

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

The regular meeting of the Council for Woodlands County was held on Tuesday, July 16, 2019, at the Municipal Office in Whitecourt, Alberta, commencing at 9.30 a.m.

MEMBERS PRESENT: S. Bonnett J. Burrows R. Govenlock
D. Kluin D. McQueen B. Prestidge

ABSENT: J. Rennie

IN ATTENDANCE: G. Frank, Interim Chief Administrative Officer
B. Kercher, Recording Secretary
A. Bachand, Director of Infrastructure
J. Slootweg, Manager, Planning & Development
K. Scott, Communications Coordinator
B. Kerton, Barrhead Leader
M. Huntley
A. St. Pierre
L. Breitzkreuz
C. Blain
C. McKillop, Mayerthorpe Fallen Four Memorial Society

CALLED TO ORDER: Mayor Govenlock called the meeting to order at 9:30 a.m.

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

Add:
New Business:

- 8.9 Establish an Open House to provide information to ratepayers on Agreements with the Town of Whitecourt
- 8.10 Addition to Council Invitations

C-15-445-19

MOVED by Councillor Kluin that Council adopt the July 2, 2019 agenda as amended.

UNANIMOUSLY CARRIED

ADOPTION OF MINUTES: **REGULAR COUNCIL MEETING MINUTES OF JULY 2, 2019**

C-15-446-19

MOVED by Councillor Prestidge that Council adopt the minutes of the July 2, 2019, regular Council meeting as presented.

UNANIMOUSLY CARRIED

Presiding Officer's Initials 24
Designated Officer's Initials

NEW BUSINESS: NORTH SERVICE ROAD STUDY – HIGHWAY 43

Sabhago Oad, District Engineer from Alberta Transportation and Joan Sloomweg, Manager of Planning & Development, presented for approval, the Highway 43 – North Service Road Study.

C-15-447-19

MOVED by Councillor McQueen that Council adopt the Woodlands County North Service Road Study – Highway 43:16, Whitecourt to Junction Highway 751.

CARRIED

DELEGATION(S): MUNICIPAL AFFAIRS

Jeff Nixon and Desiree Kvori were in attendance to discuss the Municipal Accountability Program (MAP) Audit.

C-15-448-19

MOVED by Councillor Burrows that Council accept the Municipal Accountability Program (MAP) Audit as information.

NEW BUSINESS: POLICY 1973 – TRAVEL EXPENSE & REIMBURSEMENT

C-15-449-19

MOVED by Councillor Prestidge that Council adopt Policy 1973 – Travel Expense & Reimbursement as amended and remove the term 'alcohol' from item 4.2.

UNANIMOUSLY CARRIED

POLICY 1019 – COUNCIL REMUNERATION

C-15-450-19

MOVED by Councillor Prestidge that Council direct Administration to establish a Terms of Reference, for an Ad Hoc committee, including number of councillors, setting a date in late August for the initial meeting.

UNANIMOUSLY CARRIED

C-15-451-19

MOVED by Councillor Kluin to table Policy 1019, Council Remuneration, pending terms of reference.

UNANIMOUSLY CARRIED

POLICY 1019 – MEMBER AT LARGE REMUNERATION

C-15-452-19

MOVED by Councillor Bonnett to table Policy 1974, Member at Large Remuneration pending decision on Policy 1019.

UNANIMOUSLY CARRIED

RECESS: Mayor Govenlock recessed the meeting at 10:34 a.m.

RECONVENE Mayor Govenlock reconvened the meeting at 10:47 a.m.

DELEGATION(S): **MAYERTHORPE FALLEN FOUR MEMORIAL SOCIETY**

Collette McKillop, Special Project Director for the Fallen Four Memorial Society was in attendance to present information regarding the Mayerthorpe Fallen Four Library Project.

C-15-453-19

MOVED by Councillor Bonnett that Council provide a letter of support, for the Mayerthorpe Fallen Four Library Project, for their submission to the CFEP grant program.

UNANIMOUSLY CARRIED

C-15-454-19

MOVED by Councillor Prestidge that the financial aspect of the Mayerthorpe Fallen Four Library Project request be directed to the 2020 budget discussion.

CARRIED

NEW BUSINESS: **ESTABLISH A PUBLIC OPEN HOUSE TO PROVIDE INFORMATION TO RATEPAYERS**

C-15-455-19

MOVED by Councillor Kluin that Council direct administration to establish a Public Open House at the Westward Community Centre, Whitecourt on Tuesday, July 23, 2019 at 7:00 p.m.

UNANIMOUSLY CARRIED

INTERMUNCIPAL COLLABORATION MEDIATOR MEETING REQUEST

C-15-456-19

MOVED by Councillor Burrows that Council attend the Intermunicipal Collaborations on August 16, 2019, pending confirmation of attendance by the Town of Whitecourt prior to August 2, 2019.

UNANIMOUSLY CARRIED

COUNCIL INVITATIONS

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

C-15-457-19

MOVED by Councillor Kluin that Council accept the invitation by the Whitecourt Baptist Church, to attend a "Thanks a Minion" Community Tea on July 19, 2019 as information.

UNANIMOUSLY CARRIED

C-15-458-19

MOVED by Councillor McQueen that Council accept the invitation to the Anthony Gordon Memorial Golf Classic on August 19, 2019 as information.

UNANIMOUSLY CARRIED

C-15-459-19

MOVED by Councillor Bonnett that Council ratify Mayor Govenlock and Councillor Burrows attendance at the 2019 World Jet Boat Championship Meet & Greet on July 11, 2019.

UNANIMOUSLY CARRIED

C-15-460-19

MOVED by Councillor Kluin that Council accept the invitation to Henry & Lucy Lambert's 50th Anniversary on July 20, 2019 as information.

UNANIMOUSLY CARRIED

C-15-461-19

MOVED by Councillor Prestidge that Council attend the 2019 Annual RCMP Regimental Ball on August 30, 2019.

UNANIMOUSLY CARRIED

C-15-462-19

MOVED by Councillor Burrows that Council authorize Mayor Govenlock to attend Millar Western's 100th Birthday Celebration on August 27, 2019.

UNANIMOUSLY CARRIED

NEW BUSINESS: DEVELOPMENT PERMIT APPLICATION 15-045-2019 NATURAL RESOURCES EXTRACTION (GRAVEL OPERATION) SML 170008 ON PT. SE 21-60-13 W5M

C-15-463-19

MOVED by Councillor Kluin that Council approve Development Permit 15-045-2019 for Natural Resource Extraction on Pt SE 21-60-13-W5M (SML 170008) with the following conditions:

1. The applicant shall enter into, and abide by, the provisions of a Development Agreement addressing any or all of the issues referenced in s.650 of the Municipal Government Act, and the agreement shall contain terms satisfactory to Woodlands County;
2. The applicant shall enter into, and abide by, a Road Use Agreement with Woodlands County. As the development may change over time, the agreement shall be issued on an annual basis. The agreement may be extended for a term not to exceed two (2) years. The Developer/Operator shall immediately cease any and all hauling activities upon the expiration of the Road Use Agreement until such time as a new Road Use Agreement has been duly executed by the developer/operator and Woodlands County, on terms acceptable to Woodlands County. The Road Use Agreement shall include, but not be limited to terms to the satisfaction of Woodlands County including the following:
 - Hours of operation for hauling (prescribed to be the same hours as condition number 4);
 - Dust control measures and road maintenance; and,
 - Security requirements,
3. Aggregate developments shall be developed in such a manner to ensure that a three (3) meter (9.84 ft.) wide buffer is maintained from the property line to the excavation with a minimum 3:1 slope ratio;
4. Hours of operation for natural resource extraction developments and hauling will be from 5:00 a.m. to 10:00 p.m. daily and the crusher to operate 24 hours a day one month per year, unless prior written approval has been obtained from Woodlands County to alter the prescribed hours of operation;
5. Hours of operation for hauling activities and haul routes for same are to be set out in the Road Use Agreement and the applicant shall comply with all requirements of the said agreement;
6. The applicant shall ensure ongoing communication with property owners in the vicinity advising of extended or non-typical operations including, but not limited to, the time and duration of crushing activities and major hauls. Such communication shall be by way of newspaper advertisement, in a newspaper of general circulation in the municipality, or through written communication to the individual property owners;
7. The applicant may be required to install, at its sole expense, any signage, which, in the sole discretion of Woodlands County, are deemed to be required for public safety i.e. "STOP", "TRUCKS TURNING" or "OPEN EXCAVATION". Any such sign(s) shall be of a professional grade as approved by Woodlands County's Infrastructure Department and/or Alberta Transportation;
8. The applicant shall remove all garbage and waste from the lands and keep the land in a clean and orderly manner at the developer/operator's own expense,

- including the disposal and/or storage of trees that may be needed to be removed from the excavation site;
9. The applicant shall ensure that the excavation is located at a minimum thirty (30) meters (98.43 ft) from any water course;
 10. The applicant shall pay to Woodlands County all amounts due and payable under the Woodlands County Community Aggregate Payment Levy Bylaw;
 11. The applicant shall obtain all necessary provincial and federal approvals and shall provide Woodlands County with copies of said approvals. Further, the applicant shall comply with the requirements of all municipal, provincial and federal approvals during the life of the development;
 12. The applicant shall provide Woodlands County with copies of all Security Estimates and Activities Plans submitted to Alberta Environment & Parks in relation to the development;
 13. The applicant shall ensure that the development does not cause any adverse drainage impact on adjacent property or flooding of nearby ditches in excess of their capabilities;
 14. No further development, expansion or change in use is permitted unless prior written approval is obtained from Woodlands County;
 15. There shall be no dumping of foreign materials or products in the excavation area that would not normally be found in the natural resource extraction process, i.e. dead animal carcasses, asphalt, cement, etc.;
 16. The applicant shall ensure that weed control is completed in compliance with the Alberta Weed Control Act;
 17. Detailed practices and a schedule of practices to minimize dust generation on the pit floor, stockpiles, equipment and any plants pertaining to the aggregate industry shall be provided to Woodlands County;
 18. Approval is granted for the life of the pit operation limited by stop orders, road use agreement re-evaluations and a review coordinated with Alberta Environment & Parks during their Five Year Reporting process as per the Code of Practice for Pits, authorized under the Environmental Protection and Enhancement Act, RSA 2000, c.E-12, and Conservation and Reclamation Regulation (AR 115/93);
 19. If at any time any of the requirements for the development permit have not, in the opinion of the Development Authority, been complied with, the Development Authority may suspend or cancel the development permit for the operation, pursuant to the provisions of the Municipal Government Act;
 20. Shall obtain a burning permit from Alberta Forest Service for any burning undertaken;
 21. Should comply with the Commercial Vehicle Safety Regulation AR 121/2009 Section 17(4) A driver, carrier or an owner of a commercial vehicle shall ensure that cargo transported by a commercial vehicle is contained, immobilized or secured so that it cannot (a) leak, spill, blow off, fall from, fall through or otherwise be dislodged from the commercial vehicle, or (b) shift upon or within the commercial vehicle to such an extent that the commercial vehicle's stability or maneuverability is adversely affected;
 22. Reclamation will be completed as per details of the Conservation and Reclamation Plan, as approved by Alberta Environment & Parks, (copy to be

- provided to Woodlands County, attached to and forming part of the Development Permit) to the satisfaction of Woodlands County;
23. The applicant shall obtain engineered surface water drainage plans as required in accordance with the Water Act and the Environmental Protection & Enhancement Act demonstrating stormwater mitigation;
 24. The applicant of the pit should ensure that all gravel trucks hired for hauling activities shall be a member of the Alberta Sand and Gravel Association and have ASGA identification numbers visible on their trucks;
 25. A Traffic Impact Assessment may be required. Said assessment to be conducted to the satisfaction of Alberta Transportation and Woodlands County to ensure the safe operation of the trucks hauling on the Provincial and County roadway systems;
 26. Any recommendations from the Traffic Impact Assessment, dated June 18, 2019, or any amending Traffic Impact Assessment shall be implemented with the approval of Alberta Transportation and Woodlands County, at the applicant's expense and no cost to Alberta Transportation or Woodlands County, to satisfy the requirements of Section 5 of HDPR, and shall include, but not limited to:
 - i. Shall provide legal physical access as identified in the Traffic Impact Assessment, dated June 18, 2019 (route connecting TWP Rd 602A and proposed development);
 - ii. Shall remove the direct highway access at the time of freeway status of Highway 43;
 - iii. Current stop sign at the access's outbound land shall be upgraded to a larger size (800mm) for increased visibility;
 - iv. To avoid highway mudding, the applicant shall provide a minimum of 200 metres of a level-gravel road into the access;
 - v. Improving the turn curvatures and intersection tapers as follows to mitigate potential internal conflicts at the access road that may impact the highway:
 - a. Incorporate right turn compound curvatures for right turn movements in and out of the access as per Appendix H's recommended improvements drawing (eastbound and northbound right turns) in the Traffic Impact Assessment, dated June 18, 2019. This treatment is expected to eliminate internal conflicts and eliminate the potential for trucks heading into the access having to wait in the median (westbound left) or the deceleration lane (eastbound right) for an exiting right turning truck maneuver;
 - b. Incorporate 25:1 taper as per Alberta Transportation's typical design for minor intersections following the northbound right turn compound curvature. It is noted that the existing acceleration lane and taper are short, and the recommended improvement will replace most of existing the eastbound right turn acceleration lane;
 - c. Incorporate 25:1 taper as per Alberta Transportation's typical design for minor intersections for the westbound left turn into the access;
 - d. All compound curvature and taper improvements recommended by the Traffic Impact Assessment, dated June 18, 2019, shall be paved within the paved section of the access (which extends roughly to 10 metres south of the highway).

UNANIMOUSLY CARRIED

CANCELLATION OF AUGUST 6, 2019 REGULAR COUNCIL MEETING

C-15-464-19

MOVED by Councillor Burrows that Council cancel the August 6, 2019 regular Council meeting.

UNANIMOUSLY CARRIED

ESTABLISH A PUBLIC OPEN HOUSE IN FORT ASSINIBOINE

C-15-465-19

MOVED by Councillor Burrows that Council direct administration to establish a Public Open House at the Fort Assiniboine Legion, August 6, 2019 at 7:00 p.m. pending availability of the venue.

UNANIMOUSLY CARRIED

ACP GRANT – AFRRCS RADIO

C-15-466-19

MOVED by Councillor Kluin that Council approve the purchase of AFRRCS radios and components from Ralcomm Ltd. in the amount of \$700,000 plus GST with the funds to come from the 2019 operating budget 2-23-10-00-551 and vehicle capital replacement reserve and further that Council directs Administration to allocate \$15,000 per year for five years to the vehicle replacement reserve for the radio equipment.

UNANIMOUSLY CARRIED

COUNCIL INVITATION TO BLUE RIDGE FAMILY FUN DAY

C-15-467-19

MOVED by Councillor Prestidge that Council attend the Blue Ridge Family Fun Day on July 20, 2019.

UNANIMOUSLY CARRIED

**CORRES-
PONDENCE &
INFORMATION:**

POINTS TO CAPTURE

C-15-468-19

MOVED by Councillor Prestidge that Council accept:

- 5.1 – Municipal Affairs
- 5.2 – Mayerthorpe Fallen Four Memorial Society
- 8.6 – Cancellation of August 6, 2019 Regular Meeting
- 8.7 – Intermunicipal Collaboration Mediator Meeting
- 8.9 – Establish Public Open House at Westward Hall

as the points to capture from the July 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-15-469-19

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

UNANIMOUSLY CARRIED

RECESS:

Mayor Govenlock recessed the meeting at 12:23 p.m.

RECONVENE

Mayor Govenlock reconvened the meeting at 12:28 p.m.

**COMMITTEE OF
THE WHOLE:**

C-15-470-19

MOVED by Councillor Bonnett that Council move to a closed session at 12:28 p.m. in accordance with sections 23 & 24 of FOIP for agenda items:
11.1 DCG Executive Search Contract
11.2 CAO Operations Overview

The following members of administration attended the closed session to provide administration, procedural support and answer questions from Council: Gordon Frank, Andre Bachand, Koren Scott and Brenda Kercher.

At 12:56 p.m. Gordon Frank, Andre Bachand, Koren Scott and Brenda Kercher as well as Councillor McQueen left the closed session.

At 12:58 p.m. James Davies attended the closed session.

C-15-471-19

MOVED by Councillor Prestidge that Council move out of the closed session at 1:12 p.m.

UNANIMOUSLY CARRIED

C-15-472-19

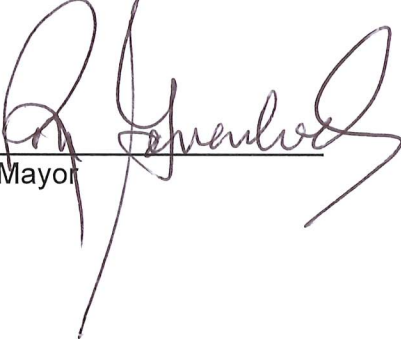
MOVED by Councillor Kluin that Council accept items DCG Executive Service Contract and CAO Operations Overview as information.

UNANIMOUSLY CARRIED

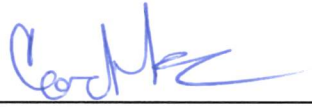
ADJOURNMENT: C-15-473-19

MOVED by Councillor Bonnett that Council adjourn the meeting at 1:13 p.m.

UNANIMOUSLY CARRIED



Mayor



Secretary