

**COUNCIL MINUTES  
WOODLANDS COUNTY  
June 21, 2016**

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The regular meeting of the Council for Woodlands County was held Tuesday, June 21, 2016, at the Fort Assiniboine Legion in Fort Assiniboine, Alberta, commencing at 9:30 a.m.

**MEMBERS  
PRESENT:**

S. Bonnett  
J. Rennie  
R. Govenlock  
D. Kluin  
D. McQueen  
D. Pritchard  
C. Merrifield

**IN  
ATTENDANCE:**

L. Mercier, Chief Administrative Officer  
S. Wharton, Executive Assistant  
G. Frank, Director Planning & Community Services  
J. Tuininga, PHRD No. 7  
S. Watson, PHRD No. 7  
C. Assenheimer, Fort Assiniboine School Administrator  
B. Kerton, Barrhead Leader  
J. Quigley, Whitecourt Star

**CALLED  
TO ORDER:**

The meeting was called to order by Mayor Rennie at 9:32 a.m.

**ADOPTION  
OF AGENDA:**

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

New Business:

**Add:**

- 7.1 (4) Blue Ridge Golden Age Club Supper
- (5) Anselmo 4H Awards Banquet

7.16 Council Orientation

7.17 Whitecourt Trailblazers Letter of Support request

Committee of the Whole:

10.3 Operations Overview

**Remove:**

5.1 Staff Presentation – Utilities Technician

**C-15-384-16**

MOVED by Councillor Govenlock that Council adopt the June 21, 2016, agenda as amended.

UNANIMOUSLY CARRIED

**ADOPTION OF MINUTES:**

**REGULAR COUNCIL MEETING MINUTES OF JUNE 7, 2016**

**C-15-385-16**

MOVED by Councillor McQueen that Council adopt the minutes of the June 7, 2016, regular Council meeting as presented.

UNANIMOUSLY CARRIED

**BYLAW(S)**

**BYLAW 477/16 – COMMUNITY STANDARDS BYLAW**

Council discussed the bylaw and requested a few changes to schedule A and that “approximate” be added to section 5.4 iii.

**C-15-386-16**

MOVED by Councillor Merrifield that Council Defer Bylaw 477/16 – Community Standards Bylaw to allow administration to revise as discussed and bring back to Council for review later in the meeting.

UNANIMOUSLY CARRIED

**NEW BUSINESS: COUNCIL INVITATIONS**

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

**C-15-387-16**

MOVED by Councillor Pritchard that Council authorize the attendance of Councillors Govenlock, Bonnett and Kluin to attend the Alberta Recreation and Parks Association Conference and Energize Workshop at the Fairmont Jasper Park Lodge from October 20-22, 2016.

UNANIMOUSLY CARRIED

**C-15-388-16**

MOVED by Councillor Kluin that Council authorize the attendance of Mayor Rennie to attend the Alberta Forest Products Association AGM and Conference on September 21-23, 2016 at the Jasper Park Lodge.

UNANIMOUSLY CARRIED

**C-15-389-16**

MOVED by Councillor Govenlock that Council authorize the attendance of Council to attend the Grand Opening for the East Mountain Lodge on June 21, 2016 at 6 p.m.

UNANIMOUSLY CARRIED

**C-15-390-16**

MOVED by Councillor Bonnett that Council ratify the attendance of Councillor Govenlock's attendance at the Blue Ridge Golden Age Club potluck dinner on June 15, 2016.

UNANIMOUSLY CARRIED

**C-15-391-16**

MOVED by Councillor Merrifield that Council authorize the attendance of Councillors Bonnett and Pritchard to attend the Anselmo 4H Awards Banquet on June 23, 2016 at 6 p.m. at the Anselmo Hall.

UNANIMOUSLY CARRIED

**CONFLICT  
DECLARED:**

Councillor Kluin declared a conflict to agenda items 7.2 and 7.3 Woodlands County Fire Protection and Emergency Service Standard Operating Guidelines (SOG's) Section 11 Rates of Pay and Section 12.7 Fire Fighter Recognition, as he is a volunteer fire fighter with the Fort Assiniboine Fire Department and left the meeting at 9:53 a.m.

**WOODLANDS COUNTY FIRE PROTECTION AND EMERGENCY SERVICES STANDARD OPERATING GUIDELINES (SOG'S) SECTION 11 RATES OF PAY**

**C-15-392-16**

MOVED by Councillor Merrifield that Council adopt the Woodlands County Fire Protection and Emergency Services Standard Operating Guideline section 11 effective January 1, 2016 as presented.

UNANIMOUSLY CARRIED

**WOODLANDS COUNTY FIRE PROTECTION AND EMERGENCY SERVICES STANDARD OPERATING GUIDELINES (SOG'S) SECTION 12.7 FIRE FIGHTER RECOGNITION**

**C-15-393-16**

MOVED by Councillor McQueen that Council adopt the Woodlands County Fire Protection and Emergency Services Standard Operating Guideline section 12.7 as presented.

UNANIMOUSLY CARRIED

Councillor Kluin returned to the meeting at 9:58 a.m.

**REQUEST TO LICENSE ROAD ALLOWANCE – NORTH OF NW 7-59-12 W5M FROM NORTH BANK OF MCLEOD RIVER**

**C-15-394-16**

MOVED by Councillor Pritchard that Council deny the request to lease a portion of undeveloped road allowance described as the North Boundary of NW 7-59-12 W5M from the North of the left bank of the McLeod River as it is not being utilized for grazing or farming purposes.

UNANIMOUSLY CARRIED

**DELEGATION(S): PEMBINA HILLS REGIONAL DIVISION NO. 7 (PHRD)**

PHRD. No. 7 board of trustee Chair Jennifer Tuininga, and Vice-Chair Sheri Watson along with Fort Assiniboine School administrator Charlene Assenheimer were in attendance and provided Council with an update on the division. Items discussed were the new attendance area, the digital sign agreement and new principal for Fort Assiniboine School, Lorna Hiemstra.

**C-15-395-16**

MOVED by Councillor Bonnett that Council accepts the Pembina Hills Regional Division No. 7 discussion as information and to invite the new Fort Assiniboine School Principal Lorna Hiemstra to lunch after the August 16, Council meeting.

UNANIMOUSLY CARRIED

**NEW BUSINESS: REQUEST FOR FENCING**  
(Con't)

**C-15-396-16**

MOVED by Councillor Merrifield that Council deny the request for assistance from the County in putting up a fence and direct administration to request Woodlands County Peace Officer's and the RCMP to patrol the area.

UNANIMOUSLY CARRIED

**RECESS:** Mayor Rennie recessed the meeting at 10:24 a.m.

**RECONVENED:** Mayor Rennie reconvened the meeting at 10:30 a.m.

**BYLAW(S) BYLAW 477/16 – COMMUNITY STANDARDS BYLAW**

Administration provided Council with a revised hard copy of Bylaw 477/16 to reflect the changes discussed to schedule A and section 5.4 iii.

**C-15-397-16**

MOVED by Councillor McQueen that Council give second reading to Bylaw 477/16 – Community Standards Bylaw.

UNANIMOUSLY CARRIED

**C-15-398-16**

MOVED by Councillor Kluin that Council give third reading to Bylaw 477/16 – Community Standards Bylaw.

UNANIMOUSLY CARRIED

**NEW BUSINESS: RURAL COMMUNICATION UTILITY TOWER PROJECT**  
(Con't)

**C-15-399-16**

MOVED by Councillor Merrifield that Council undertake a costing model with or without ARCA participation and put out an expression of interest for Internet Service Provider for Council review by July 19, 2016.

UNANIMOUSLY CARRIED

**FORT ASSINIBOINE DIGITAL SIGN OPERATING AGREEMENT**

**C-15-400-16**

MOVED by Councillor Kluin that Council direct administration to clarify maintenance for digital sign operating agreement with Pembina Hills School Division and bring back to Council for review.

UNANIMOUSLY CARRIED

**TRANSFER OF CAPITAL FUNDS – GOOSE LAKE CAMPGROUND**

**C-15-401-16**

MOVED by Councillor Govenlock that Woodlands County Council approves the use of remaining capital grant funds from the boat launch project and allocated capital gravel to the roof replacement at the Goose Lake Community Hall in the amount of \$12,333.97.

UNANIMOUSLY CARRIED

**REGIONAL RECREATION OPPORTUNITIES – FORT ASSINIBOINE AREA**

**C-15-402-16**

MOVED by Councillor Bonnett that the Woodlands County Council accepts the Community Services Committee’s recommendation to incorporate the Regional Recreation Opportunities – Fort Assiniboine Area results in the Recreation Master Plan development.

UNANIMOUSLY CARRIED

**FORT ASSINIBOINE SANDHILLS WILDLAND PROVINCIAL PARK**

**C-15-403-16**

MOVED by Councillor Merrifield that Council accept the letter from Alberta Transportation regarding Fort Assiniboine Sandhills Wildland Provincial Park as information.

UNANIMOUSLY CARRIED

**WHITECOURT WOLVERINES FUNDING REQUEST**

**C-15-404-16**

MOVED by Mayor Rennie that Council accept the Whitecourt Wolverines funding request as information and send a letter advising them that there

are grants and funding opportunities available through the Joint Tourism Committee.

UNANIMOUSLY CARRIED

**REQUEST TO CONSTRUCTION ACCESS TO SE 23-58-11 W5M**

**C-15-405-16**

MOVED by Councillor Kluin that Council forward the Access to SE 23-58-11 W5M request to the 2017 budget deliberations.

UNANIMOUSLY CARRIED

**TRANSIT ENGAGEMENT CONSULTATION UPDATE**

**C-15-406-16**

MOVED by Councillor McQueen that Council accept the Transit Engagement Consultation update as information.

UNANIMOUSLY CARRIED

**ANNUAL STAFF APPRECIATION DAY & 2016 CHRISTMAS PARTY**

**C-15-407-16**

MOVED by Councillor Kluin that Council directs administration to proceed with the 2016 Annual Staff Appreciation on the Weekend of August 26-28, 2016 at the Mayerthorpe Golf course and Campground and authorizes Council to attend the event.

UNANIMOUSLY CARRIED

**C-15-408-16**

MOVED by Councillor Bonnett that Council directs administration to proceed with the 2016 Staff Christmas Party on November 26<sup>th</sup> at the Blue Ridge Community Hall and authorizes Council's attendance at the event.

UNANIMOUSLY CARRIED

**UPDATE – POLICY 7002 – RECREATION ARTS & CULTURE GRANTS**

**C-15-409-16**

MOVED by Councillor McQueen that Woodlands County Council approves Policy 7002 – Recreation Arts and Culture Grants as presented.

UNANIMOUSLY CARRIED

## **COUNCIL ORIENTATION**

Administration advised that the facilitator for council orientation in 2017 should be booked immediately to ensure that scheduling conflicts do not become an issue.

### **C-15-410-16**

MOVED by Councillor Bonnett that Council direct administration to schedule October 22 and 23, 2017 for council orientation from 9 am to 4 pm each day.

UNANIMOUSLY CARRIED

## **WHITECOURT TRAILBLAZERS LETTER OF SUPPORT REQUEST**

Council reviewed letter from the Whitecourt Trailblazer requesting a letter of support for their Canada 150 Heritage Grant application.

### **C-15-411-16**

MOVED by Councillor Merrifield that Council direct administration to prepare a support letter for the Whitecourt Trailblazer for their Canada 150 Heritage Grant Application.

UNANIMOUSLY CARRIED

## **CORRESPONDENCE & INFORMATION:**

### **POINTS TO CAPTURE**

#### **C-15-412-16**

MOVED by Councillor McQueen that Council accept:

- 4.1 – Bylaw 477/16 – Community Standards Bylaw;
- 5.2 – Pembina Hills Regional Division No. 7 (PHRD); and
- 7.6 – Rural Communication Utility Tower Project.

as the points to capture from the June 21, 2016, Council meeting.

UNANIMOUSLY CARRIED

### **INFORMATION ITEMS**

Council reviewed L. Mercier's report outlining correspondence received by Woodlands County.



**C-15-413-16**

MOVED by Councillor Pritchard that Council accepts the information package dated 10 June 2016 as circulated.

UNANIMOUSLY CARRIED

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

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

**C-15-414-16**

MOVED by Councillor Kluin that Council accept the Councillor's reports, as information.

UNANIMOUSLY CARRIED

**COMMITTEE OF  
THE WHOLE:**

**C-15-415-16**

MOVED by Councillor Bonnett that Council move to an in-camera session at 11:18 a.m.

UNANIMOUSLY CARRIED

**C-15-416-16**

MOVED by Councillor Pritchard that Council come out of camera at 11:36 a.m.

UNANIMOUSLY CARRIED

**AIRPORT MAP AGREEMENT**

**C-15-417-16**

MOVED by Councillor Merrifield that Council direct administration to develop the airport map as discussed and bring back to Council.

UNANIMOUSLY CARRIED

**APPRAISAL REPORT**

**C-15-418-16**

MOVED by Councillor Pritchard that Council direct administration to finalize negotiation and purchase approximately 2 acres of land for \$10,000.00

required to accommodate the road on SW 15-61-8 W5M and to invite them to bid on the survey.

UNANIMOUSLY CARRIED

**ADJOURNMENT: C-15-419-16**

MOVED by Councillor Govenlock that Council adjourn the meeting at 11:37 a.m.

UNANIMOUSLY CARRIED

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Mayor

\_\_\_\_\_  
Secretary