

**COUNCIL MINUTES  
WOODLANDS COUNTY  
November 22, 2016**

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The regular meeting of the Council for Woodlands County was held Tuesday, November 22, 2016, at the Forest Interpretive Centre Whitecourt, Alberta, commencing at 9:30 a.m.

**MEMBERS**

**PRESENT:**

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

**ABSENT:**

S. Bonnett

**IN**

**ATTENDANCE:**

L. Mercier, Chief Administrative Officer  
S. Wharton, Executive Assistant  
J. Sloomweg, Manager, Planning & Development  
G. Frank, Director, Planning & Community Services  
B. Kerton, Barrhead Leader  
H. Lawson, Whitecourt Star  
J. Williams, Wapiti Gravel Suppliers  
R. Bangma, Whitecourt & District Public Library  
L. Arnott, Whitecourt & District Public Library

**CALLED**

**TO ORDER:**

The meeting was called to order by Mayor Rennie at 9:31 a.m.

**ADOPTION**

**OF AGENDA:**

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

New Business:

**Add:**

7.10 Budget Meeting Date  
7.11 Airport Committee

Committee of the Whole:

10.2 Joint Retreat

**C-15-686-16**

MOVED by Councillor McQueen that Council adopt the November 22, 2016, agenda as amended.

UNANIMOUSLY CARRIED

**ADOPTION OF  
MINUTES:**

**REGULAR COUNCIL MEETING MINUTES OF NOVEMBER 1, 2016**

**C-15-687-16**

MOVED by Councillor Kluin that Council adopt the minutes of the November 1, 2016, regular Council meeting as presented.

UNANIMOUSLY CARRIED

**NEW BUSINESS: COUNCIL INVITATIONS**

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

**C-15-688-16**

MOVED by Councillor McQueen that Council authorize the attendance of Mayor Rennie and Councillors Merrifield, Bonnett, Govenlock and Pritchard to attend the Whitecourt & District Chamber of Commerce Christmas Parade on Friday, November 25, 2016.

UNANIMOUSLY CARRIED

**C-15-689-16**

MOVED by Councillor Pritchard that Council authorizes the attendance of Council to attend the Forestry at the Legislature day on Tuesday, March 7, 2017.

UNANIMOUSLY CARRIED

**C-15-690-16**

MOVED by Councillor Govenlock that Council authorizes the attendance of Council to attend Brownlee LLP Emerging Trends in Municipal Law Seminar 2017 in Edmonton on Tuesday, February 16, 2017.

UNANIMOUSLY CARRIED

**CURSORY REVIEW OF LAND USE BYLAW**

**C-15-691-16**

MOVED by Councillor Govenlock that Council schedule a meeting date on December 6, 2016 at 4-6 pm review the Draft Land Use Bylaw with administration and consultant and further that Council direct administration to forward the draft to the Municipal Planning Commission for their comments by December 30, 2016.

UNANIMOUSLY CARRIED

**INTEREST IN THE POTENTIAL FUTURE RECREATION EXPANSION WEST OF THE BLUE RIDGE RECREATION AREA WITHIN RECLAIMED GRAVEL PITS**

**C-15-692-16**

MOVED by Councillor Kluin that Council approves the draft letter and map addressed to Mr. Bruce van Os, Integrated Land Specialist, Alberta Environment and Parks, confirming that Woodlands County is interested in disposition DRS512, DRS514 and SML 800075 as they are reclaimed and potentially become available for future recreation opportunities to expand the Blue Ridge Area (DML 100099)

UNANIMOUSLY CARRIED

**DEVELOPMENT PERMIT APPLICATION 15-086-2016 NATURAL RESOURCE EXTRACTION (GRAVEL OPERATION) SML 130121 ON PT. SE & SW 5-61-15 W5M & NW 32-60-15 W5M**

**C-15-693-16**

MOVED by Councillor McQueen that Council approves development permit 15-086-2016 with the following conditions for gravel extraction / processing:

1. The applicant shall enter into, and abide by, the provisions of a Development Agreement addressing 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 applicant 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 applicant 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 5);
  - Dust control measures and road maintenance; and,
  - Security requirements,
3. The applicant shall obtain any approvals for License of Occupation for access to other License of Occupation holders pursuant to Alberta Environment & Parks's guidelines. Any access required to be constructed by the applicant shall be at the applicant's expense;
  4. 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;
  5. Hours of operation for natural resource extraction developments will be from 7:00 a.m. to 7:00 p.m., Monday through Friday, with weekend and statutory holiday closures being mandatory, unless prior written approval has been obtained from Woodlands County to alter the prescribed hours of operation;
  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 ie. "STOP", "TRUCKS TURNING" or "OPEN EXCAVATION". Any such sign(s) shall be of a professional grade as approved by Woodlands County's Infrastructure Department;
  8. The applicant shall remove all garbage and waste from the lands and keep the land in a clean and orderly manner at the applicant'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 from any water course (or as per Alberta Environment & Parks requirements and/or regulations);
  10. The applicant shall pay to Woodlands County all amounts due and payable under the Woodlands County Community Aggregate Payment Levy Bylaw 377/11;

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. No further development, expansion or change in use is permitted unless prior written approval is obtained from Woodlands County;
14. 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;
15. The applicant shall ensure that weed control is completed in compliance with the Alberta Weed Control Act;
16. A noise modelling investigation shall be conducted to determine sound predictions based on the proposed equipment, activities and hauling by the owner/operator, at the developer's expense, to the satisfaction of Woodlands County, to ensure that satisfactory noise levels are not exceeded in accordance with the study provided;
17. Results and mitigation procedures of the noise monitoring investigation shall be implemented by the owner/operator. Woodlands County shall be informed of the measures recommended and undertaken;
18. 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;
19. 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);
20. Reclamation will be completed as per details of the Conservation and Reclamation Business Plan, as approved by Alberta Environment & Parks, identified under Section 5 (attached to and forming part of the Development Permit Application) to the satisfaction of Woodlands County;

21. Should comply with conditions of the Alberta Environment & Park's Disposition (SML 130121);
22. Should at any time any of the requirements for the development permit 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;
23. Shall obtain a burning permit from Alberta Forest Service for any burning undertaken;
24. 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.

UNANIMOUSLY CARRIED

**REVISED WOODLANDS COUNTY STRATEGIC PLAN 2015-2021**

**C-15-694-16**

MOVED by Councillor Merrifield that Council approve the revised Woodlands County Strategic Plan 2015-2021 as presented.

UNANIMOUSLY CARRIED

**2017 VOLUNTEER APPRECIATION EVENT**

**C-15-695-16**

MOVED by Councillor Merrifield that Council endorse the proposed date of Friday, April 21, 2017 for the 2017 Volunteer Appreciation Event.

UNANIMOUSLY CARRIED

**C-15-696-16**

MOVED by Councillor Kluin that Council approves Council's attendance to the 2017 Volunteer Appreciation Event on Friday, April 21, 2017.

UNANIMOUSLY CARRIED

**MEMORIAL TREE LEAF FOR RON LABERGE**

**C-15-697-16**

MOVED by Councillor Kluin that Council supports the recommendation of the Woodlands County Community Services Committee to add a leaf to commemorate Ron LaBerge to the Fort Assiniboine Monument Tree.

UNANIMOUSLY CARRIED

**DELEGATION: STAFF PRESENTATION – INFRASTRUCTURE SERVICE TECHNICIAN**

Steve Hollett, provided council with an overview of what his position entails as the infrastructure service technician for Woodlands County.

**C-15-698-16**

MOVED by Councillor Pritchard that Council accept the Staff presentation on the Infrastructure Service Technician as information.

UNANIMOUSLY CARRIED

**NEW BUSINESS: FCM ANNUAL CONFERENCE & TRADE SHOW  
(Con't)**

**C-15-699-16**

MOVED by Councillor McQueen that Council direct administration to register Mayor Rennie and Councillor Govenlock to attend the FCM Annual Conference and Trade Show in Ottawa from June 1-4, 2017.

UNANIMOUSLY CARRIED

**2016 – 2018 MEMBERS AT LARGE APPOINTMENTS**

**C-15-700-16**

MOVED by Councillor Merrifield that Council direct administration to contact local schools to advise youth of the opportunity to be a member at large on the Woodlands County Community Services Committee and extend the closing date to December 15, 2016.

UNANIMOUSLY CARRIED

**C-15-701-16**

MOVED by Councillor Pritchard that Council move to an in-camera session at 9:55 a.m.

UNANIMOUSLY CARRIED

**C-15-702-16**

MOVED by Councillor McQueen that Council come out of camera at 10:03 a.m.

UNANIMOUSLY CARRIED

**C-15-703-16**

MOVED by Councillor Pritchard that Council appoints Jim Hofland and Dan Guenette to serve as members at large on the Airport Advisory Committee from November 1, 2016 to October 31, 2017.

IN FAVOR: D. Pritchard  
C. Merrifield  
D. Kluin  
D. McQueen  
J. Rennie

OPPOSED: R. Govenlock

CARRIED

**PUBLIC HEARING: 10:00 A.M. DEVELOPMENT PERMIT APPLICATION 15-098-2016  
NATURAL RESOURCE EXTRACTION (GRAVEL OPERATION) – SML  
130024 ON PT. NW 18-59-18 W5M**

Mayor Rennie declared the public hearing to review Development Permit 15-098-2016 open at 10:05 a.m.

Joan Sloomweg, Manager Planning & Development, reported that there were no written submissions received.

Mayor Rennie opened the floor for verbal submissions on proposed Development Permit 15-098-2016.

Mayor Rennie declared the public hearing for Development Permit 15-098-2016 closed at 10:05 a.m.



**NEW BUSINESS: BUDGET MEETING DATE**

(Con't)

Council discussed their availability for another budget meeting.

**C-15-704-16**

MOVED by Councillor McQueen that Council schedule a budget meeting on November 28, 2016 at 1:30 p.m. at the Woodlands County Offices in Whitecourt.

UNANIMOUSLY CARRIED

**AIRPORT ADVISORY COMMITTEE**

**C-15-705-16**

MOVED by Councillor Kluin that Council replace Councillor Merrifield as per his request on the Airport Advisory Committee with Councillor Pritchard.

UNANIMOUSLY CARRIED

**CORRESPONDENCE & INFORMATION:**

**POINTS TO CAPTURE**

**C-15-706-16**

MOVED by Councillor Kluin that Council accept:

- 7.3 – Interest in Potential Future Recreation Expansion West of the Blue Ridge Recreation Area Within Reclaimed Gravel Pits;
- 7.5. – Revised Woodlands County Strategic Plan 2015-2021; and
- 7.6 – 2017 Volunteer Appreciation Event.

as the points to capture from the November 22, 2016, Council meeting.

UNANIMOUSLY CARRIED

**INFORMATION ITEMS**

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

**C-15-707-16**

MOVED by Councillor Kluin that Council accepts the information package dated 17 November 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-15-708-16**

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

UNANIMOUSLY CARRIED

**DELEGATION(S): WHITECOURT DISTRICT LIBRARY**

Richard Bangma, the library director and Lori Arnott, chair of the Whitecourt & District Public Library, were in attendance to provide Council with an update and a review of the library programs, services and proposed 2017 budget.

**C-15-709-16**

MOVED by Councillor Pritchard that Council accept the Whitecourt & District Public Library as information.

UNANIMOUSLY CARRIED

**RECESS:** Mayor Rennie recessed the meeting at 10:30 a.m.

**RECONVENED:** Mayor Rennie reconvened the meeting at 10:35 a.m.

**COMMITTEE OF  
THE WHOLE:**

**C-15-710-16**

MOVED by Councillor McQueen that Council move to an in-camera session at 10:35 a.m.

UNANIMOUSLY CARRIED

**C-15-711-16**

MOVED by Councillor Pritchard that Council come out of camera at 11:24 a.m.

UNANIMOUSLY CARRIED

**BUILDING CONSTRUCTION UPDATE**

**C-15-712-16**

MOVED by Councillor Kluin that Council accept the Building Construction Update as information.

UNANIMOUSLY CARRIED

**RETREAT**

**C-15-713-16**

MOVED by Councillor McQueen that Council accept the Retreat discussion as information.

UNANIMOUSLY CARRIED

**ADJOURNMENT: C-15-714-16**

MOVED by Councillor Merrifield that Council adjourn the meeting at 11:24 a.m.

UNANIMOUSLY CARRIED

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Mayor

\_\_\_\_\_  
Secretary