



MINUTES OF A REGULAR COUNCIL MEETING
FOR BIRCH HILLS COUNTY HELD
IN THE COUNCIL CHAMBERS
NOVEMBER 28, 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

CALL TO ORDER

Reeve Manzulenko called the meeting to order at 9:02 a.m.

ADOPTION OF AGENDA

RC19-372 Moved by Councillor Poetker that Council adopt the agenda of the November 28, 2019 Regular Council Meeting with the amended Agenda which included the following amendments:
5.d Councillor Wendland Report;
8.c Outstanding Policy and Bylaw Matters – CAO Action Log;
8.e Governance and Operational Policy Section 4.7. Council Remuneration;
8.f Policy 71-01(2)-19 Recreation Operating Grant Policy;
9.c.i BHC Fire Chiefs and Deputy Fire Chiefs Appointments;
9.d.i Fleet Management re Light Duty Trucks removed brought to next Council meeting;
11.e Correspondence re ICF/IDP changes.

CARRIED

ADOPTION OF MINUTES

Organizational Council Meeting October 24, 2019

RC19-373 Moved by Councillor Wendland that Council approve the minutes of the October 24, 2019 Organizational Council Meeting as presented.

CARRIED

Regular Council Meeting October 24, 2019

RC19-374 Moved by Councillor Reum that Council approve the minutes of the October 24, 2019 Regular Council Meeting as amended with the addition of the word "CARRIED" to resolution RC19-345.

CARRIED

Special Council Meeting

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CAO: _____



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November 8, 2019

RC19-375 Moved by Councillor Duvall that Council approve the minutes of the November 8, 2019 Special Council Meeting as presented.

CARRIED

Reeve Manzulenko adjourned the Regular Council meeting for a scheduled ASB meeting at 9:04 a.m.

Reeve Manzulenko called the Regular Council meeting back to order at 10:45 a.m.

COUNCILLOR REPORTS
Reeve Manzulenko

Reeve Manzulenko provided verbal reports on a teleconference he sat in on with Municipal Affairs and on the Rural Municipalities of Alberta (RMA) Convention he attended in Edmonton from November 12 to 15 and referred to his verbal report provided during the ASB meeting on the V.S.I. AGM on November 8 in Peace River.

Deputy Reeve Carbone

Deputy Reeve Carbone provided a verbal report on the Rural Municipalities of Alberta (RMA) Convention he attended in Edmonton from November 12 to 15 and on the Eaglesham Seed Cleaning Plant meeting held on November 5, 2019.

Councillor Poetker

Councillor Poetker provided a verbal report on the Peace Regional Agriculture meeting in Saint Isadore on October 29, and on the Rural Municipalities of Alberta (RMA) Convention he attended in Edmonton from November 12 to 15, 2019.

Councillor Wendland

Councillor Wendland provided a verbal update to her written report that she provided to Council on the Peace Regional Agriculture meeting she attended in Saint Isadore on October 29, and on the PREDA meeting she attended on November 8, 2019.

Councillor Reum

No Report.

Councillor Duvall

Councillor Duvall provided a verbal report on the Munis 101 Course that Councillor Poetker and himself attended on November 5 and 6 in Peace River, on the PVCRTS River Study - Additional Public Engagement Opportunity Open House meeting he attended on November 20, on the Peace Regional Agriculture

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meeting in Saint Isadore on October 29, and on the Rural Municipalities of Alberta (RMA) Convention he attended in Edmonton from November 12 to 15, 2019.

Councillor Joudrey

Councillor Joudrey provided a verbal report on portions of the Rural Municipalities of Alberta (RMA) Convention she had been able to attend in Edmonton on November 12 and 13, 2019.

RC19-376 Moved by Councillor Duvall that Council accept the Councillor Reports for information.

CARRIED

CHIEF ADMINISTRATIVE OFFICER'S REPORTS

Sergeant Mark Hall and Sergeant Bryce Tarzwell, entered meeting 11:36 a.m.

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

DELEGATIONS

Sergeant Mark Hall,
McLennan RCMP
Detachment Commander
and Sergeant Bryce
Tarzwell, Spirit River
RCMP Detachment
Commander

Council was introduced and presented with a verbal report to the written report that was presented to Council on policing activity.

RC19-377 Moved by Councillor Poetker that Council accept Sergeant Mark Hall and Sergeant Bryce Tarzwell's policing activity report for information.

CARRIED

Meeting was recessed for lunch at 12:35 p.m.

Sergeant Hall and Tarzwell exited meeting 1:15 p.m.

Meeting was resumed at 1:20 p.m.

INITIALS: Reeve: _____

CAO: _____



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**CHIEF ADMINISTRATIVE
OFFICER'S REPORTS
CONTINUED**

CAO Minderlein continued to provide Council with a verbal update to the rest of his written report that had been distributed.

RC19-378 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 November 25, 2019 provided in the Agenda Package.

RC19-379 Moved by Councillor Joudrey that Council receive the CAO Action Log for information.

CARRIED

BYLAWS

Bylaw 2019-13 ICF
BHC/County of Grande

Council was presented with Birch Hills County (BHC) Bylaw No. 2019-13, the "County of Grande Prairie No. 1/Birch Hills County ICF Bylaw" for first, second, and third reading.

RC19-380 Moved by Councillor Poetker that Council provide first reading to Birch Hills County Bylaw 2019-13, the "County of Grande Prairie No. 1 Intermunicipal Collaboration Framework Bylaw".

CARRIED

RC19-381 Moved by Councillor Wendland that Council provide second reading to Birch Hills County Bylaw 2019-13, the "County of Grande Prairie No. 1 Intermunicipal Collaboration Framework Bylaw".

CARRIED

RC19-382 Moved by Deputy Reeve Carbone that Council provide unanimous approval to a resolution to present Birch Hills County Bylaw 2019-13, the "County of Grande Prairie No. 1 Intermunicipal Collaboration Framework Bylaw" at this meeting.

CARRIED UNANIMOUSLY

RC19-383 Moved by Councillor Reum that Council provide third and final reading to Birch Hills County Bylaw 2019-13, the "County of Grande Prairie No. 1 Intermunicipal Collaboration Framework Bylaw".

CARRIED

INITIALS: Reeve: _____

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RC19-384 Moved by Councillor Duvall that Council direct Administration to update the County’s website with a copy of 2019-13 the “County of Grande Prairie No. 1 Intermunicipal Collaboration Framework Bylaw”, as per the Procedural Bylaw 2014-06.

CARRIED

Bylaw 2019-14 ICF
BHC/Saddle Hills County

Council was presented with Birch Hills County (BHC) Bylaw No. 2019-14, the “Saddle Hills County Intermunicipal Collaboration Framework Bylaw” for first, second, and third reading.

RC19-385 Moved by Councillor Joudrey that Council provide first reading to Birch Hills County Bylaw 2019-14, the “Saddle Hills County Intermunicipal Collaboration Framework Bylaw”.

CARRIED

RC19-386 Moved by Councillor Poetker that Council provide second reading to Birch Hills County Bylaw 2019-14, the “Saddle Hills County Intermunicipal Collaboration Framework Bylaw”.

CARRIED

RC19-387 Moved by Councillor Wendland that Council provide unanimous approval to a resolution to present Birch Hills County Bylaw 2019-14, the “Saddle Hills County Intermunicipal Collaboration Framework Bylaw” at this meeting.

CARRIED UNANIMOUSLY

RC19-388 Moved by Deputy Reeve Carbone that Council provide third and final reading to Birch Hills County Bylaw 2019-14, the “Saddle Hills County Intermunicipal Collaboration Framework Bylaw”.

CARRIED

RC19-389 Moved by Councillor Reum that Council direct Administration to update the County’s website with a copy of 2019-14, “Saddle Hills County Intermunicipal Collaboration Framework Bylaw” as per the Procedural Bylaw 2014-06.

CARRIED

Bylaw No. 2019-15, the
“Procedural Bylaw”

Council was presented with Bylaw No. 2019-15, the “Procedural Bylaw”.

RC19-390 Moved by Councillor Duvall that Council

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CAO: _____



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provide first reading to Birch Hills County Bylaw 2019-15, the Birch Hills County "Procedural Bylaw".

CARRIED

RC19-391 Moved by Councillor Joudrey that Council provide second reading to Birch Hills County Bylaw 2019-15, the Birch Hills County "Procedural Bylaw".

CARRIED

RC19-392 Moved by Councillor Poetker that Council provide unanimous approval to a resolution to present Birch Hills County Bylaw 2019-15, the Birch Hills County "Procedural Bylaw" at this meeting.

CARRIED UNANIMOUSLY

RC19-393 Moved by Councillor Wendland that Council provide third and final reading to Birch Hills County Bylaw 2019-15, the Birch Hills County "Procedural Bylaw".

CARRIED

RC19-394 Moved by Deputy Reeve Carbone that Council direct Administration to update the County's website with a copy of Birch Hills County Bylaw 2019-15, the Birch Hills County "Procedural Bylaw".

CARRIED

UNFINISHED BUSINESS

Correction of the Minutes of the September 26, 2019 Regular Council Meeting

Council was requested to correct an address recorded in the minutes of the September 26, 2019 Regular Council Meeting during the Public Hearing related to Bylaw 2019-06, and in resolution RC19-284 that relates to "Lot 8 Block 1 Plan 406ET" that was incorrectly recorded in the minutes as "Lot 8 Block 1 Plan 604ET".

RC19-395 Moved by Deputy Reeve Carbone that Council authorize the correction of the minutes of the Regular Council Meeting held September 26, 2019 by correcting the wording "Lot 8 Block 1 Plan 604ET" found on both pages 4 and 6 to read "Lot 8 Block 1 Plan 406ET", by recording the number of this resolution in the left hand margin of those minutes where the corrections are made, and by having the changes initialed by Reeve Manzulenko and CAO Minderlein.

CARRIED

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Policy 11-05-19 Travel
Expense Remuneration

Council was presented with the draft Policy 11-05-19
Travel Expense Remuneration Policy.

RC19-396 Moved by Councillor Reum that Council
adopt Policy 11-05-19, the Birch Hills County “Travel
Expense Remuneration Policy” and rescind the Travel
Expense Remuneration Policy adopted by resolution
05-12-01-11.

CARRIED

Outstanding Policy and
Bylaw Matters – CAO
Action Log

Council was presented with information from the CAO
Action Log that related to incomplete actions related to
policies or bylaws in order to recap them and have
Council provide updated direction for Administration to
follow up on.

RC19-397 Moved by Deputy Reeve Carbone that
Council rescind Resolution RC17-428, and direct
Administration to develop a plan to dismantle both the
Personnel Handbook and the Governance and
Operational Policy and replace them (or portions of
them) with policies that will permit them to be easily
reviewed and updated when required, and to bring that
plan back to a future Regular Council Meeting.

CARRIED

RC19-398 Moved by Councillor Wendland that
Council rescind Resolution RC18-373, and direct
Administration to develop a plan to review current
policies and prepare updated replacement policies
where deemed necessary, and to bring that plan back
to a future Regular Council Meeting.

CARRIED

Request for Proposal re
CAO Recruitment (Closed
Session)

Item 8.d to be addressed under item 12.a - Closed
Session.

Governance and
Operational Policy Section
4.7 Council Remuneration

Administration returned this item to Council as directed
by resolutions RC19-039 and RC19-041 made at the
Regular Council Meeting on February 14, 2019.

INITIALS: Reeve: _____

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RC19-399 Moved by Councillor Poetker that Council approve an amendment to the Birch Hills County "Governance and Operational Policies" by adding sub-section 4.7.9 to Section 4.7 that reads as: "4.7.9 Effective January 1, 2020, honourarium rates listed in sections 4.7.1 and 4.7.2 of this policy will be increased by the annual cost of living allowance (COLA) provided to employees under Section 4.2 of the Personnel Handbook, a policy that was adopted by Council by Resolution RC15-436.

CARRIED

Policy 71-01(2)-19
Recreation Operating
Grant Policy

Administration brought Policy 71-01-19 - Recreation Operating Assistance Grant policy to Council based on direction provided by Council.

RC19-400 Moved by Councillor Poetker that Council approve Birch Hills County Policy 73-01(2)-19, the "Recreation Operating Assistance Grant Policy" as presented.

CARRIED

RC19-401 Moved by Councillor Wendland that Council rescind Birch Hills County Policy 73-01-19, the "Recreation Operating Assistance Grant Policy".

CARRIED

NEW BUSINESS

Appointment of Auditor

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

RC19-402 Moved by Councillor Duvall that Council appoint Sylvain & Company from Falher, AB to complete the financial audit for the year ending December 31, 2019.

CARRIED

BHC Recreation Board
Appointment

Council was requested to appoint a member-at-large to sit on the Birch Hills County Recreation Board as the representative from Ward 1.

RC19-403 Moved by Councillor Poetker that Council appoint Celeste Emerson as a member representing Ward 1 to the Birch Hills County Recreation Board for

INITIALS: Reeve: _____

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a three (3) year term ending in 2022.

CARRIED

RC19-404 Moved by Councillor Wendland that Council direct Administration to continue to advertise for a representative for the Birch Hills County Recreation Board from Ward 2 and to update Council at the December 12, 2019 Regular Council Meeting.

CARRIED

RMA Patronage Rebate

Council was provided with information on this year's Rural Municipalities of Alberta (RMA) patronage rebate.

RC19-405 Moved by Deputy Reeve Carbone that Council receive the letter from the Rural Municipalities of Alberta (RMA) dated November 8, 2019 regarding the RMA Rebate for information, and direct Administration to advise the RMA to continue writing cheques to Birch Hills County for the County's patronage rebate.

CARRIED

2020 Cost of Living Increases

Council was requested to provide Administration with direction regarding 2020 honourarium, salary and pay increases.

Meeting was recessed at 3:00 p.m.

Meeting was resumed at 3:08 p.m.

RC19-406 Moved by Councillor Wendland that Council authorize Administration to provide increases to employee salaries and wages for 2020 as per Section 4.2 of the Personnel Handbook, that being an across the board increase of 1.6% based on the Statistics Canada Consumer Price Index for Alberta for the one-year period ending October, 2019, plus any salary grid increases where performance has been assessed as "Satisfactory" or better.

CARRIED

BHC Fire Chiefs and Deputy Fire Chiefs Appointments

Council was requested to appoint the specified number of BHC Fire Chiefs and Deputy Fire Chiefs.

RC19-407 Moved by Councillor Joudrey that Council appoint the following personnel to the

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CAO: _____



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positions listed for the period 1 December, 2019 to November 30, 2022:

Eaglesham Fire Department:

- Fire Chief Tom Morgan; and
- Deputy Fire Chief Mark Wurz;

Wanham Fire Department:

- Fire Chief Darcy Parlee; and
- Deputy Fire Chief Alan Connell; and

Tangent Fire Department:

- Fire Chief Jim Alexy; and
- Deputy Fire Chief Terry Carbone.

CARRIED

Water Report

Council was provided with a report on the County's water utility which included usage, revenues and expenses.

RC19-408 Moved by Councillor Duvall that Council accept Public Work's report related to water usage, expenses, and revenues for information and direct Administration to summarize and publicize the report information as deemed appropriate.

CARRIED

FOR INFORMATION

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

1. Bank Reconciliation – October 31, 2019.

RC19-409 Moved by Councillor Poetker that Council accept the items presented for information.

CARRIED

CORRESPONDENCE

Council was provided with copies of the following documents:

- a. Letter dated October 29, 2019 response to Ervin Murray re Road Extension request;
- b. Letter dated October 28 from SHC re Appointments;
- c. Letter dated November 7, 2019 from re Alberta Capital Finance Authority;
- d. Letter dated November 14 from Minister of Municipal Affairs re Grant Funding; and
- e. Email correspondence dated November 26, 2019 from Minister of Municipal Affairs regarding IDP/ICF changes.

INITIALS: Reeve: _____

 CAO: _____



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RC19-410 Moved by Councillor Joudrey that Council accept the correspondence provided for information.

CARRIED

Shawna Schwerdt L.O./E.A.
exited meeting at 3:32 p.m.

CLOSED SESSION

Request for Proposal re
CAO Recruitment

RC19-411 Moved by Councillor Duvall that Council move into closed session at 3:35 p.m. to discuss item 8.d the Request for Proposal related to CAO Recruitment per Freedom of Information and Protection of Privacy Act (FOIP) Division 2, section 27.

CARRIED

RC19-412 Moved by Councillor Joudrey that Council move out of closed session at 3:50 p.m.

CARRIED

RC19-413 Moved by Deputy Reeve Carbone that Council extend meeting past 4:00 p.m.

CARRIED

RC19-414 Moved by Councillor Wendland that Council move back into closed session to continue item 8.d at 3:51 p.m.

CARRIED

RC19-415 Moved by Councillor Joudrey that Council move out of closed session at 4:30 p.m.

CARRIED

RC19-416 Moved by Councillor Poetker that Council retain Ravenhill, Smith Search Inc. to assist Council with the recruitment of a Chief Administrative Officer under the terms spelled out in their submission to Request for Proposal (RFP) - 2019-12-02.

CARRIED

ADJOURNMENT

Being that there was no further business, Reeve Manzulenko adjourned the meeting at 4:31 p.m.

Original to be signed

**GERALD MANZULENKO
REEVE**

Original to be signed

**HERMANN MINDERLEIN
CAO**

INITIALS: Reeve: _____

CAO: _____