

**BIG LAKES COUNTY  
COUNCIL MEETING  
September 13, 2023**

Minutes of the Big Lakes County Regular Council Meeting held at the County Administration Building in High Prairie, Alberta on Wednesday, September 13, 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, Jousard
	Ann Stewart, S. Sunset House/ Gilwood
Absent:	Garrett Zahacy, Prairie Echo/ Salt Prairie
Administration:	Jerry Gautreau, Chief Administrative Officer
	David Reynolds, Deputy CAO/ Director of Corporate Services
	Kevin Cymbaluk, Director of Public Works
	Mary Brust, Animal Control Officer
	Pat Olansky, Director of Public Works
	Brett Hawken, Director of Community & Protective Services
	Jessica Plante, Recording Secretary
	Amanda Gray-Shields, Recording Secretary
	Eunice McCauley, Human Resources Manager
	Kimberly Moore, Communications Coordinator
	Samantha Smith, Grants Officer
Delegation:	Trevor Cisaroski, Town of High Prairie Fire Chief
Press:	Chris Clegg, South Peace News

**CALL TO ORDER:** Reeve Nygaard called the meeting to order at 10:05 a.m.

**ADDITIONS TO  
THE AGENDA:**

Closed Session:

- Disclosure harmful to Intergovernmental Relations - Section 21
- Advice from Officials - Section 24
- Disclosure Harmful to Personal Privacy - Section 17

**2023-18-382** **MOVED BY COUNCILLOR STWART** that the September 13, 2023, agenda be adopted as amended.

**CARRIED**

**MINUTES:**

**2023-18-383** **MOVED BY DEPUTY REEVE ZABOLTNIUK** that the August 23, 2023, Regular Council Meeting minutes be adopted as amended.

**CARRIED**

**BUSINESS ARISING FROM MINUTES:**

***ACTION LIST:***

**2023-18-384**            **MOVED BY COUNCILLOR CHALIFOUX** that the action list be received for information.

**CARRIED**

**STAFF REPORTS:** Councillor Stewart stepped out of the meeting at 10:36 a.m. and returned at 10:38 a.m.

**2023-18-385**            **MOVED BY COUNCILLOR CHALIFOUX** 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**

**DELEGATION:**

***H.P. FIRE***

***CHIEF:*** Trevor Cisaroski, Town of High Prairie Fire Chief presented the High Prairie Fire Chief Semi-Annual Report to the County.

**2023-18-386**            **MOVED BY DEPUTY REEVE ZABOLOTNUIK** that the report from Trevor Cisaroski be received for information.

**CARRIED**

**CORPORATE SERVICES:**

***HOUSEHOLD WASTE ROUND-UP COST ANALYSIS:***

**2023-18-387**            **MOVED BY COUNCILLOR MIFFLIN** that the report regarding the Household Waste Round-Up cost analysis be received for information.

**CARRIED**

***HIGH PRAIRIE FIRE DEPARTMENT – SPONSORSHIP FUNDING REQUEST:***

**2023-18-388**            **MOVED BY COUNCILLOR HUNT** that a sponsorship grant in the amount of \$500 be approved for the High Prairie Fire Department for their FireChase Run & Walk event taking place on Sunday, October 1,2023.

**CARRIED**

**COMMUNITY & PROTECTIVE SERVICES:**

***ANIMAL LICENSING & ANIMAL CARE FACILITY ANALYSIS:***

**2023-18-389**            **MOVED BY COUNCILLOR HUNT** that second reading be provided to the Animal Control Bylaw No. C-13-2023.

**CARRIED**

**2023-18-390**            **MOVED BY COUNCILLOR MIFFLIN** that third reading be provided to the Animal Control Bylaw No. C-13-2023 and amendment to the 2023 budget for the purchase of the animal licensing software.

**DEFEATED**

***WILDFIRE THREAT ASSESSMENT AND STRUCTURE PROTECTION PLANS:***

**2023-18-391**            **MOVED BY DEPUTY REEVE ZABOLOTNUIK** that the report regarding Wildfire Threat Assessment and Structure Protection Plans be received for information.

**CARRIED**

The meeting recessed for lunch break at 12:11 p.m. and reconvened at 12:45 p.m.

**INFORMATION AND CORRESPONDENCE:**

**2023-18-392**            **MOVED BY COUNCILLOR AIRTH** that the information and correspondence be received for information.

**CARRIED**

A break was taken at 12:48 p.m. to 1:00 p.m.

**PUBLIC HEARING:**

***LAND USE BYLAW AMENDMENT #C-14-2023:***

**2023-18-293**            **MOVED BY COUNCILLOR MONTEITH** that the public hearing for Bylaw C-14-2023 be called to order at 1:00 p.m.

**CARRIED**

**2023-18-294**            **MOVED BY COUNCILLOR HUNT** that the public hearing for Bylaw C-14-2023 be closed at 1:13 p.m.

**CARRIED**

**2023-18-295**            **MOVED BY COUNCILLOR HUNT** that second reading be given to Land Use Bylaw Amendment Bylaw C-14-2023.

**CARRIED**

**2023-18-296**            **MOVED BY COUNCILLOR STEWART** that third reading be given to Land Use Bylaw Amendment Bylaw C-14-2023.

**CARRIED**

**CLOSED SESSION:**

**2023-18-397**            **MOVED BY COUNCILLOR MONTEITH** that the meeting go into closed session at 1:19 a.m. to consider the following confidential items pursuant to the following sections of the Freedom of Information and Protection of Privacy Act.

- Disclosure harmful to Intergovernmental Relations - Section 21
- Advice from Officials - Section 24
- Disclosure Harmful to Personal Privacy - Section 17

**CARRIED**

**2023-18-398**            **MOVED BY COUNCILLOR STEWART** that the meeting come out of closed session at 3:04 p.m.

**CARRIED**

**2023-18-399**            **MOVED BY COUNCILLOR STEWART** that Council agrees to submit an offer of \$148,000 on said lands with conditions and if accepted to be brought back to Council for further consideration.

**DEFEATED**

Deputy Reeve Zabolotniuk left the meeting at 3:03 p.m. and did not return.

**2023-18-400**            **MOVED BY REEVE NYGAARD** that the meeting go back into closed session at 3:05 pm. to consider the following confidential items pursuant to the following sections of the Freedom of Information and Protection of Privacy Act.

- Disclosure harmful to Intergovernmental Relations - Section 21
- Advice from Officials - Section 24
- Disclosure Harmful to Personal Privacy - Section 17

**CARRIED**

**2023-18-401**            **MOVED BY COUNCILLOR CHALIFOUX** that the meeting come out of closed session at 3:26 p.m.

**CARRIED**

**2023-18-402**            **MOVED BY COUNCILLOR CHALIFOUX** that the County contribute the requested funds toward the upgrade of the Swan River First Nation Wastewater Lagoon subject to entering a 30-year agreement, with extension, for joint use of the water and wastewater system.

**CARRIED**

**2023-18-403**            **MOVED BY COUNCILLOR HUNT** that the meeting go back into closed session at 3:28 pm. to consider the following confidential items pursuant to the following sections of the Freedom of Information and Protection of Privacy Act.

- Disclosure harmful to Intergovernmental Relations - Section 21
- Advice from Officials - Section 24
- Disclosure Harmful to Personal Privacy - Section 17

**CARRIED**

**2023-18-404**            **MOVED BY COUNCILLOR CHALIFOUX** that the meeting come out of closed session at 3:38 p.m.

**CARRIED**

**ADJOURNMENT:**

**2023-18-405**            **MOVED BY COUNCILLOR HUNT** that the meeting be adjourned at 3:39 p.m.

**CARRIED**

\_\_\_\_\_  
Robert Nygaard, Reeve

\_\_\_\_\_  
Jerry Gautreau, Chief Administrative Officer

**PUBLIC HEARING  
Bylaw C-14-2023  
September 13, 2023**

Minutes of the Big Lakes County Public Hearing for Bylaw C-14-2023 held at the County Administration Building in High Prairie, Alberta on Wednesday, September 13, 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  
Jeff Chalifoux, Grouard  
Roberta Hunt, Kinuso  
Lane Monteith, Enilda/ Big Meadow  
Richard Mifflin, Jousard  
Ann Stewart, S. Sunset House/ Gilwood
  
  - Absent: Garrett Zahacy, Prairie Echo/ Salt Prairie
  
  - Administration: Jerry Gautreau, Chief Administrative Officer  
David Reynolds, Deputy CAO/ Director of Corporate Services  
Kevin Cymbaluk, Director of Public Works  
Mary Brust, Animal Control Officer  
Pat Olansky, Director of Public Works  
Brett Hawken, Director of Community & Protective Services  
Jessica Plante, Recording Secretary  
Amanda Gray-Shields, Recording Secretary  
Eunice McCauley, Human Resources Manager  
Kimberly Moore, Communications Coordinator  
Samantha Smith, Grants Officer
  
  - Delegation: Trevor Cisaroski, Town of High Prairie Fire Chief
  
  - Press: Chris Clegg, South Peace News

**CALL TO ORDER:** Reeve Nygaard called the public hearing to order at 1:00 p.m.

Big Lakes County has received an application from Brian Hanna to amend the Land Use Bylaw by adding Tourist Home as a permitted use under the Country Residential (CR) District.

The applicant recently purchased lots in the Spruce Point Estates development located east of Spruce Point Park. The lots in Spruce Point Estates are all within the Country Residential District.

The general purpose of the Country Residential District is to provide for traditional country residential living on rural lands in a manner that does not detract from the character of the surrounding agricultural community.

The current permitted and discretionary uses under the Country Residential District are as follows:

PERMITTED	DISCRETIONARY
Accessory Buildings	Bed and Breakfast Operation
Accessory Use	Boarding or Lodging House (Bylaw 07-2018)
Canopy (Bylaw 07-2018)	Garden Suite
Dwelling – Single Detached	Garage Suite
Dwelling – Manufactured Home	Home Occupation (Major)

Home Occupation (Minor)	Home Day Care
Institutional	
Utility Building	

The Land Use Bylaw defines Tourist Home as a dwelling unit operated as a temporary place to stay, with or without compensation, and includes all vacation rentals of a dwelling unit. The characteristics that distinguish a tourist home from a dwelling unit used as a residence may include any of the following:

- a. the intent of the occupant to stay for short term vacation purposes rather than use the property as a residence; and/or
- b. the commercial nature of a tourist home; and/or
- c. the management or advertising of the dwelling unit as a tourist home or “vacation property”; and/or
- d. the use of a system of reservations, deposits, confirmations, credit cards or other forms of electronic payment.

These examples do not represent an exhaustive list of operating practices that may constitute a tourist home.

The applicant has applied to add Tourist Home as a permitted use in the Country Residential District; however, Planning & Development recommended that the use be discretionary. As a discretionary use, the Development Authority is not bound to an approval and can add appropriate conditions in consideration of the land and location in the County. Development permit applications for permitted uses must be issued with or without conditions if the application conforms to the Land Use Bylaw.

Currently, Tourist Home is a discretionary use under the Hamlet Mixed Use and Hamlet Residential Districts.

The applicant has provided the following reasons to support the proposed amendment:

1. Will provide convenient year-round accommodation for families and individuals wishing to enjoy the lake and amenities as there is almost none of this type of accommodation currently available in this area.
2. The development in which these lots are located is at Spruce Point Estates which is adjacent to Spruce Point Park to the north, a campground with available campsites and various amenities as well as a marina.
3. There are several developments to the west which are mostly privately owned cabin lots, so in general this amendment would complement the existing developments in the neighbourhood.

If passed, this amendment will be in effect for all Country Residential parcels throughout the County.

The process for text amendment applications of the Land Use Bylaw 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 amendment based on the details presented. If Council does not give first reading to the bylaw, the process stops.

- A Public Hearing is scheduled following first reading and prior to second reading for public input.
- Referrals are sent to 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 bylaw was given first reading by Council at their regular meeting of August 9, 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 and in the August 29 and September 5 issues of the South Peace News.

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. Cody Dietz and Brian Hanna spoke in favor of the proposed bylaw.

The public hearing was closed at 1:13 p.m.

\_\_\_\_\_  
Robert Nygaard, Reeve

\_\_\_\_\_  
Jerry Gautreau, CAO