised that there will be an early payroll cutoff date used for December, 2019.

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RC19-430 Moved by Councillor Duvall that Council accepts the presentation regarding the December, 2019 early payroll cutoff for information.

CARRIED

2020 Interim Operating Budget

Council was requested to approve an interim Operating and Maintenance (O&M) Budget for 2020.

RC19-431 Moved by Councillor Joudrey that Council adopt the 2019 Operating Budget as the 2020 Interim Operating Budget with:

Total Revenues of \$8,214,857.45 comprised of: Operating Revenues (sales, grants, etc.) of \$1,858,454.35; Revenue Drawn from Operating Reserves of \$567,307.15; and Municipal Property Tax Revenue of \$5,789,095.95; and **Total Expenses** of \$10,824,437.45 comprised of: Operating Expenses of \$8,214,857.45; plus Amortization Expense of \$2,609,580.00 Which results in a balanced budget before the amortization expense of \$2,609,580.00.

CARRIED

2020 Capital Budget

Council was provided with the initial draft of the 2020 Capital Budget in order to provide any clarification that may be deemed necessary and to obtain any input deemed appropriate.

Dion Hynes Director of Public Works entered meeting at 1:43 p.m.

RC19-432 Moved by Councillor Poetker that Council table 9.b.iii - 2020 Capital Budget until later in meeting.

CARRIED

Dion Hynes DPW exited meeting at 2:10 p.m.

2020-2023 Operating Financial Plan

Council was presented with a request to approve the 2020 – 2023 Operating Financial Plan

RC19-433 Moved by Councillor Reum that Council adopt the 2020-2023 Financial Plan with: **Total 2020 Revenues** of \$7,511,560 comprised of: Operating Revenues (sales, grants, etc.) of \$1,673,964; Revenue Drawn from Operating Reserves of \$48,500; and

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Municipal Property Tax Revenue of \$5,789,096; and
Total 2020 Expenses of \$10,495,893 comprised of:

Operating Expenses of \$7,886,313; plus
Amortization Expense of \$2,609,580

Which results in a deficit before the amortization
expense of \$374,753;

Total 2021 Revenues of \$7,462,560 comprised of:

Operating Revenue (sales, grants, etc.) of \$1,673,464;
Revenue Drawn from Operating Reserves of \$ 0;

Municipal Property Tax Revenue of \$5,789,096; and
Total 2021 Expenses of \$10,421,101 comprised of:

Operating Expenses of \$7,959,440; plus
Amortization Expense of \$2,461,661

Which results in a deficit before the amortization
expense of \$496,880.

Total 2022 Revenues of \$7,462,560 comprised of;

Operating Revenue (sales, grants, etc.) of \$1,673,464;
Revenue Drawn from Operating Reserves of \$ 000;

Municipal Property Tax Revenue of \$5,789,096; and
Total 2022 Expenses of \$10,526,800 comprised of;

Operating Expenses of \$8,039,735; plus
Amortization Expense of \$2,487,065

Which results in a deficit before amortization expense
of \$577,175.

Total 2023 Revenues of \$7,462,560 comprised of;

Operating Revenue (sales, grants, etc.) of \$1,673,464;
Revenue Drawn from Operating Reserves of \$ 000;

Municipal Property Tax Revenue of \$5,789,096; and
Total 2023 Expenses of \$10,635,649 comprised of;

Operating Expenses of \$8,122,848; plus
Amortization Expense of \$2,512,801

Which results in a deficit before amortization expense
of \$660,288.

CARRIED

2021-2025 Capital Plan

Council was requested to approve the 2021 – 2025
Capital Plan for information.

Dion Hynes DPW entered
meeting at 2:18 p.m.

Shelley Braun Director of
Corporate Services entered
meeting at 2:22 p.m.

RC19-434 Moved by Councillor Wendland that
Council accept the 2021-2025 Capital Plan for

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information with:

Total 2021-2025 Revenue of \$5,317,251 comprised of:
 2021 Capital Grant Revenue estimate of \$554,595; plus
 2022 Capital Grant Revenue estimate of \$554,595; plus
 2023 Capital Grant Revenue estimate of \$554,595; plus
 2024 Capital Grant Revenue estimate of \$554,595; plus
 2025 Capital Grant Revenue estimate of \$554,595;
 2021-2025 Capital Grant Revenue estimate total of
 \$2,772,975 and
 2021 Revenue Drawn from Operating Reserves of
 \$2,196,576; plus
 2022 Revenue Contributed to Operating Reserves of
 \$534,605; minus
 2023 Revenue Drawn from Operating Reserves of
 \$171,374; plus
 2024 Revenue Drawn from Operating Reserves of
 \$899,883; plus
 2025 Revenue Contributed to Operating Reserves of
 \$188,952; minus
 2021-25 Revenue Drawn from Operating Reserves total
 of \$2,544,276.

Total 2021-2025 Expenses of \$5,317,251 comprised of
 2021 Capital Machinery & Equipment Expenses of
 \$1,868,031; plus
 2022 Capital Machinery & Equipment Expenses of
 \$19,990; plus
 2023 Capital Machinery & Equipment Expenses of
 \$590,529; plus
 2024 Capital Machinery & Equipment Expenses of
 \$537,823; plus
 2025 Capital Machinery & Equipment Expenses of \$ 0;
 2021-25 Capital Machinery & Equipment Expense total
 of \$3,016,373 and
 2021 Capital Vehicle Expenses of \$883,140; plus
 2022 Capital Vehicle Expenses of \$0; plus
 2023 Capital Vehicle Expenses of \$135,440; plus
 2024 Capital Vehicle Expenses of \$916,655; plus
 2025 Capital Vehicle Expenses of \$365,643;
 2021-25 Capital Vehicle Expenses total of \$2,300,878.

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Councillor Joudrey exited meeting at 2:32 p.m. and returned at 2:36 p.m.

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Shelley Braun DCS
exited meeting at 2:36 p.m.

Central Peace Regional
ISDAB Appointment

Council was requested to appoint a member-at-large to sit on the Central Peace Regional Intermunicipal Subdivision and Development Appeal Board (ISDAB).

RC19-435 Moved by Deputy Reeve Carbone that Council appoint Karen Egge to Central Peace Regional Intermunicipal Subdivision and Development Appeal Board for the remainder of the four (4) year term ending December 31 2021.

CARRIED

Wanham Ski Hill

Council was provided with information regarding a proposal for support to help Alberta Environment and Parks (AEP) at the Wanham Ski Hill.

RC19-436 Moved by Councillor Poetker that Council direct administration to partner with AEP to aid in clean-up of the old Wanham Ski Hill provided that the County's "additional expenses" are limited to fuel costs required to operate the equipment.

CARRIED

GPS Units

Council was provided with information regarding GPS units in County fleet vehicles.

RC19-437 Moved by Deputy Reeve Carbone that Council direct administration to install the Geotab devices in all County Graders including the Contract Grader funded by G/L code 2-32-10-00-517" and other County vehicles deemed appropriate by the CAO and Directors.

CARRIED

RC19-438 Moved by Deputy Reeve Carbone that Council direct Administration to research and develop policies related to the operation of County vehicles and to the installation of Geotab devices.

CARRIED

Fleet Management re
Light Duty Trucks

Council was provided with information regarding the County light duty (Pick-up Truck) fleet planning.

RC19-439 Moved by Councillor Duvall that Council accept this Fleet Management Light Duty Trucks for information at this time and refer to the 5-year vehicle

INITIALS: Reeve: _____

CAO: _____



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budget sheet during capital budgeting.

CARRIED

Gravel Purchase

Council was provided with information regarding an opportunity to purchase gravel from the municipal District of Smoky River No. 130.

RC19-440 Moved by Councillor Wendland that Council direct administration to make a formal request to the Council of M.D. of Smoky River No.130 for Birch Hills County to purchase up to 5,000 tonne of 1.5 inch gravel at a cost of \$10.00/tonne plus GST.

CARRIED

Policy 37-02-19 “Road Use Agreement”

Council was provided with Policy 37-02-19, a policy related to Road Use Agreements that also includes an updated road use agreement template for use by the County.

RC19-441 Moved by Councillor Joudrey that Council table item 9.d.v. Policy 37-02-19, a policy related to Road Use Agreements to a future Regular Council meeting.

CARRIED

2020 Capital Budget

RC19-442 Moved by Councillor Duvall that Council remove from table item 9.b.iii – 2020 Capital Budget.

CARRIED

RC19-443 Moved by Councillor Poetker that Council adopt the 2020 Capital Budget with the following expenses:

- 1. Purchase of 1 Grader: \$485,000;
- 2. Purchase of two ½ ton Pickups \$90,000; and
- 3. Gravel Crushing \$2,900,000,

with funding to be provided from:

- 1. Reserves: \$2,900,000;
- 2. Grants: \$473,000; and
- 3. Proceeds on Disposal: \$102,000.

CARRIED

RC19-444 Moved by Councillor Reum that Council bring back the Westvale Well Building removed from the 2020 Capital Budget to a future Regular Council meeting with additional information related to operating costs and usage.

CARRIED

2020 V.S.I. Agreement

Council was provided with a copy of the unsigned 2020 V.S.I. Services (1980) Ltd. agreement.

INITIALS: Reeve: _____

CAO: _____

