



**KNEEHILL COUNTY  
REGULAR COUNCIL MEETING**

**AGENDA  
Tuesday, August 18, 2015  
8:30 a.m.  
Kneehill County Council Chambers  
232 Main Street  
Three Hills, Alberta**

**1.0 Agenda**

- 1.1 Additions to the Agenda
- 1.2 Adoption of the Agenda

**2.0 Approval of Minutes**

- 2.1 Regular Council Meeting Minutes of July 21, 2015

**3.0 Delegations**

- 3.1 No Delegations Scheduled

**4.0 Municipal Services**

- 4.1 **Transportation**  
No Report
- 4.2 **Water/Wastewater/Environment**  
No Report
- 4.3 **Planning**  
No Report
- 4.4 **Agricultural Service Board**  
No Report
- 4.5 **Protective Services**  
No Report

**5.0 Corporate Services**

- 5.1 Bank Reconciliation June 2015
- 5.2 Contract Re-Gravelling Project
- 5.3 Transfer of Plan 5861GN, Block 2, Laneway, Torrington

**6.0 Business Arising from Previous Minutes**

- No Report

**7.0 New Business**

- 7.1 Council Retreat 2015
- 7.2 Invitation to Town of Three Hills to Attend Fall AAMDC

**8.0 Disposition of Delegation Business**

## **9.0 Council and Committee Reports**

- 9.1 Municipal Planning Commission
- 9.2 Kneehill Housing Corporation
- 9.3 Drumheller and District Solid Waste Association

## **10.0 Council Follow-up Action List**

### **11.0 In Camera**

- 11.1 Labour (Section 17- FOIP)
- 11.2 Legal (Section 25- FOIP)

## **12.0 Motions from In Camera**

## **Adjournment**

MINUTES OF THE JULY 21, 2015 REGULAR MEETING  
OF THE COUNCIL OF KNEEHILL COUNTY AT THE KNEEHILL COUNTY OFFICE,  
232 MAIN STREET, THREE HILLS, ALBERTA.

**PRESENT:**

Division No. 5	Bob Long, Reeve
Division No. 3	Jerry Wittstock, Deputy Reeve
Division No. 1	Brian Holsworth, Councillor
Division No. 2	Carol Calhoun, Councillor
Division No. 4	Glen Keiver, Councillor
Division No. 6	Ken Hoppins, Councillor
Division No. 7	Bobby Painter, Councillor

**ADMINISTRATION PRESENT:**

Chief Administrative Officer	Al Hoggan
Director Municipal Services	Laurie Watt
Director Corporate Services	Mike Morton
Communications Officer	Debra Grosfield
Sr. Manager of Transportation and Facilities	Brad Buchert
Environmental Services Manager	John McKiernan
Senior Planning and Development Officer	Calvin Symington
Recording Secretary	Carolyn Van der Kuil

**CALL TO ORDER**

**Reeve Long in the Chair**

Reeve Long called the meeting to order at 8:30 a.m.

**AGENDA  
ADDITIONS**

**1.0 Agenda**

**1.1 Additions to the Agenda**

**Additions under Council and Committee Reports**

9.7 ASB Summer Tour

**Additions under In-Camera**

12.1 Legal

**ADOPTION OF  
AGENDA**

**302/15**

**1.2 Adoption of Agenda**

Councillor Wittstock moved approval of the agenda as amended.

**CARRIED**

**MINUTES**

**303/15**

**2.0 Minutes**

**2.1 Regular Council Meeting Minutes of June 9, 2015**

Councillor Calhoun moved approval of the June 9, 2015 Council Meeting minutes as presented.

**CARRIED**

COUNCIL MINUTES OF JULY 21, 2015

MUNICIPAL SERV  
TRANSPORTATION  
POLICY # 13-15  
304/15

**4.0 Municipal Services**

**4.1 Transportation**

**4.1.1 Policy # 13-15, Approaches Construction Guideline**

Councillor Holsworth moved that Council accept Policy #13-15: Approach Construction Guidelines as presented to replace Policies #13-15-2, #13-15-3, #13-15-4, #13-15-5.

CARRIED

HESKETH LOW  
LEVEL CROSSING  
305/15

**4.1.2 Hesketh Low Level Crossing Replacement and Other Work Project B1521**

Councillor Hoppins moved to cancel Project 1521, Hesketh Low-Level Crossing Replacement for the 2015 budget year and to revisit the project in the 2016 budget year.

CARRIED

HASTIE, AIRPORT,  
HAMLET OF  
TORRINGTON  
ROADS  
306/15

**4.1.3 Graded Aggregate Seal Coat and Other Work for the following areas: Hastie Road, Airport Road and Hamlet of Torrington**

Councillor Calhoun moved that Council approve additional funding in the amount of thirty thousand dollars (\$30,000.00) to complete the Graded Aggregate Seal Coat Project for the Hastie Road, Airport Road and the Hamlet of Torrington with funds to come from contingency.

CARRIED

WATER/  
WASTEWATER  
ENVIRONMENT  
TOWN OF TROCHU  
307/15

**4.2 Water/Wastewater/Environment**

**4.2.1 Disposal of Building Demolition Material- Town of Trochu**

Councillor Hoppins moved to allow the request from the Town of Trochu to dispose of the building demolition materials, from the 327 Arena Avenue Trochu Block Building Demolition Project, at the Torrington Rubble Pit at a cost of \$86.38 (indexed from 2011 rate) per load.

MOTION DEFEATED

The meeting recessed from 9:05 a.m. to 9:16 a.m.

John McKiernan was not present when the meeting re-convened.

PLANNING  
POLICY # 5-8  
308/15

**4.3 Planning**

**4.3.1 Policy # 5-8, Subdivisions: General Conditions for Approval**

Councillor Holsworth moved to approve Policy #5-8, Subdivision-General Conditions as presented.

CARRIED

Brad Buchert and Calvin Symington were not present when the meeting reconvened.

**CORPORATE SERV  
BANK REC**

**5.0 Corporate Services**

**5.1 Bank Reconciliation: April-May 2015**

**309/15**

Councillor Calhoun moved to receive the April and May 2015 Bank Reconciliation Report as presented.

CARRIED

**2015 CAPITAL**

**5.2 2015 Project and Capital Budget**

**310/15**

Councillor Holsworth moved to receive June 30, 2015 Capital/Project Expenditure Report for information.

CARRIED

**SWALLELL DAM**

**5.3 Solar Powered Aeration System for Swalwell Improvements Project (B1531)**

**311/15**

Councillor Calhoun moved that amend the 2015 Budget to increase \$10,000 in Tangible Capital Asset expenditures for the addition of solar aeration to the Floating Island Project (B1531) at the Swalwell Dam funded by grant revenue.

CARRIED

**SALE OF LAND**

**5.4 Sale of Surplus Lands**

**312/15**

Councillor Painter moved to advertise the following surplus lands for sale in the Three Hills Capital and on the County website for a period of two weeks:

Roll 30251945000	Portion of NE 19-30-25-W4, 0.80 acres
Roll 28221623000	Portion of SW 16-28-22-W4, 3 acres
Roll 33231443000	Portion of NE 14-33-23-W4, 1.9 acres
Roll 32272543000	Portion of NE 25-32-27-W4, 1 acre
Roll 31223223000	Portion of SW 32-31-22-W4, 1 acre
Roll 27203223000	Portion of SW 32-27-20-W4, 1.2 acres

With the intent to transfer and consolidate these parcels into the surrounding quarter section.

CARRIED

**SALE OF LAND**

**5.5 Sale of Portion of SE 18-29-22-W4, 3.3 Acres**

**313/15**

Councillor Hoppins moved to accept the price of \$500 including GST for the sale of a 3.3 acre parcel located in the SE 18-29-22-W4 with the condition that the parcel must be consolidated with the balance of the quarter section and the County will cover the costs of transfer and consolidation.

CARRIED

**SALE OF LAND**

**5.6 Sale of Hesketh Stockpile Parcel- NE 23-29-22-W4**

**314/15**

Councillor Wittstock moved to accept the price of \$8,878 plus GST for the sale of the 2.84 acre subdivision located in the NE 23-29-22-W4 with the following conditions:

1. The parcel must be consolidated with the balance of the quarter section;
2. The owner must agree to retaining the Historical School Site signage; and
3. The County will cover the costs of transfer and consolidation.

CARRIED

**SALE OF LAND**

**5.7 Sale of Parcel of Land Located at SW 35-29-26-W4**

**315/15**

Councillor Wittstock moved to accept the price of \$2,200 including GST for the sale of 0.1 acre subdivision located in the SW 35-29-26-W4 with the condition of consolidation with the balance of the quarter section; the County will cover the costs of transfer/consolidation registration.

CARRIED

**SALE OF LAND**

**5.8 Transfer of Plan 8010154, Block 1, Lot 10, Torrington**

**316/15**

Councillor Holsworth moved to direct administration to acquire Plan 8010154, Block 1, Lot 10, Torrington, pursuant to the guidelines set out in the Municipal Government Act and list the property for sale as per Kneehill County Policy #16-16, Sale of Properties.

CARRIED

**BYLAW #1696**

**5.9 Bylaw # 1696- Grainger-Hesketh Bylaw Amendment**

**317/15**

Councillor Calhoun moved that Council give first reading to Bylaw #1696, that being a Bylaw for the purpose of amending Bylaw 1601, Bylaws authorizing the Council of the Municipality to impose a local improvement tax in respect of all lands that directly benefit from the Grainger-Hesketh Water Service Area Project.

CARRIED

**318/15**

Councillor Wittstock moved that second reading be given to Bylaw #1696.

CARRIED

**319/15**

Councillor Hoppins moved that consideration to hold third reading be given to Bylaw #1696.

CARRIED UNANIMOUSLY

COUNCIL MINUTES OF JULY 21, 2015

320/15 Councillor Holsworth moved that third reading be given to Bylaw # 1696.  
CARRIED

**POLICY #16-13** **5.10 Policy # 16-13, Financial: Tangible Capital Asset Accounting Standards and Description**

321/15 Councillor Holsworth moved that Council approve Policy #16-13, Tangible Capital Asset Accounting Standards and Depreciation as presented.  
CARRIED

The meeting recessed from 10:02 a.m. to 10:07a.m.

**DELEGATIONS**  
**NATHAN COOPER**

**3.0 Delegations**

**3.1 Nathan Cooper, MLA, Olds-Didsbury-Three Hills Constituency- 10:00 a.m.**

Nathan Cooper provided Council with his background prior to being elected as the MLA for the Olds-Didsbury-Three Hills constituency. He confirmed with Council to be a champion of Rural Alberta and Agriculture as it plays in the strength of our economy and province.

Reeve Long thanked Mr. Cooper for taking time out of his busy schedule to come meet with Council.

**NEW BUSINESS**  
**THRASHERS**

**7.0 New Business**

**7.1 Three Hills Thrashers Request**

322/15 Councillor Calhoun moved that Council provides support to the Three Hills Thrashers Junior "B" Hockey Club, by sponsoring \$350.00.  
CARRIED

**QUEEN'S REIGN**  
**323/15**

**7.2 Civic Ceremony on September 9<sup>th</sup> to Mark the Queen's Reign**

Councillor Wittstock moved to receive the request from the Monarchist League of Canada to hold a Civic Ceremony to Mark the Queen's Reign as information.  
CARRIED

**POLICY #3-27**  
**324/15**

**7.3 Policy # 3-27, Council Correspondence**

Councillor Holsworth moved that Council approve Policy # 3-27, Council Correspondence as presented, and remove Council Correspondence from the Council Meeting Agenda.  
CARRIED

- SAEWA**  
**325/15**      **7.4 Southern Alberta Energy from Waste Association (SAEWA)-  
Memorandum of Understanding**  
Councillor Holsworth moved that Council receive the Brownlee LLP report as information and as being a member of the Drumheller and District Solid Waste Management Association would support the Association in signing the Southern Alberta Energy from Waste Association's Memorandum of Understanding.  
CARRIED
- POLICY #15-1**  
**326/15**      **7.5 Policy #15-1, 100 Year Farm and Ranch Award**  
Councillor Calhoun moved that Council approve Policy # 15-1, 100 Year Farm and Ranch Award as presented.  
CARRIED
- POLICY #3-26**  
**327/15**      **7.6 Policy #3-26, Delegation Policy**  
Councillor Wittstock moved that Council delete Policy # 3-26, Delegation Protocol as the information provided in this policy is included in Bylaw # 1679.  
CARRIED
- THILLS DISCOVERY NIGHT**  
**328/15**      **7.7 Three Hills Community Discovery Night**  
Councillor Calhoun moved that Council authorize the attendance of Reeve Long to attend the 2015 Three Hills Community Discovery Night.  
CARRIED
- ADOA SPONSORSHIP**  
**329/15**      **7.8 Alberta Development Officers Association Conference  
Sponsorship**  
Councillor Hoppins moved that Council provide sponsorship to the ADOA Conference being held in Slave Lake, AB, from September 28th to September 30th in the amount of \$500.00.  
CARRIED  
The meeting recessed from 10:44 a.m. to 10:52 a.m.
- DELEGATIONS**  
**NATHAN COOPER**  
**330/15**      **8.0 Disposition of Delegation Business**  
**8.1 Nathan Cooper, MLA Olds-Didsbury-Three Hills Constituency**  
Councillor Holsworth moved to direct administration to send Nathan Cooper, MLA a thank you letter for attending today's Regular Council meeting.  
CARRIED



COUNCIL MINUTES OF JULY 21, 2015

- COUNCIL REPORTS**  
**STETTLER 60<sup>TH</sup>**      **9.0 Council and Committee Reports**  
**9.1 County of Stettler 60<sup>th</sup> Anniversary**- Written report was submitted by Reeve Long on the event he attended on June 18<sup>th</sup>.
- MPC**      **9.2 Municipal Planning Commission**- Approved minutes were provided from the May 28<sup>th</sup>, 2015 meeting.
- COMM FUTURES**      **9.3 Community Futures Wildrose**- Minutes were provided from the May 7, 2015 meeting.
- SWALWELL 60<sup>TH</sup> ANNIVERSARY**      **9.4 Swalwell Ladies Town and Country Club 60<sup>th</sup> Anniversary** - Written report was submitted by Councillor Calhoun on the event she attended on July 4<sup>th</sup>, 2015.
- DRUM SOLID WASTE**      **9.5 Drumheller Solid Waste**- Written report was submitted by Councillor Calhoun on the meeting she attended on June 18, 2015.
- KRP**      **9.6 Kneehill Regional Partnership Meeting**- Written report was submitted by Councillor Holsworth on the meeting he attended on June 10, 2015.
- ASB**      **9.7 Agricultural Service Board Summer Tour**- A verbal report was provided by Reeve Long on the ASB Summer Tour that was held in Grande Prairie.
- 331/15      Councillor Wittstock moved that Council receive the Council and Committee reports as presented. CARRIED
- CORRESPONDENCE**      **10.0 Correspondence Report**  
332/15      Councillor Holsworth moved that Council receive the Correspondence Report as presented. CARRIED
- COUNCIL ACT LIST**      **11.0 Council Follow-up Action List**  
333/15      Councillor Calhoun moved that Council receive the July 21, 2015 Council Follow-Up Action List as presented for information. CARRIED
- IN-CAMERA**      **12.0 In-Camera**  
334/15      Councillor Hoppins moved that Council go into In-Camera to discuss Legal matters at 11:20 a.m. CARRIED

COUNCIL MINUTES OF JULY 21, 2015

**335/15** Councillor Hoppins moved that Council go out of In-Camera at 11:56 .m.  
CARRIED

**MOTIONS IN-CAM**  
**336/15**

**13.0 Motions from In-Camera**

Councillor Hoppins moved to direct Administration to continue with negotiations with the Town of Three Hills on purchasing the Kneehill County Administration Building at 232 Main Street, Three Hills and sign the letter of intent provided by the Town of Three Hills with an amendment to Section 4 as discussed In-Camera, and attach the 2006 Environmental Report.

CARRIED

**ADJOURNMENT**

**Adjournment**

The meeting adjourned at 11:57 a.m.

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Bob Long  
Reeve

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Al Hoggan  
CAO



# REQUEST FOR DECISION

Agenda Item #

## 5.1

<b>SUBJECT:</b>	<b>Bank Reconciliation – June 2015</b>
<b>MEETING DATE:</b>	<b>2015-08-18</b>
<b>PRESENTED BY:</b>	<b>Mike Morton, Director of Finance</b>
<b>BACKGROUND/ PROPOSAL</b>	To request Council’s acceptance of the Bank Reconciliation covering the period of June, 2015.
<b>DISCUSSION/ OPTIONS/ BENEFITS/ DISADVANTAGES:</b>	N/A
<b>COSTS/SOURCE OF FUNDING:</b>	N/A
<b>COMMUNICATIONS:</b>	N/A
<b>LINK TO STRATEGIC PLAN:</b>	N/A
<b>ATTACHMENTS:</b>	Please find attached the June 2015 Bank Reconciliation summary.
<b>RECOMMENDED ACTION:</b>	Receive as information.
<b>COUNCIL OPTIONS:</b>	<ol style="list-style-type: none"> <li>1. Receive as information.</li> <li>2. Council to provide further direction or required changes/amendments.</li> </ol>
<b>MOTION:</b>	Council receive the June 2015 Bank Reconciliation Report as presented.

Prepared By: Will Wolfe  
Accounting Supervisor

Approved By: Mike Morton  
Director of Corporate Services

Reviewed By: Al Hoggan  
Chief Administrative Officer



**BANK RECONCILIATION  
June 2015**

		12-000-00-31200	12-000-00-33210	12-000-00-34700		
		GENERAL ACCT	GICs	TAX TRUST		TOTALS
<b>BANK</b>						
ADD:	End of Month Balance	18,041,074.13	8,238,419.31	63,889.77		
	Outstanding Deposits	69,410.27				
	Outstanding Adjustments					
	New Term Deposits					
	New Master Cards					
	<b>SUBTOTAL</b>	<b>18,110,484.40</b>	<b>8,238,419.31</b>	<b>63,889.77</b>		
LESS:	Outstanding Cheques	213,439.31				
	O/S MC TSF					
	Telepay Pre-Deposit					
	Master Card Cancellations					
	GIC's Redeemed					
	Outstanding Adjustment					
	<b>SUBTOTAL</b>	<b>213,439.31</b>	<b>0.00</b>	<b>0.00</b>		
<b>RECONCILED BANK BALANCE</b>		<b>\$ 17,897,045.09</b>	<b>\$ 8,238,419.31</b>	<b>\$ 63,889.77</b>		<b>\$ 26,199,354.17</b>
<b>GL BALANCE</b>		<b>\$ 17,897,045.09</b>	<b>\$ 8,238,419.31</b>	<b>\$ 63,889.77</b>	<b>30/Jun/14</b>	<b>\$19,986,415.02</b>
		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		



# REQUEST FOR DECISION

Agenda Item #

## 5.2

<b>SUBJECT:</b>	<b>2015 Contract Re-gravelling Project</b>
<b>MEETING DATE:</b>	<b>2014-08-19</b>
<b>PRESENTED BY:</b>	<b>Brad Buchert Sr. Manager Transportation and Facilities</b>
<b>BACKGROUND/ PROPOSAL</b>	The 2015 capital project budget included funding of \$1.8 million for contract gravelling project. Of the \$1.8 million, approximately \$400,000 to \$500,000 was allocated just to trucking with the remainder for the purchase of gravel.
<b>DISCUSSION/ OPTIONS/ BENEFITS/ DISADVANTAGES:</b>	This years' in-house re-gravelling program has been completed in record time due in large part to minimal rain delays as well as additional manpower and trucking units in the 2015 budget. There are still several weeks remaining in our season, and we would like to recommend utilizing our in-house resources to complete the remainder of the re-gravelling program rather than through contract resources as originally approved in the 2015 budget. This would allow the entire \$1.8 million to be dedicated to gravel purchases.
<b>COSTS/SOURCE OF FUNDING:</b>	No request for additional funding. Reallocation of capital project funding for the re-gravelling program.
<b>COMMUNICATIONS:</b>	N/A
<b>LINK TO STRATEGIC PLAN:</b>	Fiscal sustainability – long-term transportation plan
<b>ATTACHMENTS:</b>	
<b>RECOMMENDED ACTION:</b>	Recommend to re-allocate funds from the contract re-gravelling program to that of gravel purchase.
<b>COUNCIL OPTIONS:</b>	<ol style="list-style-type: none"> <li>1.) That Council re-allocate the funds from the contract re-gravelling project to that of gravel purchase only, utilizing in-house resources for the required trucking.</li> <li>2.) That Council confirm the contract re-gravelling project as originally approved for 2015.</li> <li>3.) That Council request additional information from Administration regarding this capital project for 2015.</li> </ol>
<b>MOTION:</b>	That Council re-allocate the funds from the contract re-gravelling project to that of gravel purchase only, utilizing in-house resources for the required trucking.

Prepared By: Brad Buchert  
Sr. Manager of Transportation

Approved By: Laurie Watt  
Director, Municipal Services

Reviewed By: Al Hoggan  
Chief Administrative Officer



# REQUEST FOR DECISION

Agenda Item #

## 5.3

<b>SUBJECT:</b>	<b>Transfer of Plan 5861GN, Block 2, Laneway, Torrington</b>
<b>MEETING DATE:</b>	<b>2015-08-18</b>
<b>PRESENTED BY:</b>	<b>Mike Morton, Director of Corporate Services</b>
<b>BACKGROUND/ PROPOSAL</b>	In 2014 the County acquired this parcel through the Tax Recovery process. At the public auction, no offers were received. During research of this property it was found that the hotel building is located on this parcel as well as the adjoining property. The Village originally closed the laneway and sold it to the hotel owners in 1979 with the condition of consolidation. The consolidation was not completed and in 2005, the parcel was not transferred appropriately at the time of sale. Since then, it came to the County under the Tax Recovery process.
<b>DISCUSSION/ OPTIONS/ BENEFITS/ DISADVANTAGES:</b>	Administration has completed all research on this property and agree that this parcel belongs to the current owner of the hotel as the improvement expands onto the original laneway. We have found the owner on title from 2005 and have had a transfer of land signed to the current owner. Upon approval from Council to cancel the tax arrears, the title can be transferred and consolidated to the adjoining property as should have been done originally. Administration also requests approval to cover the costs of transfer/consolidation.
<b>COSTS/SOURCE OF FUNDING:</b>	General Revenue/Tax Arrears
<b>COMMUNICATIONS:</b>	
<b>LINK TO STRATEGIC PLAN:</b>	
<b>ATTACHMENTS:</b>	Current picture of property
<b>RECOMMENDED ACTION:</b>	That Council agrees to the cancellation of tax arrears in the amount of \$333.71 and the transfer/consolidation of the parcel with Plan 5861GN, Block 2, Lot C.
<b>COUNCIL OPTIONS:</b>	<ol style="list-style-type: none"> <li>1. Council to approve the recommended action.</li> <li>2. Council to accept as information only.</li> </ol>
<b>MOTION:</b>	Council directs administration to cancel the tax arrears on roll 32263442760 in the amount of \$333.71; revert the title back to the owner in order to facilitate the transfer and consolidation to Plan 5861GN, Block 2, Lot C; and that Kneehill County pay the costs associated with registration of the documents.

Prepared By: Caroline Siverson  
Tax & Assessment Administrator

Approved By: Mike Morton  
Director of Finance

Reviewed By: Al Hoggan  
Chief Administrative Officer





# REQUEST FOR DECISION

Agenda Item #

## 7.1

<b>SUBJECT:</b>	<b>Council Retreat 2015</b>
<b>MEETING DATE:</b>	<b>2015-08-18</b>
<b>PRESENTED BY:</b>	<b>Al Hoggan, CAO</b>
<b>BACKGROUND/ PROPOSAL</b>	It was requested that Administration organize a Council retreat. This will enable the sharing of information, briefings on specific issues and open conversation. All Councillors are invited to participate in this workshop.
<b>DISCUSSION/ OPTIONS/ BENEFITS/ DISADVANTAGES:</b>	Meeting room and accommodations have been arranged.
<b>COSTS/SOURCE OF FUNDING:</b>	2015 Operating Budget
<b>COMMUNICATIONS:</b>	N/A
<b>LINK TO STRATEGIC PLAN:</b>	N/A
<b>ATTACHMENTS:</b>	N/A
<b>RECOMMENDED ACTION:</b>	Council approval of the Council Retreat with the dates as presented.
<b>COUNCIL OPTIONS:</b>	<ol style="list-style-type: none"> <li>1. That council approve the Councillor Retreat scheduled for October 19<sup>th</sup> and 20<sup>th</sup>, 2015.</li> <li>2. That Council amend the Councillor Retreat dates.</li> <li>3. That Council does not approve the Council Retreat scheduled for October 19<sup>th</sup> and 20<sup>th</sup>, 2015</li> </ol>
<b>MOTION:</b>	That Council approve the Council Retreat for the dates of October 19 <sup>th</sup> and 20 <sup>th</sup> , 2015 and that Administration be directed to complete all necessary arrangements for this scheduled retreat.

Prepared By: Carolyn Van der Kuil  
Executive Assistant

Approved By: Al Hoggan  
Chief Administrative Officer

Reviewed By: Al Hoggan  
Chief Administrative Officer





# REQUEST FOR DECISION

Agenda Item #

## 7.2

<b>SUBJECT:</b>	<b>Invitation to Town of Three Hills to Attend Fall AAMDC</b>
<b>MEETING DATE:</b>	<b>2015-08-18</b>
<b>PRESENTED BY:</b>	<b>Al Hoggan, CAO</b>
<b>BACKGROUND/ PROPOSAL</b>	As part of Kneehill County's Strategic Plan to Think, Act Regionally, and as a way to build better regional relationships, Kneehill County would like to extend an invitation to the Mayor and CAO of the Town of Three Hills to attend the Fall 2015 AAMDC Convention with Council.
<b>DISCUSSION/ OPTIONS/ BENEFITS/ DISADVANTAGES:</b>	The County would pay for the registration and accommodations for the Mayor of Three Hills and would pay for the conference registration for the CAO of Three Hills.
<b>COSTS/SOURCE OF FUNDING:</b>	2015 Operating Budget
<b>COMMUNICATIONS:</b>	N/A
<b>LINK TO STRATEGIC PLAN:</b>	Think Act Regionally
<b>ATTACHMENTS:</b>	N/A
<b>RECOMMENDED ACTION:</b>	To invite the Mayor and CAO of The Town of Three Hills to attend the AAMDC Fall 2015 Conference.
<b>COUNCIL OPTIONS:</b>	<ol style="list-style-type: none"> <li>1. To invite the Mayor and CAO of the Town of Three Hills to attend the AAMDC Conference.</li> <li>2. To invite just the Mayor of the Town of Three Hills to attend the AAMDC Conference.</li> <li>3. To receive for Information.</li> </ol>
<b>MOTION:</b>	That Council invite the Town of Three Hills Mayor and CAO to the Fall Alberta Association of Municipal Districts and Counties (AAMDC) meeting, with Kneehill County covering the cost of the hotel and registration for the Mayor and the conference registration for the CAO.

Prepared By: Carolyn Van der Kuil  
Executive Assistant

Approved By: Al Hoggan  
Chief Administrative Officer

Reviewed By: Al Hoggan  
Chief Administrative Officer

**MUNICIPAL PLANNING COMMISSION MEETING  
June 25, 2015**

A meeting of the Kneehill County Municipal Planning Commission was held on June 25, 2015 commencing at 9:00 a.m.

**Present**

Brian Holsworth	Councillor/Board Member
Bob Long	Councillor/Board Member
Ken Hoppins	Councillor/Board Member
Carol Calhoun	Councillor/Board Member
Doug Herman	Member at Large
Rick Vickery	Member at Large
Al Hoggan	Chief Administrative Officer
Calvin Symington	Development Officer
Dharmesh Vyas	Development Officer
Heather Kostrosky	Recording Secretary
Jonathan Smienk	Finance Intern

**Call to Order**

B. Holsworth called the meeting to order at 9:00 a.m.

**Adoption of Agenda**

R. Vickery moved to adopt the agenda.

**CARRIED**

**Approval of Minutes**

K. Hoppins moved to approve the May 28, 2015 minutes.

**CARRIED**

Joe Sinclair, Pierre-Luc Harvey, Leah Slade, Nathan Perry, David Strohschein, Rob Davidson and Darryl Dibben were present when the meeting was called to order.

**Business Arising**

Craig Sanok entered the meeting at 9:15 a.m.

**Subdivision Application KNE150111 Rod Hanger NW 28-31-23-W4**

KNE150111 was approved at the last MPC meeting. The road widening condition in the approval requires correction. Presently it states that road widening is requested 'along the entire easternmost boundary of the NW 28-31-23 W4 on RGE RD 243' (Condition 9).

This should be corrected to say 'westernmost boundary'. No other changes to the conditions are proposed.

**C. Calhoun moved that Subdivision Application KNE150111 revision be approved with the following amended condition:**

- 1. The subdivision to be registered must be in accordance with the tentative plan submitted: dated April 16, 2015 and prepared by Midwest Surveys Inc. Job No. CA-0062-15.**

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2. The subdivision must be registered by a method suitable to Alberta Land Titles and in accordance with the Land Titles Act.
3. All outstanding taxes are to be paid or satisfactory arrangement for payment thereof, to Kneehill County.
4. Written confirmation that the approach giving access to the subdivision and remnant has been built to Kneehill County standards at locations acceptable to the Operations Department. This must be submitted to the Kneehill County Planning and Development Department prior to subdivision registration.
5. All services (water, sewer, power etc.) are to be provided by the landowner at their expense. Future landowners should be made aware that Kneehill County is an agricultural area and issues relating to dust, noise, and smell may arise from time to time. The County will not be responsible for dust control, as per County policy. If it becomes an issue, the responsibility to pay for dust control would fall to the titled landowner.
6. Confirmation of compliance with the requirements of the Alberta Private Sewage Disposal regulation and Safety Codes Act for the private sewage disposal system located upon the proposed lot either by a letter from a certified Safety Codes Officer, a permit application or a recent approval not more than five years old.
7. The location of water wells and sewage disposal systems are to be located and be shown to conform with provincial setback requirements.
8. All future site development will require the appropriate development and safety codes permits and approvals.

**CARRIED**

Craig Sanok entered the meeting at 9:15 a.m.

**Development Application 3473-15 McKeown/Dunne 5050AK; 3; 17-20 Swalwell**

Shawn McKeown and Julieann Dunne were approved for a 16' x 76' mobile home with a 59' x 20' addition on Lots 17-20, Block 3, Plan 5050 AK (zoned Hamlet Residential) in Swalwell at the previous MPC meeting. They were granted a 5ft relaxation in the rear yard to reduce the 25ft rear yard setback to 20ft; the site plan was approved as submitted.

The applicants submitted a revision to their site plan on June 3<sup>rd</sup> (with a further revision on June 4<sup>th</sup>), which extends the width of the addition to 24ft (from the original 20ft that MPC approved). The final version of the site plan submitted on June 4, 2015 shows that 19 feet (of the 59ft addition) are to be allocated to a garage, while the remaining 40 feet are to be the addition.

On June 15, the applicants submitted an additional letter after discussions with the Planning Department regarding their expenses with respect to connecting to the main water line and reclamation of the roadway upon completion. The letter requested that Condition 7 be waived. Condition 7 stated:

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*The applicant must connect to the Swalwell water and sewer system using a qualified contractor at their own cost and to the satisfaction of Kneehill County. The applicant is also responsible for reclamation and costs of the roadway once complete. The applicant must notify the Utilities Department a minimum of 48-hours prior to work being done on site. All connections must be inspected by Kneehill County Utilities Representatives prior to backfilling.*

The reason for this request is due to the financial burden upon them (the developer/ landowner).

As Development Permit 3473-15 was approved by MPC, any edits to the site plan must be reviewed by the Municipal Planning Commission. Their current development permit, 3473-15, is still valid but an approval of this new site plan would ultimately supersede the previous approval (an additional condition rendering such a decision will be required).

Due to the request for the amendment to the site plan, the applicants are simultaneously requesting that MPC review the condition making the developer/ landowner responsible for reclamation and costs of the roadway and connection to the main water line. Condition 7 in the previous approval is Condition 9 within this report; MPC may wish to reconsider or amend Condition 9 listed in this report.

Applicable to this development permit request is the Land Use Bylaw (Sections 9, 21, 44).

The adjustment of 20ft to 24ft does not impact or otherwise reduce the side yard setback on either side of the mobile home residence. The side yards remain at 10ft and 14ft irrespective of this alteration, thereby satisfying Section 21(4)(c)(i). The applicants have indicated that the reason for this adjustment is so that the door on the mobile home can be used as the entrance to and from the addition rather than having to make a hole in the mobile home for an additional doorway.

The applicant has indicated that the garage is to be built separately from the addition (but by the same contractor) and once it has settled, it will be connected to the addition. MPC may wish for an additional condition to this respect to ensure that the garage is attached to the addition; it may otherwise create a situation where an accessory building is placed in the front yard (see Condition 3 in recommended conditions). When connected to the addition, the garage would become part of the main dwelling; when it is separate, it would be an accessory building. Planning determines the necessity for this condition based on Section 44(5) of the LUB which states:

*No accessory building or any portion thereof shall be erected or placed within the front yard of any lot unless otherwise approved by the Development Authority.*

Front and rear yard setbacks would be satisfied (with the variance being granted in the rear yard to reduce it from 25ft to 20ft).

Conditions 1 and 3 (in this report) are therefore new conditions being introduced into an approval. Condition 2 has been edited to correlate with this update.

Upon review with the Environment Department, it was found that a main line extension was not required. As such, Condition 8 of the old permit, which stated:

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*If a main extension is required to connect to the sewer and water services, the cost shall be borne by the developer/ applicant has been removed from this approval.*

Condition 9 has been left in as it was initially stated and can be removed or altered at the discretion of MPC. This condition has been used consistently for residential developments in the Hamlet of Swalwell. Planning has offered the same recommendation to two other residential applications in Swalwell, so there is no indication of placing a larger burden on one application as opposed to another.

Servicing has been completed on June 16<sup>th</sup>, 2015 but due to the request to amend the condition, there is concern as to who is financially responsible for providing servicing to the lot line- the County or the developer.

Section 9(9) of the LUB states:

*The Municipal Planning Commission may require, as a condition of issuing a development permit, the applicant enter into an agreement to construct or pay for the construction of public roadways or parking facilities, to install or pay for the installation of utilities and/ or to pay an off-site levy imposed by Bylaw. This may involve the applicant posting security with respect to the development and paying for construction, where the development requires a road or traffic infrastructure improvement specifically to accommodate the development. The applicant for a development may be required to provide dust control adjacent to existing residences located on roads impacted by the development. The Municipal Planning Commission may require that commercial vehicular traffic be limited to certain roads when gaining access to and from a site.*

MPC may wish to amend Condition 9 for the applicant to enter into an agreement to pay for reclamation costs once services are connected. Alternatively, MPC could consider waiving the condition entirely or keeping it as it was initially placed. If the condition is waived, this may become a Council concern with respect to cost-sharing/ financial responsibilities.

Referral letters and emails were not sent out for this rendition of the application as it was the same application with a minor adjustment. All previous responses are still valid and are listed as follows:

Alberta Transportation stated they have no concerns with the application as the parcel is serviced by the local road network.

ATCO Pipelines stated they have no objections. ATCO Electric stated they have no comments or concerns with this application.

The Utilities Department stated: as a vacant lot, the utility services are not present. Work must be done to connect water and sewer to main distribution/ collection lines.

ATCO Gas stated:

1. ATCO Gas' existing Right-of-Way or other land rights shall be carried forward and registered on any newly created lots.
2. Work of any nature (i.e. grading, paving, stockpiling, landscaping, berms, etc.) affecting the surface of ATCO Gas' right-of-way must first receive prior written consent from ATCO Gas' Land Administration Department (780)420-4135.

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3. Should it be necessary to lower, relocate or make any alterations to our existing pipelines and/or appurtenances due to this project, contact ATCO Gas' Distribution Engineer at (403) 357-5220. If alterations are required, the cost shall be borne by owner/ developer.

Further Information ATCO Gas provided:

1. Each lot is to have a separate service line.
2. When gas service is required for the individual lots, the owner/ developer shall contact the local ATCO Gas office at 403-357-5200 to discuss their service requirements, timing and the associated costs
3. Remember to contact Alberta One-Call at 1-800-242-3447 to have the gas lines located at least 48 hours prior to any excavation.

To date, no further responses have been received.

Members noted that the development and servicing of unserved lots in hamlets should be placed in a Council policy, so as the responsibility would fall to Council and not to MPC members. This would address the financial aspect and road reclamation of the development.

Current County policies are for Development of Undeveloped Road Allowances 15-3 regarding cost sharing and Water Long Service Connection 14-11 regarding the installation of a water riser. Both of these policies would not be applicable in this situation, as rural policies do not apply to hamlet water services.

Board members discussed their concerns regarding the servicing of unserved lots in hamlets and hiring private contractors. The County can recommend potential contractors to use for a project.

It was also noted that if an applicant were not satisfied with the conditions pertaining to their development or subdivision application, they should be initiating an appeal with the Subdivision and Development Appeal Board. However, the Municipal Planning Commission does have the authority, when amending a site plan for an application, to amend or change any conditions at that time.

**D. Herman moved that Development Permit Application 3473-15 revision be approved subject to the following amended conditions:**

- 1. Development Permit 3473-15 is no longer valid and is to be superseded by Development Permit 3473-15 REVISION.**
- 2. The development must conform to the site plan (attached to this approval) dated June 3<sup>rd</sup>, 2015 that was submitted. The application is granted the 20% (5ft/1.5m) variance in the rear yard to permit a 20ft rear yard setback (reduced from 25ft).**
- 3. The garage to be built separately from the addition must be attached within one year from the date of approval of this permit (June 25, 2016).**
- 4. All relevant Safety Codes Permits pertaining to Building, Private Sewage Disposal System, Gas, Electrical and Plumbing must be applied for prior to any work being performed on site.**

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5. The developer is responsible for making suitable arrangements with the utility companies for provision of services and/ or necessary easements and ensuring all development is outside active utility rights-of-ways.
6. The minimum parking standards of two off-street parking spaces per dwelling unit must be provided.
7. The site shall be graded so storm water does not drain on to adjoining properties.
8. All future additions, including, but not limited to decks and porches, will require Development Permits and relevant Safety Code Permits.
9. The applicant must connect to the Swalwell water and sewer system using a qualified contractor at their own cost and to the satisfaction of Kneehill County. The applicant is also responsible for reclamation and costs of the roadway once complete. The applicant must notify the Utilities Department a minimum of 48-hours prior to work being done on site. All connections must be inspected by Kneehill County Utilities Representatives prior to backfilling.
10. The design, siting, external finish and architectural appearance of the home shall be to the satisfaction of the development authority and must have a permanent foundation capable of supporting the maximum anticipated load of the home during all seasons without settlement or other movement.
11. As per Section 46 of Land Use Bylaw 1564, the mobile home shall be C.S.A approved; have a permanent foundation capable of supporting the maximum anticipated load of the mobile home during all seasons without settlement or other movement. The undercarriage of the mobile home shall be completely screened from view by the foundation or by skirting within 60 days of placement of the mobile home.
12. As per Section 46 of Land Use Bylaw 1564, all mobile homes shall be provided with steps and landings to all entrances within 30 days of their placement. Additions to a mobile home shall have a foundation and skirting equivalent to that of the mobile home.
13. This permit is valid for a period of one (1) year from the date of issue or the date of an approved decision of the Subdivision and Development Appeal Board. If at the expiry of this period, the development or construction has not been commenced or carried out with reasonable diligence, this permit shall be invalid.
14. Failure to comply with the conditions of this permit will render it null and void.

**CARRIED**

Daileen Lynch entered the meeting at 9:20 a.m.

**New Business**

The following development applications were presented by Dharmesh Vyas and Calvin Symington.

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**Development Application 3484-15 Joe Sinclair NE 23-29-21-W4, Lot 1, Block 2, Plan 9511518**

Joe and Sandy Sinclair have submitted an application to move on a manufactured home onto their 5.44 acre parcel (zoned Country Residential). The applicants have stated that the old (existing) home will be removed prior to the new home being brought in.

The parcel is located directly south of the Red Deer River and north of Highway 575. There is a Service Road and an unnamed County Gravel road in place for access.

There is a Phase 3 water line on the adjacent property line and records show that the present manufactured home is not connected to the waterline. They do have a riser. There is a Taqa North gas well on the property.

As a manufactured home is a discretionary use within the Country Residential District, the application has been brought forward to MPC. The applicant has also gotten signatures from surrounding neighbors (14 in total) indicating that they are not opposed to the manufactured home being moved onto the 5.44 acre parcel. This was conducted by the applicant and referral letters were sent out to adjacent land owners.

Hunter Survey Systems Ltd. has sent in an additional letter which is quoted in the references section regarding the 1:100 year flood plain elevation.

The soil rating is CLI 7 (soils with no capacity for arable culture or permanent pasture). No agricultural land is therefore affected by the proposed development.

Applicable to this development permit request, Section 6.3.1 of the Municipal Development Plan and Sections 20, 32, 33, 47, 55 of the Land Use Bylaw.

Sections 6.3.1 of the MDP and Section 55 of the LUB both state that one dwelling is permitted per parcel. The applicants have indicated that the existing home will be removed before the new home is placed upon the property. This would then satisfy both components.

Section 20(4) of the LUB (Country Residential District), indicates that the front yard should be 100ft (30.5m) from a county roads and 25ft (7.6m) from internal roads. In any case, the applicants demonstrate compliance with the front yard setback with their site plan (at 185ft). The side and rear yard setbacks of 25ft (7.6m) are all satisfied. The minimum floor area of 1000ft<sup>2</sup> (93m<sup>2</sup>) is also satisfied. Sections 20(4)(c)(d)(e)(f) are all satisfied. The applicants also have an active water account.

It is important to note that the maximum limit of a Country Residential Parcel is 4 acres (1.62 acres). The parcel in question is 5.44 acres. Planning was unable to find when this subdivision was created. However, it is an existing lot and the size of the subdivision does not form part of this application for the development permit.

Section 47 of the LUB (Manufactured Homes) states that the external appearance of the Manufactured Home should be to the satisfaction of MPC and should take into account compatibility with other buildings in the vicinity. It should also have a minimum roof pitch of 1:4; a roof surface of wood or asphalt shingles, clay or concrete tiles, slates or wood shakes; a minimum overhang or eaves of 0.40m (16 inches) from each external wall; a maximum length to



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width ratio of 3:1; a minimum width of 4.27m (14ft) and a permanent foundation. The applicants have provided an image of the Manufactured Home to be placed on the property with their application. The application demonstrates compliance with this section.

An important component of this application involves Section 32 (Floodplain Development) and Section 33 (Development Near Water).  
Section 32 indicates the following:

- 1) Notwithstanding subsection (2), no new development or expansion of existing development shall be allowed in the 1:100 year flood plain of any watercourse or water body as determined by Alberta Environment.
- 2) Temporary or seasonal structures may be permitted within the 1:100 year flood plain of any permanent water course or water body where they are contained within an approved conceptual plan or site plan subject to conditions of the development permit.  
Notwithstanding the above, the Municipal Planning Commission shall as a condition of Development Permit, require that a caveat be registered against the certificate of title of the subject lands to ensure the Municipality is held harmless from the loss or damage caused by possible flooding and/or erosion. The caveat shall be written to the satisfaction of the County.
- 3) Development Permit Applications for parcels in the 1:100 year floodplain shall be accompanied by the following information requirements:
  - i) Elevation of the site as prepared by a qualified surveyor or engineer
  - ii) Proposed elevation of main floor of residential buildings as prepared by a qualified surveyor or engineer
  - iii) Statement and/ or analysis which demonstrates the suitability of the development to the site as compared to other locations on the parcel

Hunter Survey Systems Ltd. provided an advisory letter with the application regarding the structure. They stated it would be 0.80 meters above the 1:100 year flood plain, placing the finished floor of the house approximately 2.01 meters above the 1:100 year flood elevation.  
Section 33 states:

- 1) Unless permitted in an Area Structure Plan, no part of any building shall be developed within the 38.1m (125ft) of a river, lake, stream, or other permanent water body.
- 2) Notwithstanding subsection (1), the Development Authority may require additional reports to be submitted by qualified consultants to help determine the setback distance. The setback may be reduced if supported by a report submitted by a qualified engineer.

The dwelling currently in place is to be removed prior to placement of the new manufactured home. The manufactured home itself will then be in the same place as the current home. The subject parcel is located within the Kneehill Creek Area Structure Plan (Kneehill County Bylaw 1263).

Section 4.3 of the Kneehill Creek ASP states that *residential development shall not be permitted within 125ft of the banks of the Kneehill Creek and the Red Deer River*. There is no definition for the river bank in the ASP, nor is there any depiction of the area which would constitute such

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bank. An image is attached to the MPC package which shows the contour lines in the area. The image also shows that the distance from the house to the river is approximately 138ft.

Referral letters and emails were sent out on June 2<sup>nd</sup> and 3<sup>rd</sup>, 2015 to neighboring property owners and affected agencies.

Alberta Transportation initially stated that the applicants will be required to obtain a Roadside Development Permit from them prior to the County issuing a development permit; this was due to the proximity to Highway 575. Subsequently, a permit was issued by Alberta Transportation.

ATCO Electric stated they have no comments or concerns. ATCO Gas stated this project is not in the ATCO Gas' franchise area but is in the Rosebud Gas Coop Ltd franchise area. ATCO Pipelines stated they have no objection.

Telus Communications stated they have no objections.

Alberta Health Services stated they have no objections provided that:

1. The home is serviced by the local water distribution system if truly available, and that the private sewage disposal system complies with all applicable codes and regulations.

An advisory letter from Hunter Survey Systems Ltd. was provided with the application. An excerpt from the letter indicates as follows:

*This is to advise we have determined the 1:100 year flood plain elevation for this proposed building site from studies done by Alberta Environment, actual high water levels records recorded during the 2005 and 2013 floods and our experience in this area. We then conducted an actual field survey to determine the ground elevation at this site and are pleased to report the following:*

*Based on the foregoing; this is to advise the ground elevation for this proposed development is 0.80 of a meter (2.6 feet) above the 1:100 year flood plain. This will place the finished floor of the house approximately 2.01 meters (6.6 feet) above the 1:100 year flood elevation and there will be no openings below the 1:100 flood elevation.*

No further responses have, to date, been received.

Members briefly discussed the submitted flood plain report and the setback distance from the house to the river.

**K. Hoppins moved that Development Permit Application 3484-15 be approved subject to the following conditions:**

- 1. The development must conform to the site plan that was submitted with the application, dated June 25, 2015, as attached to this approval letter.**
- 2. The existing dwelling must be removed from the site prior to the Manufactured Home being moved on and placed onto the site as indicated by the applicant.**

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3. The design, siting, external finish and architectural appearance of the manufactured home shall be to the satisfaction of the development authority and must have a permanent foundation capable of supporting the maximum anticipated load of the home during all seasons without settlement or other movement.
4. All relevant Safety Codes Permits pertaining to Building, Private Sewage Disposal System, Gas, Electrical and Plumbing must be applied for prior to any work being performed on site.
5. The location of the proposed development must meet the minimum distance from sewage systems as set out in the Alberta Private Sewage Disposal System Regulation and Safety Codes Act.
6. The developer is responsible for making suitable arrangements with the utility companies for provision of services and/ or necessary easements and ensuring all development is outside active utility rights-of-ways.
7. Kneehill County is a rural agricultural municipality and issues relating to dust, noise, and odour will arise from time to time. The County will not be responsible for dust control, as per County policy. If it becomes an issue, the responsibility to pay for dust control would fall to the titled landowner.
8. This permit is valid for a period of 1 year from the date of issue or the date of an approved decision of the Development Appeal Board. If at the expiry of this period the development or construction has not been commenced or carried out with reasonable diligence, this permit shall be invalid.
9. Failure to comply with the conditions of this permit will render it null and void.

**CARRIED**

Mr. Sinclair left the meeting at 9:45 a.m.

MPC recessed at 9:45 a.m. and reconvened at 9:55 a.m.

**Development Application 3485-15 Daileen Lynch NE 5-33-22-W4**

Daileen Lynch has submitted an application to renovate a 100ft x 50ft shop and convert a portion of it into a living space (residence). Both the main level and the upper level will form part of the conversion (amounting to approximately 2615ft<sup>2</sup> when added together). No new buildings are being proposed on the site.

The parcel is approximately 150.53 acres and currently does have a mobile home (double wide) on the property; the applicant is currently residing here. The applicant has indicated that the condition of the mobile home is beyond repair and that it would be removed or destroyed once this project (the present application) is complete. A contractor is stated to complete the renovations and the back (remainder of the shop) would be utilized as a garage.

The parcel is accessed from Township Road 332A and is zoned agriculture.

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The home occupation on the parcel was issued permits for auto body and welding (Heavy Metal Auto Wreckers) and it has since been closed as a business as of March 18, 2015. The applicant has also stated that they are working on clearing up the quarter with respect to the business that was run there.

A permit may have been issued with respect to the shop (the subject of this application) as it currently stands; planning has been unable to trace an exact permit number as it would have been issued between 1985 and 2010. One development permit found for a shop was issued in June 1985, though it is unclear as to whether this is referring to the subject structure of this application. A further building permit (not related to the 1985 application) was found for a shop from 1992 which somewhat more closely resembles the existing shop, however, no development permit was found linked to the building permit and there still remain some differences with respect to setbacks and the structure.

The applicant has indicated that the shop was completed approximately four to five years ago and no recent applications for the shop have since come through the County.

The applicant is aware that there may be different building codes that would have to be adhered to and has been in contact with a Building and Safety Codes Officer with this respect. The applicant's letter indicates that with the present condition of the mobile home, she does not have any other place to reside.

The application is being brought forward to the MPC as it is changing the initial use of an accessory building into a principal building; it is simultaneously being brought forward as this could be a second dwelling on a parcel (greater than 80 acres), which is a discretionary use within the Agriculture District.

Applicable to this development permit request, the Municipal Development Plan (Section 6.3.1) and the Land Use Bylaw (Sections 9, 19, 44 and 55).

As there is a current dwelling on the parcel of 150.53 acres, MPC may wish to proceed with this application as if it is an application for a second residence on a parcel greater than 80 acres (Section 19(3) LUB- Discretionary Uses). There is one subdivision out of the quarter (3.95 acres) with a dwelling and so this could be treated as the third dwelling on the quarter. This would then coincide with Section 19(6)(c) of the LUB. Similarly, the MDP states that additional dwellings may be permitted on agricultural parcels as per the Land Use Bylaw in Section 6.3.1.

Depending on whether MPC is willing to allow the mobile home to remain on the parcel permanently and treating this proposal as a second dwelling on a parcel of 80 acres or more, consideration should be provided as to water/ septic use and whether it would be sustainable to share between two dwellings (or if a new one is required). Alberta Health Services raised some concerns with this respect.

Having indicated in their letter that they intend to remove or demolish the mobile home, the MPC may alternatively wish to perceive this application as a temporary period for which two residences will remain on a parcel (i.e. until the renovations in the shop are complete and it meets safety code requirements). In this instance, Section 55 of the LUB and Section 6.3.1 of the MDP would be applicable in that they permit one dwelling per parcel.

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As per Section 9(2)(c) of the LUB, the MPC does have the option to request a security amount to ensure that the existing residence is removed or demolished; this amount would then be returned to the applicants upon fulfillment of the condition.

The shop is already an existing structure on the parcel and the applicants have shown it to be 181.5ft from Township Road 332A (the minimum front yard requirement is 100ft from a county road). The left side yard is indicated to be 44ft (the minimum required is 25ft). The rear and right side yard also have minimum requirements of 25ft and the applicant shows compliance with them as they own the rest of the quarter (i.e. have an excess of the 25ft requirement). The proposal is therefore in conformity with the setbacks as laid out in Section 19(4)(b)(c)(d) of the LUB. The maximum height, as per Section 19(5)(d) is also satisfied as the height of the shop is 16ft (less than the 28feet/ 8.5m maximum limit)

The minimum floor area of 800ft<sup>2</sup> (74m<sup>2</sup>) is satisfied as the proposed renovation to the southern portion of the shop consists of the main level and the upper level which amounts of approximately 2615ft<sup>2</sup>. The garage space, which will be attached to the living space, would then be deemed an attached garage and form part of the single family dwelling.

Section 44(6) of the LUB states that an accessory building erected on a lot shall not be used as a dwelling unit unless approved for a temporary purpose. In the opinion of the Planning department, the office and shop is a structure that was used for the business on the site. The conversion would then change this structure into a dwelling unit and so this section would not be violated.

Referral letters and emails were sent out on June 3<sup>rd</sup> and 4<sup>th</sup>, 2015 to neighboring property owners and affected agencies.

Alberta Transportation stated that they have no concerns assuming all local land use bylaws are met as the proposed parcel is serviced by the local road network.

ATCO Electric stated they have no concerns or comments with this application. ATCO Gas stated that Crossroads Gas Coop Ltd has the franchise for the area and therefore has no objection. ATCO Pipelines stated no objection.

Telus Communications stated they have no objection to this proposal.

Alberta Health Services stated the following:

*Upon review of this file, there appears to be a potential Public Health problem related to this application. Will this new residence be using the existing sewage disposal system in addition to the existing residence? Is this on a well and will the water supply be sufficient for the use of the property?*

To date, no further responses have been received.

Mrs. Lynch stated that water is hauled to the shop, but that it has its own sewer system that requires it be sucked out. She would pipe the water well from the mobile home to the shop and would apply for any safety code permits that would be required.

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**C. Calhoun moved that Development Permit Application 3485-15 be approved subject to the following conditions:**

- 1. The development must conform to the site plan and floor plan that was submitted with the application, dated June 25, 2015 as attached to this approval.**
- 2. All relevant Safety Codes Permits pertaining to Building, Private Sewage Disposal System, Gas, Electrical and Plumbing must be applied for prior to any work being performed on site.**
- 3. The developer is responsible for making suitable arrangements with the utility companies for provision of services and/ or necessary easements and ensuring all development is outside active utility rights-of-ways.**
- 4. The existing dwellings- the mobile home- must be removed from the site within twelve (12) months of the occupation of the converted/ renovated shop into a residence as per a final inspection by the Building Safety Codes Officer. A demolition permit will be required for the house to be demolished should the applicant opt to demolish the structure.**
- 5. All future additions such as decks and porches will require Development Permits and relevant Safety Code Permits.**
- 6. The design, siting, external finish and architectural appearance of the proposed dwelling shall be to the satisfaction of the development authority and must have a permanent foundation capable of supporting the maximum anticipated load of the home during all seasons without settlement or other movement.**
- 7. This permit is valid for a period of one (1) year from the date of issue or the date of an approved decision of the Subdivision and Development Appeal Board. If at the expiry of this period, the development or construction has not been commenced or carried out with reasonable diligence, this permit shall be invalid.**
- 8. Failure to comply with the conditions of this permit will render it null and void.**

**CARRIED**

Mrs. Lynch left the meeting at 10:10 a.m.

**Development Application 3486-15 David Strohschein SW 24-34-26-W4**

The applicant has submitted an application to construct a residence on the SW 24-34-26 W4. The new house will become the primary residence and the existing dwelling is to be preserved on the quarter. The applicant has indicated that the existing dwelling is uninhabitable but would also like to retain it for its historical value.

The proposed home is to be 1582 ft<sup>2</sup>. The residence is accessed from Range Road 261 which is directly west of the property. The parcel is zoned agriculture.

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The parcel contains 160 acres and is zoned Agriculture. The adjacent lands are agricultural in nature. There are 2 active gas wells, one owned by Canadian Natural Resources to the east of the proposal and one owned by Pennwest Petroleum to the south east of the proposal. There are no abandoned wells on the property.

The new residence has been in the process of construction without benefit of a valid development permit. A discussion was held with the applicant March 30, 2015 when he indicated that the house was under construction and that he thought the contractor had applied for the permits. We indicated that no permits had been issued (or applied for) and the applicant was made aware of the permit application and process. It was through notification by the Alberta Home Warranty program on May 13, 2015 that the Planning and Development Department was again made aware that construction was still continuing without benefit of a development permit. A stop order was issued on May 22, 2015 requesting that the landowner apply for a development permit. The application was received on June 1, 2015 and double fees were charged in accordance with the Master Rate bylaw.

Applicable to this development permit request, the Municipal Development Plan (Section 6.3.1) and the Land Use Bylaw (Sections 9, 19 and 55).

This application is being brought forward to the MPC with respect to Section 55 of the LUB which unless otherwise stated in this bylaw limits the number of dwelling units to one and Section 6.3.1. of the MDP which limits the number of dwellings per parcel to one (1). As per the Agricultural District of the LUB, Section 19 (3), an additional dwelling is considered a discretionary use on parcels greater than eighty (80) acres (32.27 hectares). The current parcel is approximately 160 acres in size.

The site plan shows conformity to the setbacks as laid out in Section 19(4)(b)(c)(d) of the LUB. The front yard setback is stated to be a 38.1 meters (125 feet) , the side yards to be 520.0 meters (1708 feet) right, 268.0 meters (880 feet) left and 755. 5metres (2479 feet) from the rear. The minimum for side and rear yards are 7.6 meters (25 feet) and the front yard minimum requirement is 30.5 m (100 feet).

The minimum floor area of 800ft<sup>2</sup> (74m<sup>2</sup>) is satisfied as the proposed dwelling is 1582 ft<sup>2</sup>. The maximum height, as per Section 19(5)(d) is also satisfied by meeting the 28feet/ 8.5m limit. The proposed dwelling meets the requirements of the Kneehill County Land Use Bylaw 1564. As it is the intent of the applicant to retain the current house the application is considered a discretionary use and requires approval from the Municipal Planning Commission. The existing dwelling as indicated meets the required setback of 100 feet from a roadway as per the site plan provided.

Referral letters and emails were sent out on June 4, 2015 to neighboring property owners and affected agencies.

Alberta Transportation stated that they have no concerns assuming all local land use bylaws are met as the proposed parcel is serviced by the local road network.

ATCO Electric stated they have no concerns or comments with this application. ATCO Gas (Red Deer) indicated they have no objection and that Crossroads Gas Coop has the franchise for this area. ATCO Gas indicated they have no objection and this is not in their franchise area. ATCO Pipelines stated they had no objection.

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Rockyview Gas Coop indicated that this is not within their franchise area.

Telus Communications stated they have no objection.

Pennwest Petroleum first responded that they had concerns with site plan and whether the new residence was replacing the current residence and asked for clarification of the proposal. It was clarified with them that the existing residence was to be maintained and the new dwelling was located approximately 48 feet to the north of the current house. Upon clarification they did indicate that there was no objection.

To date, no further responses have been received.

Mr. Strohschein informed members he intended that both houses remain on the property, even though the older home is uninhabitable, as there are no services to house. He indicated that the older home would be an accessory building.

Members noted that it is customary to have the older home removed and to have the old house as an accessory building, has the potential to open up a new application.

**C. Calhoun moved that MPC go in camera at 10:20 a.m.**

**CARRIED**

**B. Holsworth moved that MPC rise out of camera at 10:35 a.m.**

**CARRIED**

**R. Vickery moved that Subdivision Application 3486-15 be approved subject to the following conditions:**

- 1. The development must conform to the site plan that was submitted with the application dated June 25, 2015 as attached to this approval.**
- 2. All relevant Safety Codes Permits pertaining to Building, Private Sewage Disposal System, Gas, Electrical and Plumbing must be applied for prior to any work being performed on site.**
- 3. The developer is responsible for making suitable arrangements with the utility companies for provision of services and/ or necessary easements and ensuring all development is outside active utility rights-of-ways.**
- 4. All future additions such as decks and porches will require Development Permits and relevant Safety Code Permits.**
- 5. The design, siting, external finish and architectural appearance of the proposed dwelling shall be to the satisfaction of the development authority and must have a permanent foundation capable of supporting the maximum anticipated load of the home during all seasons without settlement or other movement.**
- 6. This permit is valid for a period of one (1) year from the date of issue or the date of an approved decision of the Subdivision and Development Appeal Board. If at the expiry of this period, the development or construction has not been commenced or carried out with reasonable diligence, this permit shall be invalid.**



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7. **Failure to comply with the conditions of this permit will render it null and void.**
8. **The existing dwelling is to be deemed an accessory building and any change in its use will require a new development application.**

**CARRIED**

Mr. Strohschein left the meeting at 10:37 a.m.

MPC recessed at 10:37 a.m. and reconvened at 10:45 a.m.

**Development Application H-3480-15 Craig Sanok & Paul Chambers NE 34-29-26-W4**

The applicant has applied for a home occupation major including a new 55.7m<sup>2</sup> (approximately 600ft<sup>2</sup>) building and a renovation to the existing barn of 300ft<sup>2</sup> for a Goat Creamery within the NE 34-29-26 W4

The parcel contains approximately 127 acres and is zoned agriculture. The parcel is bounded by Rge Rd 262 on the east and Twp Rd 300 on the north. Access is granted via Rge Rd 262. There are two existing subdivisions from the quarter located to the north of the proposed parcel (both zoned agriculture). There is also an existing feedlot located a half mile to the south of the proposal. The other surrounding land uses are agricultural in nature.

The applicant is proposing to construct a 600ft<sup>2</sup> building to house the cheese making and aging space as well as an office. The renovation to the barn will include a 300ft<sup>2</sup> milking parlor and milk storage room. Both will be attached to a new wastewater system. The current application indicates that the owner of the parcel will be the sole worker however as the business grows further employees may be required. The applicant has indicated that they will have a herd of approximately 100 goats including bucks and replacements, sixty will be milked at a time. With regards to traffic, the applicant indicates that an increase will be minimal and deliveries will be made using a personal sized vehicle. There will be approximately 10, 000 kilograms of cheese produced per year.

Applicable to this Home Occupation Major request is the Land Use Bylaw (Section 19 and 35). The applicants show conformity to the setbacks for the new building (creamery) as laid out in Section 19(4)(b)(c)(d) of the LUB. The front yard setback is stated to be approximately 185.0 meters (606 feet), the side yards to be 136.0metres (446 feet), (right) from the existing subdivision to the north, 238.0 meters(789 feet) (left) and a rear yard setback is stated to be 611.0 meters (2004 feet). The minimum for side and rear yards are 7.6 meters (25 feet) and the front yard minimum requirement is 30.5 meters (100 feet).

Section 19(3) of the Land Use Bylaw states that Home Occupation, Major is a discretionary use. As such, the MPC is the approving authority. Section 35 (3) states that a home occupation shall not include any use or operation which will cause or create a nuisance by way of dust, noise, smell, smoke or traffic generation. Section 35(5) also indicates a home occupation shall be confined to the residence or farmyard site and be subordinate to the principal use of the site for agricultural and residential purposes. Limited outside storage of materials, goods or equipment is permitted. The new building will house the creamery and is part of the farm site. The applicant has indicated that the proposal will not generate any additional traffic except for deliveries using a personal vehicle.

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The Natural Resources Conservation Board was also contacted and they have no concerns as the number of goats is below their threshold number (200 animals) to be considered an intensive livestock operation.

The planning department is of the opinion that this proposal will not create any further nuisance than a normal existing agricultural operation. The application is of an agricultural nature and suitable within an agricultural area.

Referral letters and emails were sent out on June 4, 2015 to neighboring property owners and affected agencies.

Alberta Transportation stated that they have no concerns assuming all local land use bylaws are met as the proposed parcel is serviced by the local road network.

ATCO Electric stated they have no concerns or comments by this application. ATCO Gas (Red Deer) indicated no objection and that Harvest Hills Gas Coop has the franchise for this area. ATCO Gas indicated no objection and that it is not in franchise area. ATCO Pipelines stated they have no objection.

Telus has no objection.

Alberta Health Services stated they have no objections subject to the following:

1. *The business complies with Alberta Food Regulation*
2. *The business complies with Alberta Agriculture Regulations and requirements*
3. *The business is serviced by the local water distribution system, and that the private sewage disposal system that is to serve the business complies with all the applicable codes and regulations*

To date, no further responses have been received.

**C. Calhoun moved that Development Permit Application H-3480-15 be approved subject to the following conditions:**

- 1. The development must conform to the site plan attached to the application submitted, dated June 25, 2015 as attached to this approval letter.**
- 2. All relevant Safety Codes Permits pertaining to Building, Private Sewage Disposal System, Gas, Electrical, and Plumbing must be applied for prior to any work being performed on site.**
- 3. The developer is responsible for making suitable arrangements with the utility companies for provision of services and/or necessary easements and ensuring all development is outside active utility rights-of-ways.**
- 4. The home occupation shall be confined to the farmyard site and be subordinate to the principal use of the site for agricultural and residential purposes.**
- 5. Any business signs larger than 1.5m<sup>2</sup> (16 ft<sup>2</sup>) in size will require an additional development permit as per Land Use Bylaw No. 1564.**

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6. This permit shall be revocable at any time by the Municipal Planning Commission if, in its opinion, the use is or has become detrimental to the amenities of the neighborhood. A home occupation shall not include any use or operation which will cause or create a nuisance by way of dust, noise, smell, smoke, or traffic generation.
7. Any intensification of use will render the subject permit null and void, and a new permit application and approval will be required.
8. This permit is valid for a period of one (1) year from the date of issue or the date of an approved decision of the MPC. This permit must be reviewed annually.
9. Failure to comply with the conditions of this permit will render it null and void.

**CARRIED**

Mr. Sanok left the meeting at 10:45 a.m.

**Development Application H-3481-15 Darryl Dibben SE 16-31-23-W4**

The applicant has applied for a Gas and Oilfield Business –Minor, using an existing shop for truck and trailer storage, within Lot 1, Block 2, Plan 0710509 within the SE 16-31-23 4.

The parcel contains approximately 19.99 acres and is zoned agriculture. The parcel is bounded by Highway 27 on the south and Range Road 233 to the east. The other surrounding land uses are agricultural in nature. The applicant is proposing to use an existing shop (200ft x 40ft) to store 9 tank trucks and trailers used for oil hauling. The applicant has indicated that the shop will only be used for the winter months, November to March, to keep the trucks out of the elements. The remainder of the year the trucks will go to the driver's property. The applicant indicates there will be light maintenance to the trucks and that it is only to keep the vehicles out of the elements. The trucks will leave the premises from 5am until 7pm.

Applicable to this application is Section request is the Land Use Bylaw (Sections 2 and 19).

*The definition of Gas and Oilfield Services Business - Minor in the LUB 1564 is:*

*A business that provides limited support services to oilfield and pipeline operations. Typical services in this use include, but are not limited to, hot shots, inspection, maintenance, testing, well conditioning, well logging, x-ray and diagnostic, cathodic protection, wireline services or other such similar services. This use does not include the use or storage of toxic, explosive or radioactive materials.*

The proposed storage of trucks for oil hauling could be considered as a similar service.

Section 19(3) of the Land Use Bylaw states that a Gas and Oilfield Services Business Minor is a discretionary use within the Agricultural District. As such, the MPC is the approving authority. Section (19)(6)(k) lists the requirements for a Gas and Oilfield Services Business Minor use:

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- (i) The business shall be contained within an enclosed building(s) and the outdoor storage of any materials, heavy vehicles, equipment and/or pipes is restricted to 20% of the total parcel size or an area within the subject Agriculture parcel of 1 hectare (2.5 Acres more or less) whichever is the lesser (excluding any access road required to access the same).
- (ii) Shall not include the use or storage of toxic, explosive or radioactive materials.
- (iii) The subject parcel and all outdoor storage shall be screened at the discretion and to the satisfaction of the Development Authority.
- (iv) At the discretion of the Development Authority, the developer may be required to landscape and screen the area in a similar fashion to those required in Light Industrial and Industrial Districts of this bylaw.
- (v) At the discretion of the Development Authority, the parking requirements shall be that as described in this bylaw's LI – Light Industrial and Industrial Districts.
- (vi) The landowner/applicant shall comply with all applicable Provincial and Federal legislation and regulations including but not limited to the Safety Codes Act; the Alberta Building Code, and the Alberta Private Sewage Disposal Systems Regulation.
- (vii) Shall not generate a nuisance such as smell, smoke, dust, noise, traffic, vibrations, heat, and intense light sources and shall not be unsightly in appearance.
- (viii) Any intensification of use shall require a new development permit. Should the Development Authority consider an application for intensification as potentially generating a nuisance, the business may be required to relocate to more suitable non-agricultural lands.

The existing shop was originally a turkey brooder barn and is currently being used as a shop. As the use is changing to a more commercial use, a building inspection may be required to ensure that the building meets applicable codes.

The applicant has indicated that storage will be for trucks and trailers within the existing building with no outdoor storage. The property contains existing shelterbelts that will screen the proposal. There will be an increase in traffic due to the trucks; however, the intent is to use the shop only during the winter months. There may be noise generated to the extent of the trucks leaving and returning, however this will only occur in the mornings and in the evenings. It is the opinion of the Planning Department that the proposed use meets the requirements of the Gas and Oilfield Services Business Minor.

Referral letters and emails were sent out on June 4, 2015 to neighboring property owners and affected agencies.

Alberta Transportation stated that they have no concerns assuming all local land use bylaws are met as the proposed parcel is serviced by the local road network.

ATCO Electric stated they have no concerns or comments with this application. ATCO Gas (Red Deer) indicated no objection and that Harvest Hills Gas Coop has the franchise for this area. ATCO Gas indicated no objection and this is not in their franchise area. ATCO Pipelines stated they have no objection.

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Alberta Health Services indicated that there are no public health problems related to this application.

Telus Communications has no objection.

An adjacent landowner indicated that there are 2 confined feeding operations located on the NE 9 and NE 16-31-23-4 and that the county water line is adjacent and may be on his property.

Kneehill County Environmental Department has no issues provided that the business will not be using water from the Mt. Vernon line to load the tankers and to sell.

Kneehill County Operations Department has no concerns provided the trucks are using Highway 27.

To date, no further responses have been received.

Mr. Dibbins informed MPC of the size and number of trucks that would be present on site. Members stated that any intensification would need to be re-evaluated.

It was noted that a building inspection would be required for the existing structure, as per condition #3.

**C. Calhoun moved that Development Permit Application H-3481-15 be approved subject to the following conditions:**

- 1. The development must conform to the site plan attached to the application submitted, dated June 25, 2015 as attached to this approval letter.**
- 2. The business shall be confined to the storage of trucks and trailers within the shed with no outdoor storage.**
- 3. All relevant Safety Codes Permits pertaining to Building, Private Sewage Disposal System, Gas, Electrical and Plumbing must be applied for prior to any work being performed on site.**
- 4. Any business signs larger than 1.5m<sup>2</sup> (16 ft<sup>2</sup>) in size will require an additional development permit as per Land Use Bylaw No. 1564.**
- 5. Shall not generate a nuisance such as smell, smoke, dust, noise, traffic, vibrations, heat, and intense light sources and shall not be unsightly in appearance.**
- 6. Any intensification of use will render the subject permit null and void, and a new permit application and approval will be required. Should the Development Authority consider an application for intensification as potentially generating a nuisance, the business may be required to relocate to more suitable non-agricultural lands.**
- 7. This permit is valid for a period of one (1) year from the date of issue or the date of an approved decision of the MPC. This permit must be reviewed annually.**

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**8. Failure to comply with the conditions of this permit will render it null and void.**

**CARRIED**

Mr. Dibbins and Mr. Davidson left the meeting at 11 a.m.

**Development Application H-3483-15 Pierre-Luc Harvey NE 30-31-24-W4**

The applicant has applied for a bakery (home occupation major) to be built on their 2.47 acre parcel. The structure is to be 8.53m x 8.53m (72.7m<sup>2</sup>; approximately 28ft x 28ft/ 784ft<sup>2</sup>).

The applicant has submitted a statement of uses which outlines that the bakery is for offsite retail sales at the Symonds Valley Ranch Farmer's Market (operating Friday to Sunday). Offsite delivery will occur on those days. The applicant also states that grease-laden vapors will not be produced by any of the products (a detailed list of ingredients to be kept on site was also provided).

Deliveries from outside parties will be limited to biweekly deliveries of dairy products and a personal vehicle will be used to purchase ingredients on a weekly/ biweekly basis as needed. There will be two employees at the present time: the applicant and the landowner. There is also an indication that as business grows into the three year mark, a part-time employee will be sought from the surrounding area; hours of operation are from 9am to 3pm, Monday to Thursday.

Garbage removal will coincide with personal garbage removal which occurs Tuesday, Thursday and Saturday at the Transfer site one mile south and four miles east of the property. The existing municipal water supply and septic tank will also be utilized. The applicant has also been in contact with Lorne Legare, a Public Health Inspector as well as a Building and Safety Codes Officer from the Regional Municipality of Wood Buffalo. Adherence to building and safety codes will be required as a condition.

The parcel is zoned agriculture and is bound by Rge Rd 245 on the east and is a pre-existing 2.47acre parcel.

Applicable to this Home Occupation Major request is the Land Use Bylaw (Section 19 and 35).

Section 19(3) of the Land Use Bylaw states that Home Occupation, Major is a discretionary use. As such, the MPC is the approving authority. Section 35 (3) states that a home occupation shall not include any use or operation which will cause or create a nuisance by way of dust, noise, smell, smoke or traffic generation.

Further to that, as per Section 35(5), a home occupation shall be confined to the residence or farmyard site and be subordinate to the principal use of the site for agricultural and residential purposes. Limited outside storage of materials, goods or equipment is permitted. To this respect, the planning department is of the opinion that this proposal will not create any further nuisance to the surrounding area.

With a structure being built (bakery), it must adhere to building and safety codes. The bakery is stated to be 62.5m from the front yard, 44.48m from the left side yard and 40.29m from the right

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side yard. The rear yard setback is 35.63m. Section 19(4)(b)(c)(d) are therefore all satisfied to this respect (setbacks).

Referral letters and emails were sent out on June 2, 2015 to neighboring property owners and affected agencies.

Alberta Transportation stated that they have no concerns assuming all local land use bylaws are met as the proposed parcel is serviced by the local road network.

ATCO Electric stated they have no concerns or comments by this application. ATCO Gas indicated no objection and that Crossroads Gas Coop has the franchise for this area. ATCO Gas indicated no objection and not in franchise area. ATCO Pipelines stated no objection.

Telus has no objection.

Alberta Health Services stated they have no objection subject to the following:

1. *The business complies with Alberta Food Regulation and the individual contacts the Public Health Inspector to ensure that business attains an Alberta Health Services Food Handling Permit*
2. *The business is serviced by the local water distribution system, and that the private sewage disposal system that is to serve the business complies with all the applicable codes and regulations. If the business is to tie into the current sewage disposal system that it is able to meet the new capacity for the business and also complies with all applicable codes and regulations.*

The Environment Department stated:

*Water is available however it is not connected from the riser. The water service would produce a flow of 4 igpm at 40 psi as is the norm for all residential connections.*

One response from an adjacent landowner was submitted with respect to their concern about the dust from the gravel road. The letter stated that dust is a problem now. They called in to verify information with regard to onsite sales and later retracted their request for dust control being put on the road at no cost to them.

Ms. Slate informed MPC that she would have a receptacle for the paper, plastic and cardboard which would be recycled.

**K. Hoppins moved that Development Permit Application H-3482-15 be approved subject to the following conditions:**

- 1. The development must conform to the site plan attached to the application submitted, dated June 25, 2015 as attached to this approval letter.**
- 2. All relevant Safety Codes Permits pertaining to Building, Private Sewage Disposal System, Gas, Electrical, and Plumbing must be applied for prior to any work being performed on site.**
- 3. The developer is responsible for making suitable arrangements with the utility companies for provision of services and/or necessary easements and ensuring all development is outside active utility rights-of-ways.**

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4. **Kneehill County is a rural agricultural municipality and issues relating to dust, noise, and odor will arise from time to time. The County will not be responsible for dust control, as per County policy. If it becomes an issue, the responsibility to pay for dust control would fall to the titled landowner.**
5. **The home occupation shall be confined to the farmyard site and be subordinate to the principal use of the site for agricultural and residential purposes.**
6. **Any business signs larger than 1.5m<sup>2</sup> (16 ft<sup>2</sup>) in size will require an additional development permit as per Land Use Bylaw No. 1564.**
7. **This permit shall be revocable at any time by the Municipal Planning Commission if, in its opinion, the use is or has become detrimental to the amenities of the neighborhood. A home occupation shall not include any use or operation which will cause or create a nuisance by way of dust, noise, smell, smoke, or traffic generation.**
8. **Any intensification of use will render the subject permit null and void, and a new permit application and approval will be required.**
9. **This permit is valid for a period of one (1) year from the date of issue or the date of an approved decision of the MPC. This permit must be reviewed annually.**
10. **Failure to comply with the conditions of this permit will render it null and void.**

**CARRIED**

**Subdivision Application KNE150113 Nathan Perry NW 20-32-23-W4**

The applicant has submitted an application to subdivide 8.5 ha (21.0 acres) from the NW 20-32-23 W4. It would be the first parcel out of the quarter that is zoned agriculture. Access is granted to the proposed subdivision from Township Road 324, which is located directly north of the quarter.

The applicant has indicated that there is a house, shop, quonset and a shop on the site; all are to remain upon the property after subdivision. There is also currently an approved Development permit issued in 2009 for a Farm and industrial equipment and machinery sales and service business which is currently operating and would remain on the proposed subdivision. The land to be subdivided is being used for a residence and farm and industrial equipment and machinery sales and service and the remnant is to remain for agricultural purposes.

The subdivision is to occur in the Northwest corner of the quarter and is accessed from Township road 324. Highway 21 borders the parcel and remainder of the quarter to the west. The subdivision also covers all ancillary buildings and would encompass the sewage/ septic system, as well as the shelterbelts. It is a first parcel out and so municipal reserve would not be required. The existing business is considered a discretionary use within the Agricultural District. The surrounding land uses are agriculture.



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There are two existing gas wells owned by Ember Resources- one is located in the NE corner and one in the SW corner of the quarter. There are no abandoned wells on the property in accordance with the AER.

The majority of the soil on the quarter, including the proposed subdivision, is rated at CLI 3 (soils with moderately severe limitations that restricts the range of crops or require special conservation practices). The quarter does not fall into an ESA.

The applicant is now bringing the application forward for approval by the MPC.

Applicable to this subdivision application are the Municipal Government Act (Section 654), the Municipal Development Plan (Sections 3.3.5, 3.3.9, 3.3.10, 6.3.4 and 6.3.5) and the Land Use Bylaw (Sections 19, 38 and 39).

Section 654 (1) of the MGA states that a subdivision can be approved by the subdivision authority if they feel that the land is suitable for its intended use, conforms to or complies with other statutory plans or bylaws, is in compliance with Part 17 of the MGA and all property taxes have been paid or satisfactory arrangements have been made thereof.

As this land is a subdivision for a residence and an approved business, it is necessary that information be submitted to the county's satisfaction that the site is able to produce a long term and sustainable supply of potable groundwater and is suitable for an on-site sewage disposal system pursuant to Section 6.3.5 of the MDP. Additionally, Section 39(1)(d) of the LUB requires addressing with regard to water wells and private sewage treatment and disposal that meet current code requirements to be situated upon the parcel they service. An inspection will be necessary.

As per section 3.3.9 of the MDP, a subdivision for non-agricultural areas will take into consideration the agricultural capability of the land and the impacts of the new activity upon agricultural uses on adjacent agricultural lands. It is noted that the business was approved in 2009 as a discretionary use within the Agricultural District. Therefore it could be considered as an agricultural use and compatible with the surrounding agricultural uses. Subject to Section 38 of the LUB, the CLI 3 soil rating should be taken into consideration as CLI 1-4 should be encouraged to be preserved for agricultural purposes. Further to that, Section 3.3.5 of the MDP states that when possible, subdivision of good agricultural land should be discouraged and its uses maintained for agricultural purposes. This subdivision does not take away from land that is being used agriculturally nor does the subdivision fragment existing farming units.

Additionally, Section 6.3.4 addresses new parcels with existing residences. It states that the new parcel should be kept as small as possible while accommodating the principal and accessory residential buildings, sewage and water supply. Section 19(5) (a)(ii) of the LUB indicates the maximum limit of a site area as determined by the Subdivision authority for an existing farmstead. Section 19(5)(a)(iii) indicates other uses at the discretion of the Subdivision Authority. In this instance, the proposed size could also be considered to accommodate the existing business. Furthermore, Section 39(1)(a) indicates that subdivision approvals for developed farmsteads should be kept as small as possible. This application is 21.0 acres as it encompasses the residence and outbuildings and a portion of the proposed subdivision is being used for trailers currently for sale under the business. The MPC may, at its discretion, approve the application as it is submitted, or consider a smaller acreage (as per Section 39 of the LUB). This application therefore satisfies Section 6.3.4 of the MDP and Section 39(1)(a) of the LUB.

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6.3.4 of the MDP further explains that the County may require relocation of the access point to a potable water supply (well, water riser etc.) as well as changes or upgrades to (or relocation of) existing Private Sewage Treatment Systems that would meet required setbacks to new property lines. Additionally, any accessory buildings constructed after subdivision shall be considered as being for residential purposes and therefore require all necessary County approvals and safety codes approvals. There is an active utility account with Kneehill County.

As per Section 3.3.10 of the MDP and Section 39 (1)(e) of the Land Use Bylaw, the remnant would require a point of access (direct legal and physical access to a public road). Operations will be required to inspect both the existing approach and locate a new approach to the remnant. A request will be sent to the applicant, should this application be approved, to stake each approach (existing and proposed) prior to the Operations department inspecting.

A portion of the proposed lot contains road widening plan 871 0269 (from the intersection). The remainder of the proposed lot and quarter will require a land purchase agreement for the acquisition of 5.18 meters (17 feet) for future road widening purposes.

Referral letters and emails were sent out on June 2, 2015 to neighboring property owners and affected agencies.

ATCO Electric stated they have no concerns with this application. ATCO Gas stated they have no objection to the proposed subdivision and that Harvest Hills Gas Co-Op has the franchise for this area. ATCO Pipelines stated they have no objection.

Alberta Transportation stated that access is from the local road network and no new or additional accesses will be permitted from Highway 21. They have no concerns provided the proposal meets all local land use bylaws.

Alberta Health indicated the following:

*There appears to be a potential Public Health problem related to this application. Does the residence meet the existing Plumbing and Sewage disposal system setbacks from property line and house? The water should not be a problem as they are on pipeline water.*

Telus Communications stated they have no objections.

The Environment Department stated they have no issues.

To date, no further responses have been received.

Mr. Perry stated that the house and metal clad shop share all services to the property. The house is habitable and is used for a summer house.

**B. Long moved that Subdivision Application KNE150113 be approved subject to the following conditions:**

- 1. The subdivision to be registered must be in accordance with the tentative plan submitted: Rev. 07 May, 2015 and prepared by Sexsmith Surveys Inc. File No. 15-075.**

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2. The subdivision must be registered by a method suitable to Alberta Land Titles and in accordance with the Land Titles Act.
3. All outstanding taxes are to be paid or satisfactory arrangement for payment thereof, to Kneehill County.
4. Written confirmation that the approach giving access to the subdivision and the remnant has been built to Kneehill County standards at locations acceptable to the Operations Department. This must be submitted to the Kneehill County Planning and Development Department prior to subdivision registration.
5. All services (water, sewer, power etc.) are to be provided by the landowner at their expense. Future landowners should be made aware that Kneehill County is an agricultural area and issues relating to dust, noise, and smell may arise from time to time. The County will not be responsible for dust control, as per County policy. If it becomes an issue, the responsibility to pay for dust control would fall to the titled landowner.
6. Confirmation of compliance with the requirements of the Alberta Private Sewage Disposal regulation and Safety Codes Act for the private sewage disposal system located upon the proposed lot either by a letter from a certified Safety Codes Officer, a permit application or a recent approval not more than five years old.
7. The location of water wells and sewage disposal systems are to be located and be shown to conform with provincial setback requirements.
8. All future site development will require the appropriate development and safety codes permits and approvals.
9. The owner must enter into a land purchase agreement to the satisfaction of Kneehill County for acquisition of a 5.18 m (17 ft.) strip of land for future road widening starting from the eastern boundary of Road Plan 871 0269 along the entire northern most boundary of the NW 20-32-23 W4 on Township RD 324. This agreement is to be registered by caveat against the title of the affected parcels.

**CARRIED**

**Discussion Items**

**Future Meeting Dates**

The next MPC meeting will tentatively take place on July 23, 2015 at 9:00 a.m.

B. Holsworth adjourned the MPC meeting at 11:30 a.m.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Recording Secretary



**KNEEHILL HOUSING CORPORATION  
Regular Board Meeting Minutes  
Wednesday July 22, 2015**

1. **CALL TO ORDER:** Chair Robinson called the meeting to order at 7:03 p.m.

2. **PERSONS PRESENT:**

Present: Chair Robinson;  
Directors: Hoppins, Howe, Cunningham,  
Nash, Wiebe and Long. CAO Gaehring was also present.

3. **AGENDA APPROVAL:**

Director Long moved approval of the Agenda as amended with the addition of:  
9.2: ASCHA Central Zone Meeting Report – Vice Chair Hoppins

**MOTION CARRIED**

4. **APPROVAL OF MINUTES:**

Director Nash moved approval of the May 13, 2015 Board Meeting Minutes.

**MOTION CARRIED**

5. **CORRESPONDENCE:**

5.1: Correspondence Report June/July 2015.

Director Howe moved approval of the Correspondence Report as presented.

**MOTION CARRIED**

5.2: Other Correspondence:

The CAO reported on an employer bulletin he had received from Alberta Pension Services (LAPP) regarding the transition to their new employer portal. There will be training available between August and October to assist with this transition.

Director Howe moved approval of the Other Correspondence Report as presented.

**44 MOTION CARRIED**

**6. FINANCIAL REPORTS REVIEW AND APPROVAL:**

**6:1: Bank Reconciliation – April 2015, May 2015:**

The CAO presented the April 2015 Bank Reconciliation with an opening balance of \$558,986.89, a cleared balance of \$564,549.07, a register balance of \$506,322.36 and an ending balance of \$538,437.03.

The CAO presented the May 2015 Bank Reconciliation with an opening balance of \$564,549.07, a cleared balance of \$485,384.84, a register balance of \$439,886.25 and an ending balance of \$514,500.53.

Director Hoppins noted that the April ending balance is not the same as the May beginning balance. The cleared balance is the same amount as the beginning balance. This is because the beginning balance amount does not reflect items that are uncleared and therefore not reflected as of the bank statements closing date. When they are cleared, these transactions are posted on the following month's bank reconciliation. This is a QuickBooks report and the CAO will see if it could be made clearer.

**6.2: Revenues Statement– April 2015, May 2015:**

The Revenue Statements were reported for information.

**6:3: Profit & Loss Statements January - April 2015:**

The CAO presented the January to June Profit & Loss Statements as well as a Budget Summary for the period from January 1, 2015 – June 30, 2015.

Director Hoppins moved acceptance of the financial reports.

**MOTION CARRIED**

## 7. BUSINESS ARISING FROM THE MINUTES:

### 7.1: Capital Maintenance Manors:

The CAO provided an update on Capital Maintenance projects for our senior's self-contained projects. The majority of the work on the window installation at Robertson Manor has been completed.

The request for new windows at Trochu Valley Manor has been resubmitted. Concrete work at Meadow Park Manor and Trochu Valley Manor is almost complete. New windows for Lynn Haven and Meadow Park will be proceeding soon. The roof valley ice buildup roofing remediation for Lynn Haven and Meadow Park has been approved but has not been put out to tender.

The CAO reported an incident that had occurred at Trochu Valley Manor on July 17, 2015 involving the roofing contractors damaging/disconnecting the hot water tank/HVAC venting in 3 out of the 4 cottage units that they had completed roofing on. A heating company was called in that evening to check everything over and do repairs. The CAO immediately informed the roofing company, roofing consultant and technical advisor. Once roofing is completed, a local company will be double checking all HVAC venting connections in the cottage units. We will also have them check HVAC venting in the main manor building.

Director Wiebe moved that the CAO send a letter in regards to this serious incident to the Seniors Minister, CCing other relevant parties including our local MLA.

MOTION CARRIED

### 7.2: Architectural Study GH/Lodge Upgrades:

The CAO reported that the major Lodge Renewal upgrades are almost finished with a few small projects including furniture still needed.

### 7.3: Staffing & Management Report GHL:

The CAO reported that there have been no staffing changes at Golden Hills Lodge other than hiring a student for the summer Activity & Maintenance Assistant position.

### 7.4: Smoking Policy Seniors Self Contained

The CAO summarized the legal opinion from the law firm of Borden Ladner Gervais regarding the feasibility of proceeding with the revised smoking restrictions policy providing one year's notice to grandfathered tenants who are currently allowed to smoke, making

all of our buildings completely smoke free as of August 1, 2016. The legal opinion was clear that we could proceed with implementation of this revised policy. There was discussion regarding balancing the rights of grandfathered tenants who are currently allowed to smoke against possible safety issues. Smoking will still be permitted in designated outdoor smoking areas.

Director Hoppins moved acceptance for the revised smoking restrictions policy with an implementation date of August 1, 2016 and inclusion of wording reflecting that use of e-cigarettes is also not permitted.

**MOTION CARRIED**

**7.5: Audit Services Tender**

The CAO explained that two tenders were received to provide audit services for the 2015-2017 fiscal years. Using our evaluation process which rates tenders based on experience, resources, location and financial, one proposal scored higher than the other one we received.

Director Cunningham moved approval for the CAO to accept the tender of the successful firm to provide audit services for the 2015-2017 fiscal years.

**MOTION CARRIED**

**8. COMMITTEE REPORTS:**

8:1: No committee reports.

**9. NEW BUSINESS:**

9.1: GHJ Common Area Furniture

The CAO presented a briefing paper to the Board explaining that we still have \$4,575.00 remaining in Board approved reserve funds (November 6, 2013) for the purchase of common area furniture. Although we can also use \$5,000.00 from our approved furniture and equipment budget this still leaves a shortfall of between \$4,500.00 and \$6200.00 depending on what furniture options we go with in the coffee room and pool room. We are attempting to complete the furniture upgrade in a very cost effective manner. The CAO requested up to an additional \$7,000.00 in reserve funds to complete the Lodge furniture upgrade.

Director Long moved approval for the CAO to utilize up to an additional \$7,000.00 from reserve funds to complete the furniture upgrade for the Golden Hills Lodge common areas.

**MOTION CARRIED**

**9:2: ASCHA Central Zone Meeting Report:**

Director Hoppins reported on the ASCHA Central Zone meeting held in Red Deer on June 17<sup>th</sup>. After some initial concerns, he feels that participation in the ASCHA Central Zone group is worthwhile, noting that there is rural representation on the executive.

Director Howe moved approval for Director Hoppins verbal report as presented.

**MOTION CARRIED**

**10. CAO REPORT:**

The CAO provided verbal updates to his previously submitted written report.

**11. REPORT FROM THE CHAIR:**

The Chair did not present a formal report.

**12. OTHER BUSINESS:**

**13. DATE OF NEXT MEETING:**

Wednesday October 14, 2015 at 7:00 p.m. Please note that this will be our budget meeting.

**14. ADJOURNEMENT:**

The Chair declared adjournment at 8:05 p.m.

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Flo Robinson, Chair



**DRUMHELLER & DISTRICT SOLID WASTE MANAGEMENT ASSOCIATION**  
**June 18, 2015**

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**ANNUAL GENERAL MEETING**

<b>PRESENT:</b>	B. ARMSTRONG, CHAIRMAN	WHEATLAND COUNTY
	C. CALHOUN, VICE-CHAIRMAN	KNEEHILL COUNTY
	R. ROMANETZ, SEC. TREASURER	TOWN OF DRUMHELLER
	P. KOLAFA	TOWN OF DRUMHELLER
	V. WARNOCK	TOWN OF TROCHU
	S. WANNSTROM	STARLAND COUNTY
	L. A. DANBERT	VILLAGE OF ACME
	W. WISE	VILLAGE OF BEISEKER
	R. EKMAN	VILLAGE OF CARBON
	Y. FOURNIER	VILLAGE OF DELIA
	T. FRANK	VILLAGE OF HUSSAR
	L. HIBBS	VILLAGE OF LINDEN
	S. LACHER	VILLAGE OF MORRIN
	A. LARSEN	VILLAGE OF STANDARD
	T. NYGAARD	OPERATIONS MANAGER
	C. MACDONALD	RECORDING SECRETARY
<b>ABSENT:</b>	K. MCLELLAN	VILLAGE OF MUNSON
	G. KATTERHAGEN	VILLAGE OF ROCKYFORD

**1.0 CALL TO ORDER – 1:00 PM**

**2.0 2014 AUDITED FINANCIAL STATEMENT**

A conference call was made to the Auditors, Collins Barrow Edmonton, to provide an overview of the Association's 2014 Consolidated Financial Statement. They provided the following comments; the Association's financial assets are greater than their liabilities; the Association is in a solid financial position. Their cash assets are worth \$4,073,420; liabilities are \$165,791 with an accumulated surplus of \$12,633,570. The Association's core operations are producing a positive cash flow. Closure and post closure liabilities are the only significant long term liability facing the Association. The Association must ensure they have sufficient funds to be able to close the landfill and monitor the site for a minimum of 25 years or until the groundwater and leachate meets quality objectives, gas is below explosive limits and leachate generation is less or equal to the previous year; for 5 consecutive years. The auditors note the only risk to the Association is in the form of a credit risk; should any of the member municipalities experience financial difficulties they may be unable to fulfill their obligations. The large number and diversity of the members minimizes the credit risk. Schedule A & B are the revenue /expense statements for the Landfill and Recycling departments.

Y. Fournier moved to accept the 2014 Audited Financial Statement as presented. Carried.

**3.0 ADJOURNMENT – W. Wise moved to adjourn the annual general meeting at 1:22 pm.**

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**Chairman**

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**Secretary/Treasurer**

**REGULAR MEETING**

**PRESENT:** B. ARMSTRONG, CHAIRMAN WHEATLAND COUNTY  
C. CALHOUN, VICE-CHAIRMAN KNEEHILL COUNTY  
R. ROMANETZ, SEC.TREASURER TOWN OF DRUMHELLER  
P. KOLAFI TOWN OF DRUMHELLER  
V. WARNOCK TOWN OF TROCHU  
S. WANNSTROM STARLAND COUNTY  
J. BATES VILLAGE OF ACME  
W. WISE VILLAGE OF BEISEKER  
R. EKMAN VILLAGE OF CARBON  
Y. FOURNIER VILLAGE OF DELIA  
T. FRANK VILLAGE OF HUSSAR  
L. HIBBS VILLAGE OF LINDEN  
S. LACHER VILLAGE OF MORRIN  
A. LARSEN VILLAGE OF STANDARD  
T. NYGAARD OPERATIONS MANAGER  
C. MACDONALD RECORDING SECRETARY

**ABSENT:** K. MCLELLAN VILLAGE OF MUNSON  
G. KATTERHAGEN VILLAGE OF ROCKYFORD

1.0 **CALL TO ORDER** – 1.22 PM

2.0 **Agenda**

V. Warnock moved the Agenda as presented. Carried.

2.0 **MINUTES**

2.1 REGULAR MEETING OF APRIL 16, 2015

S. Wannstrom moved to adopt the regular meeting minutes of April 15, 2015 as presented. Carried.

3.0 **DISCUSSION ARISING FROM THE MINUTES**

4.0 **ACCOUNTS PAYABLE**

4.1 H & H HUXTED	April 2015	\$ 27,995.21
	May 2015	\$ 27,028.79

S. Lacher moved payment of H & H Huxted invoices of April and May, 2015. Carried.

4.2 WHISSELL CONTRACTING	April 2015	\$ 22,776.35
	May 2015	\$ 24,199.86

S. Wannstrom moved payment of Whissell Contracting invoices of April and May, 2015. Carried.

5.0 **UNFINISHED BUSINESS**

5.1 SOUTHERN ALBERTA ENERGY FROM WASTE ASSOCIATION

V. Warnock provided an update on the Southern Alberta Energy from Waste Association. A successful AGM was held on April 24<sup>th</sup>. New members have joined the organization and they are soon going to be completing a waste characterization study to determine exactly the volumes and types of waste each municipality generates. There is still interest in the P3 governance model with discussions being held with both Brownlee LLP and Municipal

Affairs. Individual Municipalities can expect to receive a Memorandum of Understanding from Brownlee LLP. This MOU is requesting a commitment from the interested parties who are prepared to participate in the next step, which is namely to implement the project. Since the change in Provincial Government, SAEWA has been distributing information on the organization to the new MLA's. She further advised that they are experiencing website issues, which they are hoping to resolve soon. T. Nygaard inquired; how will they be conducting the waste characterization. The Association collects the waste from several jurisdictions and delivers it to the Landfill. Knowing exactly what and how much is generated from each individual municipality will be difficult to determine. B. Armstrong believes that a total volume of the various waste types from the region would be sufficient. P. Kolafa inquired if the DDSWMA has identified a recycling target similar to other municipalities. B. Armstrong advised that recycling is part of SAEWA's plan, they will be segregating the wastes on the tipping floor of the SAEWA facility, separating any of the recyclables. V. Warnock advised that SAEWA will not be interfering with any of the recycling programs that are currently operating.

V. Warnock moved the Report as presented. Carried.

#### 5.2 DDSWMA AGREEMENT & BYLAW

T. Nygaard advised that she has received unanimous support and approval for the updated Association Agreement and Bylaws she had circulated.

S. Wannstrom moved to adopt the changes made to the DDSWMA Agreement and Bylaws. Carried unanimously.

T. Nygaard will personally take the documents to each individual municipality to have them signed and sealed.

#### 5.4 ACME DRAINAGE ISSUE

R. Romanetz advised that Ed Palm had provided a recommendation, in a letter format; at the April meeting that included constructing a swale at the Acme transfer station to deal with the drainage issue. Laron, a local contractor and a representative from Acme took a look at the site. They were concerned that the swale would interfere with the transport trucks ability to service the site, especially in muddy or winter conditions. Ed Palm is preparing another recommendation to address these concerns. Presented for information.

#### 5.5 LANDFILL NONCOMPLIANCE - POLICIES & BYLAW UPDATE

R. Romanetz advised that the Director for Protective Services is working on the policies and bylaw update and he is expecting a progress report to be available for the members at the next Association meeting. Presented for information.

#### 5.6 APPROVAL TO OPERATE UPDATE

T. Nygaard has been working with S. Johnson the Associations Engineer with AECOM. The draft Approval to Operate has been reviewed by all three parties, DDSWMA Administration, Alberta Environment, and AECOM Engineers. Minor concerns were identified and changes are being introduced. T. Nygaard advised that the new 10 year approval should be issued soon and will be presented at the next meeting. Presented for information.

V. Warnock moved to go in-camera at 1:45 PM. Carried.

#### 5.7 RECYCLING CONTRACTOR -SAFETY ISSUE

C. Calhoun moved to return to the regular meeting at 1:55 PM. Carried.

## **6.0 NEW BUSINESS**

B. Armstrong advised that at the SWANA Conference in Winnipeg; T. Nygaard received for the second year, the Award of Distinction from the Northern Lights Chapter for her commitment to training students of the SWANA Northern Lights Chapter Training Program.

### **6.1 SOLID WASTE FINANCIAL STATEMENT JAN – APR 2015**

R. Romanetz provided an overview of the January – April 2015 Financial Statement. The Net Income is approximately \$45,000 and generally the Associations financial position is good. T. Nygaard provided the following overview of the Expenditures:

Transfer from Reserves for \$8,750 was for the purchase of the MadVac at \$6,000. and culvert work that had been approved during the Capital budget review in the amount of \$2,750. Evaporation Pit expense at \$7,479 was for the removal of mud from the pit. This had to be completed twice so far this year due to the increased activity in the hydrovac industry with all of the utility companies working on infrastructure this year in Drumheller. She estimates the pit having to be cleaned out twice more before the end of the year. Leachate Lift Station expenses are elevated due to a problem with the leachate pump. Currently it will work on manual however its longevity is unknown and a new pump may be required before the end of the year. Miscellaneous expenses are over budget; the drilling cement stockpile required leveling and grading as the slopes were becoming precarious and infiltration of surface water was entering the leachate collection system. A local contractor with a John Deer dozer was retained at an expense of \$9,460. Site Development and Survey is slightly over budget; in an effort to gain more air space the North Slope was extended and increased with a steeper slope. A John Deer dozer was used to level and grade the North Slope at a cost of \$770.

V. Warnock moved the acceptance of the Financial Statement for January - April, 2015 as presented. Carried.

Balance Sheet was presented for information.

### **6.2 ROCKYVIEW COLLABORATIVE AG PLASTICS BALER**

B. Armstrong reported that he participated in an agricultural plastics recycling meeting with Rockyview County & the Foothills Regional Waste Commission; as T. Nygaard was unable to attend. Rockyview County is looking to partner with other Municipalities in a joint use agreement for the use of a mobile downstroke baler capable of baling agricultural plastics. B. Armstrong further advised that the use of a downstroke baler is very labour intensive, it takes an hour to produce one bale. The joint use agreement would have all of the partners sharing in the cost of the unit as well as the repairs and maintenance required to keep the unit operational. T. Nygaard noted that she had a concern with the agreement; the baler was old and well used prior to purchase; the agreement stipulated that if the unit broke down while the Association were using it the cost of repairs would have to be borne by the Association, regardless if the damage occurred by another user. B. Armstrong advised that Green Acres is still accepting agricultural plastics and that the Counties within the region were still discussing central locations to collect the material and then shipping to Green Acres for processing. Presented for information.

### **6.3 TORRINGTON TRANSTOR REPLACEMENT**

T. Nygaard advised that she did complete an inspection on the Torrington Transfer Station and the Transtor definitely needs to be replaced. The unit is binding as it is being raised or lowered. She has requested the Kneehill County P.W. foreman take pictures so that she can identify if the binding is caused by the Transtor or if the bin wall is heaving. The

Transtor unit has been ordered and the installation should occur later this summer or early fall. She further advised that Huxted has replaced the driver and the service levels are back to normal. She noted that the replacement cost for the Transtor would be covered by the Associations Transtor reserve account. Presented for information.

#### 6.4 STAFF HEALTH & WELLNESS PROGRAM

T. Nygaard requested the members authorize the implementation of a Health & Wellness Program for the Association's staff. She presented a Town of Drumheller Health & Wellness Policy and asked for the approval to implement one for the Association. R. Romanetz advised that the Town introduced theirs in 2009 and it has been well received by Town staff. In the Towns policy there is a \$500. limit, the benefit applies only to the employee (not dependants), they must be full time permanent employees, it is a taxable benefit, receipts in the employees name must be submitted within one calendar month of the end of the benefit year( December 31<sup>rst</sup>) and any unused funds are forfeited. S. Wannstrom inquired how many staff are currently employed by the Association. T. Nygaard responded; there are seven (7) employees at the Landfill.

C. Calhoun moved to prepare a Health & Wellness Policy for permanent full time employees to be presented at the next regular meeting of the Association. Carried.

#### 6.5 ASPHALT SHINGLE RECYCLING

T. Nygaard reported that while she was in Winnipeg at the SWANA –NLC conference she spoke with a company; Penner Waste Inc.; an asphalt shingle recycling company. The end product is used as a cold mix pavement which is suitable for driveways, alleys, storage pads etc. She noted that right now all asphalt shingles accepted at the Landfill are being buried. Penner Waste has advised they require a minimum of 5,000 tonnes and they will transport their equipment to the site and grind the shingles. She recommended that the Association consider implementing a shingle recycling program, there is value in certain waste materials and they should be considered a resource. B. Armstrong inquired if there was room to store 5,000 tonnes of shingles. T. Nygaard advised that she could find the room. V. Warnock inquired if we knew of anyone utilizing the end product. T. Nygaard advised that several Landfills in Manitoba have introduced it in their roadways within their Landfill sites. T. Nygaard noted that she is unaware of any of the product being used for regular highways. S. Wannstrom inquired if it was suitable for re-sale. T. Nygaard advised that yes; the material could be sold. P. Kolafa asked if we know the tonnage received in any given year. T. Nygaard advised that she could figure it out. She estimates it would take approximately two to three years to stockpile 5,000 tonnes.

P. Kolafa moved to authorize administration to further investigate the implementation of a shingle recycling program. Carried.

#### 6.6 CITY OF AIRDRIE REQUEST

T. Nygaard presented an email she had received from the City of Airdrie inquiring if the Drumheller & District Regional Landfill would accept 8,000 mt of residential waste from their community. She advised that the City of Calgary is making drastic changes to their acceptance polices for designated materials, and are introducing landfill bans for specific materials such as cardboard; organics and drywall. These changes will impact the smaller communities accessing the City of Calgary Landfills; consequently Airdrie is searching for another home for their waste. Discussion arose about the volume of out of region wastes already being accepted and the need to complete an air space calculation to determine exactly how much capacity is left in the existing Stage II area.

Y. Fournier moved to respond to the City of Airdrie; in a letter format; thanking them for their interest, however the Association is not entertaining the acceptance of any further waste until after an air space calculation can be completed. Carried.

#### 6.7 ADELANTAR BIO-MEDICAL REQUEST

T. Nygaard presented a letter from Adelantar Consulting requesting the acceptance of autoclaved bio-medical waste from G-M Pearson Environmental Inc. Discussion arose regarding the volume of material that would be disposed of and where the material would be generated. The letter was vague and more details are required for the members to make an informed decision. T. Nygaard advised that she will confirm the quantities and clarify exactly where the material is coming from. Presented for information.

### 7.0 LANDFILL MANAGERS REPORT

#### 7.1 MONIES AND TONNAGE REPORT APR & MAY 2015

T. Nygaard presented the April & May monies & tonnage report; advising that the volume of waste is consistent with previous years for this time period. She noted that the Drilling Cement revenue has significantly dropped at \$972.75, this is due to the down turn in the oil & gas industry.

R. Ekman moved to accept the Monies and Tonnage Report as presented. Carried.

#### 7.2 RECYCLING VOLUMES APR & MAY 2015

T. Nygaard presented the Recycling volumes for April & May advising that April was a good month at a total of 117.39 mt. She noted that the volume of material identified on the report is actual product that was shipped in that month.

T. Frank moved to accept the Recycling Volumes Report for April & May as presented. Carried.

#### 7.3 CARDBOARD & NEWSPRINT VOLUMES FROM REGION APR & MAY 15

T. Nygaard reported that they have been cycling out as many of the newsprint bins as possible. If the paper sits too long in the bin it becomes wet and moldy and is no longer recyclable as it turns to mush. She advised they will be picking up the newsprint bins on a more frequent basis, when they are 1/3 full. She advised that the Town of Trochu has requested a modified bin to be able to collect both newsprint and bond papers. Presented for information.

#### 7.4 COMMODITIES PRICING FOR APRIL 2015

T. Nygaard presented the prices for June from CasCell Training Group and Capital Paper Recycling Ltd.

**8.0 DATE FOR NEXT MEETING – August 20, 2015 @ 1:30 pm**  
**Town Hall #224 Centre Street, Drumheller**

**9.0 ADJOURNMENT - 2:50 PM**



# REQUEST FOR DECISION

Agenda Item #

## 10.0

<b>SUBJECT:</b>	<b>Council Follow-Up Action List</b>
<b>MEETING DATE:</b>	<b>2015-08-18</b>
<b>PRESENTED BY:</b>	<b>Al Hoggan, CAO</b>
<b>BACKGROUND/ PROPOSAL</b>	To request Council's acceptance of the Council Follow-Up Action List.
<b>DISCUSSION/ OPTIONS/ BENEFITS/ DISADVANTAGES:</b>	Please find attached the Council Follow-Up Action List. The Council Follow-up Action list is a list of items from Council meetings that require follow-up. This document is regularly updated after each Council meeting.
<b>COSTS/SOURCE OF FUNDING:</b>	N/A
<b>COMMUNICATIONS:</b>	N/A
<b>LINK TO STRATEGIC PLAN:</b>	N/A
<b>ATTACHMENTS:</b>	August 18, 2015 Council Follow-Up Action List
<b>RECOMMENDED ACTION:</b>	Receive as information.
<b>COUNCIL OPTIONS:</b>	<ol style="list-style-type: none"> <li>1. Receive as information</li> <li>2. Council provide further direction or required changes/amendments.</li> </ol>
<b>MOTION:</b>	Council receive the August 18, 2015 Council Follow-Up Action List as presented for information.

Prepared By: Carolyn Van der Kuil  
Executive Assistant

Approved By: Al Hoggan  
Chief Administrative Officer

Reviewed By: Al Hoggan  
Chief Administrative Officer



## Council Action Items

Meeting Date	Motion #	Description/Motion	Action Required	Assigned To	Due Date	Status
18-Dec-12	573/12	Three Hills Water Service Agreement for Crocus Coulee Development Councillor Calhoun moved that Council direct Administration to obtain more information concerning the Three Hills Water Service Agreement	Waiting for Town to sign the Agreement	Laurie Watt		Laurie will contact Lori Conkin to find out the status on this agreement
10-Feb-15	38/15	Councillor Holsworth moved that Administration come back to Council with a financial strategy on how to deal with the Canadian dollar fluctuation.		Mike Morton	Aug 1/15	In Progress
04-May-15	212/15	Councillor Wittstock moves that Administration, on behalf of Kneehill County Council, be directed to request a Ministerial inquiry into Councillor Bobby Painter's conduct as a Councillor of Kneehill County, under The Municipal Government Act, R.S.A. 2000 Chapter M-26 572(2)(b)	<b>COMPLETED</b>	Al Hoggan		In Progress
12-May-15	241/15	Councillor Calhoun moved to direct Administration to create a draft Councillor Code of Conduct document to be presented at the October 20, 2015 Committee of the Whole meeting.		Al Hoggan		In Progress
21-Jul-15	304/15	Councillor Holsworth moved that Council accept Policy #13-15: Approach Construction Guidelines as presented to replace Policies #13-15-2, #13-15-3, #13-15-4, #13-15-5.	<b>COMPLETED</b>			
21-Jul-15	305/15	Councillor Hoppins moved to cancel Project 1521, Hesketh Low-Level Crossing Replacement for the 2015 budget year and to revisit the project in the 2016 budget year.	<b>COMPLETED</b>			
21-Jul-15	306/15	Councillor Calhoun moved that Council approve additional funding in the amount of thirty thousand dollars (\$30,000.00) to complete the Graded Aggregate Seal Coat Project for the Hastie Road, Airport Road and the Hamlet of Torrington with funds to come from contingency	<b>COMPLETED</b>			
21-Jul-15	307/15	Councillor Hoppins moved to allow the request from the Town of Trochu to dispose of the building demolition materials, from the 327 Arena Avenue Trochu Block Building Demolition Project, at the Torrington Rubble Pit at a cost of \$86.38 (indexed from 2011 rate) per load. <b>MOTION DEFEATED</b>	<b>COMPLETED</b>			
21-Jul-15	308/15	Councillor Holsworth moved to approve Policy #5-8, Subdivision-General Conditions as presented.	<b>COMPLETED</b>			
21-Jul-15	309/15	Councillor Calhoun moved to receive the April and May 2015 Bank Reconciliation Report as presented.	<b>COMPLETED</b>			
21-Jul-15	310/15	Councillor Holsworth moved to receive June 30, 2015 Capital/Project Expenditure Report for information.	<b>COMPLETED</b>			
21-Jul-15	311/15	Councillor Calhoun moved that amend the 2015 Budget to increase \$10,000 in Tangible Capital Asset expenditures for the addition of solar aeration to the Floating Island Project (B1531) at the Swalwell Dam funded by grant revenue.	<b>COMPLETED</b>			





## Council Action Items

Meeting Date	Motion #	Description/Motion	Action Required	Assigned To	Due Date	Status
21-Jul-15	312/15	Councillor Painter moved to advertise the following surplus lands for sale in the Three Hills Capital and on the County website for a period of two weeks: With the intent to transfer and consolidate these parcels into the surrounding quarter section.	COMPLETED	Mike Morton		In Progress
21-Jul-15	313/15	Councillor Hoppins moved to accept the price of \$500 including GST for the sale of a 3.3 acre parcel located in the SE 18-29-22-W4 with the condition that the parcel must be consolidated with the balance of the quarter section and the County will cover the costs of transfer and consolidation.	COMPLETED	Mike Morton		In Progress
21-Jul-15	314/15	Councillor Wittstock moved to accept the price of \$8,878 plus GST for the sale of the 2.84 acre subdivision located in the NE 23-29-22-W4 with the following conditions: 1. The parcel must be consolidated with the balance of the quarter section; 2. The owner must agree to retaining the Historical School Site signage; and The County will cover the costs of transfer and consolidation.	COMPLETED	Mike Morton		In Progress
21-Jul-15	315/15	Councillor Wittstock moved to accept the price of \$2,200 including GST for the sale of 0.1 acre subdivision located in the SW 35-29-26-W4 with the condition of consolidation with the balance of the quarter section; the County will cover the costs of transfer/consolidation registration.	COMPLETED	Mike Morton		In Progress
21-Jul-15	316/15	Councillor Holsworth moved to direct administration to acquire Plan 8010154, Block 1, Lot 10, Torrington, pursuant to the guidelines set out in the Municipal Government Act and list the property for sale as per Kneehill County Policy #16-16, Sale of Properties.	COMPLETED	Mike Morton		In Progress
21-Jul-15	317/318/319/320/15	Council moved first, second and third reading to Bylaw #1696, that being a Bylaw for the purpose of amending Bylaw 1601, Bylaws authorizing the Council of the Municipality to impose a local improvement tax in respect of all lands that directly benefit from the Grainger-Hesketh Water Service Area Project.	COMPLETED			
21-Jul-15	321/15	Councillor Holsworth moved that Council approve Policy #16-13, Tangible Capital Asset Accounting Standards and Depreciation as presented.	COMPLETED			
21-Jul-15	322/15	Councillor Calhoun moved that Council provides support to the Three Hills Thrashers Junior "B" Hockey Club, by sponsoring --\$---350.00.	COMPLETED			



## Council Action Items

Meeting Date	Motion #	Description/Motion	Action Required	Assigned To	Due Date	Status
21-Jul-15	323/15	Councillor Wittstock moved to receive the request from the Monarchist League of Canada to hold a Civic Ceremony to Mark the <u>Queen's Reign as information.</u>	COMPLETED			
21-Jul-15	324/15	Councillor Holsworth moved that Council approve Policy # 3-27, Council Correspondence as presented, and remove Council <u>Correspondence from Council Meeting Agendas.</u>	COMPLETED			
21-Jul-15	325/15	Councillor Holsworth moved that Council receive the Brownlee LLP report as information and as being a member of the Drumheller and District Solid Waste Management Association would support the Association in signing the Southern Alberta Energy from Waste Association's Memorandum of Understanding.	COMPLETED			
21-Jul-15	326/15	Councillor Calhoun moved that Council approve Policy # 15-1, 100 Year Farm and Ranch Award as presented.	COMPLETED			
21-Jul-15	327/15	Councillor Wittstock moved that Council delete Policy # 3-26, Delegation Protocol as the information provided in this policy is <u>included in Bylaw # 1679.</u>	COMPLETED			
21-Jul-15	328/15	Councillor Calhoun moved that Council authorize the attendance of Reeve Long to attend the 2015 Three Hills Community Discovery <u>Night.</u>	COMPLETED			
21-Jul-15	329/15	Councillor Hoppins moved that Council provide sponsorship to the ADOA Conference being held in Slave Lake, AB, from September <u>28th to September 30th in the amount of \$500.00.</u>	COMPLETED			
21-Jul-15	330/15	Councillor Holsworth moved to direct administration to send Nathan Cooper, MLA a thank you letter for attending today's Regular Council <u>meeting.</u>	COMPLETED			
21-Jul-15	336/15	Councillor Hoppins moved to direct Administration to continue with negotiations with the Town of Three Hills on purchasing the Kneehill County Administration Building at 232 Main Street, Three Hills and sign the letter of intent provided by the Town of Three Hills with an amendment to Section 4 as discussed In-Camera, and attach the 2006 Environmental Report.	COMPLETED			