

**COUNCIL MINUTES
WOODLANDS COUNTY
April 16, 2019**

The regular meeting of the Council for Woodlands County held on Tuesday, April 16, 2019, at the Regional Municipal Office in Fort Assiniboine, Alberta, commencing at 9:30 a.m.

**MEMBERS
PRESENT:**

S. Bonnett
D. Kluin
J. Rennie

J. Burrows
D. McQueen

R. Govenlock
B. Prestidge

**IN
ATTENDANCE:**

P. Hanlan, Chief Administrative Officer
S. Wharton, Executive Assistant
S. Oberg, Director Corporate Services
G. Frank, Director Planning & Community Services
J. Slootweg, Manager Planning & Development
L. Carter, Supervisor Patrol Services
R. Jolley, Ernst & Young
L. Fauthier, Ernst & Young

**CALLED
TO ORDER:**

Mayor Govenlock called the meeting to order at 9:31 a.m.

Mayor Govenlock asked if Deputy Mayor McQueen would preside over the meeting. Deputy Mayor McQueen assumed the chair at 9:32 a.m.

**ADOPTION
OF AGENDA:**

The following amendments were made to the agenda for this meeting:

Add:

New Business:

- 8.16 RCMP Contracts
- 8.17 Election Alberta – Polling Stations
- 8.18 May 21 Council Start Time

C-15-234-19

MOVED by Councillor Burrows that Council adopt the April 16, 2019 agenda as amended.

UNANIMOUSLY CARRIED

**ADOPTION OF
MINUTES:**

REGULAR COUNCIL MEETING MINUTES OF APRIL 2, 2019

Councillor Bonnett requested that a change be made to clarify the CAO's recommendation on motion 15-220-19.

C-15-235-19

MOVED by Councillor Bonnett that Council adopt the minutes of the April 2, 2019, regular Council meeting as amended.

UNANIMOUSLY CARRIED

NEW BUSINESS: COUNCIL INVITATIONS

Council reviewed and discussed their availability with respect to the invitations received requesting Council representation.

C-15-236-19

MOVED by Councillor Kluin that Council authorize Councillor Rennie to attend the 2019 Hilltop High School Graduation ceremonies on Friday, June 28, 2019 at 1:00 p.m. in the Scott Safety Centre Whitecourt Athabasca Arena.

UNANIMOUSLY CARRIED

C-15-237-19

MOVED by Councillor Rennie that Council authorize Council's attendance at the celebration of the Permanent Dialysis Clinic at the Whitecourt Healthcare Centre on Thursday, April 18, 2019 at 2:00 p.m.

UNANIMOUSLY CARRIED

INVITATION - "HATSQUERADE PARADE" FOR NATIONAL MENTAL HEALTH AWARENESS MONTH

C-15-238-19

MOVED by Councillor Rennie that Council authorize Mayor Govenlock to attend the "Hatsquerade Parade" at Whitecourt Central School on May 10, 2019 at 1:00 pm and shares a 2-3 minute talk on the importance of mental health and wellness.

UNANIMOUSLY CARRIED

2019 BUDGET, AS REVISED

C-15-239-19

MOVED by Mayor Govenlock that Council adopt the 2019 Revised Budget with \$22,000 be returned to the re-gravel program and that this shortfall be taken out of the tax stabilization reserve.

CARRIED

BYLAW(S): **BYLAW 523/19 – 2019 MILL RATE**

Discussion ensued regarding mill rate.

RECESS: Deputy Mayor McQueen recessed the meeting at 10:06 a.m.

RECONVENE Deputy Mayor McQueen reconvened at 10:09 a.m.

C-15-240-19

MOVED by Councillor Kluin that Council give first reading to Bylaw 523/19 – 2019 Mill Rate Bylaw

CARRIED

C-15-241-19

MOVED by Councillor Govenlock that Council give second reading to Bylaw 523/19.

CARRIED

C-15-242-19

MOVED by Councillor Rennie that Council proceed to third and final reading of Bylaw 523/19.

DEFEATED

C-15-243-19

MOVED by Mayor Govenlock that Council reconsider motion C-15-242-19 that council proceed to third and final reading of Bylaw 523/19.

UNANIMOUSLY CARRIED

C-15-244-19

MOVED by Councillor Burrows that Council give third reading to Bylaw 523/19 – 2019 Mill Rate Bylaw.

CARRIED

PUBLIC HEARING: **BYLAW 520/19 –COMMUNITY STANDARDS BYLAW**

Deputy Mayor McQueen declared the public hearing for Bylaw 520/19 – Community Standards Bylaw open at 10:34 a.m.

Joan Sloomweg, Manager Planning & Development, advised no written submission were received.

Deputy Mayor McQueen opened the floor for verbal submissions on proposed Bylaw 520/19.

Deputy Mayor McQueen declared the public hearing for Bylaw 520/19 – Community Standards Bylaw recessed at 10:35 a.m. until 7:15 p.m. on May 7, 2019.

DELEGATION(S): **ERNST & YOUNG**

Introductions made by Council, Staff and Ernst & Young auditors.

Robert Jolley and Lisa Fauthier with Ernst & Young presented their Auditor's Report on Woodlands County's Annual Financial Statements for the Year ended December 31, 2019 and Woodlands County's Municipal Financial Information Return for the year ended December 31, 2018.

C-15-245-19

MOVED by Mayor Govenlock that Council move to a closed session at 10:46 a.m. in accordance with sections 23, & 24 of FOIP.

UNANIMOUSLY CARRIED

The following members of administration attended the closed session to provide administration, procedural support and answer questions from Council: Paul Hanlan, Sue Oberg, Joan Sloopweg, Shannon Wharton and Auditors Robert Jolley and Lisa Fauthier.

C-15-246-19

MOVED by Councillor Kluin that Council return to the public meeting at 10:51 a.m.

UNANIMOUSLY CARRIED

C-15-247-19

MOVED by Councillor Burrows that Council accept the auditor's presentation and report as information.

UNANIMOUSLY CARRIED

RECESS: Deputy Mayor McQueen recessed the meeting at 11:02 a.m.

RECONVENE Deputy Mayor McQueen reconvened at 11:11 a.m.

NEW BUSINESS: **PRESENTATION OF 2018 AUDITED FINANCIAL STATEMENTS**
(con't)

C-15-248-19

MOVED by Councillor Kluin that Council accepts Woodlands County Audited Financial Statements and 2018 Audit Results for the year ended December 31, 2018 as presented.

UNANIMOUSLY CARRIED

TIME EXTENSION REQUEST – 2013SUB23 – PT NE 24-59-13 W5M

C-15-249-19

MOVED by Councillor Rennie that Council approve the request for a time extension to register subdivision Application 2013SUB23 to January 22, 2020 with no further extensions being approved.

UNANIMOUSLY CARRIED

EQUIPMENT PURCHASE FOR AIRPORT

C-15-250-19

MOVED by Councillor Kluin that Council table the decision on the Equipment Purchase for the Airport.

UNANIMOUSLY CARRIED

REQUEST FOR FIRE ENGINE CONTRIBUTION

C-15-251-19

MOVED by Councillor Rennie that Council accept the request for the fire engine contribution from the Rotary Club of Edson as information and further direct administration to proceed to sell the unit.

UNANIMOUSLY CARRIED

GRADER RENTALS

C-15-252-19

MOVED by Councillor Rennie that Council accept the grader rental discussion as information and further direct administration to inquire with RMA if there is an opportunity to represent Woodlands County on the grader issues.

UNANIMOUSLY CARRIED

2019 CRACK SEALING

C-15-253-19

MOVED by Councillor Kluin that Woodlands County awards the 2019 Crack Filling Contract to Federal Joint Sealing for the tendered amount of \$47,300.11 plus GST.

UNANIMOUSLY CARRIED

ACCESS ROAD POLICY 3201

C-15-254-19

MOVED by Councillor Bonnett that Council approve policy 3201 – Access Road as amended.

UNANIMOUSLY CARRIED

SNOW CONTROL & GRADING OF PRIVATE DRIVEWAYS POLICY 3222

C-15-255-19

MOVED by Councillor Bonnett that Council direct administration to amend policy 3222 as follows: increase the fees charged for winter driveway costs to \$50.00 and summer grading cost to \$75,00, decrease the free flags for Seniors from 5 to 3 per year, stockpiling not be allowed of flags and that the flags not be available for pick up until September.

UNANIMOUSLY CARRIED

ROADSIDE BRUSHING POLICY 3216

C-15-256-19

MOVED by Mayor Govenlock that Council approve policy 3216 – Roadside Brushing as amended.

UNANIMOUSLY CARRIED

ROADSIDE CLEANUP POLICY 3228

C-15-257-19

MOVED by Councillor Rennie that Council accept the roadside cleanup policy discussion as information.

UNANIMOUSLY CARRIED

RECESS: Deputy Mayor McQueen recessed the meeting at 12:08 p.m.

RECONVENE Deputy Mayor McQueen reconvened at 12:48 p.m.

WOODLANDS COUNTY BUILDERS, DEVELOPERS AND REALTORS INFORMATION SESSION

C-15-258-19

MOVED by Councillor Rennie that Council authorizes Council to attend the information session on May 6, 2019.

UNANIMOUSLY CARRIED

APPOINTMENT OF DIRECTOR OF EMERGENCY MANAGEMENT

C-15-259-19

MOVED by Councillor Kluin that Council appoint Chief Administrative Officer Paul Hanlan as Director of Emergency Management for Woodlands County effective April 17, 2019.

UNANIMOUSLY CARRIED

RCMP CONTRACTS

C-15-260-19

MOVED by Councillor Rennie that Council direct administration to bring the RCMP Contracts to a future meeting for Council's review.

UNANIMOUSLY CARRIED

ELECTION ALBERTA – POLLING STATIONS

Councillor Kluin indicated that there were issues with how the polling stations were organized.

C-15-261-19

MOVED by Mayor Govenlock that Council invite Glenn van Dijken, MLA Athabasca-Barrhead-Westlock to a future council meeting.

UNANIMOUSLY CARRIED

MAY 21ST COUNCIL MEETING START TIME

CAO proposed changing the start time of the May 21st meeting from 9:30 a.m. to 7:00 p.m. due to a staff safety presentation, however administration indicated this was not possible due to Municipal Affairs attending that day, as such the request was withdrawn.

CORRESPONDENCE & INFORMATION:

POINTS TO CAPTURE

C-15-262-19

MOVED by Councillor Rennie that Council accept:

- 4.1 – Bylaw 523/19 – 2019 Mill Rate Bylaw;
- 5.1 – Ernst & Young;
- 8.10 – Access Road Policy 3201;
- 8.12 – Roadside Brushing Policy 3216
- 8.14 – Woodlands County Builders, Developers and Realtors Information Session;
- 8.16 – RCMP Contracts; and

- 8.17 – Alberta Elections – Polling Station.

as the points to capture from the April 16, 2019, Council meeting.

UNANIMOUSLY CARRIED

**REPORTS &
QUESTIONS
FROM MEMBERS
OF COUNCIL:**

Council members provided verbal reports from recent committee meetings and events, they attended.

C-15-263-19

MOVED by Councillor Rennie that Council accept the Councillor's reports for April 16, 2019, as information.

UNANIMOUSLY CARRIED

**COMMITTEE OF
THE WHOLE:**

C-15-264-19

MOVED by Councillor Bonnett that Council move to a closed session at 1:21 p.m. in accordance with sections 23, & 24 of FOIP for agenda item:

- 11.1 Modification of Lease Terms and Conditions at Woodlands Airport
- 11.2 CAO Operations Overview

UNANIMOUSLY CARRIED

The following members of administration attended the closed session to provide administration, procedural support and answer questions from Council: Paul Hanlan.

C-15-265-19

MOVED by Councillor Kluin that Council return to the public meeting at 2:40 p.m.

UNANIMOUSLY CARRIED

MODIFICATION OF LEASE TERMS AND CONDITIONS AT WOODLANDS AIRPORT

C-15-266-19

MOVED by Councillor Burrows that Council approves the following three (3) motions regarding the proposed airport leases:

1. That Council directs the preparation of new lease(s) for the air side lot leases deferring the submission of required environmental reports to no later than December 31st, 2019. Failing which it is an event of default and leases could then be terminated by the County.

2. That Council directs the preparation of new lease(s) requiring the removal of underground tank(s) referenced in the 2011 lease, and remediate, restore surface (with surface materials as confirmed by Woodlands County) by December 31st, 2019. Failing which it is an event of default and leases could then be terminated by the County.
3. That Council directs the preparation of new lease(s) for the Non-Airside Lots (Plan 0022432, Block 1, Lots 2-3) with an initial term of five (5) years term at a rate of \$1.50 per/sq. m. Deferring the submission of required environmental reports to no later than December 31st, 2019. Failing which it is an event of default and leases could then be terminated by the County.

UNANIMOUSLY CARRIED

CAO OPERATIONS OVERVIEW

C-15-267-19

MOVED by Councillor Prestidge that Council accept the CAO Operations Overview report as information.

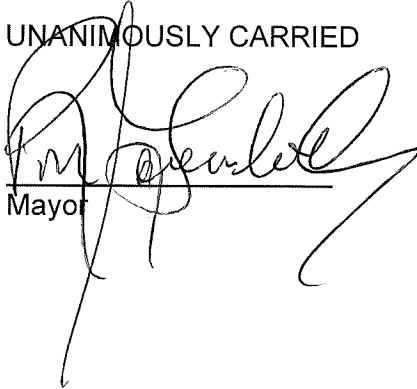
UNANIMOUSLY CARRIED

ADJOURNMENT:

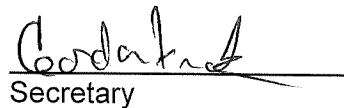
C-15-268-19

MOVED by Councillor Bonnett that Council adjourn the meeting at 2:41 p.m.

UNANIMOUSLY CARRIED



Mayor



Secretary