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**SOUTH MCDOUGAL FLATS AREA STRUCTURE PLAN**  
**STEERING COMMITTEE MEETING #1 – Meeting Minutes**  
**Friday, October 24, 2008 – 12pm**

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**In Attendance:**

**Steering Committee:**

Marlow Currie	Member at Large (Chair)
Lindsey Beal	Member at Large (Vice-Chair)
John Haynes	Member at Large
Councilor Gerald Ingeveld	Mountain View County Councilor
Councilor Liz Negroportes	Mountain View County Councilor
Councilor Everett Page	Mountain View County Councilor
Councilor Annette Clews	Sundre Councilor

**County Chief Administrative Officer:**

Doug Plamping

**Mountain View County Staff:**

Diana Hawryluk	Director of Planning and Development
Steve McInnis	Director of Operational Services
Daria McDonald	Planner II, MVC

**Planning Consultants:**

John Andrew	Principal Planner, Scheffer Andrew Ltd.
Cam Lang	Senior Planner, Scheffer Andrew Ltd.
Pat Maloney	Senior Planning Advisor
Meghan Norman	Junior Planner, Scheffer Andrew Ltd.

1. Before the meeting began there was lunch provided by Mountain View County from 12pm – 1pm.
2. The meeting was called to order by Ms. Hawryluk, and then turned over to Mr. Lang to begin introductions.
3. Following introductions Ms. Hawryluk discussed the documents that the Steering Committee has access to through the binders provided for them from Mountain View County.
4. Ms. Hawryluk appointed the Technical officers; they are Ms. Hawryluk and Mr. McInnis.

5. Approval of Agenda.
6. Mr. Plamping, CAO, gave a Powerpoint Presentation to the Steering Committee to give them an overview of what their roles in the committee are, the voting process and the procedures of meetings.
7. **Motion** (Ms. Hawryluk): Nominations for a Chair and Vice-Chair. Mr. Ingeveld nominated Mr. Currie for Chair and it was seconded by Mr. Haynes. Mr. Currie nominated Ms. Beal and it was seconded by Ms. Negropontes.  
**Carried.**
8. Mr. Lang requested that a monthly newsletter be posted on Mountain View County's website as well as display meeting minutes on Mountain View County's website. This was agreed upon.
9. Ms. Hawryluk informed everyone that all subsequent Steering Committee Meetings will be held at the Mountain View County office.
10. Mr. Haynes requested that public meetings be held in McDougal Flats at the Community Centre. It was agreed that this is where the first public meeting will be held and depending on the number of people that arrive it was agreed that future meetings will either stay at this location or move to a larger location if need be.
11. Mr. Lang, in reference to agenda point 3, reviewed the work proposal and timeline for Phase 1.
12. Ms. Hawryluk requested that the dates be changed in order to better suit the Steering Committee and the public. Ms. Hawryluk confirmed that Steering Committee Meetings will be held on Fridays and public meetings will be held on Tuesdays, with the exception of the design charette which was agreed to be held on a Saturday. These days were agreed upon by all in attendance.
13. Ms. Hawryluk rescheduled subsequent Steering Committee Meetings for Phase 1 on Friday, December 12, 2008, Friday, January 30, 2009, Friday, February 27, 2009. Upcoming Public Meetings for Phase 1 will be on Tuesday, November 18, 2008, Tuesday, January 13, 2009, Saturday, March 21, 2009, and this was agreed on by the Steering Committee. Phases 2, 3 and 4 dates will be confirmed at a future Steering Committee.
14. Mr. Lang, in reference to point 4 on the agenda, reviewed the necessary background information and documents that will benefit the ASP process. The Steering Committee brainstormed additional documents. The consultants will be providing this list to everyone regarding the documents that were identified

and it will be up to an individual to add any additional documents to the list that they feel are necessary.

15. In reference to point 5 on the agenda, Mr. Lang reviewed the Key Stakeholders that will be informed about the ASP process. Again, the consultants will be providing a list that will be available to everyone regarding the key stakeholders that were identified and it will be up to an individual to add key stakeholders to the list that they feel are necessary.
16. Point 7 on the agenda involved a brainstorming session regarding the Strengths, Weaknesses, Opportunities, and Threats (SWOT) in South McDougal Flats. The Steering Committee came up with attributes to put in each category referring to the planning area. The SWOT Analysis attributes will be compiled by the consultants and used in a comment sheet that will be given to the public at the Issues Identification Public Meeting (Tuesday November 18, 2008).
17. **Motion** (Marlow Currie): Meeting adjourned at 4:15pm.  
**Carried.**