



# Town of Penhold

## REGULAR MEETING MINUTES

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March 14, 2016  
Town Council Chambers

**Mayor:**

Mayor Cooper

**Councillors:**

Julia King  
Cory Kingsfield  
Councillor Sharolyn Sánchez

Mike Walsh

**Regrets:**

Kathy Sitter  
Michael Yargeau

**Presenter :**

Brett Bailey, Ripple Initiative  
Ryan Clarke, Ripple Initiative  
Tyler Hansen with Melcor

**Staff**

Rick Binnendyk, CAO  
Cindy Edge, Legislative Assistant  
Kristina Schmidt, Planning &  
Development Officer

**Guest**

Kristine Jean, Innisfail Province  
Michaela Davis, Melcor  
Mark Crawford, Ripple Initiative

Gordon Lau with Stantec

Jean Orchison, Resident

**Mayor Cooper called the meeting to order at 6:00pm.**

**1. ADDITIONS to the AGENDA**

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**1.1. Additions, Deletions or Changes to the Agenda.**

**2016-076**

**Councillor Walsh moved** to approve the agenda as amended:

- 4.2 Presentations & Delegations: strike from Planning & Development – Officer Kristina Schmidt’s presentation Subdivision Application PEN16101 and Bylaw 730/16
- 6.5 Add Waskasoo Avenue North Tender proposal.

**CARRIED.**

**2. MINUTES**

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**2.1. Adoption of February 8, 2016 Minutes as presented.**

**2016-077**

**Councillor King moved** to accept the Regular Council meeting minutes as amended for February 22, 2016.

**CARRIED.**

**2.2 Approval of the February 22, 2016 Special Council Meeting Minutes**

**2016-078**

**Councillor Sánchez moved** to accept the Regular Council meeting minutes as amended for February 22, 2016.

**CARRIED.**

### 3. BUSINESS ARISING OUT OF THE MINUTES

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None

### 4. DELEGATIONS /PRESENTATIONS

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#### 4.1 Ripple Initiative Presentation - Brett Bailey

- Fundraise enough money for two Penhold Crossing students to go on the Me to We trip
- Be able to help and support developing nations in having potable water.
- April 29th 2016 Ripple Initiative is hosting a wake-a-thon at Penhold Crossing to help in fundraising efforts and create awareness.

#### 2016-079

**Councillor Kingsfield moved** to accept Ripple Initiative Presentation as information.

**CARRIED.**

#### 4.2 Planning & Development – Officer Kristina Schmidt Oxford Landing Outline Plan

- The Developer has submitted an application to amend the Oxford Landing Outline Plan with specific focus on the Section relating to the Manufactured Home District.
- The Planning and Development Department is recommending that Council pass a resolution to support the Oxford Landing Outline Plan amendment application to increase the maximum gross density from the current 15 units/hectare to 18.8 units/hectare and text found under Section 4.2.6 manufactured homes.
- Density Summary Hectares 9.94 / Units 188 / Persons per unit 2.5 / Population 470

#### 2016-080

**Councillor Walsh moved** to amend the Outline Plan for Oxford Landing to increase the maximum gross density from the current 15 units/hectare to 18.8 units/hectare.

**CARRIED.**

#### 4.3 Melcor & Stantec Oxford Landing Outline Plan from the Developer

- Professional management from Melcor and Strict community bylaws and regulations with higher level of maintenance.
- Layout - Traditional layout with private family friendly yard space.
- Roadways – Paved roads and curb and gutter lined streets.
- Connectivity – External and internal walking paths.
- Landscaping – Tree lined streets and professional designed central park.
- Decorative Features – Street lighting & entry feature.
- Parking – Paved double parking pad per lot, plus off-street visitor parking.
- Next level of design will be ready in about a month and a half

#### 2016-081

**Councillor Sánchez moved** to accept Oxford Landing presentation as information.

**CARRIED.**

## 5. REPORTS

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### 5.1. Financial

#### a. Monthly accounts for payment for February 16 to March 9, 2016.

##### 2016-082

**Councillor Kingsfield moved** to accept the monthly accounts for payment for the period of February 16 to March 9, 2016 as presented.

**CARRIED.**

#### b. Monthly Reconciliation

##### 2016-083

**Councillor King moved** to accept the Monthly Reconciliation for the January 31, 2016 as presented.

**CARRIED.**

#### c. Investment Statements for period ending January 31, 2016

##### 2016-084

**Councillor Kingsfield moved** to accept the Investment Statements for the January 31, 2016 as presented.

**CARRIED.**

#### d. AUMA membership invoice

##### 2016-085

**Councillor Sánchez moved** to accept and pay the AUMA membership invoice as presented.

**CARRIED.**

### 5.2. Mayor Cooper– Report Summary

- February 29th Council Workshop
- March 7th Council Workshop
- March 8 to 10<sup>th</sup> AUMA Mayor Caucus Edmonton
- March 12, 2016 opening of the Harris Centre at RDC
- Combat bylaw upcoming changes

##### 2016-086

**Councillor King moved** to approve Mayor Cooper’s verbal report as information.

**CARRIED**

**Mayor called break 7:08pm**

**Back in session 7:12pm**

### 5.3 CAO Mr. Binnendyk

- Distributed in Council Package

##### 2016-087

**Councillor Walsh moved** to accept the CAO’s report, as distributed, as information.

**CARRIED.**

#### **5.4 Multiplex Manager – Michael Szewczuk**

- Distributed in Council Package

**2016-088**

**Councillor Sánchez moved** to accept the Multiplex Manager monthly report as information.  
**CARRIED.**

#### **5.5. Fire Department – Chief Jim Pendergast**

- Distributed in Council Package

**2016-089**

**Councillor King moved** to accept the Fire Department monthly report as information.  
**CARRIED.**

#### **5.6. Public Works – Manager Nancy McAteer**

**2016-090**

**Councillor King moved** to accept the Public Works monthly report as information.  
**CARRIED.**

### **6. NEW BUSINESS**

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#### **6.1 Council Meeting March 28, 2016 be moved**

**2016-091**

**Councillor Kingsfield moved** that the Regular Council meeting scheduled for March 28 be moved to Wednesday March 30, 2016.

**CARRIED.**

#### **6.2 2016 Census**

**2016-092**

**Councillor Walsh moved** for the Town of Penhold not to proceed with a 2016 census as identified within the Budget notes

**CARRIED.**

#### **6.3 Subdivision Application PEN16101 – To create one (1) Highway Commercial parcel and one (1) remainder lot from Part of NE ¼ Section 36, Township 36, Range 28, W4M**

**2016-093**

**Councillor Kingsfield moved** that Council accept the subdivision application PEN16101 as information.

**CARRIED.**

#### **6.4 Consideration for the proposed amendment application for the Oxford Landing Outline Plan regarding Manufactured Home Districts**

**2016-094**

**Councillor Walsh moved** that Council pass a resolution to approve the amendment to Section 4.2.6 Manufactured Homes in the Oxford Landing Outline Plan.

**CARRIED.**

## 6.5 Tender Approval Waskasoo Avenue North

### 2016-095

**Councillor King moved** that Council approves Low Bid from Border Paving Ltd in the amount of \$ 580,255. including GST.

**CARRIED.**

### 2016-096

**Councillor King moved** that Administration request quotes from Fortis Alberta for decorative street lighting from Lucina Street to highway 42 intersection.

**CARRIED.**

## 7. OUTSTANDING BUSINESS

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None

## 8. REPORTS from COUNCIL BOARDS and COMMITTEES (Formal Reports)

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### 8.1 Community Services Advisory Board Minutes

#### 2016-096

**Councillor Sánchez moved** that Council accept the Community Services Advisory Board Minutes for information.

**CARRIED.**

### 8.2 Parkland Regional Library Board Organizational Meeting Minutes

#### 2016-097

**Councillor Kingsfield moved** that Council accept the Parkland Regional Library Board Organizational Meeting Minutes for information.

**CARRIED.**

## 9. BYLAW(s)

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### 9.1 Borrowing Bylaw 732/16 First, Second & Third Reading of Bylaw

#### 2016-098

**Councillor Sánchez moved** to give first reading to the Borrowing Bylaw 732/16 on this 14<sup>th</sup> day of March, 2016.

**CARRIED.**

#### 2016-099

**Councillor Walsh moved** to give second reading to the Borrowing Bylaw 732/16 on this 14<sup>th</sup> day of March, 2016.

**CARRIED.**

#### 2016-100

**Councillor Kingsfield moved** to proceed to third reading for the Borrowing Bylaw 732/16 on this 14<sup>th</sup> day of March, 2016.

**CARRIED.**

#### 2016-101

**Councillor King moved** to give third and final reading to the Borrowing Bylaw 732/16 on this 14<sup>th</sup> day of March, 2016.

**CARRIED.**

**9.2 Land Use Bylaw Amendment 730/16, being a bylaw to amend the 661/11; Part III; General Land Use Regulations Manufactured Homes; and Part V Manufactured Home Residential District (R5) regulations requesting Third and Final reading.**

**2016-102**

**Councillor Kingsfield moved** that Council proceed with Third Reading to Bylaw 730/16, being a bylaw to amend the Land Use Bylaw 661/11; Part III; General Land Use Regulations Manufactured Homes; and Part V Manufactured Home Residential District (R5) regulations.

**CARRIED.**

**9.3 Utility Bylaw 733/16 requesting 3 readings**

**2016-103**

**Councillor King moved** that Council proceed with First Reading of the Utility Bylaw 733/16.

**CARRIED.**

**Utility Fee Schedule A for Bylaw 733/16**

**2016-104**

**Councillor Kingsfield moved** that Council approves Utility Fee Schedule A for Bylaw 733/16 as presented.

**IN FAVOUR: Mayor Cooper, Councillor King, Councillor Kingsfield**

**OPPOSED: Councillor Walsh, Councillor Sánchez**

**CARRIED.**

**Utility Bylaw 733/16 Second Reading**

**2016-105**

**Councillor Walsh moved** that Council proceeds with Second Reading of the Utility Bylaw 733/16 as presented.

**CARRIED.**

**Utility Bylaw 733/16 Proceed to third and final Reading**

**2016-106**

**Councillor Kingsfield moved** that Council proceeds with third and final reading of the Utility Bylaw 733/16 as presented.

**CARRIED.**

**Utility Bylaw 733/16 third and final Reading**

**2016-107**

**Councillor Walsh moved** that Council proceeds with third and final reading of the Utility Bylaw 733/16 as presented.

**CARRIED.**

**2016-108**

**Councillor Sánchez moved** that fixed rates are directed to capital asset replacements.

**CARRIED**

## 10. CORRESPONDENCE and INFORMATION

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### General Correspondence

#### 2016-109

**Councillor Kingsfield moved** to accept all correspondence for information.

**CARRIED.**

#### 2016-110

**Councillor Sánchez moved** that administration send a letter of support for the Rural Physician Assistance Program (RPAP) program.

**IN FAVOUR: Mayor Cooper, Councillor King, Councillor Kingsfield, Councillor Sánchez**

**OPPOSED: Councillor Walsh**

**CARRIED**

## 11. COUNCIL REPORTS

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### Councillor Walsh

- March 7th Council of Whole
- Feb 24<sup>th</sup> Red Deer County Open house
- March 9 Community Ties Lease agreement

### Councillor Kingsfield

- March 7th Council of Whole

### Councillor King

- February 29<sup>th</sup> Council of Whole
- March 7th Council of Whole
- Business After Hours meeting

### Councillor Sánchez

- Parkland regional library meeting
- February 29th Council of Whole
- March 7th Council of Whole
- Museum meeting

### Mayor Cooper

**2016-111 Councillor Walsh moved** to accept all council reports for information

**CARRIED.**

## QUESTIONS from the GALLERY

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### Residents

## 13. IN CAMERA

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None

**14. ADJOURNMENT**

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**2016-112**

**Councillor Kingsfield moved** to adjourn Council Meeting at 8:31 pm  
**CARRIED.**

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**MAYOR**

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**CAO**