

Big Lakes County Organizational Meeting

October 24, 2023
10:00 a.m.
Council Chambers
Big Lakes County
Administration Building

CALL TO ORDER

By Chief Administrative Officer

REVIEW OF PROCESS

- a) Resolution of Council to Confirm Appointments by Secret Ballot (Section 185.1 M.G.A.)
- b) Motion to Appointment returning officers – Pat Olansky & Eunice McCauley

ELECTION OF REEVE

By Chief Administrative Officer

Upon election, Reeve Assumes Chair
(Oath of Office)

ELECTION OF DEPUTY REEVE

By Reeve

(Oath of Office)

REVIEW OF SEATING ARRANGEMENT

POLICY BYLAW REVIEW

- a) Councillor and at-large Honorarium Policy (Counc-04) **1 - 3**
- b) Council Code of Conduct (Bylaw 07-2019) **4 - 11**
- c) Christmas Staff Recognition Policy (Admin-21) **12**
- d) County Apparel Policy (Admin-48) **13 - 14**

STATUTORY / COUNCIL APPOINTMENTS – ALL INTERNAL

- 1. Agricultural Advisory Committee (4-year term) *No Action Required***
(3 Council members & 4 members at-large)

Currently Appointed: J. Zabolotniuk, G. Zahacy, T. Airth, D. Nichols, G. Blackhurst, D. Meneice, B. Brault

- 2. Weed and Pest Control Appeal Board** (3 members-at-large)

Note: No Council appointment to this committee & Members at-large must be appointed annually in January. **No action required until January 2024.**

- 3. Municipal Planning Commission** (All of Council & 2 members-at-large)

The Commission provides advice to Council on land use, makes decisions on subdivisions and development permits deemed as discretionary within the County's Land Use Bylaw, and reviews all development agreements. Meets once per month.

Member at-large letters of interest: D. Nichols, D. Yagos, R. Backs

15 -20

- 4. Intermunicipal Subdivision & Development** (3 members-at-large)

Note: Council members cannot sit on SDAB and MPC. Members must attend a mandatory training session. Need motion to appoint for a 2-year term as according to the Intermunicipal Subdivision & Development Appeal Board Agreement. Meets as needed (typically 1/year)

Currently Appointed: K. Matthews, D. Marx & P. Blacha (Term Expire: 2023)

Member-at-large letters of interest: P. Blacha, K. Matthews

21 - 24

The Appeal Board hears and renders decisions on subdivision and development permit appeals. Appeals which are impacted by provincial policy go directly to the Alberta Municipal Government Board. Please note that Appeal Board members cannot be members of the Municipal Planning Commission.

- 5. Assessment Review Board** (3 members-at-large)

Currently Appointed: R. Nygaard, K. Matthews, P. Blacha

Member at-large letters of interest: P. Blacha

25-26

This Board hears complaints of non-assessment matters and assessments of residential properties with three or less dwelling units and farmland. Meets as needed (typically 1/year)

Note: Members must attend a mandatory training session.

6. Municipal Emergency Advisory Committee (Reeve, Deputy Reeve and two Council members)

Currently Appointed: R. Nygaard, J. Zabolotniuk, R. Hunt, R. Mifflin

The Emergency Management Act of Alberta requires a local authority to establish this committee. Committee responsibilities are outlined in the Emergency Management Bylaw # 08-2021. The main role of the committee is to advise on the development of emergency plans and programs. Council has delegated this committee to declare, renews or terminates a State of Local Emergency, acts and takes all necessary proceedings to address the emergency, and provides guidance and direction to the Municipal Emergency Management Agency. Meets as needed (typically annually)

Note: Required under Alberta Emergency Management Act.

7. Big Lakes Regional Emergency Partnership Committee (1 councillor and 1 alternate. Should be members of the Municipal Emergency Advisory Committee)

Currently Appointed: R. Mifflin, R. Hunt (Alt)

Partnership between the County and the Towns of High Prairie and Swan Hills. Advises Council on the development of regional emergency plans and programs. Creates policies related to emergency preparedness, mitigation, response, recovery and operation of the Regional Emergency Partnership and the Regional Emergency Management Agency. Meets as required (typically annually)

8. Economic Development Committee (3 Council members)

Currently Appointed: R. Nygaard, J. Chalifoux, R. Mifflin

The Economic Development Committee aims to seek out and promote opportunities for economic growth within the County and advise council on matters relating to economic development. Meets as needed (typically quarterly-semi annually)

9. Inter-Governmental Relations Committee

(3 Council members & Reeve)

Currently Appointed: R. Nygaard, A. Stewart, J. Chalifoux, T. Airth

The Inter-Governmental Relations committee is designed to be the lobby group on behalf of council. Example: meetings with ministers, etc. Meets as needed (typically 6-8 times per year)

10. High Prairie Airport Commission (2 Council members & 1 at-large)

Currently Appointed: T. Airth, L. Monteith, R. Gauthier

Member-at-large letters of interest: K. Matthews

27-28

The High Prairie Regional Airport Advisory Committee will: Advise Councils on recommended capital requirements, advise Councils and CAOs on recommended future development and opportunities for the betterment of the region. Meets as needed during the day (typically 1-2 times per year).

11. Fire Budget Review Committee with Town of High Prairie

(2 Council members)

Currently Appointed: R. Nygaard, L. Monteith

The budget review committee reviews the budget from the High Prairie Fire Department and provides recommendations regarding the shared operations and maintenance of the board/ department. Meets 1-2 times per year.

12. Library Budget Review Committee with Town of High Prairie

(2 Council members)

Currently Appointed: R. Mifflin, A. Stewart

The budget review committee reviews the budget from the High Prairie Municipal Library and provides recommendations regarding the shared operations and maintenance of the board/ department. Meets 1-2 times per year.

13. Recreation Budget Review Committee with Town of High Prairie
(2 Council members)

Currently Appointed: J. Zabolotniuk, R. Mifflin, J. Chalifoux (Alt)

The budget review committee reviews the budget from the High Prairie Recreation Department and provides recommendations regarding the shared operations and maintenance of the board/ department. Meets 1-2 times per year.

STATUTORY / COUNCIL APPOINTMENTS – External

14. Heart River Housing (1 Council member & 1 alternate)

Currently Appointed: A. Stewart, J. Chalifoux (Alt.)

Heart River Housing provides subsidized social housing throughout the region. They are able to offer a variety of housing choices to seniors, moderate income individuals and families. Meets once a month (evening meetings).

15. Barrhead Social Housing Management Unit (1 Council member)

Currently Appointed: R. Hunt

Barrhead Social Housing is an organization in which it effectively and efficiently provides the highest standard of accommodation for residents and tenants while promoting their wellness and independence.

16. FCSS Advisory Committee (2 Council members & 1 member at-large)
(4-year term) No Action Required

17. Grouard/Peace River Trail Committee (1 Council member)

Currently Appointed: R. Mifflin

The Grouard/Peace River Trail Committee is committed to the vision, construction, and maintenance of the trail. The goals are to provide trails safe for the public,

access to the history, as well as flora and fauna of the area. Meets as needed (typically 1-2 times per year).

18. Lesser Slave Watershed Council (1 Council member & 1 alternate)

Currently Appointed: J. Zabolotniuk, T. Airth (Alt.)

The Lesser Slave Watershed Council (LSWC) is a nonprofit, charitable organization that works towards being a proactive organization working towards long term economic, social and environmental sustainability of the Lesser Slave watershed and its citizens. Meets quarterly.

19. Peace Air Shed Zone Associate (PAZA)

(1 Council member & 1 alternate)

Currently Appointed: T. Airth, J. Zabolotniuk (Alt.)

PAZA is a nonprofit, multi-stakeholder organization that conducts ambient air quality monitoring in northwestern Alberta. Typically meets semi-annually.

20. Peace Region Economic Development Alliance (PREDA)

(1 Council member & 1 alternate)

Currently Appointed: R. Mifflin, J. Zabolotniuk (Alt.)

PREDA is a partnership of 37 municipalities, education intuitions, business groups and community futures working together to guide regional economic development. Meets every 3 months at first Friday of the month during the day.

21. Community Futures Lesser Slave Lake Region (1 Council member)

Currently Appointed: R. Mifflin

Community Futures provides a wide range of small business services and business management tools for people wanting to start, expand, franchise, or sell a business. They also run a number of specialized business programs, organize exciting business events and actively work with community and business leaders to foster rural economic growth.

22. Big Lakes County Library Board (2 Council members & 1 members at-large)

Currently Appointed: J. Zabolotniuk, R. Hunt, L. Shelp, M. Willier, J. Sheldon, S. Blacha, K. Moore

Member-at-large letters of interest: H. Malanowich, K. Matthews

29-32

The Board functions as a separate corporation under the Libraries Act and delivers library services by contributing to the High Prairie and Kinuso Municipal Libraries. Meets quarterly.

23. High Prairie Library Board (1 Council member)

Currently Appointed: A. Stewart

The Board operates under the Libraries Act and delivers library services. – Note: 1-year appointment. Meets bi-monthly.

24. Peace Library System (1 Council member)

Currently Appointed: A. Stewart

As a member of the Peace Library System ensure that patrons in small, rural libraries have the same high-quality library service enjoyed in larger, urban centers. Meetings are usually held on Saturdays beginning at 10:30 a.m. Meets Quarterly.

25. High Prairie Regional Landfill Authority

(1 Council Member & 1 alternate)

Currently Appointed: L. Monteith, R. Mifflin (Alt.)

Note: will also be a member of Alberta CARE

The High Prairie Regional Landfill Authority is responsible for all waste management, regional landfill, and recycling within the region. The committee is comprised of four (4) members and accepts the Town of Swan Hills as an associate member. Meets quarterly during the day.

26. Alberta CARE

** Member appointed to the High Prairie Regional Landfill Authority is also appointed to Alberta CARE*

Alberta CARE works with many different government organizations, industries, recycling groups and non-profits societies all with the intent of increasing the viability of recycling initiatives in Alberta. Meets 1-2 times per year.

27. High Prairie Seed Cleaning Plant Board of Directors

(1 Council member & 1 alternate)

Currently Appointed: J. Zabolotniuk, G. Zahacy (Alt.)

The High Prairie Seed Cleaning Co-op cleaning pedigree seed, cleaning of cereal grains and pulse crops, separations, scalping and dockage removal, cereal grain treating, custom grain rolling and optical sorting.

28.S.A.R.D.A. (Agriculture Research Group)

(1 Council member from Ag Advisory Committee)

Currently Appointed: G. Zahacy

Smoky Applied Research and Demonstration Association facilitate the transfer of unbiased information between research institutions, industry, and agriculture producers. Meets quarterly during the day.

29.L.S.L. Forest Resource Advisory Committee (1 Council member)

Currently Appointed: R. Mifflin

Note: Appointment by MLA upon Council recommendation (status questionable).

The Lesser Slave Lake Forest Resource Advisory provides advice and recommendations to the forest industry on matters dealing with forest management. The committee members, who represent a broad spectrum of resource interest, will try to ensure the advice and recommendations that are made are representative of the interests of all users. The main purpose of the Regional Forest Advisory Committee is to identify forest concerns and issues, so the forest Companies can take them into consideration in their planning process. Has not met

30.TOLKO Forest Resource Advisory Committee (1 Council member)

Currently Appointed: J. Zabolotniuk

The Tolko Forest Resource Advisory Committee provides advice and recommendations to the forest industry on matters dealing with forest

management. The committee members, who represent a broad spectrum of resource interest, will try to ensure the advice and recommendations that are made are representative of the interests of all users. The main purpose of the Regional Forest Advisory Committee is to identify forest concerns and issues, so the forest Companies can take them into consideration in their planning process. Meets approximately once per year.

31. Swan Hills Special Waste Liaison Committee (1 Council member)

Currently Appointed: R. Mifflin

The Swan Hills Special Waste Liaison Committee is committed to enhancing the understanding of the Swan Hills Treatment Centre among the residents of Swan Hills and surrounding areas. Liaison Committee members are kept up to date on all activities at the Swan Hills Treatment Centre through regular monthly meetings with representatives from SENA Waste Services operator of the Swan Hills Treatment Centre. Meets once per year.

32. Children's Resource Council (1 Council member)

Currently Appointed: A. Stewart

The Children's Resource Council thrives to build community by developing partnerships and providing health, learning, family support and charitable resources and programs for children and parents in the region. Meets once a month (6-8:30pm on the last Monday of the month).

33. Northern Alberta Elected Leaders*

** Reeve and Deputy Reeve are Appointed*

NAEL provides a positive environment for local leaders to discuss issues of concern, educate themselves on issues, and, where appropriate, to find ways to impact the decisions of the other orders of government for the benefit of the region. Meets quarterly during the day.

34. High Prairie & Area Chamber of Commerce (1 Council member)

Currently Appointed: R. Mifflin

The High Prairie & Area Chamber of Commerce is a not-for-profit organization that works to improve the business, economic and social communities of High Prairie and the surrounding area. (Status: questionable)

35. Northern Lakes College – Community Education Committee (CEC) High Prairie (1 Council member)

Currently Appointed: J. Zabolotniuk

The Northern Lakes College Community Education Committee works with the college, staff, students, and community leaders to identify program and service needs for their communities and region. Furthermore, the committee supports individual students and advice each about the practices in community education. Meets 4-6 times per year (daytime meetings).

36. Northern Lakes College – Community Education Committee (CEC) Grouard (1 Council member)

Currently Appointed: J. Chalifoux

The Northern Lakes College Community Education Committee works with the college, staff, students, and community leaders to identify program and service needs for their communities and region. Furthermore, the committee supports individual students and advice each about the practices in community education. Meets 4-6 times per year (daytime meetings).

37. Golden Triangle Consortia (1 Council member)

Currently Appointed: J. Chalifoux

The Golden Triangle Trail connects 350km the communities of Whitecourt, Fox Creek and Swan Hills. The trail consists of varied terrain with warm-up shelters located throughout the trail system. Meets once a year.

38. Community Health and Wellness Community (CHWC) Partnership Committee (1 Council member).

Currently Appointed: A. Stewart

The CHWC Community Partnership Committee is a local group that helps to oversee the direction of the new High Prairie Health Complex. Meets Monthly.

39. High Prairie & District Community Health Foundation (1 Council Member) *(4-year term) No Action Required*

Currently Appointed: A. Stewart

The High Prairie Community Health Foundation is a local group that meet to discuss items regarding the High Prairie Health Complex. *No one has been appointed to this committee in past years.*

40. Northwest Species at Risk Committee (NWSAR)

(1 Council member & 1 Alternate)

Currently Appointed: T. Airth, L. Monteith (Alt.)

The Northwest Species at Risk Committee looks at the Government of Alberta's proposal to permanently protect 1.8 million hectares of land for caribou in northwest, Alberta. The committee was designed to ensure local voices were heard. Meets once a year.

41. High Prairie Aboriginal Interagency Committee (HPAIC)

(1 Council member)

Currently Appointed: J. Chalifoux

The High Prairie Aboriginal Interagency Committee (HPAIC) is an informal information sharing network that is hosted by Community Social Services (CSS), Northwest Alberta. There are two elements to the interagency: the monthly meeting and the email network platform. Members are invited to attend meetings when they can and sign up to receive email correspondence that helps share program, event, and referral information. Meets quarterly.

42. Little Smoky Recreation Committee

(2 Council members & 1 alternate)

Currently Appointed: A. Stewart, J. Zabolotniuk, G. Zahacy (Alt.)

The Little Smoky Recreation Committee is a joint municipal governance board for the Little Smoky Recreation Area. The board is a governing board for all matters pertaining to policy and governance related to the Little Smoky Recreation Area. Meets 2-4 times per year (daytime meetings).

43. Water North Coalition (1 Council member)

Currently Appointed: L. Monteith, I. Willier

The Water North Coalition a provincial government agency that investigates northern Alberta social and economic development priorities, programs and services required by northern residents and provides advice and recommendations to Ministers, Members of the Legislative Assembly and ministries. The Council is a vital part of the ongoing work of growing healthy northern communities and supporting a robust economy. Meets quarterly during the day (9am-2pm)

44. Alberta North Central Alliance (ANCA) (Reeve & 1 alternate)

Currently Appointed: R. Nygaard, R. Mifflin (Alt.)

Composed of five First Nations and five municipalities, ANCA is the first of its kind in Canada. The alliance is comprised of members from the Town of Slave Lake, Sawridge First Nation, the Municipal District of Lesser Slave River, Sucker Creek First Nation, Bigstone Cree Nation, Big Lakes County, Kapawe'no First Nation, the Town of High Prairie, Driftpile Cree Nation, and the Municipal District of Opportunity. The objective of this agreement is to build strong, enduring, and transparent inter-governmental relationships for the betterment of all peoples of the North Central Region. ANCA works together to achieve common goals, create dialogue between their members, and seek out common solutions to the net benefit of the region. This is a newly created alliance, so the number of meetings is unknown. Expected 4-6 meetings per year (daytime).

45. Community Rail Advocacy Alliance (1 Council member)

Currently Appointed: R. Mifflin

The CRAA came to inception in January of 2023. The CRAA description is as follows: Rails connect communities, people, and economies. Their cargo makes us prosperous and resilient. Forming a network across rivers, mountains, and prairies, they bind Albertans together in a collective future – one where we collaborate toward better outcomes and opportunities.

Yet, railways throughout Alberta face unevenly deployed resources, insufficient seasonal service, and unreliable capacity that is wreaking havoc on the very systems designed to keep us connected, creating a domino effect throughout the entire country. Our supply chains are fragile and, once disrupted, prove challenging to fix, causing not only local producers, exporters, and communities to suffer but tarnishing our provincial reputation and ability to be active economic participants in an increasingly globalized world.

The Community Rail Advocacy Alliance (CRAA) wants to solve this problem. By bringing together municipalities, industries, associations, and regions, we are bringing a united voice to government and the rail industry, calling for action to be taken to ensure our rail system gets back on track. We want to share our

resources with the world, but we need reliable, equitable rail systems that support our participation.

46. Health Care Professional Attraction & Retention Committee (2 Council members & 1 At-large member) *(4-year term) No Action Required*

Currently Appointed: J. Zabolotniuk, A. Stewart, K. Sware (At-Large member)

The Town of High Prairie & Big Lakes County have developed a Health Care Professionals Attraction and Retention Committee. The purpose of the committee is to build a sustainable system for the attraction and retention of physicians and other healthcare professionals in the area. This committee assists in the coordination of welcoming health care professionals and taking a proactive approach to integrating them into our community.

47. High Prairie & District Recreation Board (2 Council members & 1 Alternate)

This is a joint board with the Town of High Prairie which is designed to provide the residents of High Prairie and surrounding communities with recreation and leisure opportunities in the region.

INTERMUNICIPAL AD HOC COMMITTEES

48. Town of High Prairie (3 Council members)

Currently Appointed: R. Mifflin, T. Airth, J. Chalifoux

The committee meets to discuss matters of mutual interest. Meets 4-6 times per year as needed.

49. Town of Swan Hills (3 Council members)

Currently Appointed: R. Nygaard, R. Mifflin, R. Hunt

The committee meets to discuss matters of mutual interest. Meets 1-2 times per year as needed.

50. Municipal District of Greenview (2 Council members)

Currently Appointed: A. Stewart, T. Airth

The committee meets to discuss matters of mutual interest. Meets 1-2 times per year as needed.

51. Municipal District of Smoky River (2 Council members)

Currently Appointed: A. Stewart, J. Zabolotniuk

The committee meets to discuss matters of mutual interest. Meets 1-2 times per year as needed.

52. Municipal District of Lesser Slave River (2 Council members)

Currently Appointed: R. Hunt, R. Nygaard

The committee meets to discuss matters of mutual interest. Meets 1-2 times per year as needed.

53. Northern Sunrise County (2 Council members)

Currently Appointed: J. Zabolotniuk, G. Zahacy

The committee meets to discuss matters of mutual interest. Meets 1-2 times per year as needed.

SCHEDULE OF MEETINGS

Important Dates:

Rural Municipalities of Alberta (RMA) Conventions

- March 18-20, 2024
- November 4-7, 2024

Federation of Canadian Municipalities (FCM) Convention

- June 6-9, 2024

Provincial ASB Conference

- January 22-24, 2024

Community Planning Association of Alberta Conference

- Date to be determined by association.

Alberta Municipalities of Alberta Conference

- September 25-27, 2024

Statutory Holidays

- January 1, 2024
- March 29, 2024
- April 1, 2024
- May 20, 2024
- July 1, 2024
- July 30, 2024
- August 5, 2024
- September 2, 2024
- October 14, 2024
- November 11, 2024
- December 25-31, 2024

REGULAR COUNCIL MEETINGS

2nd and 4th Wednesdays of each month at 10 a.m.

MUNICIPAL PLANNING COMMISSION MEETINGS

4th Wednesday of each month at 9 a.m.

COMMITTEE OF THE WHOLE MEETINGS

2nd Wednesday of each month at 9 a.m.

CANCELLATION OF THE FOLLOWING MEETINGS:

- December 27, 2023, Regular Council Meeting
- December 25, 2024, Regular Council Meeting

MOTION TO DESTROY BALLOTS

ADJOURNMENT