

**CITY OF LLOYDMINSTER/COUNTY OF VERMILION RIVER NO. 24
INTERMUNICIPAL LIAISON COMMITTEE**

ACTION BY

Thursday, September 7, 2006, at 9:00 a.m. @ County Office

PRESENT

City of Lloydminster

Ken Baker, Mayor
Herb Flieger, Alderman
Roger Brekko, City Manager
Kevin Ng, Urban Planner

County of Vermilion River #24

Don Whittaker, Reeve
Peter Green, Councillor
Miles Latimer, Deputy Reeve
Glenda Thomas, Administrator
Ken Rogers, Development Off
Sharon Williams, Recording Sec
Susan Gingell, P&D Admin Sup

Consultant

Greg Hoffman, G.T. Hofmann & Associates

REVIEW/
ADOPTION OF
SEPTEMBER 7,
2006 AGENDA

Reeve Whittaker called for additions to the agenda:
Ken Rogers requested an addition to Item 6 – County of Vermilion River development updates
Roger Brekko requested an addition to Item 5 - City of Lloydminster development updates
The following additions were requested for Business Arising:
1. Area Structure Plan Funding Update
2. Report on Honourable Ty Lund, Minister of Alberta Infrastructure and Transportation, visit to the region

INFORMATION

**Moved by Herb Flieger that the agenda be accepted as amended.
CARRIED**

REVIEW OF LAST
MINUTES

Reeve Whittaker asked if there were any errors/omissions in the minutes.
The following amendments were presented for consideration:
➤ **Page Two:** Under the heading ***Update From the City/County on Iwanic Outline Plan NE 34-49-W4*** the date should read ***“July 31, 2006”***.
➤ **Page Three:** Under the heading ***Central Urban Expansion Area Structure Plan (ASP) Landowner Meetings / Public Hearings*** delete the paragraph in it's entirety and insert ***“G. Hofmann advised that with respect to including in the funding letter(s) what the IDP process involved in terms of public consultation, there were two public meetings / open houses in addition to the formal public hearing as well as four full days with two senior planners interviewing affected landowners within the IDP area.”***

INFORMATION

Moved By Herb Flieger that the minutes of July 20, 2006, be approved, as amended.

CARRIED

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ACTION BY

BUSINESS
ARISING

ASP Project Funding: Roger Brekko has contacted Brian Quickfall, Deputy Minister of Municipal Affairs, for an update on the grant application for funding of the Area Structure Plan. Mr. Quickfall has not yet had an opportunity to respond to Mr. Brekko's inquiry.

INFORMATION

Ray Nelson Drive: Mayor Baker provided an update on the Ray Nelson Dedication Event scheduled for September 20, 2006 at the Stockade Exhibition Grounds. A luncheon will be held for the unveiling of the naming of Ray Nelson Drive. Tickets can be purchased at several locations throughout Lloydminster.

Report on the Visit by the Minister of Infrastructure & Transportation: Honourable Ty Lund, Minister of Infrastructure & Transportation, visited the City and County on August 23, 2006. The visit was well received and valuable in making the Minister and Associate Minister aware of the issues this region is experiencing. They also recognized the benefits of the healthy working relationship and cooperation between the municipalities in the region.

The County has received a telephone call from Brian Reid, Red Deer District Office, requesting clarification of two items discussed with the Minister :

- 12th Street Interchange
- Functional Plan

Provincial Land Use Framework Focus Group: In regards to the upcoming Land Use Forum Group meetings planned throughout the province this committee should encourage and support long term planning as a priority within the provincial government. It is apparent that the municipalities have a better grasp of planning for the future than the province. It was suggested the committee write a letter encouraging the province to develop the framework to support the long term planning work of this committee. Reeve Whittaker and Councillor Green are registered for the September 14, 2006 focus group in Edmonton and the City of Lloydminster is considering attending a later focus group meeting. Members will communicate the ILC committee's message to the province.

ADMINISTRATION

DRAFT TERMS OF
REFERENCE

The committee reviewed the draft terms of reference and discussed several points requiring clarification.

1.0 Preamble - Include a phrase that will outline the Purpose of Committee Glenda Thomas

1.1 Meetings – Reference should be made to the "Full" Committee as there will also be a "Technical" Committee that will deal with administrative matters

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2.0 Quorum: Members required: It was agreed that quorum of six would be comprised of at least four elected officials plus two administration personnel.

6.0 Secretary: The committee needs one person to organize meetings, agendas, etc. One option would be to alternate personnel, with each municipality responsible for the secretary duties for a full year at a time.

It was suggested that the chairman be from one municipality and the secretary from the other municipality.

Moved by Mayor Baker that the Intermunicipal Liaison Committee adopt a rotating basis, between the municipalities, for the appointment of the chair and secretary positions of the ILC committee.

CARRIED

Moved by Roger Brekko, seconded by Mayor Baker, that for 2007 the Intermunicipal Liaison Committee be chaired by the County of Vermilion River No. 24 and the City of Lloydminster will provide personnel for the Secretary position.

CARRIED

5.0 Vice-Chairperson: It was recommended that the Vice-Chairperson be from the same municipality as the Chairperson. The Terms of Reference will be amended to reflect this rather than the alternate reference in this draft version.

The Committee discussed the need for a technical committee in addition to the full committee. It was determined that the Technical committee shall consist of Administrative personnel (including required resource people) and meetings shall be called at the discretion of the administrators of each municipality.

A revised draft of the Terms of Reference will be brought back to the next meeting for ratification.

KEVIN NG

IDP WRAP UP
ITEMS

Roger Brekko advised that the joint letter to the Deputy Minister of Transportation regarding funding has not been written as he is waiting for confirmation of support from Municipal Affairs before submitting the request to Transportation.

INFORMATION

Discussion ensued on the scope of letter writing – who should be informed – Rural Development Fund, Leadership candidates, MLA's, ministries, and deputy ministers.

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Moved by Mayor Baker that a joint letter be submitted to the Deputy Minister of Alberta Infrastructure & Transportation, Deputy Minister of Alberta Environment, with copies to the Rural Development Project Fund Board and leadership candidates, regarding the funding request to the Municipal Affairs for the Area Structure Plans.

ADMINISTRATION

CARRIED

Ken Rogers advised that the County is in the process of amending Land Use Bylaw No. 04-01 to eliminate the A1 and A2 designations within the IDP area in order to bring the LUB in line with the IDP. The amending bylaw has been given first reading and the public hearing is scheduled for September 26, 2006 at 1:00 p.m.

CENTRAL URBAN
EXPANSION AREA
STRUCTURE PLAN
(ASP)

Motions Regarding Budget / Cost Sharing for Area Structure Plan Project: The resolution has been passed by the County in support of the Area Structure Plan project. The City Council has not yet formally approved the project.

INFORMATION

RECESS

Reeve Whittaker declared a short recess at 10:45 a.m.

G. HOFMANN
PROGRESS
REPORT

Progress Report:

Greg Hofmann would like to concentrate on areas of highest priority, concerns or issues. The County of Vermilion River No. 24 has identified Highway 16 and Range Road 14 as concerns. The Committee needs to start to identify what the major urban variables are that need to be planned around.

Greg advised that he is establishing the base mapping graphics for the plan. He will be spending time touring the plan area today as it is important to be familiar with the physical area of the plan.

NW 34 -49-1 W4M – Rick, Ken and Greg have agreed to a process for dealing with the concerns expressed by the landowners. Sameng Inc. had completed field work for a profile for a Stormwater easement in the Central ASP but the final document has not yet been drafted.

Ken Rogers added that the developer of NE 33-49-1 W4M has decided to withdraw from the subdivision process, although approvals have been obtained, and will not be following through with registration of the subdivision at this time. This subdivision was one of the subdivisions that was allowed to continue through the subdivision process as it was started prior to the adoption of the IDP. Subdivision applications within the area continue to be on hold until the ASP is completed and adopted.

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CITY
DEVELOPMENT IN
IDP

Roger commented on the current applications for development the City has received.

INFORMATION

Iwanic – City is waiting to hear back from the developers regarding development on the south east corner of Highway 16 and 75th Avenue.

Hill Industrial: The City is waiting for the Stormwater plan. All servicing must be committed to by the developer before the city will approve the subdivision plan.

400 permits have been issued to September 1, 2006. The residential construction industry is facing some pressures due to lack of resource / supplies. The City has had some lots turned back due to lack of contractors not being able to obtain services or supplies.

The City has found it necessary to do a lift station upgrade on the Saskatchewan side in the south part of the City.

By the end of September an additional 35 lots in the Parkview area will be on stream; with Musgrave is planning approximately 75 additional residential lots. The Saskatchewan side lots will be looked at in the spring.

Husky pipeline – development agreement including easements are in place.

City has received an application for an oil well reentry along Highway 16. The City does not have jurisdiction; the EUB handles approvals.

Roger Brekko stressed the importance for the municipalities to develop and maintain a well site registry in the ASP area. Glenda Thomas reported that the County does receive an update from the Province on a quarterly basis.

Mayor Baker left the meeting at 11: 20 a.m.

City received a referral on a subdivision on Range Road 14 – the City requested a 150 foot road widening plan on the east west corridor.

COUNTY
DEVELOPMENT IN
THE IDP AREA

Ken Rogers reviewed the following issues in County:

- Issued a stop order on the pipeline staging site – requirement for highway beautification adjacent to the highway.
- Brentwood Development – have obtained a 5 meter right-of-way for gas line. The Gas Utility would prefer a 10 meter corridor.

INFORMATION

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- NW 21-50-1 W4M – have received an area structure plan for a country residential development. The County position is that there will be no further subdivision approvals until outstanding issues and development agreement items are resolved with the developer.
- Deerfoot Estates – the developer is proposing to fill in the drainage dugout however drainage easements need to be secured.
- The NE 33-49-1 W4M road right-of-way acquisition agreement has been signed however the registration will not occur as the subdivision is not proceeding at this time.
- Alberta Infrastructure & Transportation personnel are meeting individually with each of the municipalities to discuss the reclamation of the Willingdon railway right-of-way.
- October 4, 2006 at 7:30 p.m. the County will be holding the public meeting for the Big Gully Stormwater management.
- SDAB has overturned the development permit issued for the truck wash on Highway 16. The appeal period expires on September 21, 2006.

Deputy Reeve Latimer left the meeting at 11: 35 a.m.

- The County will be awarding a tender this month for a Land Use Bylaw review process.

Councillor Green left the meeting at 11:38 a.m.

- Alternative Land Use Services made a presentation to the County in August and the County has agreed to participate in a pilot project in Alberta. The county is hoping to be able to tie the pilot in with the Big Gully Drainage project. Conservation easements run with the land rather than the twenty year easements.
- The County circulated two maps, prepared for the Minister of Infrastructure and Transportation's visit indicating:
 1. the oil well development within the County
 2. the traffic counts on Highways 16 and 17
- The County continues to have traffic issues on Thomasville Road, Blackfoot Road and the Airport Road as commuters avoid using Highway 16. With the opening of the ethanol plant it is reasonable to expect that there could be higher traffic counts on the Thomasville Road / 12th Street.

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ACTION BY

NEXT MEETING
AGENDA ITEMS &
DATES

Items to be included on the next agenda:

1. Municipal Affairs Funding
2. Final draft of Terms of Reference
3. Provincial Land Use Framework Focus Group

Next Meeting dates will be:

Technical Committee

September 21, 2006, at 9:00 a.m. @ City of Lloydminster,
November 9, 2006 at County of Vermilion River

Full Committee

October 19, 2006 at City of Lloydminster,
November 30, 2006 at County Office
December 14, 2006 at City
January 11, 2007 at County

ADJOURNMENT

**MOVED by Herb Flieger that the meeting adjourned at 12:02 p.m.
CARRIED.**