Birch Hills County

Meeting Minutes

Organizational Meeting October 28, 2025 - 09:00 AM

PRESENT:	**Reeve:** Albert Poetker	Ward 1
	Deputy Reeve: Karen Portelance	Ward 7
	Councillor: Nelson Kitchen	Ward 2
	Councillor: Tim Chandonnet	Ward 6
	Councillor: John Sinkwich	Ward 4
	Councillor: Mel Duvall	Ward 5
	Councillor: Stephen Syncox	Ward 3
STAFF:	**CAO**	Larry Davidson
	Legislative Coordinator	Bailey Smith

1 Call To Order

Called the meeting to order at 9:00am.

2 Oath of Office for Council - Cst. Joey Sirois

-All Councillors took the Oath of Office.

3 Nominations for Reeve - Once the Reeve is sworn in, he/she chairs the meeting.

3.1 Nomination

Councillor Portelance nominates Councillor Poetker for Reeve

3.2 2nd Call For Nominations

-No Nomination

3.3 **3rd and Final Call for Nominations**

-No Nomination

Resolution No: RC25-404

3.4 **Motion to Cease Nominations**
Moved By: Mel Duvall

That Council moves to Cease Nominations.

CARRIED

4 **Nominations for Deputy Reeve**

4.1 **Nomination**

Councillor Duvall nominates Councillor Portelance for Deputy Reeve.

4.2 **2nd Call For Nominations**

-No Nomination

4.3 **3rd and Final Call for Nominations**

-No Nomination

Resolution No: RC25-405

4.4 **Motion to Cease Nominations**
Moved By: Tim Chandonnet

That Council moves to Cease Nominations.

CARRIED

Resolution No: RC25-406

5 **Adoption of Agenda**
Moved By: Karen Portelance

That Council adopts the agenda of the October 28th 2025 Organizational meeting.

CARRIED

6 **Council**

Resolution No: RC25-407

6.1 **RFD - Council Meeting Schedule**
Moved By: Mel Duvall

That Council approves the Schedule as proposed.

CARRIED

Resolution No: RC25-408	6.2	**RFD - Council Honorarium/ Travel Expenses** **Moved By:** Mel Duvall That Council approve a 3% increase to the Council meeting rates rounding as required, making the 1/2 day rate $134.00 , and the full day rate $265.25**effective January 1, 2026.** **CARRIED**
Resolution No: RC25-409	6.3	**RFD - Signing Authority** **Moved By:** Mel Duvall That Council appoint Councillor Poetker, Councillor Portelance and Councillor Syncox to have signing authority on behalf of Council and the CAO, Larry Davidson and Director of Corporate Service, Mohamed Choudhary to have signing authority administratively. **CARRIED**
Resolution No: RC25-410	6.4	**RFD - Council Seating Assignment** **Moved By:** Karen Portelance That Council assigns the seating left to right. Reeve Poetker, Councillor Sinkwich, Councillor Chandonnet, Deputy Reeve Portelance, Councillor Syncox, Councillor Duvall ,Councillor Kitchen. **CARRIED**
Resolution No: RC25-411	7	**RFD - Members of Council Committees & Members at Large Boards Appointments** **Moved By:** John Sinkwich That Council appoints the following individuals to the Council and Public at Large Committees as presented and further directs administration to include the committee appointments in the minutes. **CARRIED** Break called at 10:42am. Meeting called back at 10:49am.

8 Adjournment

That the meeting be adjourned at 10:56am. Being that there is no further business.

X

Albert Poetker
Reeve

X

Larry Davidson
Chief Administration Officer

2025– 2026 Council Appointments - Adopted October 28, 2025

Committee	Members required	Current Council/Staff members	End of Appointment	New Appointment	Meeting Requirements
Ag Service Board	All members of Council	All members of Council Chair: Councillor Duval Vice: Councillor Wendland Ag Fieldman	Org. meeting 2026	All members of Council Chair: Councillor Duvall Vice: Councillor Chandonnet Ag Fieldman	Usually, 3-5 times per year
BHC Intermunicipal Committee	1 member of Council + Alternate	Reeve Poetker + Councillor Manzulenko (alt)	Org. meeting 2026	m. Reeve Poetker a. Councillor Sinkwich	Saddle Hills prior to May 2025 County of GP – As required MD of Spirit River – As required MD of Fairview – N/a MD of Peace – As required MD of Greenview – No IDP – As required
Central Peace Medical Services Corporation	1 member of Council + CAO	Councillor Manzulenko Alt – Reeve Poetker + CAO	Org. meeting 2026	m. Reeve Poetker a. Councillor Sinkwich + CAO	Generally meet 2 X /yr. daytime
Central Peace Regional Emergency Management Services Committee	1 member of Council + CAO (DEM) + (DDEM)	Councillor Bjornson + CAO + Michael Coy (DDEM)	Org. meeting 2026	Councillor Syncox + CAO (DEM) + Michael Coy (DDEM)	Meet 2 X /yr. evenings
Fire Guardians	All members of Council + DEM + DDEM + fire chief/dep. chiefs	All members of Council + DEM + DDEM + fire chief/dep. chiefs	Org. meeting 2026	All members of Council + DEM + DDEM + fire chief/dep. chiefs	N/a unless required for Green zone fires
Grande Spirit Foundation	1 member of Council	m. Reeve Poetker	Org. meeting 2026	m. Reeve Poetker	Last Friday of each month (daytime)

Committee	Members required	Current Council/Staff members	End of Appointment	New Appointment	Meeting Requirements
Central Peace FCSS	1 member of Council	Councillor Bjornson	Org. meeting 2026	m. Councillor Kitchen	Evening meetings – Spirit River
Smoky River FCSS	1 member of Council	Councillor Portelance	Org. meeting 2026	m. Deputy Reeve Portelance	Evening meetings - Falher
G5 Regional Water Study Committee	1 member of Council + an Alt + CAO	Reeve Poetker (alt) Deputy Manzulenko	Org. meeting 2026	m. Reeve Poetker a. Councillor Sinkwich	As Required - Daytime
Peace Library Board	1 member of Council + an alternate	Councillor Chandonnet Alt. – Deputy Reeve Portelance	Org. meeting 2026	m. Councillor Chandonnet a. Councillor Syncox	Quarterly – Daytime
Local Library Board	1 member of Council + an alternate		Org Meeting 2026	m. Councillor Chandonnet a. Councillor Syncox	
Northern Transportation Advocacy Bureau (NTAB)	1 member of Council + Alternate	m. Councillor Wendland Alt – Councillor Portelance	Org. meeting 2026	m. Councillor Duvall a. Councillor Kitchen	Quarterly meetings - daytime
Peace Region Economic Development Alliance (PREDA)	1 member of Council + an alternate	m. Councillor Wendland Alt – Councillor Portelance	Org. meeting 2026	m. Deputy Reeve Portelance a. Councillor Syncox	1st Friday Feb, May, Aug & Nov. - daytime
BHC Recreation Board	1 member of Council (non-voting)	Councillor Chandonnet Alt. - Bjornson	Org. meeting 2026	m. Councillor Kitchen a. Councillor Chandonnet	Once per year – Winter Evening meeting
Signing Authority	Review the signing Authority	Reeve Poetker Councillor Wendland Councillor Manzulenko + Larry Davidson Mo Choudhary	Org. meeting 2026	Reeve Poetker Deputy Reeve Portelance Councillor Syncox + Larry Davidson Mo Choudhary	Sign legal documents as required Documents/cheques require signatures from one member of Council authorized + one member of administration.
Veterinary Service Incorporated program	1 member of Council + an alternate + Ag Fieldman	M. Councillor Chandonnet Alt – Councillor Wendland + Ag Fieldman	Org. meeting 2026	m. Councillor Chandonnet a. Councillor Syncox + Ag Fieldman	AGM in Fall- Daytime

Committee	Members required	Current Council/Staff members	End of Appointment	New Appointment	Meeting Requirements
Mighty Peace Tourism	1 member of Council + Alt.	Councillor Duvall + Alt. Reeve Poetker	Org. meeting 2026	m. Councillor Kitchen a. Councillor Syncox	3 X year. - evenings
Central Peace Attraction & Retention Committee	1 member of Council + an alternate	Councillor Bjornson Alt. Duvall	Org. meeting 2026	m. Councillor Sinkwich a. Councillor Duvall	This committee meets infrequently.
Municipal Planning Commission	All members of Council + Development Officer	All members of Council + Development Officer	Org. meeting 2026	All members of Council + Development Officer	As Required
SMR Committee includes Ad-Hoc for Revenue Sharing	Ad Hoc Committee	1. Reeve Poetker 2. Deputy Reeve Portelance 3. Councillor Manzulenko + CAO	Org. meeting 2026	1. Reeve Poetker 2. Deputy Reeve Portelance 3.Councillor Kitchen + CAO	Generally monthly meetings online Thursdays. These representatives also meet with Northern Sunrise & MD Smoky River to finalize a revenue sharing agreement. meetings as required
Regional Drainage Committee	Ad Hoc Committee under RMA Zone 4	m. Reeve Poetker a. Councillor Duvall + CAO	Org. meeting 2026	m. Reeve Poetker a. Councillor Sinkwich + CAO	As Required.

PUBLIC AT LARGE COMMITTEE APPOINTMENTS					
Committee	Members Required	Current Appointments	End of Appointment	New Appointments	Meeting Requirements
Agriculture Appeal Board for weed control act, Agriculture Pest act.	3 public members	Dale Emerson, Gary Sanocki Andrea Farrell	Appointed From Jan 1, 2026 to Dec 31, 2026	1. 2. 3.	As required
Central Peace Regional Assessment Review Board	2- clerks + 3 members	Guy Beaudoin- member Andrew Nowicki-member Jeanie Sanocki-member Bailey Smith – Clerk (a)	Appoint for 3yr. term ending Org. meeting of 2027	Guy Beaudoin- member Andrew Nowicki-member Jeanie Sanocki-member Bailey Smith – Clerk (a)	As required – Appointing for a 3-yr. term will facilitate the required training
Birch Hills County Subdivision & Development Appeal Board (SDAB)	2- Clerks + members	Tamara Babcock – Clerk (m) Jenifer Lizotte -Clerk (a) Herb Pfau - member Cindy Trudel - member Jeanie Sanocki - member	Appoint for 3yr. term ending Org meeting of year identified	Tamara Babcock – Clerk (m) Jenifer Lizotte -Clerk (a) Herb Pfau 2027 Jeanie Sanocki 2027 Celeste Emerson 2028 Erin Schroeder 2027 Danielle Commandeur 2027 Mabel Sudnik 2027	As required– Appointing for a 3-yr. term will facilitate the required training
Fire Department	Review Chief & Deputy Chiefs for each Dept.	Fire Chief – Tom Morgan Eaglesham/Tangent Deputy Chief – Mark Wurz Wanham Deputy Chief – Denay Bjornson	Org meeting of 2026	Fire Chief – Tom Morgan Regional Deputy Chief – Mark Wurz Wanham Deputy Chief – Denay Bjornson	
Municipal Library Board	(7) 1 from each ward	Vice Chair – Marina Gagne Secretary – Kara Walter Treasurer – Cindy Trudel Chair - Leah Boreen Norma Bolster	Appoint for 3 yr. term ending Org meeting of 2028	Norma Bolster- Cindy Trudel Marina Gagne Vern Jones Leah Boreen Shelly Vandeligt	3 to 4 times per year - Evenings

BHC Recreation Board	(7) 1 from each ward	Celeste Emerson (1) Colleen Notenbomer (5) Barb Squires (6) Kara Walter (2) Rhonda Bonke (3) Colette Charboneau (4)	Appoint for 3 yr. term ending Org meeting of 2028	Celeste Emerson (1) Colleen Notenbomer (5) Barb Squires (6) Kara Walter (2) Andrew Nowicki (4) Collete Charboneau (4) Rita Powell (4)	Meets once in early spring.