



MINUTES OF A REGULAR COUNCIL MEETING
FOR BIRCH HILLS COUNTY HELD
IN THE COUNCIL CHAMBERS
November 12, 2020

Present: Deputy Reeve Terry Carbone
Councillor Albert Poetker
Councillor Deanne Wendland
Councillor Paul Reum
Councillor Mel Duvall
Councillor Denise Joudrey

CAO Rick Bastow
Recording Secretary Lucy Stevenson

Attended via "Go to Meeting" virtually
Reeve Gerald Manzulenko

CALL TO ORDER
Deputy Reeve Carbone called the meeting to order at 9:00 a.m.

ADOPTION OF AGENDA
RC20-445 Moved by Councillor Reum that Council adopt the agenda of the November 12, 2020 Regular Council meeting with amendment/ addition of items. 9.a.i Councillor Absence removed, replaced by 9.a.i Rail Line Access, and 9.a.ii COVID 19 preparedness, addition of 9.b.viii Council to Council meeting with County of Grande Prairie. Addition of 12.b 2020 Operations and 12.c 2021 Operations.

CARRIED

ADOPTION OF MINUTES
Organizational Council Meeting October 8, 2020
RC20-446 Moved by Councillor Wendland that Council approve the minutes of the October 8, 2020 Organizational Council meeting as amended with edit to wording of Deputy Reeve appointment.

CARRIED

Regular Council Meeting October 20, 2020
RC20-447 Moved by Councillor Joudrey that Council approve the minutes of the October 20, 2020 Regular Council meeting as presented.

CARRIED

ATB Delegations attended virtually to the meeting at 9:00 a.m.

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

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



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Shelley Braun Director of  
Corporate Services entered  
meeting at 9:00 a.m.

**DELEGATIONS**

ATB

**RC20-448 Moved by Reeve Manzulenko** that  
Council accept the presentation by Shauna Kay ATB  
Business Solutions Business Development Manager,  
Rhonda Yurchyshyn ATB Rycroft/Spirit River Branch  
Manager and Jacy Rapke ATB, for information.

**CARRIED**

ATB Delegations exited  
meeting at 9:34 a.m. exited  
meeting.

**COUNCILLORS**  
**REPORTS**

**Reeve Manzulenko**

Reeve Manzulenko provided a verbal update to  
Council on the November 2 Mayor-Reeve Meeting.

Reeve Manzulenko provided a verbal update to  
Council concerning RMA Fall Convention he attended  
virtually on November 3 and 4, 2020.

**Deputy Reeve Carbone**

Deputy Reeve Carbone provided a verbal update to  
Council on the Eaglesham Seed Cleaning Plant, it  
remains open for business during renovations. The  
Plant's AGM is scheduled for December 9, 2020.

**Councillor Poetker**

Councillor Poetker provided a verbal update to Council  
on the Fall RMA he attended virtually on November 3  
and 4, 2020.

**Councillor Wendland**

Councillor Wendland provided a verbal update to  
Council on the Fall RMA she attended virtually on  
November 3 and 4, 2020.

**Councillor Reum**

Councillor Reum provided a verbal update to Council  
on the Fall RMA he attended virtually from on  
November 3, 2020.

**Councillor Duvall**

Councillor Duvall provided a verbal update to Council

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

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



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on the Fall RMA he attended virtually on November 3 and 4, 2020.

**Councillor Joudrey**

Councillor Joudrey provided a verbal update to Council on the Fall RMA she attended virtually on November 3 and 4, 2020.

Councillor Joudrey reported she attended and laid the wreath at the Remembrance Day Ceremony.

**RC20-449 Moved by Councillor Poetker** that Council receive the Councillors' Reports for information.

**CARRIED**

**CHIEF ADMINISTRATIVE OFFICER'S REPORTS**

CAO Bastow provided a verbal update to Council on events since October 20, 2020.

**RC20-450 Moved by Councillor Duvall** that Council receive the CAO's Rick Bastow verbal update and Director Reports for information.

**CARRIED**

CAO Action Log

Council reviewed CAO Action Log updated to October 14, 2020.

**RC20-451 Moved by Councillor Poetker** that Council receive the CAO Action Log for information.

Meeting was recessed at 10:43 a.m.

Meeting was resumed at 10:55 a.m. with no public present.

**CARRIED**

**UNFINISHED BUSINESS**

None.

**BYLAWS**

**RC20-452 Moved by Councillor Wendland** that Council "take from the table" item 8.a 2020-08 LUB.

**CARRIED**

2020-08 LUB Amendment re Redistrict Lot 1 Block 1 Plan 1025856 from Agriculture District to Recreational District

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

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



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**RC20-453 Moved by Councillor Duvall** that Council

1. provide 3<sup>rd</sup> reading to the Bylaw 2020-08, a bylaw to amend Bylaw 2019-06, to Redistrict Lot 1 Block 1 Plan 1025856 from Agriculture District to Recreational District, and direct Administration to Advertise the Land Use Bylaw on the Birch Hills County Webpage.

**CARRIED**

**NEW BUSINESS**

Rail Line Access

**RC20-454 Moved by Reeve Manzulenکو** that Administration review and bring back further information to the November 26, 2020 meeting regarding public access of the decommissioned rail line.

**CARRIED**

COVID-19 Preparedness

**RC20-455 Moved by Councillor Wendland** that Administration accept for information County's current COVID 19 measures.

**CARRIED**

ATB Wealth Investment Accounts

**RC20-456 Moved by Councillor Duvall** that Council authorize Administration to sign ATB Wealth Investment Policy Statement Agreement termination letters dated November 12, 2020 for accounts 0504 and 0508 and transfer remaining funds to the ATB Business account ending 4337.

**CARRIED**

ATB High Interest Savings Account

**RC20-457 Moved by Councillor Joudrey** that Council authorize Administration to open ATB MUSH (Municipal / Utility / School / Healthcare) High Interest

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

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



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Savings account and authorize online access by Rick Bastow, CAO, and Shelley Braun, DCS.

CARRIED

Local Authorities Pension  
Plan (LAPP) Policy  
#12-03-20

**RC20-458 Moved by Councillor Reum** that Council approve the Local Authorities Pension Plan Policy number 12-03-20.

CARRIED

Reeve Manzulenko exits  
due to non-pecuniary  
interest (personal)  
11:54 a.m.

Appointment of Auditor

Council was requested to appoint an auditor as required by Section 280(1) of the Municipal Government Act.

**RC20-459 Moved by Councillor Poetker** that Council provide approval for Administration to sign a three (3) year agreement for annual audit assurance services with JDP Wasserman & Associates.

CARRIED

**RC20-460 Moved by Councillor Wendland** that Council appoints JDP Wasserman & Associates to complete the financial audit for the year ending December 31, 2020 – December 31, 2022.

CARRIED

Reeve Manzulenko  
returns to the meeting  
12:05 p.m.

Meeting was recessed at  
12:05 p.m.

Meeting was resumed at  
12:35 p.m. with no public  
present.

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

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



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Appointment of Returning Officer

**RC20-461 Moved by Reeve Manzulenko** that Council appoint Shelley Braun, Director of Corporate Services, as the Returning Officer and Lisa Price, Finance Assistant, as the Substitute Returning Officer for Birch Hills County for the October 18, 2021 municipal election.

**CARRIED**

Operating Budget Planning

**RC20-462 Moved by Reeve Manzulenko** that Council schedule the 2021 O&M Budget review for November 25, 2020 at 9:00 a.m. and bring the 2021 Interim O&M Budget back to the December 10, 2020 meeting for approval with noted revisions.

**CARRIED**

Dion Hynes Director of Public Works entered meeting at 12:37 p.m.

Amanda Ouellet Director of Agriculture entered meeting at 12:39 p.m.

2021 Capital Budget – Version 2

Shelley Braun Director of Finance left the meeting at 1:17 p.m.

Shelley Braun Director of Finance entered the meeting at 1:19 p.m.

**RC20-463 Moved by Reeve Manzulenko** that Council receive the presentation regarding the 2021 Capital Budget Version 2 for information; and to go ahead with the purchase of a new server with funding, where permissible, stemming from the Municipal Operating Support Transfer (MOST).

**CARRIED**

**RC20-464 Moved by Councillor Wendland** that Council direct Administration to continue to revise the 2021 Capital Budget based on Council’s observations and updated information that becomes available, and provide Council with the updated Capital Budget at

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

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



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the November 25, 2020 Special Council meeting for adoption, or direction for additional updates.

**CARRIED**

Dion Hynes Director of Public Works and Amanda Ouellet Director of Agriculture exited meeting at 1:29 p.m.

Council-to-Council Meeting

**RC20-465 Moved by Reeve Manzulenko** that Council reschedule the meeting with the County of Grande until 2021 when they can meet face to face.

**CARRIED**

**INFORMATION**

**RC20-466 Moved by Councillor Joudrey** that Council accept the items presented for information.

**CARRIED**

**CORRESPONDENCE**

**RC20-467 Moved by Councillor Poetker** that Council accept the correspondence provided for information.

**CARRIED**

**CLOSED SESSION**

**RC20-468 Moved by Councillor Wendland** that Council close the November 12, 2020 Regular Council Meeting to the public for item 12.a CAO Performance Review, 12.b 2020 Operations and item 12.c 2021 Operations as per Section 17, FOIP Act at 1:35 p.m.

**CARRIED**

Shelley Braun Director of Finance, Lucy Stevenson and CAO Rick Bastow exited the meeting at 1:35 p.m.

Dion Hynes - Director of

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

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



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Public Works, Lucy Stevenson – Meeting secretary and CAO Rick Bastow entered the meeting at 2:25 p.m.

Dion Hynes Director of Public Works, Lucy Stevenson Meeting Secretary exited the meeting at 2:51 p.m.

**RC20-469 Moved by Reeve Manzulenکو** that Council open the November 12, 2020 Regular Council Meeting to the public at 3:30 p.m.

**CARRIED**

Meeting was recessed at 3:30 p.m.

Meeting was resumed at 3:35 p.m. with no public present.

**RC20-470 Moved by Councillor Joudrey** that Council accept CAO – 6 Month Performance Evaluation and further accept CAO Bastow’s offer to forgo salary increase of 3.57% due on his six (6) month anniversary beginning November 18, 2020.

**CARRIED**

**RC20-471 Moved by Councillor Wendland** that Council accept the 2020 Operations Report for information and support filling the vacant Equipment Operator position.

**CARRIED**

**RC20-472 Moved by Reeve Manzulenکو** that Council accept the 2021 Operations Report for information and grant a maximum of \$2500.00 to investigate 2021 operational efficiencies. Funds to come from Capital Reserves.

**CARRIED**

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

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





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**ADJOURNMENT**

Deputy Reeve Carbone adjourned the meeting at 3:42p.m.

\_\_\_\_\_  
*Original to be signed*  
\_\_\_\_\_  
**TERRY CARBONE**  
\_\_\_\_\_  
**DEPUTY REEVE**

\_\_\_\_\_  
*Original to be signed*  
\_\_\_\_\_  
**RICK BASTOW**  
\_\_\_\_\_  
**CAO**

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

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