

**BIG LAKES COUNTY
COUNCIL MEETING
November 25, 2015**

Minutes of the Big Lakes County Regular Council Meeting held at the County Administration Building in High Prairie, Alberta on Wednesday, November 25, 2015 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
Ken Killeen, Kinuso
Ron Matula, Enilda/Big Meadow
Frank Sutherland, Grouard
Robert Nygaard, Faust
Edward Podollan, Joussard

Absent: Ann Stewart, S. Sunset House/Gilwood

Administration: William Kostiw, CAO
Bill Landiuk, Exec. Director of Corporate Services
Jessica Martinson, Recording Secretary
Pat Olansky, Director of Planning & Development
Leo Tobin, Fire Chief
Robbie Klatt, Agriculture Fieldman
Suzanne Allan, Manager of Community Development
Ted Laszczak, Manager of Utilities
Andrew Austin, GIS Technician
MJ Valiquette, Grants Officer
Vic Abel, Director of Public Works and Utilities

Press: Chris Clegg, South Peace News

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

AGENDA:

2015-21-802 **MOVED BY COUNCILLOR NYGAARD** that the November 25, 2015 agenda be adopted as presented.

CARRIED UNANIMOUSLY

MINUTES:

2015-21-803 **MOVED BY COUNCILLOR CHARROIS** that the minutes of the October 27, 2015 Organizational Council Meeting be adopted as presented.

CARRIED UNANIMOUSLY

2015-21-804 **MOVED BY COUNCILLOR SUTHERLAND** that the minutes of the October 28, 2015 Regular Council Meeting be adopted as presented.

CARRIED UNANIMOUSLY

**BUSINESS ARISING
FROM MINUTES:**

ACTION LIST: Council reviewed the action list.

2015-21-805 **MOVED BY DEPUTY REEVE MARX** that the action list be received for information.

CARRIED UNANIMOUSLY

STAFF REPORTS:

STAFF REPORTS: Council was presented with the staff reports.

2015-21-806 **MOVED BY COUNCILLOR CHARROIS** that Big Lakes County Council meet with the Town of Swan Hills in Kinuso on December 15, 2015.

CARRIED UNANIMOUSLY

2015-21-807 **MOVED BY COUNCILLOR PODOLLAN** that the Chief Administrative Officer's report be received for information.

CARRIED UNANIMOUSLY

2015-21-808 **MOVED BY COUNCILLOR KILLEEN** that the following reports be received for information:

- Executive Director of Corporate Services
- Director of Planning & Development
- Director of Public Works
- Director of Utilities
- Manager of Community Development
- Manager of FCSS
- Ag Fieldman & ASB Manager
- Fire Chief

CARRIED UNANIMOUSLY

ADMINISTRATION:

ANNUAL LIGHT-UP

CELEBRATIONS: Council was presented with an invitation from the High Prairie Community Beautification Association inviting Reeve Matthews to represent Big Lakes County during the annual light-up celebrations taking place on Friday, November 27, 2015.

2015-21-809 **MOVED BY COUNCILLOR CHARROIS** that Deputy Reeve Marx be approved to say a few words at the annual light-up celebration being hosted by the High Prairie Community Beautification Association on Friday, November 27, 2015.

CARRIED UNANIMOUSLY

BROWNLEE LLP

EMERGING TRENDS

SEMINAR: Council considered sending two members to attend the Emerging Trends in Municipal Law Seminar hosted by Brownlee LLP in Edmonton on February 18, 2016.

2015-21-810 **MOVED BY COUNCILLOR PODOLLAN** that 2 Councillors be approved to attend the Emerging Trends in Municipal Law Seminar being hosted by Brownlee LLP in Edmonton on February 18, 2016 at the Edmonton EXPO Centre.

CARRIED UNANIMOUSLY

2015-21-811 **MOVED BY DEPUTY REEVE MARX** that Councillor Sutherland and Councillor Matula be approved to attend the Emerging Trends in Municipal Law Seminar being hosted by Brownlee LLP in Edmonton on February 18, 2016 at the Edmonton EXPO Centre.

CARRIED UNANIMOUSLY

SUSTAINABLE COMMUNITIES

CONFERENCE 2016: Council considered sending two – three members to the Federation of Canadian Municipalities (FCM) Sustainable Communities Conference 2016 being held February 9-11, 2016 in Ottawa, ON.

2015-21-812 **MOVED BY DEPUTY REEVE MARX** that the discussion on the Federation of Canadian Municipalities (FCM) Sustainable Communities Conference 2016 being held February 9-11, 2016 in Ottawa, ON be tabled until the December 9, 2015 meeting.

CARRIED UNANIMOUSLY

COUNCILLOR REQUEST

FOR TIME AWAY: Council considered granting Councillor Podollan time away from early December 2015 to February 29, 2016.

2015-21-813 **MOVED BY COUNCILLOR NYGAARD** that Councillor Podollan's request for time away for personal reasons be approved from early December 2015 to February 29, 2016.

CARRIED UNANIMOUSLY

MEMBER AT-LARGE

APPOINTMENTS: Council was presented with letters of interest for members at-large on various committees.

2015-21-814 **MOVED BY DEPUTY REEVE MARX** that secret ballots for the purpose of member at large appointments be held wherever necessary.

CARRIED UNANIMOUSLY

2015-21-815 **MOVED BY DEPUTY REEVE MARX** that Pat Olansky and Vic Abel be appointed as returning officers for the purpose of the November 25, 2015 Regular Council Meeting.

CARRIED UNANIMOUSLY

MUNICIPAL PLANNING

COMMISSION MEMBERS





AT-LARGE: Council considered re-structuring the Municipal Planning Commission to all of Council and four members at large.

2015-21-816 **MOVED BY DEPUTY REEVE MARX** that the Municipal Planning Commission structure remain at 2 members at-large.

CARRIED UNANIMOUSLY

MUNICIPAL PLANNING

COMMISSION: Council considered appointing 2 members at large to the Municipal Planning Commission. Letters of interest were received from:

-  Randy Ehman
-  Leo Casavant
-  Megan Payne
-  Duane A. Nichols

A secret ballot was taken.

2015-21-817 **MOVED BY COUNCILLOR NYGAARD** that Randy Ehman and Duane Nichols be appointed as members at large to the Municipal Planning Commission.

CARRIED UNANIMOUSLY

SUBDIVISION & DEVELOPMENT APPEAL




BOARD: Letters of interest were received from Helen Henderson and Randy Ehman. Administration noted that Randy Ehman was appointment to the Municipal Planning Commission and will not be able to sit on the Subdivision and Development Appeal Board.

2015-21-818 **MOVED BY DEPUTY REEVE MARX** that Helen Henderson be appointed to the Subdivision & Development Appeal Board and that administration be directed to re-advertise for members at-large for the Subdivision & Development Appeal Board until a suitable candidate is found.

CARRIED UNANIMOUSLY

***BIG LAKE COUNTY
LIBRARY BOARD:***

Council considered appointing 2 members at large to the Big Lakes County Library Board. Letters of interest were received from:

-  Jean Sheldon
-  Davena Clark-Ross
-  Simone Blacha



A secret ballot was taken.

2015-21-819 **MOVED BY COUNCILLOR SUTHERLAND** that Jean Sheldon and Simone Blacha be appointed as members at-large to the Big Lakes County Library Board.

CARRIED UNANIMOUSLY

***HIGH PRAIRIE LIBRARY
BOARD:***

Council considered appointing 1 member at large to the High Prairie Library Board. Letters of interest were received from:

-  Pam Sware
-  Leanne Henry

A secret ballot was taken.

2015-21-820 **MOVED BY DEPUTY REEVE MARX** that Pam Sware be appointed as a member at-large to the High Prairie Library Board.

CARRIED UNANIMOUSLY

***HIGH PRAIRIE REGIONAL
AIRPORT ADVISORY
COMMITTEE:***

Council considered appointing 2 members at-large to the High Prairie Regional Airport Advisory Committee. Letters of interest were received from:

-  Roland Gauthier

2015-21-821 **MOVED BY DEPUTY REEVE MARX** that Roland Gauthier be appointed as a member at-large to the High Prairie Regional Airport Advisory Committee and that administration be directed to re-advertise for members at-large for the High Prairie Regional Airport Advisory Committee until a suitable candidate is found.

CARRIED UNANIMOUSLY

2015-21-822 **MOVED BY COUNCILLOR SUTHERLAND** that the secret ballots be destroyed.

CARRIED UNANIMOUSLY

A break was taken from 11:02 a.m. to 11:12 a.m.

***GROUARD
FACILITIES:***

Council considered renting, leasing or purchasing vacant facilities within the Hamlet of Grouard.

2015-21-823 **MOVED BY COUNCILLOR NYGAARD** that administration be directed to arrange a tour of the Northern Lakes College Grouard Campus for December 21, 2015 at 10:00 a.m..

CARRIED UNANIMOUSLY

CORPORATE SERVICES:

CHEQUE LIST: Council was presented with the cheque list for October 28, 2015.

2015-21-824 **MOVED BY COUNCILLOR MATULA** that cheques #68980 to #69114 in the amount of \$2,021,074.69 for the period ending October 28, 2015 be received for information.

CARRIED UNANIMOUSLY

FINANCIAL STATEMENTS:

Council was presented with the Financial Statements for the period ending October 31, 2015.

2015-21-825 **MOVED BY COUNCILLOR NYGAARD** that the Financial Statements for the period ending October 31, 2015 be received for information.

CARRIED UNANIMOUSLY

FINANCIAL CONTROL

POLICY – ADM06: Council reviewed the amended Financial Control Policy – ADM06. Bill – look into amendments ie.Fees to engineering and construction.

2015-21-826 **MOVED BY COUNCILLOR NYGAARD** that the amended Financial Control Policy – ADM06 be tabled until the January 2016 Regular Council Meeting.

CARRIED UNANIMOUSLY

BUDGET MEETING

DATES: Council considered setting December 15, 2015 and December 16, 2015 for the Special Council meeting dates.

2015-21-827 **MOVED BY COUNCILLOR SUTHERLAND** that the Special Council meetings be set for Tuesday, December 15, 2015 beginning at 1:00 p.m. and Wednesday, December 16, 2015 beginning at 10:00 a.m. for the purpose of adopting the 2016 interim capital and operating budgets.

CARRIED UNANIMOUSLY

CORPORATE CREDIT CARD POLICY –

ADMIN 52: Council reviewed the Corporate Credit Card Policy – ADMIN 52.

2015-21-828 **MOVED BY COUNCILLOR MATULA** that the Corporate Credit Card Policy – ADMIN 52 be approved as amended.

CARRIED UNANIMOUSLY

INVESTING SERVICES

PRESENTATION: Council considered having a special meeting in January 2016 to have three financial institutions provide a presentation on what they can provide the County for our investing portfolio.

2015-21-829 **MOVED BY COUNCILLOR MATULA** that a Special meeting be scheduled for January 25, 2016 at 9:00 a.m. to deal with determining which financial institution will provide future investment solutions for Big Lakes County.

CARRIED UNANIMOUSLY

PUBLIC FORUM:

D. BISSELL: Donald Bissell with the Enilda & District Society for Recreation & Culture (EDSRC) advised council of an agreement between EDSRC and the County for the old fire hall land. Reeve Matthews advised that administration would look into the agreement and be in contact with Mr. Bissell.

2015-21-830 **MOVED BY COUNCILLOR MATULA** that the presentation from Donald Bissell be received for information.

CARRIED UNANIMOUSLY

RESERVE BID: The reserve bids for the December 11th, 2015 tax sale as determined by Compass Assessment Consultants were presented to Council for approval.

2015-21-831 **MOVED BY COUNCILLOR CHARROIS** that the reserve bids for the December 11th, 2015 Tax Sale be approved as presented.

CARRIED UNANIMOUSLY

The meeting recessed for lunch at 11:57 a.m. and reconvened at 12:39 p.m.

PLANNING & DEVELOPMENT:

SALE OF LAND – GROUARD LOTS RITCHIE BROS AUCTION:

Council was presented with lots proposed for sale in Grouard.

2015-21-832 **MOVED BY COUNCILLOR NYGAARD** that a contract be signed with Ritchie Bros. Auctioneers for an unreserved real estate auction of the following properties in Grouard:

1. Lot 7 Block 1 Plan 5471KS (Roll #048938)
2. Lot 38 Block 2 Plan 772 2085 (Roll #188791)
3. Lot 29 Block 2 Plan 772 2085 (Roll #188782)
4. Plan 112 1885, Block 1 Lot 30C (Roll #052371)
5. Plan 832 0217, Lot 4A (Roll #223855)
6. Plan 782 1258, Lot 2 (Roll #193795)
7. Plan 2359AR, Block 38, Lots 4, 5 & 6 (Roll #049863)
8. Plan 122 0948, Block 38, Lot 9 (Roll #047544)
9. Plan 1904V, Block X (Roll #097177)
10. Plan 9926452, Lot 1B (Roll #315659)
11. Plan 992 6452, Lot 1C (Roll #315716)
12. River Lots 1, 2 & 3, Lesser Slave Lake Settlement (Roll #464635, #315509, #464637)

CARRIED

2015-21-833 **MOVED BY COUNCILLOR KILLEEN** that the land sale with Ritchie Bros. Auctioneers be scheduled for June or July 2016.

CARRIED

MDP/LUB REVIEW

PROJECT UPDATE: Council reviewed the Municipal Development Plan and the Land Use Bylaw project report.

2015-21-834 **MOVED BY COUNCILLOR CHARROIS** that the Municipal Development Plan and the Land Use Bylaw project report be received for information.

CARRIED UNANIMOUSLY

MUNICIPAL PLANNING COMMISSION MEMBERS

AT-LARGE: Council considered re-structuring the Municipal Planning Commission to all of Council and four members at large.

2015-21-835 **MOVED BY DEPUTY REEVE MARX** that the Municipal Planning Commission structure be received for information.

CARRIED UNANIMOUSLY

PUBLIC WORKS:***BUDGET ADMENDMENT******2015 GRAVEL***

CRUSHING: Council was presented with the budget amendment for the 2015 Gravel Crushing – West Gravel supply.

2015-21-836 **MOVED BY DEPUTY REEVE MARX** that the 2015 Operating Budget be increased in the amount of \$310,000.00 for additional volume of crushed gravel for 2015 Gravel Crushing to be coded to 2-32-60-00-357.

CARRIED UNANIMOUSLY

SALE OF USED VEHICLE –

H.P. REC BOARD: Council considered selling one of Big Lakes County's used enforcement vehicles to the High Prairie Recreation Board.

2015-21-837 **MOVED BY COUNCILLOR CHARROIS** that the 2009 Dodge Ram 2500 Quad Cab 4X4 truck, Unit T92, be offered for sale to the High Prairie Recreation Board in the amount of \$6,000.00.

CARRIED UNANIMOUSLY

CAPITAL BUDGET AMENDEMENT – LAND

ACQUISITION: Council considered amending the 2015 Capital Budget for Land Acquisition.

2015-21-838 **MOVED BY COUNCILLOR PODOLLAN** that the 2015 Capital Budget be amended to add \$2,000.00 to Land Acquisition 4-31-10-00-640 funded from the Transportation General Reserve.

CARRIED UNANIMOUSLY

UTILITIES:***DRILLING TEST HOLES - OLD LAGOON SITE***

IN JOUSSARD: Council considered approving the lowest qualified quote for drilling test holes at the Old Lagoon Site in Joussard.

2015-21-839 **MOVED BY COUNCILLOR PODOLLAN** that the lowest qualified quote be approved for drilling test holes at the Old Lagoon Site in Joussard.

CARRIED UNANIMOUSLY

COMMUNITY SERVICES:***FAUST COMMUNITY LEAGUE COMM. CLEAN-UP REQUEST FOR***

SPONSORSHIP: Council considered providing funding for the Faust Community League community clean-up.

2015-21-840 **MOVED BY COUNCILLOR NYGAARD** that Council supports the Faust Community through a Hamlet Cleanup grant in the amount of \$1,000 to the Faust Community League for costs incurred in October 2015.

CARRIED UNANIMOUSLY

LSLNCCA: Council reviewed the letter from Lesser Slave Lake North Country Community Association (LSLNCCA) regarding the review of Capital Project Grant and Denial of Funding request.

2015-21-841 **MOVED BY COUNCILLOR PODOLLAN** that the Lesser Slave Lake North Country Community Association (LSLNCCA) letter be received for information.

CARRIED

2015-21-842 **MOVED BY COUNCILLOR KILLEEN** that administration be directed to follow up with Bash n' at the Beach to make sure all bills are paid.

CARRIED

FIRE SERVICES:

REQUEST FOR TENDER:

Council considered going to tender for an addition to be placed on to the Jousard Fire Hall.

2015-21-843 **MOVED BY DEPUTY REEVE MARX** that administration hire an architect for the addition to the Jousard Fire Hall for Councils approval.

CARRIED UNANIMOUSLY

**INFORMATION/
CORRESPONDENCE:**

2015-21-844 **MOVED BY COUNCILLOR MATULA** that the following items of correspondence be received for information:.

- ❖ Councillor Attendance Report for October 2015
- ❖ Big Lakes FCS (Emergency Social Services) Information & Guide
- ❖ Northland School Division No. 61 newsletter
- ❖ News report
- ❖ Letter sent to the Honorable Kathleen Ganley re: Vacant Dog Handler Position
- ❖ Court Closure for Christmas 2015
- ❖ Northern Alberta Water & Wastewater Stakeholders Group meeting minutes – October 22, 2015
- ❖ High Prairie Municipal Library Board Minutes October 06, 2015
- ❖ Letter from Brian Ferguson, Director, Assessment Audit dated October 16, 2015 re: Following up on the 2013 Provincial Mid-Size Oil & Gas Audit
- ❖ Letter from Pembina Hills Regional Division School Board re: School Board reviews school attendance areas
- ❖ High Prairie School Division Board of Trustees meeting minutes – October 28, 2015
- ❖ Thank-You card from Kinuso Senior Citizens
- ❖ Email from Shelly Anderson Dated October 24, 2015 re: Urban Aboriginal Strategies Community Planning
- ❖ Email from Steve Pasquan, Bridge Technologist Dated October 23, 2015 re: Adams Creek and Foley Creek Bridges.
- ❖ RMRF Letter dated October 5, 2015 re: 2015 TY Assessment Complaints
- ❖ Letter from C/Supt. Brenda Lucki, District Commander Western Alberta District Dated October 21, 2015 re: Alberta RCMP 2014-2015 Year in Review.
- ❖ Email from OPUS Stewart Weir dated October 26, 2015 re: Hamlet Street Lighting
- ❖ High Prairie & District Children's Resource Council Letter Dated September 22, 2015 re: Thank you
- ❖ V.S.I. Services Letter Dated October 19, 2015
- ❖ Northland School Division re: Achimowin News Flash October 27, 2015
- ❖ Email from Brian Vance dated October 27, 2015 re: Meeting on November 3, 2015 Intergrated Watershed Planning, Councils, LSWC and Alberta Government

CARRIED UNANIMOUSLY

2015-21-845 **MOVED BY COUNCILLOR NYGAARD** that the CAO Review be held in Edmonton, AB on December 14, 2015.

CARRIED UNANIMOUSLY

A break was taken at 2:13 pm. to 2:25p.m.

IN CAMERA:

2015-21-846 **MOVED BY COUNCILLOR SUTHERLAND** to go into camera at 2:25 p.m. to discuss legal and labour matters.

CARRIED UNANIMOUSLY

2015-21-847 **MOVED BY COUNCILLOR SUTHERLAND** to come out of camera at 3:23 p.m.

CARRIED UNANIMOUSLY

2015-21-848 **MOVED BY COUNCILLOR PODOLLAN** that the Joussard Trunk Line Extension East to Highway 2 Project proceed to tender.

CARRIED UNANIMOUSLY

2015-21-849 **MOVED BY DEPUTY REEVE MARX** that administration pursue grant funding for the Triangle water reservoir and re-pump station project.

CARRIED UNANIMOUSLY

2015-21-850 **MOVED BY DEPUTY REEVE MARX** that administration be directed to schedule a meeting with Peavine Metis Settlement to discuss the McLennan Connector Road.

CARRIED UNANIMOUSLY

2015-21-851 **MOVED BY COUNCILLOR PODOLLAN** that the Enilda fire hall swap with the Enilda & District Society for Recreation and Culture (EDSRC) be investigated.

CARRIED UNANIMOUSLY

2015-21-852 **MOVED BY DEPUTY REEVE MARX** that administration be directed to bring back the formula for the water and sewer connection fees as discussed to the next meeting.

CARRIED UNANIMOUSLY

MEETING SCHEDULE:

November 30, 2015 1:00 p.m. Inter-Municipal Meeting

NEXT MEETING: The next Regular Council Meeting will be held on December 09, 2015 at the County Administration Building.

ADJOURNMENT:

2015-21-853 **MOVED BY COUNCILLOR CHARROIS** that the meeting be adjourned at 3:42 p.m.

CARRIED UNANIMOUSLY

Ken Matthews, Reeve

William (Bill) Kostiw, C.A.O