

**BIG LAKES COUNTY  
COUNCIL MEETING  
February 22, 2023**

Minutes of the Big Lakes County Regular Council Meeting held at the County Administration Building in High Prairie, Alberta on Wednesday, February 22, 2023, at 10:00 a.m.

**PRESENT WERE:**

Reeve:	Robert Nygaard, Faust
Deputy Reeve:	Jim Zabolotniuk, N. Gilwood/ Triangle
Councillor:	Tyler Airth, HP East/ Banana Belt (Zoom)
	Jeff Chalifoux, Grouard
	Roberta Hunt, Kinuso
	Richard Mifflin, Jousard
	Ann Stewart, S. Sunset House/ Gilwood
	Garrett Zahacy, Prairie Echo/ Salt Prairie
Absent:	Lane Monteith, Enilda/ Big Meadow
Administration:	Roy Brideau, Interim CAO (Zoom)
	Kevin Cymbaluk, Director of Public Works
	Brett Hawken, Director of Community & Protective Services
	Pat Olansky, Director of Planning & Development
	David Reynolds, Director of Corporate Services
	Jessica Plante, Recording Secretary
	Eunice McCauley, Human Resources Manager
Press:	Richard Froese, South Peace News

**CALL TO ORDER:** Reeve Nygaard called the meeting to order at 10:17 a.m.

**ADDITIONS TO THE AGENDA:**

Addition to the agenda - Faust Community League – Co-op Community Spaces Funding – Letter of Support

**2023-04-073**

**MOVED BY COUNCILLOR STEWART** that the February 22, 2023, agenda be adopted as amended.

**CARRIED**

**MINUTES:**

**2023-04-074**

**MOVED BY COUNCILLOR MIFFLIN** that the February 8, 2023, Regular Council Meeting Minutes be adopted as presented.

**CARRIED**

**BUSINESS ARISING FROM MINUTES:**

***ACTION LIST:***

**2023-04-075**

**MOVED BY COUNCILLOR HUNT** that the action list be received for information.

**CARRIED**

**CORPORATE SERVICES:**

***HIGH PRAIRIE RED WINGS SPONSORSHIP:***

**2023-04-076**      **MOVED BY COUNCILLOR MIFFLIN** that the High Prairie Red Wings hockey team be approved to receive sponsorship funding in the amount of \$300.

**CARRIED**

***SPECIAL COUNCIL MEETING – 2023 OPERATING & CAPITAL BUDGET DELIBERATION DATES – FINAL BUDGET:***

**2023-04-077**      **MOVED BY COUNCILLOR STEWART** that a Special Council meeting be approved for April 19, 2023 beginning at 9:00 a.m. in the Council Chambers of the County Administration Office for the purpose of adopting the 2023 Operating and Capital Budgets.

**CARRIED**

***CORPORATE CREDIT CARD POLICY UPDATE:***

**2023-04-078**      **MOVED BY COUNCILLOR MIFFLIN** that the changes to the Corporate Credit Card Policy Admin-52 be approved with the additional amendment to increase the Executive Assistant credit limit to \$25,000.

**CARRIED**

***KINOSAYO MUSEUM SOCEITY:***

**2023-04-079**      **MOVED BY COUNCILLOR HUNT** that Council agrees to provide a letter of support to the Kinosayo Museum Society for their Canada Cultural Spaces Fund grant application for the causeway development project located at the museum and that Council agrees to provide a letter of support for the museum’s grant application to the Infrastructure Canada Grant for the retrofit to the garage renovation.

**CARRIED**

***STATEMENT OF OPERATIONS – JANUARY 2023:***

Councillor Zahacy stepped out of the meeting at 11:16 a.m. and returned at 11:17 a.m.

**2023-04-080**      **MOVED BY COUNCILLOR CHALIFOUX** that the Statement of Operations – January 2023 be received for information.

**CARRIED**

A break was taken from 11:17 a.m. to 11:26 a.m.

***BIG LAKES CHARITY GOLF TOURNAMENT:***

**2023-04-081**      **MOVED BY COUNCILLOR NYGAARD** that the Big Lakes Charity Golf Tournament be discontinued and that the remaining funds in the Big Lakes Charity Golf Tournament account be donated to charities Council wishes to support.

**DEFEATED**

**2023-04-082**      **MOVED BY COUNCILLOR STEWART** that Council approves the cancellation of the Big Lakes Charity Golf Tournament and that administration bring forward charity fundraising alternatives.

**CARRIED**

**FAUST COMMUNITY LEAGUE – CO-OP COMMUNITY SPACES FUNDING – LETTER OF SUPPORT:**

**2023-04-083**      **MOVED BY COUNCILLOR CHALIFOUX** that a letter of support for the Faust Community League’s grant funding application toward the Co-op Community Spaces Funding to build a shelter over the Faust skating rink be approved.

**CARRIED**

The meeting recessed for lunch break at 11:54 a.m. and reconvened at 12:32 p.m.

**PLANNING & DEVELOPMENT:**

***POLICY ADMIN-18 – DEVELOPMENT PERMIT, SUBDIVISION, & LAND USE BYLAW APPLICATION FEE REFUND POLICY:***

**2023-04-084**      **MOVED BY COUNCILLOR HUNT** that the Development Permit, Subdivision & Land Use Bylaw Application Fee Refund Policy Admin-18 be approved as presented.

**CARRIED**

***REVISED JOINT USE & PLANNING AGREEMENT WITH HIGH PRAIRIE SCHOOL DIVISION:***

**2023-04-085**      **MOVED BY COUNCILLOR MIFFLIN** that the amendments to the Joint Use and Planning Agreement with High Prairie School Division for the Jousard and Kinuso Schools be approved as amended.

**CARRIED**

***EXPRESSION OF INTEREST TO PURCHASE COUNTY OWNED LAND:***

**2023-04-086**      **MOVED BY COUNCILLOR CHALIFOUX** that the public land sale for Plan 5688MC, Block 2, Lot 20 be tabled for further information.

**CARRIED**

**PUBLIC HEARING:**

***LAND USE BYLAW AMENDMENT #01-2023 – SECOND & THIRD READING:***

**2023-04-087**      **MOVED BY COUNCILLOR CHALIFOUX** that the public hearing for Bylaw 01-2023 be called to order at 1:04 p.m.

**CARRIED**

**2023-04-088**      **MOVED BY COUNCILLOR STEWART** that the public hearing for Bylaw 01-2023 be closed at 1:24 p.m.

**CARRIED**

**2023-04-089**      **MOVED BY COUNCILLOR AIRTH** that second reading be given to Bylaw 01-2023 with the following amendments:

- 1. Add to 7.3      Agriculture (AG) District  
7.3.2 Uses

PERMITTED	DISCRETIONARY
Industrial Wellsite Trailer (up to 3 units)	

- 2. Add to 7.7      Crown Land (CL) District  
7.7.2 Uses

PERMITTED	DISCRETIONARY
Industrial Wellsite Trailer (up to 3 units)	

**CARRIED**

**2023-04-090**            **MOVED BY COUNCILLOR STEWART** that third reading be given to Bylaw 01-2023 as amended.

**CARRIED**

**PUBLIC WORKS:**

***UPDATED BRIEFING NOTE FOR ALBERTA TRANSPORTATION AND ECONOMIC CORRIDORS FOR MARCH 2023 RMA CONFERENCE:***

**2023-04-091**            **MOVED BY COUNCILLOR STEWART** that Council approves the addition of Enhanced Funding for Local Bridges to the update of the Transportation and Economic Corridors briefing note.

**CARRIED**

A break was taken from 1:46 p.m. to 1:53 p.m.

**COMMUNITY & PROTECTIVE SERVICES:**

***BYLAW REVIEW - BYLAW #: 14-96 – 911 E SERVICES:***

**2023-04-092**            **MOVED BY DEPUTY REEVE ZABOLTNIUK** that Bylaw No. 14-96 Provincial E911 Services for the Municipal District of Big Lakes (Big Lakes County) be approved to be rescinded.

**CARRIED**

***POLICY REVIEW - POLICY ADMIN-27 PHYSICIANS RECRUITMENT POLICY:***

**2023-04-093**            **MOVED BY COUNCILLOR MIFFLIN** that the Policy Admin – 27 Physicians Recruitment Policy be approved to be rescinded.

**CARRIED**

***APPOINTMENT OF FIRE GUARDIAN:***

**2023-04-094**            **MOVED BY COUNCILLOR ZAHACY** that Mr. William (Bill) Lesiuk be appointed as the Fire Guardian to act as a Forest Officer on behalf of Big Lakes County within the prescribed Non-Protection Area to issue fire permits for the 2023 Fire Season under the Forest Prairie Protection Act from March 1, 2023, to October 31, 2023.

**CARRIED**

***APPOINTMENT OF MEMBERS TO THE INTERMUNICIPAL WEED AND PEST APPEAL BOARD:***

**2023-04-095**            **MOVED BY COUNCILLOR STEWART** that Brianne Brault, George Blackhurst, Duane Nichols, and Doug Meneice be appointed to the Intermunicipal Weed and Pest Appeal Board for the 2023 calendar year.

**CARRIED**

**CORRESPONDENCE:**

**2023-04-096**            **MOVED BY COUNCILLOR CHALIFOUX** that the information / correspondence be received for information.

**CARRIED**

**CLOSED SESSION:**

**2023-04-097**            **MOVED BY COUNCILLOR CHALIFOUX** that the meeting go into closed session at 2:11 p.m. to discuss personnel matters as per section 27, Freedom of Information and Protection of Privacy Act.

**CARRIED**

2023-04-098

**MOVED BY DEPUTY REEVE ZABOLOTNIUK** that the meeting come out of closed session at 3:32 p.m.

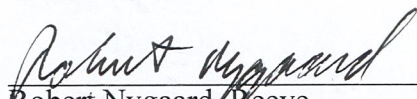
**CARRIED**

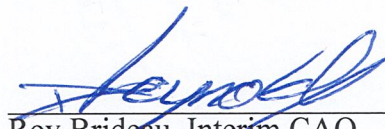
**ADJOURNMENT:**

2023-04-099

**MOVED BY COUNCILLOR ZAHACY** that the meeting be adjourned at 3:33 p.m.

**CARRIED**

  
Robert Nygaard, Reeve

  
Roy Brideau, Interim CAO

**PUBLIC HEARING**  
**Bylaw 01-2023**  
**February 22, 2023**

Minutes of the Big Lakes County Public Hearing for Bylaw 01-2023 held at the County Administration Building in High Prairie, Alberta on Wednesday, February 22, 2023, commencing at 1:00 p.m.

**PRESENT WERE:**

Reeve:	Robert Nygaard, Faust
Deputy Reeve:	Jim Zabolotniuk, N. Gilwood/ Triangle
Councillor:	Tyler Airth, HP East/ Banana Belt (Zoom)
	Jeff Chalifoux, Grouard
	Roberta Hunt, Kinuso
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Administration:	Roy Brideau, Interim CAO (Zoom)
	Kevin Cymbaluk, Director of Public Works
	Brett Hawken, Director of Community & Protective Services
	Pat Olansky, Director of Planning & Development
	David Reynolds, Director of Corporate Services
	Jessica Plante, Recording Secretary
	Eunice McCauley, Human Resources Manager
	Amanda Backs, Development Officer
Press:	Richard Froese, South Peace News

**CALL TO ORDER:** Reeve Nygaard called the public hearing to order at 1:04 p.m.

The Municipal Planning Commission (MPC) passed the following motion at its November 23, 2022, meeting:

**MPC-2022-11-133** **MOVED BY COUNCILLOR AIRTH** that administration bring forward to Council a land use bylaw amendment to add “wellsite trailer” as a discretionary use within the Hamlet Residential District.

**CARRIED UNANIMOUSLY**

Wellsite trailers are becoming a popular type of development building for residents to use as office buildings, cabins, and dwelling units throughout the county in various land use districts. The MPC has had considerable debate about the suitability of these types of units within the hamlets when presented with development permit applications.

The Land Use Bylaw does not include wellsite trailer in its definitions as either a permitted or discretionary use in any land use district. Several of these units have been placed throughout the county with the approval of the Municipal Planning Commission as a variance under the provisions of the Municipal Government Act, section 640(6) which states “A land use bylaw may authorize a development authority to decide on an application for a development permit even though the proposed development does not comply with the land use bylaw or is a non-conforming building if, in the opinion of the development authority,

- (a) the proposed development would not
- (i) Unduly interfere with the amenities of the neighbourhood,
- or

- (ii) Materially interfere with or affect the use, enjoyment, or value of neighbouring parcels of land,
- and
- (b) the proposed development conforms with the use prescribed for that land or building in the land use bylaw.

Planning & Development recommends that industrial wellsite trailers be limited to the Agriculture, Crown Land, Hamlet Industrial, Highway Commercial, and Rural Industrial Districts. In all districts, except for Crown Land, an Industrial Wellsite Trailer would be considered a Discretionary Use.

The recommended amendments are detailed as follows:

Add to Section 1.7 Definitions.

**INDUSTRIAL WELLSITE TRAILER:** means a factory-constructed relocatable industrial dwelling unit designed to be used as temporary living quarters containing sleeping, cooking, living and sanitary facilities. Included in this definition are industrial wellsite office units.

Add to PART VI: General Regulations

- 6.40 Industrial Wellsite Trailer Development Standards
  - 6.40.1 Unless specifically listed as a Permitted Use or a Discretionary Use in a land use district, an Industrial Wellsite Trailer shall not be considered as part of a development permit application.
  - 6.40.2 All units shall have Canadian Standard Association certification where applicable.
  - 6.40.3 All components of the trailer shall meet the requirements of Part 9 of the Alberta Building Codes.
  - 6.40.4 The applicant shall submit recent photographs of the trailer to demonstrate the condition and appearance of the proposed trailer to the satisfaction of the Development Authority.

Add to 7.3 Agriculture (AG) District

7.3.2 Uses	
PERMITTED	DISCRETIONARY
	Industrial Wellsite Trailer

Add to 7.7 Crown Land (CL) District

7.7.2 Uses	
PERMITTED	DISCRETIONARY
Industrial Wellsite Trailer	

Add to 7.10 Hamlet Industrial (HI) District

7.10.2 Uses	
PERMITTED	DISCRETIONARY
	Industrial Wellsite Trailer

Add to 7.15 Highway Commercial (HWC) District

7.15.2 Uses	
PERMITTED	DISCRETIONARY
	Industrial Wellsite Trailer

Add to 7.17 Rural Industrial (RI) District

7.17.2 Uses	
PERMITTED	DISCRETIONARY
	Industrial Wellsite Trailer

**Land Use Bylaw Amendment Process:**

- Application submitted to or generated by the County.
- Application is reviewed and evaluated by the Planning & Development department for missing information; assessment of the suitability of the site (if applicable); impact of the proposal on adjacent properties; review of existing County policies and statutory documents that apply and a bylaw is prepared.
- The application, evaluation, and bylaw are presented to Council to consider first reading. Council may choose to give first reading, table, or deny the amendment based on the details presented. If Council does not give first reading to the redistricting, the process stops. (January 25, 2023)
- A Public Hearing is scheduled between following first reading and prior to second reading for public input. (1:00 p.m. February 22, 2023)
- Referrals are sent to adjacent landowners and various agencies (if applicable) for comment
- Notice of Public Hearing advertised in accordance with Public Notification Bylaw.
- When the public process is complete, including the public hearing, Council may consider second and third readings of the bylaw or defer to another council meeting for consideration.
- Once third reading has passed, the process is complete.

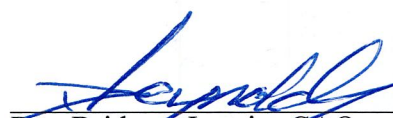
Notice of the public hearing was posted to the county website, county social media sites, South Peace News, and bulletin boards of the county administration office.

Reeve Nygaard asked if any submissions had been submitted opposed or in favor. No submissions have been received.

Reeve Nygaard called for comments from the public. No one was in attendance.

The public hearing was closed at 1:24 p.m.

  
Robert Nygaard, Reeve

  
Roy Brideau, Interim CAO