

Minutes of a Special Council Meeting of Clearwater County, Province of Alberta, held May 14, 2019 at the Caroline Community Hub in the Village of Caroline.

Written of notice of the meeting was signed by the Clearwater County Chief Administrative Officer, pursuant to Section 194 of the Municipal Government Act, and attached to these minutes.

CALL TO ORDER: The Meeting was called to order at 6:00 PM by Reeve Duncan with the following in attendance:

Clearwater County:

Reeve
Councillors

Jim Duncan
Cammie Laird
Daryl Loughheed
John Vandermeer
Tim Hoven
Michelle Swanson
Theresa Laing

Regrets

Chief Administrative Officer
Director, Corporate Service
Recording Secretary
Director, Emergency & Leg. Services
Director, Planning & Development
Senior Planner
Planner

Rick Emmons
Murray Hagan
Djurdjca Tutic
Christine Heggart
Keith McCrae
Jose Reyes
Dustin Bisson

Village of Caroline:

Mayor
Councillors

John Rimmer
Mary Bugbee
Bill Sumyk
Kim Ceasor
Corby Parsons

Chief Administrative Officer
Administrative Assistant

Melissa Beebe
Lyndsay Hindbo

**Parkland Community
Planning Services:**

Craig Teal

Public

Idao Del Jorgensen
Keith Pengelly
Glen Robey
Cacelia Tarnasky
John Alstott
Charles Pearn
Ron Killick
Jackie Ebbesen
Gregor Lee

**AGENDA
ADOPTION:**

COUNCILLOR VANDERMEER: That the May 14, 2019, Special Meeting Agenda is adopted as circulated.

**JOINT
PUBLIC
HEARING:**

**1. Bylaw 1061/19 Caroline – Clearwater
Intermunicipal Development Plan**

A record of the Village of Caroline – Clearwater County joint public hearing held on proposed Bylaw 1061/19 to adopt the Caroline – Clearwater Intermunicipal Development Plan (IDP) is attached as **Appendix 'A'** and considered to be a part of these minutes. The public hearing commenced at 6:02 pm and closed at 6:35 pm.

C. Parsons entered the meeting at 6:05 p.m.

C. Teal presented an overview of the vision statement for the Caroline-Clearwater Intermunicipal Development Plan. The plan is broken into five major planning areas as outlined in the plan.

**PLANNING &
DEVELOPMENT:**

**1. Bylaw 1061/19 Caroline – Clearwater Intermunicipal Development
Plan Consideration of Second and Third Reading**

The purpose of Bylaw 1061/19 is to adopt the Caroline-Clearwater Intermunicipal Development Plan. The Plan was developed in accordance with Municipal Government Act legislation, to guide future land use decisions and development within each of the municipalities.

Council reviewed and considered representations made at the Village of Caroline – Clearwater County Joint Public Hearing for proposed Bylaw 1061/19.

COUNCILLOR LOUGHEED: That Council grants second reading of Bylaw 1061/19 to adopt the Caroline – Clearwater Intermunicipal Development Plan.

207/19

CARRIED 7/0

COUNCILLOR SWANSON: That Council grants third reading of Bylaw 1061/19 to adopt the Caroline – Clearwater Intermunicipal Development Plan.

208/19

CARRIED 7/0

**2. Caroline – Clearwater intermunicipal Collaboration Framework
Bylaw 1060/19 Consideration of Second and Third Readings**

The purpose of Bylaw 1060/19 is to adopt the Caroline-Clearwater Intermunicipal Collaboration Framework. The Framework was developed in accordance with Municipal Government Act legislation, to outline parameters of how the Village of Caroline and Clearwater County will:

- a) Provide for the integrated and strategic planning, delivery and funding of intermunicipal services;
- b) Steward scarce resources efficiently in providing local services; and,
- c) Ensure that the Village and County contribute funding to services that benefit their residents.

COUNCILLOR LAIRD: That Council grants second

reading of Bylaw 1060/19 to adopt the
Caroline – Clearwater Intermunicipal
Collaboration Framework.

209/19

CARRIED 7/0

COUNCILLOR VANDERMEER:

That Council grants third
reading of Bylaw 1060/19 to adopt the
Caroline – Clearwater Intermunicipal
Collaboration Framework.

210/19

CARRIED 7/0

ADJOURNMENT:

COUNCILLOR HOVEN:

That the Meeting adjourns at
6:40 pm.

211/19

CARRIED 7/0



REEVE


CHIEF ADMINISTRATIVE OFFICER

APPENDIX 'A'

Minutes of a Joint Public Hearing with the Village of Caroline Council, held at the Caroline Community Hub in the Village of Caroline on May 14, 2019, regarding Clearwater County Bylaw 1061/19 and Village of Caroline Bylaw 2019-003 to adopt the Caroline – Clearwater Intermunicipal Development Plan.

The Public Hearing was called to order at 6:00 pm with the following in attendance:

Clearwater County

Reeve
Councillors

Jim Duncan
John Vandermeer
Cammie Laird
Daryl Lougheed
Tim Hoven
Michelle Swanson
Theresa Laing

Regrets

Chief Administrative Officer
Recording Secretary
Director, Emergency & Leg. Services
Director, Corporate Services
Director, Planning
Senior Planner
Planner

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Djurdjica Tutic
Christine Heggart
Murray Hagan
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Melissa Beebe
Lyndsay Hindbo

Parkland Community Planning Services:

Craig Teal

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Cacelia Tarnasky
John Alstott
Charles Pearn
Ron Killick
Jackie Ebbesen
Gregor Lee

Reeve Duncan outlined the purpose of the Joint Public Hearing and explained the process to be followed.

C. Teal explained as per the Municipal Government Act (MGA) legislation, all municipalities must adopt intermunicipal collaboration frameworks (ICF) with each municipality they share a common border with. ICFs need to address intermunicipal land-use planning and how servicing will support development, as well as regional service delivery and funding. An ICF is not complete unless municipalities have also adopted an Intermunicipal Development Plan (IDP).

Between July 2018 and March 2019 the Village and County have been working to prepare the Caroline-Clearwater ICF and IDP. The content of the documents are the result of numerous committee meetings between County and Village Council representatives and, for the IDP, input collected through two major public engagement processes.

Clearwater County's Bylaw 1061/19 and Village of Caroline's Bylaw 2019-003 is to adopt the Caroline - Clearwater Intermunicipal Development Plan (IDP) statutory/policy plan, which is meant to guide planning decisions in and around Caroline. The aim is to coordinate land use planning and infrastructure decisions to ensure the interests of the County and Village are considered and to encourage further growth in the greater Caroline area.

Policy statements and directives in the proposed IDP identify:

- A long term vision for the community based on input from area residents;
- Context and background about major features that shape the available options for future land uses in the area (e.g. limits from pipeline setbacks);
- Long term growth and expansion of the village;
- Joint economic development in the form of future shared commercial/industrial parks;
- Preserving natural spaces and a healthy natural environment and increasing trail and outdoor recreation options;
- Continued agricultural activity and variety of rural uses;
- Opportunity for a node of country residential, multi-lot subdivisions;
- Municipal water and wastewater infrastructure and planning for major roadways; and
- Processes to administer the plan including an Intermunicipal Committee and process for referring planning applications for comments.

C. Teal stated that Clearwater County and Village of Caroline Councils reviewed and gave first reading to their respective bylaws at their regular meetings held on April 9, 2019. He also noted as required by legislation and public participation policy, the proposed bylaw was available for public review on County and Village websites and circulated to residences within the area; notice of today's Joint Public Hearing was advertised in the local newspapers and comments were invited from landowners adjacent to the IDP boundaries and referral agencies.

He reviewed the process for granting second and third readings of the proposed bylaws and outlined options for Council upon consideration of today's hearing.

The Chair invited questions from both Councils regarding the proposed bylaw.

No questions were asked.

The Chair invited comments received from referral agencies and landowners.

C. Teal presented comments from referral agencies as follows:

Alberta Health Services

No objections to the proposed IDP.

ATCO Gas

No objections to the proposed IDP.

TransCanada Corporation

No concerns with the IDP.

TransCanada offered guidelines for pathway development in their right of way based on the IDP suggestions for future trail alignments along and across their right of way, as follows:

- The pathway shall maintain a minimum five (5) meter separation from the edge of TransCanada's pipeline(s) and have a maximum width of three (3) meters.
- All crossings of a pipeline are to be as close as possible to a 90 degree angle and in no case at less than a 45 degree angle.
- Locate and expose the pipeline prior to construction.
- Install signage about the pipeline's presence at crossings and every 100m along the pathway.

ATCO Pipelines

Indicated requirement for a separate public utility lot for the regulator station at the west end of 48 Avenue. In addition, the connecting pipeline between the regulator station and the TransCanada pipeline needs to be protected as development occurs.

Alberta Transportation

No objections to the proposed IDP.

The Department provided the following comments:

- Policy Statement 3.10 - While the front of the buildings may face the highway, the access to the building may not necessarily be from the provincial highway. Lot access may be via local road, internal subdivision road, or service road. Landscaping and buildings shall meet Alberta Transportation's setback requirements.
- Policy Statement 4.7 - The preparation of a Traffic Impact Assessment (TIA) may be required to determine if mitigation at the highway connection is needed to support the proposed RV parking area. Coordination between the Village of Caroline and Clearwater County is required to determine cost sharing arrangements for highway intersection improvements resulting from the proposed RV parking area.
- Joint Growth Area - As mentioned previously, proposed provincial highway access points must meet department standards for access spacing based on the highway's classification and cross-section (urban cross-section compared to rural cross-section). Public road intersectional improvements required on provincial highways to accommodate proposed development would be the responsibility of land use or subdivision/development authority. Therefore, consideration should be made to build-in transportation network improvements (consisting of local roads and provincial highway intersections) in the off-site levy. The recent changes in the Off-Site Levy (OSL) Regulations enable municipalities to collect for highway connection improvements and avoid a situation where transportation system upgrades are borne by the first developer in or where the last developer that triggers the improvements.
- Policy Statement 5.4.6: There are provisions for accommodating multi-modal transportation within highway rights-of-way. The proposed regional trail paralleling Hwy 54 and crossing Hwy 54 is to meet Alberta Transportation's Trails within Highway Right-of-Way Policies, Guidelines and Standards manual (enclosed document is available on the Department website – 196 page manual). The provision of pedestrian accommodation would be the responsibility of Clearwater County and/or Village of Caroline.
- Policy Statement 6.1: The Department is supportive and encourages the creation of a Highway Vicinity Management Agreement (HVMA) with Clearwater County and Village of Caroline. Please contact the Department to proceed with initiating an HVMA for the IDP area.

- Policy Statement 6.2: Beef up local road network to encourage efficiently planned communities with less highway impacts. When establishing the road hierarchy, the transportation plan within the IDP area should contemplate major east-west and north-south arterials that compliments the provincial highway to strengthen and reinforce a robust transportation network.
- Policy Statement 7.5: For developments on individual lots, drainage should be maintained on-site. For exceptions, approval from Alberta Transportation is for any development proposal to discharge development flows into the highway right-of-way. For overall storm water management systems managed by the Village of Caroline and Clearwater County, please ensure that the greater storm water management system meets Alberta Transportation's Design Bulletin 16: Drainage Guidelines for Highways Under Provincial Jurisdiction in Urban Areas (enclosed).

Rocky Gas Co-op Ltd.

There is concern regarding the long-term transfer of existing customers as the Village of Caroline boundaries expand. They indicate that the area surrounding Caroline falls within Rocky Gas Co-op's franchise area and their tap 20 facility (which is a regulator station connecting to the TransCanada supply line) is right beside St. Joseph's Church on the west boundary of Caroline. They wish to retain their customers as Caroline grows and would like the opportunity to be considered as the natural gas provider to the Village of Caroline itself when the present contract with ATCO expires.

Alberta Environment and Parks

No comments specific to the proposed IDP were provided.

The Department offered generic background on the types of planning referrals to which they may provide a formal response.

The Red Deer River Watershed Alliance (RDRWA)

The following comments and suggestions were made:

- Recommend referencing the concept of a "watershed" and the principle of "connectivity" in the Community Vision and key attributes;
- Recommend adding a specific policy about watershed management such as "Both municipalities shall recognize the importance of groundwater, aquifers, wetlands, riparian areas, watercourses and waterbodies, and will collaborate when reviewing proposals which may impact watershed(s) within the Plan Area. Participation by both municipalities in regional watershed alliance groups will be encouraged, and information and recommendations provided may be considered where appropriate;"
- Recommend adding a map showing key environmental features such as the Raven River corridor and wetland complexes and strengthening sections of the Plan to ensure the integrity of environmentally significant areas are maintained over time;
- Recommend adding background information about water supply, location of existing water wells and water infrastructure and policies to protect the aquifer from being contaminated;
- Recommend clarifying what is meant by "most efficient use of land" and considering compact development; and
- Recommend adopting more stringent policies to limit risks to development in the 1:100 year flood plain.

C. Teal stated although no comments were received from landowners, however inquiries were made by two landowners.

One inquiry was to confirm the boundaries of the proposed IDP in relation to their parcel. The landowner's property was part of the initial study area and is not included in the Plan Area; therefore their land is not subject to the policies of the proposed IDP.

The other inquiry was to confirm the types of land uses and future space for village growth shown on Map C: Major Policy Areas.

The Chair invited comments in response to referral agencies' comments.

C. Teal explained that the proposed IDP is a broad-based policy document that provides comprehensive long-range planning and framework for ongoing consultation in areas of mutual concern.

He noted that comments and suggestions from TransCanada and Alberta Transportation are addressed during approval processes and design phases when future development takes place.

He noted that comments and suggestions from RDRWA are consistent with the overall direction of the proposed IDP; however, many of the suggestions would be more appropriately addressed through each municipality's municipal development plan and more detailed levels of planning.

He explained that as the IDP sets parameters for further discussions and on-going consultations, Clearwater County's Planning and Development staff are not recommending any changes to the proposed IDP based on the referral agencies' comments and/or suggestions.

The Chair invited comments from the public in favour of the proposed bylaw.

No comments.

The Chair asked for written submissions from the public in favour of the proposed bylaw.

No written submissions were received.

The Chair invited comments from the public in opposition of the proposed bylaw.


No comments.

The Chair asked for written submissions from the public in opposition of the proposed bylaw.

No written submissions were received.

The Chair invited final remarks.

The Chair closed the Public Hearing at 6:35 pm.



REEVE



CHIEF ADMINISTRATIVE OFFICER