



MINUTES OF A REGULAR COUNCIL MEETING
FOR BIRCH HILLS COUNTY HELD
IN THE COUNCIL CHAMBERS
OCTOBER 24, 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 9:30 a.m.

ADOPTION OF AGENDA

RC19-332 Moved by Councillor Wendland that Council adopt the agenda of the October 24, 2019 Regular Council Meeting with the addition of 10.a.ii CAO Recruitment.

CARRIED

ADOPTION OF MINUTES

Regular Council Meeting
September 26, 2019

RC19-333 Moved by Councillor Joudrey that Council approve the minutes of the September 26, 2019 Regular Council Meeting as presented.

CARRIED

COUNCILLOR REPORTS

Reeve Manzulenko

No Report.

Deputy Reeve Carbone

No Report.

Councillor Poetker

Councillor Poetker provided a verbal update to Council on the tour of the Aquatera Water Plant and facilities on October 2 in Grande Prairie and the Water North Coalition meeting he attended on October 3, 2019 in Grande Prairie hosted by Aquatera.

Councillor Wendland

No Report.

Councillor Reum

No Report.

Councillor Duvall

No Report.

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

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



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**Councillor Joudrey**

Councillor Joudrey advised Council that she had attended a Grande Spirit Foundation (GSF) Special Meeting in Clairmont on September 20, 2019 that was a closed session and that she had attended the Friends of the GSF Harvest Dinner Fundraiser on October 5, 2019 in Grande Prairie.

**RC19-334 Moved by Councillor Poetker** that Council accept the Councillor Reports for information.

**CARRIED**

**CHIEF ADMINISTRATIVE OFFICER'S REPORTS**

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

Dion Hynes Director of Public Works entered meeting at 10:18 a.m.

DOPW Hynes exited meeting at 10:33 a.m.

**RC19-335 Moved by Deputy Reeve** that Council receive the CAO's written report and verbal updates for information.

**CARRIED**

**RC19-336 Moved by Councillor Wendland** that Council authorize the closure of the Birch Hills County Office from 12:00 p.m. to 4:30 p.m. on November 5, 2019 for a Team Building event and direct that Administration advertise the closure.

**CARRIED**

**CAO Action Log**

Council reviewed the CAO Action Log updated to October 23, 2019 provided in the Agenda Package.

**RC19-337 Moved by Councillor Poetker** that Council receive the CAO Action Log for information.

**CARRIED**

**RC19-338 Moved by Councillor Duvall** that Council table item 8.a until later in the meeting.

**CARRIED**

**RC19-339 Moved by Councillor Joudrey** that Council table item 8.b until later in the meeting.

**CARRIED**

**UNFINISHED BUSINESS**

Tax Sale

Council was requested to provide Administration with direction as to the action(s) to be taken for those

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



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properties that were offered at the 2019 Public Auction held October 7, 2019, and that did not sell.

**RC19-340 Moved by Councillor Joudrey** that Council for Birch Hills County not purchase the following properties

- 1. Municipal Roll 061854;
- 2. Municipal Roll 061855;
- 3. Municipal Roll 061856;
- 4. Municipal Roll 315230;
- 5. Municipal Roll 315344;
- 6. Municipal Roll 315378;
- 7. Municipal Roll 315604; and
- 8. Municipal Roll 316468.

but direct Administration to register Birch Hills County on title of these properties by registering a Tax Forfeiture Instrument (a "Notification of Municipal Acquisition" form).

**CARRIED**

BHC Sale of Lots

Council was provided with the reported results of the GovDeals Auction for properties that had been listed where the titles were in the name of the Birch Hills County.

**RC19-341 Moved by Councillor Poetker** that Council approve the sale of roll number 315222 for the bid submitted of \$3,000 plus Buyer's Premium plus GST through GovDeals.com.

**CARRIED**

**RC19-342 Moved by Deputy Reeve Carbone** that Council authorize Administration to offer and sell tax arrears properties that have gone unsold at public auction and where Birch Hills County has registered its name on title by registering a Tax Forfeiture Instrument (a "Notification of Municipal Acquisition" form), for sale on the GovDeals Auction Server, and establish the reserve bids for such properties at a price as close as reasonably possible to market value, that being deemed to be the value assessed on the properties for tax purposes.

**CARRIED**

Meeting was recessed at 10:50 a.m.

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

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



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Meeting was resumed at  
11:00 a.m.

**DELEGATIONS**

Elisa Stamatakis from V3 Companies of Canada Ltd.  
attended via phone.

**PUBLIC HEARING**

Bylaw 2019-09, IDP  
BHC/County of Grande

Birch Hills County was required to hold a Public Hearing regarding Birch Hills County (BHC) Bylaw 2019-09, the "Birch Hills County/ County of Grande Prairie No. 1 Intermunicipal Development Plan (County of Grande Prairie IDP)", that is scheduled to be presented for second and third reading later on as part of this Regular Council meeting agenda.

**RC19-343 Moved by Councillor Poetker** that Council open the Public Hearing related to Bylaw 2019-09, the Birch Hills County / County of Grande Prairie Intermunicipal Development Plan.

**CARRIED**

Reeve Manzulenko outlined the purpose of the Public Hearing, CAO Minderlein Development Officer, Elisa Stamatkis from V3 Companies of Canada Ltd. provided a verbal summary with clarification to Council on their questions related to the Bylaw No. 2019-09.

**RC19-344 Moved by Councillor Joudrey** that Council adjourn the Public Hearing related to Bylaw 2019-09, the Birch Hills County/County of Grande Prairie Intermunicipal Development Plan and resume the October 24, 2019, Regular Council Meeting.

**CARRIED**

**RC19-345 Moved by Councillor Deputy Carbone** that Council remove from the table the matter related to item 8.a Bylaw 2019-09.

**CARRIED**

**BYLAWS**

Bylaw 2019-09 IDP  
BHC/County of Grande

Council was presented with Bylaw No. 2019-09, the "County of Grande Prairie IDP Bylaw" for second and third reading.

**RC19-346 Moved by Councillor Duvall** that Council provide 2<sup>nd</sup> reading to Bylaw No. 2019-09, the County

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



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of Grande Prairie Intermunicipal Development Plan Bylaw.

CARRIED

**RC19-347 Moved by Councillor Wendland** that Council provide 3<sup>rd</sup> and final reading to Bylaw No. 2019-09, the County of Grande Prairie Intermunicipal Development Plan Bylaw”.

CARRIED

**RC19-348 Moved by Councillor Poetker** that Council direct Administration to advertise Bylaw 2019-09 as per the Procedural Bylaw 2014-06.

CARRIED

**NEW BUSINESS CON'T**

**Remembrance Day**

Council was presented with a request received by Birch Hills from Mike McKay at the Eaglesham School for support from the County for the school’s Remembrance Day activities.

**RC19-349 Moved by Councillor Joudrey** that Council authorize support to Eaglesham School for their Remembrance Day activities by providing Eaglesham Hall and cleaning services free of charge, and publishing notice of the activity in the Signal on the Birch Hills County page.

CARRIED

**RC19-350 Moved by Councillor Poetker** that Council authorize the attendance of CAO Minderlein to attend the Remembrance Day ceremony in Eaglesham to represent Birch Hills County and place a wreath on behalf of the County.

CARRIED

**CAO RECRUITMENT**

Council discussed CAO recruitment options.

**RC19-351 Moved by Councillor Poetker** that Council direct Administration to issue a Request for Proposals to fill the anticipated CAO vacancy that will be required to be filled in the April to June, 2020 timeframe from qualified firms or individuals that specialize in recruiting candidates for high level positions on behalf of Local Governments throughout Alberta, and to bring proposals and quotes received to the November 28, 2019 Regular Council Meeting.

CARRIED

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

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



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**PUBLIC HEARING**

Bylaw 2019-10 IDP  
BHC/Saddle Hills County

Birch Hills County is required to hold a Public Hearing regarding Birch Hills County (BHC) Bylaw 2019-10, the “Birch Hills County/Saddle Hills County Intermunicipal Development Plan (Saddle Hills County IDP)”, that is scheduled to be presented for second and third reading later on as part of this Regular Council meeting agenda.

**RC19-352 Moved by Wendland** that Council open the Public Hearing related to Bylaw 2019-10, the Birch Hills County / Saddle Hills County Intermunicipal Development Plan.

**CARRIED**

Reeve Manzulenko outlined the purpose of the Public Hearing, and CAO Minderlein Development Officer provided a verbal summary with clarification to Council on their questions related to the Bylaw No. 2019-10.

**RC19-353 Moved by Councillor Joudrey** that Council adjourn the Public Hearing related to Bylaw 2019-10, the Birch Hills County / Saddle Hills County Intermunicipal Development Plan and that Council reconvene the October 24, 2019, Regular Council Meeting.

**CARRIED**

**RC19-354 Moved by Councillor Wendland** that Council remove from the table the matter related to item 8.b Bylaw 2019-10.

**CARRIED**

Bylaw 2019-10 IDP  
BHC/Saddle Hills County

Council was presented with Bylaw No. 2019-10, the “Saddle Hills County IDP Bylaw” for second and third reading.

**RC19-355 Moved by Councillor Poetker** that Council provide 2<sup>nd</sup> reading to Bylaw No. 2019-10, the Saddle Hills County Intermunicipal Development Plan Bylaw.

**CARRIED**

**RC19-356 Moved by Councillor Reum** that Council provide 3<sup>rd</sup> and final reading to Bylaw No. 2019-10, the Saddle Hills County Intermunicipal Development Plan Bylaw.

**CARRIED**

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



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**RC19-357 Moved by Deputy Carbone** that Council direct Administration to advertise Bylaw 2019-10 as per the Procedural Bylaw 2014-06.

**CARRIED**

**NEW BUSINESS CON'T**

Office Closure re  
Christmas Staff Lunch

Council was requested to authorize Administration to close the Birch Hills County Office from 12:00 p.m. to 1:00 p.m. on December 12, 2019.

**RC19-358 Moved by Councillor Joudrey** that Council authorize the closure of the Birch Hills County Office from 12:00 p.m. to 2:00 p.m. on December 12, 2019, and direct that Administration advertise the closure.

**CARRIED**

DOPW Hynes entered meeting at 11:40 a.m.

Request to approve purchase re Culvert

Council was provided with a request from administration to accept a quote for a culvert purchase.

**RC19-359 Moved by Deputy Reeve Carbone** that Council direct Administration to accept the quote from Armtec for \$32,252.82.

**CARRIED**

Request to extend Range Road 43

Council was presented a request received from Mr. Ervin Murray to extend Range Road 43 past the driveway to his residence at SE-9-77-4W6.

**RC19-360 Moved by Councillor Reum** that Council Direct staff to include the extension of RR43 from its current end and within the road allowance to Mr. Murray's driveway and to include the funding for this in the 2020 Capital Budget.

**DEFEATED**

**RC19-361 Moved by Deputy Carbone** that Council accept the request from Mr. Ervin Murray to extend RR43 from its current end and within the road allowance to Mr. Murray's driveway for information, and direct staff to advise Mr. Murray that Birch Hills County would be willing to permit him to extend RR43

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at his expense from its current end, and within the road allowance, provided that the work is completed to the County's specifications and be subject to inspection by County staff, and that any major maintenance required during the three (3) years following completion of the extension will be the responsibility of Mr. Ervin Murray or any subsequent owner of the property and driveway of his residence at SE-9-77-4W6.

**CARRIED**

Road repair re Tough Cell

Council was provided with information regarding the road repairs that have been completed in Eaglesham and Tangent using Tough Cell.

**RC19-362 Moved by Councillor Poetker** that Council authorize the addition of the road repair projects, estimated to have costed at least \$63,708.89, that were completed in Eaglesham and Tangent in 2019 using the product "Tough Cell" to the 2019 Capital Budget with funding to be provided from either Gas Tax Funding (if approved) or Capital Reserves if required.

**CARRIED**

Councillor Reum and DOPW Hynes exited meeting 12:09 p.m.

Meeting was recessed for lunch at 12:09 p.m.

Meeting was resumed at 1:00 p.m.

VSI 50/50

Council was requested to approve the 50/50 cost share for the Veterinary Services Incorporated (VSI) program.

**RC19-363 Moved by Deputy Carbone** that Council direct Administration to forward a letter to Veterinary Services Incorporated (V.S.I.) program stating Birch Hills County approves the 50/50 cost share for the V.S.I. agreement.

**CARRIED**

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ASB Provincial  
Conference Attendance

Administration brought back information regarding the 2020 Provincial Agriculture Service Board Conference and requested from Council, confirmation on attendance and travel arrangements.

**RC19-364 Moved by Councillor Wendland** that Council accept Provincial Agriculture Service Board Conference confirmation on attendance as information.

**CARRIED**

ASB Meeting Date

Council was requested to review the upcoming change to Agricultural Service Board (ASB) meeting.

**RC19-365 Moved by Councillor Poetker** that Council cancel the 2019 ASB Meeting scheduled for December 12, 2019 and direct Administration to provide notice of these changes in accordance with the requirements of Bylaw 2014-06, the Procedures Bylaw and schedule a new ASB Meeting for November 28, 2019.

**CARRIED**

**FOR INFORMATION**

Council was provided with a copy of the following documents that had been received by Administration:  
1. Bank Reconciliation – September 30, 2019;  
2. 2019 Tax Sale Minutes from October 7, 2019; and  
3. MLB Minutes from April 30, 2019.

**RC19-366 Moved by Councillor Wendland** that Council accept the items presented for information.

**CARRIED**

**CORRESPONDENCE**

Council was provided with copies of the following documents:  
a. Letter from Peace Library System dated September 30, 2019; and  
b. Letter from Saddle Hills County re ISDAB dated October 17, 2019.

**RC19-367 Moved by Councillor Joudrey** that Council accept the correspondence provided for information.

**CARRIED**

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



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**CLOSED SESSION**

**RC19-368 Moved by Deputy Carbone** that Council move into closed session at 1:27 p.m. to discuss one item related to land per Freedom of Information and Protection of Privacy Act (FOIP) Division 2, section 27.

**CARRIED**

Shawna Schwerdt  
L.O./E.A. exited meeting at  
1:27 p.m.

**RC19-369 Moved by Councillor Duvall** that Council move out of closed session at 2:09 p.m.

**CARRIED**

**ADJOURNMENT**

Being that there was no further business, Reeve Manzulenکو adjourned the meeting at 2:09 p.m.

*Original to be signed*

**GERALD MANZULENKO  
REEVE**

*Original to be signed*

**HERMANN MINDERLEIN  
CAO**

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

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