



**MINUTES OF A REGULAR COUNCIL MEETING  
FOR BIRCH HILLS COUNTY HELD  
IN THE COUNCIL CHAMBERS  
DECEMBER 13, 2018**

<b>Present:</b>	<b>Reeve</b>	Gerald Manzulenko
	<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
	<b>Development Clerk</b>	Lucy Stevenson

<b>Absent:</b>	<b>Deputy Reeve</b>	Terry Carbone
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**CALL TO ORDER**                      **Reeve Manzulenko** called the meeting to order at 9:01 a.m.

**ADOPTION OF AGENDA**                      **RC18-421 Moved by Councillor Joudrey** that Council adopt the agenda of the December 13, 2018 Regular Council Meeting with additional change:  
**DELEGATION**  
Sgt. Ryan Frost will be at 11:15 a.m.

**CARRIED**

**ADOPTION OF MINUTES**  
Regular Council Meeting  
November 8, 2018

**RC18-422 Moved by Councillor Joudrey** that Council approve the minutes of the November 8, 2018 Regular Council Meeting as presented.

**CARRIED**

Governance Council Meeting  
November 8, 2018

**RC18-423 Moved by Councillor Poetker** that Council approve the minutes of the November 8, 2018 Governance Council Meeting as presented.

**CARRIED**

**RC18-424 Moved by Councillor Wendland** that Council adjourn the December 13, 2018 Regular Council Meeting.

**CARRIED**

**PUBLIC HEARING**  
Bylaw 2018-08 Amend LUB re to rezone Lot 2 Block 3 Plan 1124394

Birch Hills County was required to hold a Public Hearing regarding Bylaw 2018-08, bylaw to amend the Birch Hills County Land Use Bylaw 02-08 re to rezone

**INITIALS:    Reeve:    \_\_\_\_\_**

**CAO:    \_\_\_\_\_**



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DECEMBER 13, 2018**

Lot 2 Block 3 Plan 1124394 from the district  
Agriculture Restricted to the district Hamlet Watino.

**RC18-425 Moved by Councillor Joudrey** that Council open the Public Hearing related to Bylaw No. 2018-08, a bylaw to amend the Birch Hills County Land Use Bylaw (LUB) 02-08 re to rezone Lot 2 Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino.

**CARRIED**

Reeve Manzulenکو outlined the purpose of the Public Hearing, and CAO Minderlein provided a verbal summary with clarification to Council on questions related to the Bylaw No. 2018-08 re to rezone Lot 2 Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino.

**RC18-426 Moved by Councillor Reum** that Council adjourn the Public Hearing related to Bylaw No. 2018-08 re to rezone Lot 2 Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino.

**CARRIED**

**RC18-427 Moved by Councillor Poetker** that Council convene the December 13, 2018, Regular Council Meeting.

**CARRIED**

Lucy Stevenson  
Development Clerk exited  
meeting 9:03 a.m.

Jenna Armstrong &  
Tammy Brauer – MPTA  
entered meeting 9:03 a.m.

**DELEGATIONS**

Jenna Armstrong &  
Tammy Brauer – Mighty  
Peace Tourism  
Association

Jenna Armstrong and Tammy Brauer with Mighty Peace Tourist Association (MPTA) delivered a presentation that focused on MPTA’s core operations, tourism opportunities and member benefits.

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

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



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DECEMBER 13, 2018**

Reeve Manzulenko thanked MPTA for their presentation.

Jenna Armstrong &  
Tammy Brauer – MPTA  
exited meeting 9:39 a.m.

**RC18-428 Moved by Councillor Poetker** that Council accept Jenna Armstrong and Tammy Brauer with Mighty Peace Tourist Association (MPTA) presentation for information.

**CARRIED**

**COUNCILLOR REPORTS**

**Reeve Manzulenko**

Reeve Manzulenko reported on the Rural Municipalities of Alberta (RMA) Convention he attended in Edmonton from November 19 to 22, 2018 and the G5 Senior Housing presentation to Minister Sigurdson, Minister Marg McCuaig-Boyd and AHS Ministerial staff at the Alberta Legislature in Edmonton on December 3, 2018.

**Deputy Reeve Carbone**

Absent and away on Council business.

**Councillor Poetker**

Councillor Poetker provided a verbal update to Council regarding the Rural Municipalities of Alberta (RMA) Convention he attended in Edmonton from November 19 to 22, 2018 and the G5 Meeting in Rycroft he attended on December 11, 2018.

**Councillor Wendland**

Councillor Wendland provided a verbal update to Council regarding Rural Municipalities of Alberta (RMA) Convention she attended in Edmonton from November 19 to 22, 2018 and the G5 Meeting she attended in Rycroft on December 11, 2018.

**Councillor Reum**

Councillor Reum provided a verbal update to Council regarding the Rural Municipalities of Alberta (RMA) Convention he attended in Edmonton from November 19 to 22, 2018.

**Councillor Duvall**

Councillor Duvall provided a verbal update to Council regarding the Rural Municipalities of Alberta (RMA) Convention he attended in Edmonton from November 19 to 22, 2018 and the G5 Meeting in Rycroft he attended on December 11, 2018.

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

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



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IN THE COUNCIL CHAMBERS  
DECEMBER 13, 2018**

**Councillor Joudrey**

Councillor Joudrey provided a verbal update to Council on the written report she supplied regarding the Central Peace Attraction and Retention Committee Meeting she attended in Spirit River on November 14, the Rural Municipalities of Alberta (RMA) Convention she attended in Edmonton from November 19 to 22, the Peace Library System (PLS) she attended in Grande Prairie on November 24, 2018, the Innovative Crop Production she attended as an ASB Member in Wanham on December 5, the Grande Spirit Foundation meeting she attended in Clairmont on December 7, the BHC Library Board Meeting she attended in Eaglesham on December 10, the G5 meeting she attended in Rycroft on December 11 and the Central Peace Attraction and Retention Committee Meeting she attended in Spirit River on December 12, 2018.

**RC18-429 Moved by Councillor Duvall** that Council accept the Councillor Reports for information.

**CARRIED**

**CHIEF ADMINISTRATIVE OFFICER'S REPORTS**

**CAO Report**

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

**RC18-430 Moved by Councillor Wendland** that Council designate Karen Egge as the Chair of the Central Peace Assessment Review Board.

**CARRIED**

**RC18-431 Moved by Councillor Joudrey** that Council appoint Andrew Hicks from Saddle Hills County as the Designated Officer to act as the clerk of the Central Peace Assessment Review Board.

**CARRIED**

**RC18-432 Moved by Councillor Reum** that Council direct Administration to work with the Administration of Birch Hills County's G5 partners to draft a bylaw for the formation of a Regional Subdivision and Development Appeal Board (SDAB) and to bring the draft to Council for review at a future Regular Council Meeting.

**CARRIED**

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

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



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FOR BIRCH HILLS COUNTY HELD  
IN THE COUNCIL CHAMBERS  
DECEMBER 13, 2018**

**RC18-433 Moved by Councillor Poetker** that Council direct Administration to prepare an RFD related to a G5 Intermunicipal Economic Development Advisory Committee (IEDAC) introduced at the December 11, 2018 G5 Meeting for the January 10, 2019 Regular Council Meeting.

**CARRIED**

**RC18-434 Moved by Councillor Poetker** that Council table a decision related to the donation of funds to subsidize a public retirement function for Dr. Phillips currently planned to be held in Spirit River on the evening of Saturday, February the 23rd, 2019 until Council's next meeting, and direct Administration to liaise with our G5 partners to determine:

1. their financial support plan for the event;
2. if a committee is being formed to coordinate the event and what, if any, direction or guidance they will be provided; and
3. if there are any plans for retirement gifts for Dr. or Dr. and Mrs. Phillips.

**CARRIED**

**RC18-435 Moved by Councillor Wendland** that Council receive the CAO's written report and verbal updates as information.

**CARRIED**

Recessed meeting at 10:30 a.m.

Convened meeting at 10:41 a.m.

CAO Action Log

Council reviewed the CAO Action Log updated to December 10, 2018 provided in the Agenda Package.

**RC18-436 Moved by Councillor Joudrey** that Council receive the CAO Action Log for information.

**CARRIED**

**RC18-437 Moved by Councillor Wendland** that Council provide 2<sup>nd</sup> reading to Amend Land Use Bylaw (LUB) 02-08 re to rezone Lot 2 Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino.

**CARRIED**

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

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



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IN THE COUNCIL CHAMBERS  
DECEMBER 13, 2018**

**RC18-438 Moved by Councillor Reum** that Council provide 3<sup>rd</sup> reading to provide third and final reading to Amend Land Use Bylaw (LUB) 02-08 re to rezone Lot 2 Block 3 Plan 1124394 from the district Agriculture Restricted to the district Hamlet Watino.

**CARRIED**

**RC18-439 Moved by Councillor Duvall** that Council direct Administration to advertise the Amended Land Use Bylaw 02-08 on the Birch Hills County Webpage.

**CARRIED**

**UNFINISHED BUSINESS**

Central Peace  
Assessment Review  
Board

Council was provided with information regarding the Central Peace Assessment Review Board earlier in CAO Minderlein Report.

FCM Tax Exemptions

Council was presented with a returning item as directed by Resolution GC18-03 made at the Governance Council Meeting in response to information received from the Federation of Canadian Municipalities (FCM) and provided to Council regarding the loss of the “one-third” federal tax exemption for elected officials.

Beverly from the Signal  
entered meeting 10:55 a.m.

**RC18-440 Moved by Councillor Reum** that Council direct Administration to research Birch Hills County’s remuneration, benefits, and travel policies to determine the effect of the loss of the “one-third” federal tax exemption for elected officials and bring these and a comparison of actions taken by other municipalities to the February 14, 2019 Regular Council meeting.

**CARRIED**

**NEW BUSINESS**

Councillor Absence

Council was provided with information that related to the absence of a Councillor from Regular Council Meeting.

**RC18-441 Moved by Councillor Duvall** that Council approve the absence of Deputy Reeve Carbone from the December 13, 2018 Regular Council Meeting due to his attendance at the Northern Leader’s Summit.

**CARRIED**

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

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



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DECEMBER 13, 2018**

Director of Agriculture  
Amanda Ouellet entered  
meeting at 11:03 a.m.

Upcoming Meetings

Council was requested to review the upcoming 2019 Calendar as it relates to Council Meetings, Statutory Holidays, and provide Administration with direction as to what, if any, action should be taken.

**RC18-442 Moved by Councillor Joudrey** that Council cancel the Regular Council Meeting on January 24, 2019 as it conflicts with 2019 Provincial ASB Conference in Calgary.

**CARRIED**

**RC18-443 Moved by Councillor Wendland** that Council cancel the Regular Council Meeting on November 14, 2019 as it conflicts with the 2019 Fall RMA Conference.

**CARRIED**

**RC18-444 Moved by Councillor Duvall** that Council cancel the Regular Council Meeting on December 26<sup>th</sup> as it falls on the Boxing Day holiday.

**CARRIED**

**RC18-445 Moved by Councillor Poetker** that Council direct Administration to advertise the cancellation of the January 24, November 14, and December 26, 2019 Regular Council Meetings as per the County's Procedural Bylaw.

**CARRIED**

Director of Agriculture  
Amanda Ouellet exited  
meeting at 11:07 a.m.

2019 Interim Operating  
Budget

Council was presented with a request to approve an interim Operating and Maintenance Budget for 2019.

Sergeant, Ryan Frost  
entered meeting 11:10 a.m.

**RC18-446 Moved by Councillor Poetker** that Council adopt the 2018 Operating Budget as the 2019 Interim Operating Budget with:

**Total Revenues** of \$7,570,233.80 comprised of:  
Operating Revenues (sales, grants, etc.) of  
\$1,693,400.95;

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

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



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DECEMBER 13, 2018**

Revenue Drawn from Operating Reserves of \$204,837.99; and  
Municipal Property Tax Revenue of \$5,671,994.86;  
and  
**Total Expenses** of \$10,246,563.80 comprised of:  
Operating Expenses of \$7,570,233.80;  
plus Amortization Expense of \$2,676,330.00  
Which results in a balanced budget before the  
amortization expense of \$2,676,330.00.

**CARRIED**

**DELEGATIONS CON'T**

Sergeant Ryan Frost  
Detachment Commander -  
Spirit River RCMP

Council was presented with a verbal report on policing activity from the past quarter, and Sergeant Ryan Frost explained to Council that this would be his last presentation to the County as he has accepted a new placement in South East Saskatchewan.

Reeve Manzulenko thanked Sergeant Frost for the past years' services, his quarterly presentations and all the work throughout the County and wished him the very best with his new placement in Saskatchewan. CAO Minderlein presented him a BHC travel mug as a parting gift.

Sergeant, Ryan Frost  
Exited meeting 11:43 a.m.

**RC18-447 Moved by Councillor Poetker** that Council accept Sergeant Frost's report for information.

**CARRIED**

2019 Cost of Living  
Adjustment

Council was requested to provide Administration with direction regarding 2019 salary and pay increases.

**RC18-448 Moved by Councillor Wendland** that Council authorize Administration to provide increases to employee salaries and wages for 2019 as per Section 4.2 of the Personnel Handbook, that being an across the board increase of 2.8% based on the Statistics Canada Consumer Price Index for Alberta for the one-year period ending October, 2018, plus any salary grid increases where performance has been assessed as "Satisfactory" or better.

**CARRIED**

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

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





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

Staff closed Administration Office from 12:00 p.m. to 1:00 p.m. Council and Staff attended Staff Christmas lunch, at and catered by Wanham Senior Centre.

Meeting was resumed at 1:20 p.m.

2019 Capital Budget

Council was provided with the current version of the 2019 Capital Budget.

Director of Public Works Dion Hynes entered meeting at 1:25 p.m.

**RC18-449 Moved by Councillor Poetker** that Council Adopt the 2019 Capital Budget with Expenditures totaling \$1,242,000 funded as follows:

- a. Grants - \$672,000;
- b. Proceeds on disposal - \$238,000; and
- c. Capital Reserves - \$332,000.

**CARRIED**

CIBC Closing Account

Council was provided with information regarding closing the Canadian Imperial Bank of Commerce (CIBC) bank account.

**RC18-450 Moved by Councillor Wendland** that Council provide approval for Administration to transfer all remaining funds to the ATB Business account 829-00102433724 and close the Canadian Imperial Bank of Commerce (CIBC) Business Operating Account 00599 23-03213.

**CARRIED**

December 2018 Early Payroll Cutoff

Council was advised that there will be an early payroll cutoff date used for December 2018.

**RC18-451 Moved by Councillor Poetker** that Council accepts the presentation regarding the December 2018 early payroll cutoff for information.

**CARRIED**

Road Inspector Contract

Council was provided with information regarding the closing of tenders for Road Inspectors Contract.

**RC18-452 Moved by Councillor Joudrey** that Council direct administration to accept the tender bid from Paul and Vicky Yaremko for the 2-year road

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

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



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DECEMBER 13, 2018**

inspector contract for the term ending December 31, 2020.

**CARRIED**

Director of Public Works  
Dion Hynes exited the  
meeting at 1:51 p.m.

**FOR INFORMATION**

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

1. Bank Reconciliation for Period ended October 31, 2018; and
2. Bank Reconciliation for Period ended November 30, 2018; and
3. SDAB Minutes – October 11, 2018.

**RC18-453 Moved by Councillor Joudrey** that Council accept the items presented for information.

**CARRIED**

**CORRESPONDENCE**

Council was provided with a copy of the following letters:

- a. Squires letter dated September 20, 2018 re Oilfield Waste Management
- b. Response letter to Squires dated November 9, 2018.

**RC18-454 Moved by Councillor Wendland** that Council accept the correspondence provided for information.

**CARRIED**

**ADJOURNMENT**

Being that there was no further business, Reeve Manzulenکو adjourned the meeting at 2:02 p.m.

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

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

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

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