

**BIG LAKES COUNTY  
COUNCIL MEETING**  
June 14, 2023

Minutes of the Big Lakes County Regular Council Meeting held at the County Administration Building in High Prairie, Alberta on Wednesday, June 14, 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
	Jeff Chalifoux, Grouard
	Roberta Hunt, Kinuso
	Lane Monteith, Enilda/ Big Meadow
	Richard Mifflin, Joussard
	Ann Stewart, S. Sunset House/ Gilwood
	Garrett Zahacy, Prairie Echo/ Salt Prairie
Administration:	Jerry Gautreau, Chief Administrative Officer
	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, Executive Assistant
	Kimberly Moore, Recording Secretary
	Eunice McCauley, Human Resources Manager
Delegation:	Leanne Cox & Betty Turpin, Holy Family School Division
Press:	Richard Froese, South Peace News

**CALL TO ORDER:** Reeve Nygaard called the meeting to order at 10:12 a.m.

**ADDITIONS TO THE AGENDA:**

**2023-12-255**      **MOVED BY COUNCILLOR STEWART** that the June 14, 2023, agenda be adopted as presented.

**CARRIED**

**MINUTES:**

**2023-12-256**      **MOVED BY COUNCILLOR HUNT** that the May 10, 2023, Regular Council Meeting minutes be adopted as presented.

**CARRIED**

**BUSINESS ARISING FROM MINUTES:**

***ACTION LIST:***

**2023-12-257**      **MOVED BY COUNCILLOR ZAHACY** that the action list be received for information.

**CARRIED**

**STAFF REPORTS:**

Councillor Hunt stepped out of the meeting at 10:25am and returned at 10:27am.

Councillor Airth left the meeting at 10:47am and returned at 10:49am.

**2023-12-258** **MOVED BY COUNCILLOR HUNT** that the following Staff Reports be received for information:

- Director of Corporate Services
- Director of Planning & Development
- Director of Public Works
- Director of Community & Protective Services

**CARRIED**

**ADMINISTRATION:*****LITTLE SMOKY SKI AREA GOVERNANCE BOARD AGREEMENT:***

**2023-12-259** **MOVED BY COUNCILLOR STEWART** that the Little Smoky Ski Hill Governance Board agreement be approved as amended.

**CARRIED**

**PUBLIC HEARING:*****LAND USE BYLAW AMENDMENT #10-2023:***

**2023-12-260** **MOVED BY COUNCILLOR AIRTH** that the public hearing for Bylaw 10-2023 be called to order at 11:02 a.m.

**CARRIED**

**2023-12-261** **MOVED BY COUNCILLOR MIFFLIN** that the public hearing for Bylaw 10-2023 be closed at 11:08 a.m.

**CARRIED**

**2023-12-262** **MOVED BY COUNCILLOR STEWART** that second reading be given to Land Use Bylaw Amendment Bylaw 10-2023.

**CARRIED**

**2023-12-263** **MOVED BY COUNCILLOR MIFFLIN** that third reading be given to Land Use Bylaw Amendment Bylaw 10-2023.

**DEFEATED**

A break was taken at 11:22 a.m. and reconvened at 11:35 a.m.

**CORPORATE SERVICES:*****PURCHASE OF QUESTICA BUDGETING SOFTWARE:***

**2023-12-264** **MOVED BY COUNCILLOR STEWART** that Council agrees to fund the purchase and implementation of the Questica Budgeting software.

**CARRIED**

***4<sup>TH</sup> ANNUAL HIGH PRAIRIE OSB SOCIAL CLUB GOLF TOURNAMENT:***

**2023-12-265** **MOVED BY COUNCILLOR STEWART** that Deputy Reeve Zabolotniuk, and Councillor Chalifoux, be approved to participate and that administration be directed to donate an item towards the 4<sup>th</sup> Annual High Prairie OSB Social Club Golf Tournament event taking place on July 15 & 29, 2023 at the High Prairie & District Golf Course.

**CARRIED**

The meeting recessed for lunch break at 11:52 and reconvened at 12:32 p.m.

***ENILDA & DISTRICT SOCIETY FOR RECREATION AND CULTURE (EDSRC) – EMERGENCY CAPITAL GRANT FUNDING REQUEST:***

**2023-12-266**      **MOVED BY COUNCILLOR MONTEITH** that Council agrees to support the Enilda & District Society for Recreation and Culture for emergency grant funding for the purchase and installation of two (2) high-efficiency furnaces for the Enilda Bowling Alley in the amount of \$7,500.

**CARRIED**

***FAUST COMMUNITY LEAGUE – HAMLET CLEANUP:***

**2023-12-267**      **MOVED BY COUNCILLOR STEWART** that the sponsorship funding request for the Faust Community League for the Hamlet Cleanup Initiative in the amount of \$1,000 be approved.

**CARRIED**

Councillor Zahacy and Councillor Hunt stepped out of the meeting at 12:48 p.m. and returned at 12:50 p.m.

***JOUSSARD COMMUNITY ASSOCIATION – EMERGENCY CAPITAL GRANT FUNDING REQUEST:***

**2023-12-268**      **MOVED BY COUNCILLOR HUNT** that the request from the Joussard Community Association request for emergency funding be received for information based on the Policy Admin-55.

**CARRIED**

**DELEGATION:**

***HOLY FAMILY SCHOOL***

***DIVISION:***      Leanne Cox, Board Trustee and Betty Turpin, Superintendent with the Holy Family School Division attended before Council to discuss how they can best achieve the most for both students and the community through lobbying for the building of a new school.

***RETURN OF SERVICE BURSARY – RECIPIENT SELECTION:***

**2023-12-269**      **MOVED BY COUNCILLOR MIFFLIN** that the use of secret ballots be approved for the purpose of choosing a recipient for the 2023 Return of Service Bursary.

**CARRIED**

**2023-12-270**      **MOVED BY COUNCILLOR HUNT** that applicant A be approved for the 2023 Return of Service Bursary.

**CARRIED**

**2023-12-271**      **MOVED BY COUNCILLOR MONTIETH** that the secret ballots for the purpose of choosing a recipient for the 2023 Return of Service Bursary be destroyed.

**CARRIED**

***SWAN VALLEY CEMETERY COMMITTEE – RELEASE OF RESERVE FUNDS REQUEST:***

**2023-12-272**      **MOVED BY COUNCILLOR MIFFLIN** that Council approves the release of funding in the amount of \$10,223.21 for the Swan Valley Cemetery Committee from the Swan Valley Cemetery Reserve Fund for the material, fabrication, and installation of a new sign.

**CARRIED**

**PLANNING & DEVELOPMENT:*****WALL OF FAME AWARD 2023:***

**2023-12-273**      **MOVED BY COUNCILLOR MIFFLIN** that the use of secret ballots be approved for the purpose of choosing a recipient for the 2023 Wall of Fame selection.

**CARRIED**

**2023-12-274**      **MOVED BY COUNCILLOR MONTEITH** that the Wall of Fame application be revised by Council, and the applications A & C nominees be chose for the Wall of Fame Award.

**CARRIED**

**2023-12-275**      **MOVED BY COUNCILLOR CHALIFOUX** that the secret ballots for the purpose of choosing a recipient for the 2023 Wall of Fame be destroyed.

**CARRIED**

A break was taken from 1:50 p.m. and reconvened at 2:05 p.m.

**PUBLIC WORKS:*****ENILDA WALKING TRAILS – COMMUNITY UPGRADE PROGRAM:***

**2023-12-276**      **MOVED BY COUNCILLOR MONTEITH** that Council authorizes allocating \$341,825 of the Community Upgrade Fund for “Trail A” of the Enilda Walking Trail Project.

**CARRIED**

***JOUSSARD SOLAR STREET LIGHTS – COMMUNITY UPGRADE PROGRAM:***

**2023-12-277**      **MOVED BY COUNCILLOR MIFFLIN** that administration be authorized to proceed with design and construction and allocate \$402,612 from the Community Upgrade Fund to the Joussard Solar Street Lights project.

**CARRIED**

***FAUST 3<sup>RD</sup> AND 4<sup>TH</sup> AVENUE SURFACING, CURB AND GUTTER – COMMUNITY UPGRADE PROGRAM:***

**2023-12-278**      **MOVED BY COUNCILLOR CHALIFOUX** that administration be authorized to proceed with design and construction and allocate \$358,890 from the Community Upgrade Fund to Faust 3<sup>rd</sup> and 4<sup>th</sup> Avenue Upgrades.

**CARRIED**

**COMMUNITY & PROTECTIVE SERVICES:*****RURAL RENEWAL STREAM PROGRAM:***

**2023-12-279**      **MOVED BY COUNCILLOR ZAHACY** that Big Lakes County removes themselves from the Rural Renewal Stream Program and informs the Town of High Prairie of the decision.

**CARRIED**

***ANIMAL CONTROL PROGRAM - CATS:***

**2023-12-280**      **MOVED BY REEVE NYGAARD** that second reading be provided to the Animal Control Bylaw No. C-12-2023 to include regulations on cats with the amendment from six (6) cats to three (3) cats.

**CARRIED**

**CORRESPONDENCE:**

**2023-12-281**            **MOVED BY COUNCILLOR CHALIFOUX** that the information / correspondence be received for information.

**CARRIED**

A break was taken from 2:58 p.m. and reconvened at 3:07 p.m.

**CLOSED SESSION:**

**2023-12-282**            **MOVED BY COUNCILLOR AIRTH** that the meeting go into closed session at 3:08 p.m. to discuss personnel and legal matters as per section 27, Freedom of Information and Protection of Privacy Act.

**CARRIED**

**2023-12-283**            **MOVED BY COUNCILLOR MIFFLIN** that the meeting come out of closed session at 3:46 p.m.

**CARRIED**

**2023-12-284**            **MOVED BY COUNCILLOR STEWART** that administration be directed to process invoices from individuals/companies who can provide proof of providing equipment and materials in fighting the 2023 wildfire, based on the compensation rates set by the Province of Alberta's Disaster Recovery Program.

**CARRIED**

**2023-12-285**            **MOVED BY COUNCILLOR CHALIFOUX** that administration be directed to schedule a workshop to discuss the Intermunicipal Collaboration Framework (ICF) Agreements.

**CARRIED**

**ADJOURNMENT:**

**2023-12-286**            **MOVED BY COUNCILLOR MONTEITH** that the meeting be adjourned at 3:51 p.m.

**CARRIED**

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Robert Nygaard, Reeve

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Jerry Gautreau, Chief Administrative Officer

**PUBLIC HEARING**  
**Bylaw 10-2023**  
**June 14, 2023**

Minutes of the Big Lakes County Public Hearing for Bylaw 10-2023 held at the County Administration Building in High Prairie, Alberta on Wednesday, June 14, 2023, commencing at 11:00 a.m.

**PRESENT WERE:**

Reeve:	Robert Nygaard, Faust
Deputy Reeve:	Jim Zabolotniuk, N. Gilwood/ Triangle
Councillor:	Tyler Airth, HP East/ Banana Belt
	Jeff Chalifoux, Grouard
	Roberta Hunt, Kinuso
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	David Reynolds, Director of Corporate Services
	Jessica Plante, Executive Assistant
	Kimberly Moore, Recording Secretary
	Eunice McCauley, Human Resources Manager
Press:	Richard Froese, South Peace News

**CALL TO ORDER:** Reeve Nygaard called the public hearing to order at 11:02 a.m.

Big Lakes County received an application from Debra Jackson to redistrict Plan 2080NY, Block 5, Lot 5 in the Hamlet of Kinuso from the Hamlet Residential (HR) District to the Hamlet Mixed Use (HM) District.

Re-districting, sometimes called “rezoning” is the process which changes the land use of a property within the land use bylaw to allow for a development that is currently not allowed. The process is as follows:

- Application submission*
- Review and evaluation of application by the Planning & Development department for missing information; assessment of the suitability of the site; 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 redistricting based on the details presented. If Council does not give first reading to the redistricting, the process stops.*
- A [Public Hearing](#) is scheduled following first reading and prior to second reading for public input.*
- Referrals are sent to adjacent landowners and various agencies for comment.*

- 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.*

The applicant makes and sells jewelry and sewing. She would like to have a small store in the mudroom of her house where she can sell her crafts along with some snacks. Convenience retail services is defined in the Land Use Bylaw as *development used for the retail sale of those goods required by area residents or employees on a day-to-day basis, from business premises that do not exceed 275 m<sup>2</sup> (2,960 ft<sup>2</sup>) in gross floor area. Typical uses include small food stores, drug stores and variety stores selling confectionery, tobacco, groceries, beverages, pharmaceutical and personal care items, hardware, or printed matter. Wholesale or retail liquor sales/distribution outlets or facilities or Cannabis Retail Store are not included in this use class.* This use is neither permitted nor discretionary in the Hamlet Residential district. The general purpose of the Hamlet Residential District is *to allow a variety of residential land uses of a smaller scale and higher density compared to the Hamlet Estate district, which are compatible with the overall residential character of a Hamlet.*

The applicant is applying to amend the Land Use Bylaw to redistrict Plan 2080NY, Block 5, Lot 5 to the Hamlet Mixed Use District. The general purpose of this District is *to allow compatible residential and commercial land uses within the same area.* Convenience retail services is a permitted use in the HM District.

The bylaw was given first reading by Council at their regular meeting of April 26, 2023.

Notice of the public hearing was posted to the county website, county social media sites, FCSS newsletter, County newsletter 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 11:08 a.m.

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Robert Nygaard, Reeve

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Jerry Gautreau, CAO