

**MUNICIPAL DISTRICT OF BIG LAKES  
COUNCIL MEETING  
November 27, 2013**

Minutes of the Municipal District of Big Lakes Regular Council Meeting held at the M.D. Administration Building in High Prairie, Alberta on Wednesday, November 27, 2013 at 10:00 a.m.

**PRESENT WERE:** Reeve: Ken Matthews, N. Gilwood/Triangle  
Deputy Reeve: David Marx, Prairie Echo/Salt Prairie  
Councillor: Donald Charrois, HP East/Banana Belt  
Robert Nygaard, Faust  
Edward Podollan, Joussard  
Ann Stewart, S. Sunset House/Gilwood  
Frank Sutherland, Grouard

Absent: Ken Killeen, Kinuso  
Ray Dupres, Enilda /Big Meadow

Administration: Bill Landiuk, Acting CAO/Treasurer  
Suzanne Allan, Recording Secretary  
Vic Abel, Interim Public Works Superintendent  
Daniel Steiner, Special Projects Manager  
Pat Olansky, Community Development Officer  
Jessica Martinson, Executive Secretary  
Donna Duscheneau, Public Works Coordinator

Press: Chris Clegg, South Peace News  
Darren Vandenberg, Prairie FM

**CALL TO ORDER:** Reeve Matthews called the meeting to order at 10:00 a.m.

**MINUTES:**

**2013-26-685** **MOVED BY DEPUTY REEVE MARX** that the minutes of the October 30, 2013 Organizational Meeting be adopted as circulated.

**CARRIED UNANIMOUSLY**

**2013-26-686** **MOVED BY COUNCILLOR STEWART** that the minutes of the October 30, 2013 Regular Council Meeting be adopted as circulated.

**CARRIED UNANIMOUSLY**

**2013-26-687** **MOVED BY COUNCILLOR NYGAARD** that the minutes of the November 7, 2013 Special Council Meeting be adopted as circulated.

**CARRIED UNANIMOUSLY**

**BUSINESS ARISING  
FROM MINUTES:**

Council reviewed the status of Council motions.

**2013-26-688** **MOVED BY DEPUTY REEVE MARX** to accept the Business Arising from the Minutes as presented for information.

**CARRIED UNANIMOUSLY**

**ADDENDUM  
TO AGENDA:**

**2013-26-689** **MOVED BY DEPUTY REEVE MARX** that the agenda with addendum for the November 27, 2013 Council Meeting be adopted.

**CARRIED UNANIMOUSLY**

**COMMUNITY AND**

**PROTECTIVE SERVICES:**

***FCSS REPORT:*** Council was presented with the FCSS report.

**2013-26-690** **MOVED BY DEPUTY REEVE MARX** that the FCSS report be received for information.

**CARRIED**

**UNANIMOUSLY**

***EW PRATT HIGH SCHOOL:***

Council was presented with a request from the EW Pratt High School Chargers Basketball teams. Mr. Daniel Steiner further explained that the request may be budgeted under Miscellaneous grants. Council discussed that funding this request may set a precedent for future funding of local sports teams, as no request such as this has been granted prior to this date.

**2013-26-691** **MOVED BY COUNCILLOR CHARROIS** that the funding request is not granted and a letter of support be sent to the EW Pratt High School Chargers Basketball teams for their San Diego, California trip.

**CARRIED UNANIMOUSLY**

***GRANT PROGRAM REPORT:***

Council was provided with the Grant Program report.

**2013-26-692** **MOVED BY COUNCILLOR STEWART** that the Grant Program report be received for information.

**CARRIED UNANIMOUSLY**

***FIRE CHIEF REPORT:***

Council reviewed the Fire Chief's monthly report.

**2013-26-693** **MOVED BY DEPUTY REEVE MARX** that the Fire Chief's monthly report be received for information.

**CARRIED UNANIMOUSLY**

**PUBLIC HEARING RE BYLAW #07-2013:**

**2013-26-694** **MOVED BY DEPUTY REEVE MARX** that the meeting go into public hearing at 10:15 a.m.

**CARRIED UNANIMOUSLY**

Councillor Podollan stepped out of the meeting at 10:16 a.m. and returned to the meeting at 10:17 a.m.

**2013-26-695** **MOVED BY DEPUTY REEVE MARX** that the meeting come out of public hearing at 10:55 p.m.

**CARRIED UNANIMOUSLY**

**2013-26-696** **MOVED BY DEPUTY REEVE MARX** that the Second and Third reading of the Bylaw No. 07-2013 is tabled pending further information.

**CARRIED UNANIMOUSLY**

Recess was taken at 10:58 a.m. and the meeting reconvened at 11:08 a.m.

**COMMUNITY &  
PROTECTIVE  
SERVICES:**

***THINK LOCAL  
MARKET:***

Council considered having a presentation from a representative for the Think Local Market on the benefits of municipal membership.

**2013-26-697**

**MOVED BY COUNCILLOR NYGAARD** that administration be directed to invite a representative from ThinkLocalMarket.com to present to Council on the benefits of municipal membership.

**CARRIED UNANIMOUSLY**

***HP AGRICULTURAL  
SOCIETY:***

Council considered a funding request from the High Prairie Agricultural Society to fund 50% of the total purchase price of a round pen, to be utilized by the Society and the greater community.

**2013-26-698**

**MOVED BY COUNCILLOR STEWART** that funding in the amount of \$700 under Miscellaneous grants (Agricultural Events) be allocated to the High Prairie Agricultural Society.

**CARRIED UNANIMOUSLY**

***REGIONAL COLLABORATION  
PROGRAM:***

Council considered submitting an application to the Regional Collaboration Program as per the Committee of the Whole discussion on November 25, 2013.

**2013-26-699**

**MOVED BY COUNCILLOR CHARROIS** that administration be directed to submit an application to the Regional Collaboration Program and that Mr. Daniel Steiner, Special Projects Manager is listed as the Project Manager on the application.

**CARRIED UNANIMOUSLY**

***FESTIVAL OF  
TREES:***

Council considered providing funding for the Festival of Trees to upgrade electrical cords used to power the Christmas lights.

**2013-26-700**

**MOVED BY DEPUTY REEVE MARX** that a Miscellaneous grant in the amount of \$1500 be provided to the Festival of Trees Committee to assist with the costs of upgrading the electrical system.

**CARRIED UNANIMOUSLY**

**ECONOMIC  
DEVELOPMENT:**

***MEMBER-AT-  
LARGE:***

Council considered various options to appoint a member-at-large to the Economic Development Committee.

**2013-26-701**

**MOVED BY DEPUTY REEVE MARX** that the appointment of the member who lost the tie-breaker at the Organizational Meeting on October 30, 2013 be appointed.

**CARRIED**

***SPECIAL PROJECTS  
MANAGER:***

Council was presented with the Special Projects Manager's report.

**2013-26-702**

**MOVED BY COUNCILLOR SUTHERLAND** that the Special Projects Manager's report be received for information.

**CARRIED UNANIMOUSLY**

**PLANNING &  
DEVELOPMENT:*****DEVELOPMENT OFFICER'S***

**REPORT:** Council reviewed the Community Development Officer's report for the month of October 2013. Council further discussed reviewing and revising the current permit fee structure.

**2013-26-703** **MOVED BY COUNCILLOR CHARRIOS** that administration bring forward to Council a new schedule of permit fees to the January 2014 Regular Council meeting.

**CARRIED UNANIMOUSLY**

**2013-26-704** **MOVED BY COUNCILLOR STEWART** that the Community Development Officer's October 2013 report be received for information.

**CARRIED UNANIMOUSLY**

**AGRICULTURE:*****TWO ACRE SPRAY  
PROGRAM:***

Council considered removing the two acre spray provision from the Weed Control Policy (ASB-07), as per the Agricultural Advisory Committee recommendation.

**2013-26-705** **MOVED BY DEPUTY REEVE MARX** that the two acre spray provision in the Weed Control Policy (ASB-07) be removed as per the Agricultural Advisory Committee recommendation.

**CARRIED UNANIMOUSLY**

***PEACE COUNTRY  
BEEF CONGRESS:***

Council considered a request to sponsor the 2014 Peace County Beef Congress held in Dawson Creek. Mrs. Suzanne Allan noted that the MD of Big Lakes has historically sponsored the event only in years that it has been held in High Prairie.

**2013-26-706** **MOVED BY DEPUTY REEVE MARX** to receive the request for information.

**CARRIED UNANIMOUSLY**

***AGRICULTURAL  
FIELDMAN***

**REPORT:** Mrs. Suzanne Allan presented Council with the Ag Fieldman report for the month of November 2013.

**2013-26-707** **MOVED BY COUNCILLOR PODOLLAN** that the Ag Fieldman Report for November 2013 be received for information.

**CARRIED UNANIMOUSLY**

***EMERGENT  
RESOLUTION  
ON LEASE LAND:***

Mrs. Allan recommended that in order to expedite the emergent Agricultural Service Board resolution brought forward at the Fall Agricultural Advisory Committee meeting, the resolution is presented to AAMD&C in the spring of 2014.

**2013-26-708** **MOVED BY DEPUTY REEVE MARX** that administration conduct research and draft a resolution on the transferring of lease land management from ESRD to AARD to be presented to AAMD&C in the spring of 2014.

**CARRIED UNANIMOUSLY**

**PUBLIC WORKS:**

**SALE OF USED EQUIPMENT:**

Council was presented with the 2013 Sale of used Public Works Equipment for Unit Numbers T83, T84, and T85.

**2013-26-709**

**MOVED BY COUNCILLOR STEWART** that the report for the 2013 Sale of used Public Works Equipment for Unit Numbers T83, T84, T85 be received for information.

**CARRIED UNANIMOUSLY****OPEN FORUM:**

There were no members of the public present for open forum.

**PUBLIC WORKS CONT'D:****ROAD CLOSURE:**

Council considered having a public hearing in regards to the road closure and lease of road allowance adjacent to the north boundary of NE 20-75-15-W5.

**2013-26-710**

**MOVED BY DEPUTY REEVE MARX** that a public hearing be held in regarding to the road closure and lease of road allowance adjacent to the north boundary of NE 20-75-15-W5.

**CARRIED UNANIMOUSLY****PUBLIC WORKS REPORT:**

Council was presented with a verbal Public Works Superintendent Report.

Mr. Vic Abel updated Council on the completion of various projects. Discussion ensued regarding the development and funding of a Regional water system, including potential long-term benefits. Funding up to 90% may be available from the Government of Alberta in the future.

Council further discussed the funding and regulatory structure of municipal water systems; Alberta Environment and Sustainable Resource Development regulates municipal water codes and practices, while Alberta Transportation supplies the funding.

**2013-26-711**

**MOVED BY COUNCILLOR STEWART** that administration draft a resolution to be presented to AAMD&C regarding the re-structuring of the funding & regulation of municipal water.

**CARRIED UNANIMOUSLY****2013-26-712**

**MOVED BY COUNCILLOR NYGAARD** that the Public Works Superintendent report be received for information.

**CARRIED UNANIMOUSLY**

A recess was taken for lunch at 12:06 p.m. and reconvened at 12:38 p.m.

**FINANCE/ ADMINISTRATION:****CHEQUE LIST:**

Council was presented with the cheque list for October 24, 2013.

**2013-26-713**

**MOVED BY COUNCILLOR PODOLLAN** that cheques #59450 to #59499 in the amount of \$420,517.25 for the period ending October 24, 2013, be received for information.

**CARRIED UNANIMOUSLY****FINANCIAL STATEMENTS:**

Council was presented with the Financial Statements for the period ending October 31, 2013. Mr. Landiuk outlined to Council members the format of the Financial Statements.

**2013-26-714**

**MOVED BY COUNCILLOR SUTHERLAND** that the Financial Statements for the period ending October 31, 2013 be received for information.

**CARRIED UNANIMOUSLY**

**2014 OPERATING &  
CAPITAL BUDGET:**

Council considered scheduling Special Meetings for December 12 & 13, 2013 for the 2014 Interim Operating and Capital Budget.

**2013-26-715**

**MOVED BY COUNCILLOR NYGAARD** that Special Council Meetings be scheduled for December 12 & 13, 2013 for matters related to the 2014 Interim Operating and Capital Budget review.

**CARRIED UNANIMOUSLY****CODE OF  
ETHICS:**

The Code of Ethics Policy (Counc-01) was reviewed by council.

**2013-26-716**

**MOVED BY COUNCILLOR SUTHERLAND** that the Code of Ethics Policy (Counc-01) be approved with no changes.

**CARRIED UNANIMOUSLY****CHRISTMAS STAFF  
RECOGNITION:**

The Christmas Staff Recognition Policy (Admin-21) was reviewed by Council. Councillor Stewart recommended that the policy be adjusted to include the option for staff to select gifts of equivalent value at their own discretion.

**2013-26-717**

**MOVED BY COUNCILLOR STEWART** that the Christmas Staff Recognition Policy (Admin-21) be adjusted to include a Christmas gift a \$100 pre-paid Visa, a \$100 grocery voucher, or MD apparel up to a maximum value of \$100.

**CARRIED UNANIMOUSLY****REMUNERATION  
POLICY:**

The Councillor and At-Large Honorarium Policy (Counc-04) was reviewed by Council. Mr. Landiuk recommended that Council direct the new CAO to conduct a comparative review of honorarium policies throughout the Province and make a recommendation to Council accordingly.

**2013-26-718**

**MOVED BY COUNCILLOR CHARROIS** that the Councillor and At-Large Honorarium Policy (Counc-04) be received for information.

**CARRIED UNANIMOUSLY****SEVERANCE PACKAGE  
POLICY:**

Councillor Stewart presented Council with the Council Severance Package Policy (Counc-08). Councillor Stewart recommended that Council rescind the policy. Discussion ensued. Councillor Stewart requested a recorded vote.

**2013-26-719**

**MOVED BY COUNCILLOR STEWART** that the Council Severance Package Policy (Counc-08) be rescinded.

**TABLED****2013-26-720**

**MOVED BY DEPUTY REEVE MARX** to table discussion to a regular Council meeting when all Council members are present.

**CARRIED****ASSESSMENT REVIEW  
BOARD:**

Council was presented with a list of training days for the Assessment Review Board Training.

**MPC/COW  
MEETINGS:**

Council considered rescheduling the Municipal Planning Commission and Committee of the Whole Meetings.

**2013-26-721**

**MOVED BY COUNCILLOR SUTHERLAND** that the Municipal Planning Commission meeting be rescheduled to December 18, 2013 at 10:00 a.m. and the Committee of the Whole meeting be cancelled for the month of December.

**CARRIED UNANIMOUSLY**

**CORRESPONDENCE:**

- 2013-26-722**                    **MOVED BY DEPUTY REEVE MARX** that the following items of correspondence be received for information:
- i.            High Prairie School Division Board of Trustees re: Organizational Meeting October 23, 2013
  - ii.          High Prairie School Division Board of Trustees re: Regular Board Meeting October 23, 2013
  - iii.         V.S.I. Services Third Quarter Report Dated October 31, 2013
  - iv.          High Prairie & District Chamber of Commerce Letter Dated October 21, 2013 re: Candidates Forums
  - v.            High Prairie & Area Chamber of Commerce Minutes Dated October 2, 2013
  - vi.          High Prairie & District Regional Recreation Board Meeting Minutes Dated September 9, 2013.
  - vii.         Peace Library System Letter Dated November 15, 2012
  - viii.        Letter from Teamsters Canada President Robert Bouvier.

**CARRIED UNANIMOUSLY**

***BIRCH HILLS COUNTY:***

Council was an invitation to attend the 100 Year Celebration of Birch Hills County on December 6, 2013.

- 2013-26-723**                    **MOVED BY DEPUTY REEVE MARX** that a plaque be sent to Birch Hills County in requisition of their 100 Year Celebration.

**CARRIED UNANIMOUSLY**

***NATIONAL CHILD DAY:***

Council considered appointing November 20 as National Child Day in Canada.

- 2013-26-724**                    **MOVED BY COUNCILLOR SUTHERLAND** that November 20 be proclaimed National Child Day.

**CARRIED UNANIMOUSLY**

***CHILDREN'S CHARTER:***

Council considered an endorsement for the Northwest Alberta Children's Charter of Rights.

- 2013-26-725**                    **MOVED BY COUNCILLOR MARX** that Council endorse the Northwest Alberta Children's Charter of Rights.

**CARRIED UNANIMOUSLY**

- CN:**                                Council considered a letter from CN regarding safety performance measures and the movement of Dangerous Goods. The letter recognized public concern over a recent derailment and, due to this concern, offered to arrange a meeting between the CN Dangerous Goods officials and municipal representatives.

- 2013-26-726**                    **MOVED BY COUNCILLOR CHARROIS** that administration schedule a meeting with CN's Dangerous Goods officials to present to Council on CN's safety practices and emergency preparedness within the M.D.

**CARRIED UNANIMOUSLY**

**COUNCILLOR COMMUNITY/ COMMITTEE REPORTS:**

- D. MARX:**                        Deputy Reeve Marx reported his attendance at the High Prairie Seed Cleaning Plant Co-Operative meeting.
- F. SUTHERLAND:**                Councillor Sutherland reported his attendance at the Peace River-Grouard Trail Net Society meeting.

**K. MATTHEWS:** Reeve Matthews reported his attendance at the Fall AAMD&C Conference, the Fall Agricultural Advisory Committee meeting, the Veterinary Services Inc. (V.S.I.) Annual General Meeting, the Regional Agricultural Service Board Conference, the Municipal Planning Commission meeting, the Committee of the Whole meeting and the regular Council meeting.

Reeve Matthews also reported on his meeting with the Minister of Municipal Affairs, Hon. Doug Griffiths, at the Fall AAMD&C Conference. The Minister outlined the drafted Enabling Regional Growth Boards Act which will establish voluntary regional partnerships. The Government will require that Boards report annually on their activities.

**R. NYGAARD:** Councillor Nygaard reported his attendance at the Fall AAMD&C Conference, the Royal Purple and the Faust Community Association.

**E. PODOLLAN:** Councillor Podollan reported his attendance at the Fall AAMD&C Conference and the regular Council meeting.

**D.CHARROIS:** Councillor Charrois reported his attendance at the High Prairie & District Recreation Board Meeting.

**A.STEWART:** Councillor Stewart reported her attendance at the Fall AAMD&C Conference, the High Prairie Library Board meeting, the Fall Agricultural Advisory Committee meeting, the Committee of the Whole meeting, the High Prairie Children’s Resource Council meeting and the regular Council meeting.

**2013-26-727** **MOVED BY COUNCILLOR SUTHERLAND** that the Councillor Community /Committee Reports be received for information.

**CARRIED UNANIMOUSLY**

**MEETING SCHEDULE:**

December 4, 2013	8:30 a.m.	Elected Officials Seminar
December 11, 2013	10:00 a.m.	Council Meeting
December 12 &13, 2013	10:00 a.m.	Operating & Capital Budget
December 18, 2013	10:00 a.m.	Municipal Planning Commission

**NEXT MEETING:** The next Regular Council Meeting will be held on December 11, 2013 at the M.D. Administration Building.

A break was taken at 2:02 p.m.

**IN CAMERA:**

**2013-26-728** **MOVED BY COUNCILLOR SUTHERLAND** to go into camera at 2:10 p.m. to discuss Negotiations and Personnel matters.

**CARRIED UNANIMOUSLY**

**2013-26-729** **MOVED BY DEPUTY REEVE MARX** to come out of camera at 2:52 p.m.

**CARRIED UNANIMOUSLY**

**2013-26-730** **MOVED BY DEPUTY REEVE MARX** to direct administration to proceed with land acquisition.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT:**

**2013-26-731** **MOVED BY COUNCILLOR STEWART** that the meeting be adjourned at 2:55 p.m.

**CARRIED UNANIMOUSLY**

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Ken Matthews, Reeve

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Bill Landiuk, Interim C.A.O.



**MUNICIPAL DISTRICT OF BIG LAKES  
PUBLIC HEARING  
(LAND USE BYLAW AMENDMENT 07-2013)  
November 27, 2013**

Minutes of the Municipal District of Big Lakes Public Hearing for an amendment to the Land Use Bylaw held at the M.D. Administration Building in High Prairie, Alberta on Wednesday, November 27, 2013 commencing at 10:15 a.m.

**PRESENT WERE:**

Reeve:	Ken Matthews, N. Gilwood/Triangle
Deputy Reeve:	David Marx, Prairie Echo/Salt Prairie
Councillor:	Donald Charrois, HP East/Banana Belt Robert Nygaard, Faust Edward Podollan, Joussard Ann Stewart, S. Sunset House/Gilwood Frank Sutherland, Grouard
Absent:	Ken Killeen, Kinuso Ray Dupres, Enilda /Big Meadow
Administration:	Bill Landiuk, Acting CAO/Treasurer Suzanne Allan, Recording Secretary Vic Abel, Interim Public Works Superintendent Daniel Steiner, Special Projects Manager Pat Olansky, Community Development Officer Jessica Martinson, Executive Secretary Donna Duscheneau, Public Works Coordinator
Members of the Public:	Marie Rasi Terry & Robert Smith Dawn & Lynn Sandquist Stan & Stella Sware
Press:	Chris Clegg, South Peace News Darren Vandenberg, Prairie FM

**CALL TO ORDER:**

Reeve Matthews called the public hearing to order at 10:15 a.m.

The Municipal District of Big Lakes has received an application from Marie Rasi to re-district SE 23-74-16-W5 from Agriculture (AG) District to the Parks & Institutional (PI) District.

Ms. Rasi has proposed the use of the existing dwellings as a “Group Care Facility”, which is a Discretionary use under the PI District. Ms. Rasi is an experienced group home operator and she would like to develop a residential facility in the M.D. of Big Lakes to “support individuals, specifically children and youth, and their families in life, self-identity, and independent living skills encompassing holistic living in a ranch-style environment.” This facility would be licensed under the Child, Youth and Family Enhancement Act of Alberta and staffed on a 24/7 basis as per the license. According to Ms. Rasi, the typical ratio is 1 supervisor for every 4 residents. The maximum capacity for each residence will be dependent on the province’s approval.

Land Use Districts in proximity to SE 23-74-16-W5 include Agriculture and Commercial/Industrial. Uses of the adjacent lands include agricultural practices, bingo hall, and country residential.

Bylaw 07-2013 was provided first reading by Council on October 9, 2013. The public hearing was duly advertised in the November 13 and 20, 2013 issues of the South Peace News. No written submissions in favor or opposed to the re-districting application have been received.

Reeve Matthews called for comments from the public.

Discussion ensued as to the nature of the planned facility for the area proposed for re-districting. Members of the public and Council requested more information on regulations and practices. Ms. Rasi explained that the intended facility will be established for families in need that wish to be there; it will not be a secured area. Ms. Rasi further explained that the Government of Alberta has mechanisms in place to ensure safe and lawful operation of the facility under the Child, Youth and Family Enhancement Act. Members of the public questioned what recourse to action will be available to the neighbouring public should the need arise.

Members of Council commented that more information and planning is necessary to make a well informed decision.

The public hearing was closed at 10:55 a.m.

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Ken Matthews, Reeve

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Bill Landiuk, Interim C.A.O.