



**MINUTES OF A REGULAR COUNCIL MEETING  
FOR BIRCH HILLS COUNTY  
HELD IN THE COUNCIL CHAMBERS  
MAY 12, 2016**

**Present:**

<b>Reeve</b>	Marvin Doran
<b>Deputy Reeve</b>	Gerald Manzulenko
<b>Councillor</b>	Jack Macauley
<b>Councillor</b>	Paul Reum
<b>Councillor</b>	Cheryl Bogdanek
<b>Councillor</b>	Kathrin Langlois
<b>Councillor</b>	Terry Carbone
<b>Chief Administrative Officer</b>	Hermann Minderlein
<b>Legislative Administrator</b>	Rochelle Kolosky

**Absent:**

**CALL TO ORDER:**

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

**AGENDA**

**RC16-197 Moved by Deputy Reeve Manzulenko** that Council adopt the updated agenda as provided to Council.

**CARRIED**

**MINUTES**

**Regular Council Meeting  
April 12th, 2016**

**RC16-198 Moved by Councillor Bogdanek** that Council approve the minutes of the April 28, 2016 Regular Council Meeting as presented.

**CARRIED**

**Governance Committee  
Meeting  
April 28th, 2016**

**RC16-199 Moved by Councillor Reum** that Council approve the minutes of the April 28, 2016 Governance Committee Meeting as presented.

**CARRIED**

**ASB Meeting  
February 25th, 2016**

**RC16-200 Moved by Deputy Reeve Manzulenko** that Council approve the minutes of the February 25, 2016 Agriculture Service Board Meeting as presented.

**CARRIED**

Terry Carbone entered the meeting at 9:03 a.m.

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

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



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**COUNCILLOR REPORTS**

- Reeve Doran**                      There was a Peace Region Economic Development Association (PREDA) meeting, which Reeve Doran had been unable to attend.
- Deputy Reeve Manzulenko**                      No report.
- Councillor Macauley**                      No report.
- Councillor Reum**                      No report.
- Councillor Bogdanek**                      Reported on the Grande Spirit Foundation (GSF) building committee meeting she attended on May 11<sup>th</sup>, 2016.
- Councillor Langlois**                      No report.
- Councillor Carbone**                      No report.

**RC16-201 Moved by Councillor Langlois** that Council accept Councillor Reports for Information.

**CARRIED**

**CHIEF ADMINISTRATIVE OFFICER'S REPORT**

- CAO Report**                      **RC16-202 Moved by Deputy Reeve Manzulenko** that Council receive the CAO's written report with verbal updates for information.  

**CARRIED**
- CAO Action Log**                      **RC16-203 Moved by Councillor Bogdanek** that Council receive the CAO's action log for information.  

**CARRIED**

Martine Piebiak entered the meeting at 9:20 a.m.

**DELEGATIONS**  
**Martine Piebiak**

Mrs. Piebiak reviewed discussions and actions of the Eaglesham Agricultural Society.

**RC16-204 Moved by Deputy Reeve Manzulenko** that Council accept Eaglesham Agriculture Society for information.

**CARRIED**

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

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



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Martine Piebiak left the meeting at 9:53 a.m.

**IN-CAMERA**

**RC16- 205 Moved by Councillor Bogdanek** That Council move in-camera at 9:56 a.m.

**CARRIED**

**RC16- 206 Moved by Councillor Bogdanek** That Council reconvene the regular meeting at 10:42 a.m.

**CARRIED**

Recess called at 10:42 a.m.  
Meeting reconvened at 10:50 a.m.

**UNFINISHED BUSINESS**

There was no unfinished business.

Dion Hynes, Shelley Braun and Amanda Ouellet entered the meeting at 10:50 a.m.

**NEW BUSINESS**

**2016 Budgets**

**(i) Operating and Maintenance**

Administration presented the final Operating and Maintenance Budget for 2016 for Council's consideration, discussion, and potential approval.

**RC16-207 Moved by Councillor Bogdanek** that Council adopt the 2016 Operating Budget with total revenues of \$7,905,546.25 comprised of:

Operating revenues (sales, grants, etc.) of \$1,634,181.80;  
Revenue drawn from operating reserves of \$105,728.57; and  
Municipal property tax revenue of \$6,165,635.88; and  
total expenses of \$10,538,146.25 comprised of:  
Operating expenses of \$7,905,546.25; plus  
Amortization expense of \$2,632,600.00  
which results in a balanced budget before the amortization expense of \$2,632,600.00.

**CARRIED**

Gerald Manzulenko left the meeting at 11:54 a.m.  
Recess for lunch called at 11:54 a.m.  
Meeting reconvened at 12:38 p.m.

**(ii) Capital**

Administration presented the final Capital Budget for 2016 for Council's consideration, discussion, and potential approval.

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

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



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**RC16-208 Moved by Councillor Carbone** that Council adopt the 2016 Capital Budget as presented with capital costs of \$799,200 funded by capital grant revenue of \$631,200, proceeds on disposal of assets of \$168,000 and with zero funding from capital reserves.

**CARRIED**

Shelley Braun and Amanda Ouellet left the meeting at 12:44 p.m.

**Ditching and  
Drainage Policy**

Administration presented Council with a Ditching and Drainage Policy that policy will provide staff with direction on how to address requests from landowners and everyday operations regarding drainage and culvert replacements and new installs.

**RC16-209 Moved by Councillor Carbone** that Council adopt the Drainage Works and Culverts Policy as presented.

**CARRIED**

**Water Report**

Administration presented a report on water usage, revenues and expenses, and potential projection developed utilizing year end revenues and expenses data in response to direction previously provided by Council.

**RC16-210 Moved by Councillor Carbone** that Council accept the Water Report for information as presented.

**CARRIED**

Dion Hynes left the meeting at 1:12 p.m.

**BHC Library Grant  
Increase Request**

Birch Hills County had received a request from Birch Hills County Library Board for an increase to the municipal grant provided to the Board.

**RC16-211 Moved by Councillor Bogdanek** that Council approve the request by the Birch Hills County Library Board and authorize Administration to provide a grant to the board based on \$7.63 per capita from Operating Expense Account 2-74-10-00-735.

**CARRIED**

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

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



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**BHC Library Payroll  
Service Request**

Birch Hills County had received a request from Birch Hills County Library Board for the County to provide payroll services for the Board's employee(s) including payroll expense remittances and the provision of T4's at year end.

**RC16-212 Moved by Councillor Langlois** that Council approve the request by the Birch Hills County Library Board and authorize Administration to provide payroll services for the Birch Hills County Library Board's employee(s) along with County employees, provided that the direct costs associated with this are invoiced to the Birch Hills County Library Board at month end, and that payment of the invoice is received by the County prior to the next month's payroll being processed.

**CARRIED**

Lucy Stevenson entered the meeting at 1:26 p.m.

**Land Purchase  
Request**

Administration had received a request to purchase Lot 7 Block 4 Plan 8220700 in Eaglesham for its assessed value.

**RC16-213 Moved by Councillor Reum** that Council accept the Offer to Purchase of Lot 7 Block 4 Plan 8220700, and proceed with the sale of land to Ryan and Kylie Sommerville of Eaglesham Alberta for the assessed value of \$1,760.00.

**CARRIED**

Lucy Stevenson left the meeting at 1:45 p.m.

**MGA Review  
Ministers Tour**

Municipal Affairs had advised that the Minister of Municipal Affairs will be touring the Province to discuss the impacts and implications of the proposed amendments to the Municipal Government Act (MGA).

**RC16-214 Moved by Councillor Carbone** that Council appoint the CAO and one (1) Member of Council to attend one of the sessions for the Minister of Municipal Affairs MGA review Tour, scheduled for June 21 or 22 in High Prairie or Peace River utilizing the most economical method of travel, and that the Councillor honorarium and expenses be covered, and that the (those) attendee(s) report back on the session to Council at the June 23, 2016 Regular Council Meeting.

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

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



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**CARRIED**

**MDP and LUB**

Administration advised Council that Municipalities are required to update their Municipal Development Plan (MDP) and Land Use Bylaw (LUB) every 5 years, that these documents had been last approved by Council in 2008, and were now past due.

**RC16-215 Moved by Councillor Bogdanek** that Council authorize Administration to enter into an agreement with Mackenzie Municipal Services Agency (MMSA) to complete reviews and updates of the Birch Hills County Municipal Development Plan (MDP) and Land Use Bylaw (LUB) for a sum of \$70,215.00, with up to \$30,000 to come from the 2016 operating and maintenance budget for work completed in 2016, and the balance of the funds to come from the 2017 operating and maintenance budget.

**CARRIED**

**RC16-216 Moved by Councillor Bogdanek** that Council appoint the Birch Hills County Municipal Planning Commission, Development Officer/CAO, and Development Clerk to serve as a Steering Committee for the Birch Hills County Municipal Development Plan (MDP) and Land Use Bylaw (LUB) project.

**CARRIED**

**BYLAWS**  
**2016-05 – Tax Rate**  
**Bylaw**

Council was presented with Bylaw 2016-05, the Tax Rate Bylaw that had been prepared based on revenues and expenses contained in the 2016 Operating Budget, for approval.

**RC16-217 Moved by Councillor Carbone** that Council provide first (1<sup>st</sup>) reading to 2016 Tax Rate Bylaw 2016-05.

**CARRIED**

**RC16-218 Moved by Councillor Bogdanek** that Council provide second (2<sup>nd</sup>) reading to 2016 Tax Rate Bylaw 2016-05.

**CARRIED**

**RC16-219 Moved by Councillor Carbone** that Council approve of continuing on with third (3<sup>rd</sup>) and final reading of 2016 Tax Rate Bylaw 2016-05.

**CARRIED UNANIMOUSLY**

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

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



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**RC16-220 Moved by Councillor Langlois** that Council provide Bylaw 2016-05, the 2016 Tax Rate Bylaw, third (3<sup>rd</sup>) and final reading.

**CARRIED**

**FOR INFORMATION**

Council was provided with the following documents:

1. Email Forwards;
2. Minutes of Municipal Planning Commission meeting, February 16, 2016; and
3. Website Visitor Statistics April 1<sup>st</sup> to April 30<sup>th</sup>

**RC16-221 Moved by Councillor Langlois** that Council accepts email forwards for information.

**CARRIED**

**RC16-222 Moved by Councillor Bogdanek** that Council accepts the Minutes of Municipal Planning Commission meeting, February 16, 2016 for information.

**CARRIED**

**RC16-223 Moved by Councillor Reum** that Council accepts the Website Visitor Statistics April 1<sup>st</sup> to April 30<sup>th</sup>, 2016 for information.

**CARRIED**

**CORRESPONDENCE**

There was no correspondence.

**ADJOURNMENT**

Being that there was no further business, Reeve Doran adjourned the meeting at 2:10 p.m.

\_\_\_\_\_  
**REEVE  
MARVIN DORAN**

\_\_\_\_\_  
**CAO  
HERMANN MINDERLEIN**

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

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