



WHEATLAND COUNTY

Regular Council Meeting Agenda

January 14, 2020, 9:00 a.m.

Appointments

9:00 a.m. - Public Hearing (see agenda item 2.1.1)

1:15 p.m. - R. Schmidt, General Manager & S. Leblanc, President - Strathmore & District Agricultural Society
(see agenda item 2.2.1)

Pages

1. CALL TO ORDER AND RELATED BUSINESS

1.1 Call To Order

Note: meetings are recorded and may be posted on the official Wheatland County website and/or via social media.

1.2 Adoption of Agenda

1.3 Adoption of Minutes

- | | |
|-------------------------------------------------------------------------------|----|
| 1. Regular Council Meeting Minutes - December 17, 2019 | 3 |
| 2. Public Hearing Minutes (Dec. 17, 2019) - Re: Bylaw 2019-26 & Bylaw 2019-33 | 11 |

2. ITEMS FOR DISCUSSION AND RELATED BUSINESS

2.1 Bylaw Readings and Public Hearings

1. Bylaw 2019-27

Bylaw to Amend Cell 4 of the DC-7 District (Lakes of Muirfield)

- | | |
|-----------------------------------|----|
| 1. Bylaw 2019-27 - Public Hearing | 14 |
| 2. Bylaw 2019-27 - Bylaw Readings | 18 |

2. Bylaw 2019-30

Land Redesignation Bylaw

- | | |
|---------------------------------------------------------------|----|
| 1. Bylaw 2019-30 - 1st Reading & Scheduling of Public Hearing | 30 |
|---------------------------------------------------------------|----|

3. Bylaw 2019-32

Land Redesignation Bylaw

- | | |
|---------------------------------------------------------------|----|
| 1. Bylaw 2019-32 - 1st Reading & Scheduling of Public Hearing | 42 |
|---------------------------------------------------------------|----|

4. Bylaw 2019-37

Land Redesignation Bylaw

- | | |
|---------------------------------------------------------------|----|
| 1. Bylaw 2019-37 - 1st Reading & Scheduling of Public Hearing | 58 |
|---------------------------------------------------------------|----|

5. Bylaw 2019-40

Road Closure Bylaw

- | | |
|--------------------------------|----|
| 1. Bylaw 2019-40 - 1st Reading | 70 |
|--------------------------------|----|

6. Bylaw 2019-39

Historical Resource Designation Bylaw

- | | |
|-----------------------------------|----|
| 1. Bylaw 2019-39 - Bylaw Readings | 75 |
|-----------------------------------|----|

| | | |
|-----------|------------------------------------------------------------------------------------------------------------------------------|-----|
| 2.2 | Presentations / Delegations | |
| 1. | Strathmore & District Agricultural Society - Re: Presentation | |
| 2.3 | Unfinished Business or Business Arising | |
| 1. | Alberta Municipal Affairs Correspondence - Re: Potential opportunity to meet with Minister | 79 |
| 2. | Ratify Councillor Attendance - Re: Meetings/Events | |
| 3. | Federation of Canadian Municipalities - Re: Conference Registration / Accommodations | |
| 3. | COUNCILLOR REPORTS AND RELATED BUSINESS | |
| 3.1 | Reeve's Report | 81 |
| 3.2 | Deputy Reeve's Report | 96 |
| 3.3 | Division 1 Councillor Report | |
| 3.4 | Division 3 Councillor Report | 97 |
| 3.5 | Division 4 Councillor Report | 98 |
| 3.6 | Division 6 Councillor Report | 99 |
| 3.7 | Division 7 Councillor Report | 101 |
| 4. | DEPARTMENT REPORTS AND RELATED BUSINESS | |
| 4.1 | Interim Chief Administrative Officer | |
| 1. | Interim CAO Report | 102 |
| 4.2 | Corporate and Financial Services | |
| 1. | Corporate & Financial Services Report | 104 |
| 4.3 | Community and Development Services | |
| 1. | Community & Development Services Report | 106 |
| 2. | Request to Waive 2019 Municipal Taxes & Rent | 115 |
| 3. | Request for Reimbursement of Costs Associated with Redesignation Application | 121 |
| 4.4 | Transportation and Agriculture | |
| 1. | Transportation & Agriculture Report | 124 |
| 2. | Environmental Audit Final Report | 127 |
| 3. | Wheatland Regional Corporation Phase III Project Water Allocation | 136 |
| 5. | CORRESPONDENCE / INFORMATION | |
| 6. | CLOSED SESSION (IN CAMERA) | |
| 6.1 | Closed Session [Labour Matter - FOIP Act - Sec. 17] - Re: Retirement Incentive Program (Employee #5931) | |
| 6.2 | Closed Session [Labour Matter - FOIP Act - Sec. 17] - Re: Personnel Matter | |
| 6.3 | Closed Session [Legal Matter - FOIP Act - Sec. 16] - Re: Other Organizations (GFL) | |
| 6.4 | Closed Session [Legal Matter - FOIP Act - Sec. 16] - Re: Drumheller & District Solid Waste Management Association - Contract | |
| 7. | ADJOURNMENT | |

**WHEATLAND COUNTY COUNCIL MEETING MINUTES OF
DECEMBER 17, 2019**

Minutes of the Regular Council Meeting of the Council of Wheatland County, held at the County Office, on Tuesday, December 17, 2019, with the following present:

| | |
|-------------------------|--------------------------|
| Reeve: | A. Link, Division 2 |
| Deputy Reeve: | S. Klassen, Division 5 |
| Councillors: | J. Wilson, Division 1 |
| | D. Biggar, Division 3 |
| | T. Ikert, Division 4 |
| | G. Koester, Division 6 |
| | B. Armstrong, Division 7 |
| Interim Chief | |
| Administrative Officer: | B. Henderson |
| Communications | |
| Specialist: | M. Soltys |
| Recording Secretary: | M. Desaulniers |

Call to Order

Reeve Link called the meeting to order – time 9:00 A.M. Note: the meeting may be recorded and posted on County website or via social media. The following were present when the meeting was called to order:

- Wheatland County Staff Member(s)
 - M. Boscarior – General Manager of Community & Development Services
 - M. Williams – Planner II
 - G. Allison – Planner I
- Several members of the General Public (note: members of the public entered and left at various times during the meeting)

RESOLUTION 19-12-42

Approval of
Agenda

WILSON MOVED approval of the agenda, as presented, with the following additions/revisions:

Under Agenda Item 2.4 – New Business

- 2.4.9 – Drumheller & District Solid Waste Management Association
- 2.4.10 – Alberta CARE Spring Seminar 2020

Under Agenda Item 3 – Correspondence / Information

- 3.2 – Alberta Municipal Affairs Correspondence – Re: Potential Opportunity to Meet with Minister of Municipal Affairs

Under Agenda Item 4 – Closed Session (In Camera)

- Closed Session [Legal Matter – FOIP Sec. 16] – Re: Southern Alberta Energy from Waste Association

- Carried.

RESOLUTION 19-12-43

Approval of
Minutes

ARMSTRONG MOVED approval of the December 3, 2019 Wheatland County Regular Council meeting minutes, as presented.

- Carried.

RESOLUTION 19-12-44

Approval of
Minutes

WILSON MOVED approval of the December 3, 2019 Wheatland County Public Hearing minutes, as presented, for Bylaw 2019-22 and Bylaw 2019-25.

- Carried.

RESOLUTION 19-12-45

Public Hearing(s)

LINK MOVED that the process for the Wheatland County Council meeting, as it pertains to the scheduled Public Hearing(s), will be as follows: Public Hearing; First Reading (if required); consideration for further readings of

Initials

Reeve: _____ Interim CAO: _____

Page 1

WHEATLAND COUNTY COUNCIL MEETING MINUTES OF
DECEMBER 17, 2019

bylaw for those Public Hearings that have been closed. Further moved, that the above process will take place with the absence of resolutions to go into and out of Council before and after each public hearing.

- Carried.

Public Hearing – Bylaw 2019-26 (LU2019-09)

A Bylaw for the purpose of amending the Land Use Bylaw No. 2016-01 to redesignate land in order to facilitate the subdivision and consolidation into the parent parcel. A copy of the requests for decisions and supporting documentation was included in the agenda information package for Council review.

RESOLUTION 19-12-46

Bylaw 2019-26
(LU2019-09)

KLASSEN MOVED second reading of Bylaw 2019-26, this being a bylaw for the purpose of amending Land Use Bylaw 2016-01 to redesignate +/- 2.27 acres within SW-2-24-26-W4M from Agricultural General District to Country Residential District, as shown on the attached Schedule 'A'.

- Carried.

RESOLUTION 19-12-47

Bylaw 2019-26
(LU2019-09)

IKERT MOVED third and final reading of Bylaw 2019-26, this being a bylaw for the purpose of amending Land Use Bylaw 2016-01 to redesignate +/- 2.27 acres within SW-2-24-26-W4M from Agricultural General District to Country Residential District, as shown on the attached Schedule 'A'.

- Carried.

Public Hearing – Bylaw 2019-33 (Kneehill County / Wheatland County Intermunicipal Development Plan)

A Bylaw for the purpose of adopting the Wheatland County and Kneehill County Intermunicipal Development Plan (IDP). A copy of the requests for decisions and supporting documentation was included in the agenda information package for Council review.

Note: The Public Hearing for Bylaw 2019-33 was recessed to allow for further review of the Kneehill County & Wheatland County Intermunicipal Development Plan document.

Note: M. Williams (Planner II) left the meeting at this time.

Order of
Agenda

Reeve Link requested Council's permission to address agenda item 2.3.1 at this time - ('Alberta First Resolution' – revised version – Dec. 3, 2019). Note: there were no objections from Council.

Alberta First
Resolution

Reeve Link informed that, at the December 3rd Council meeting, there was a notice of motion put forth regarding the proposed Alberta First Resolution. At this time, Councillor Wilson presented an introduction to the proposed Alberta First Resolution and moved that Council adopt the resolution. Reeve Link informed that, although this is not a public hearing, Council will follow the public hearing process to hear from members of the public regarding this matter. Several members of the public addressed Council to express their opinions regarding the Alberta First Resolution (note: Council heard from those in favour of the resolution and from those who were opposed to the resolution or had concerns regarding the resolution).

Note: a recording of the Council meeting is available on the Wheatland County website for public viewing.

Recess

The meeting recessed for a short break – time 10:27 A.M. to 10:36 A.M.

Initials

Reeve: _____ Interim CAO: _____

Page 2

WHEATLAND COUNTY COUNCIL MEETING MINUTES OF
DECEMBER 17, 2019

Alberta First
Resolution
(cont'd)

At this time, members of Council presented their comments regarding the proposed Alberta First Resolution, the role/duties of Council, and jurisdictional responsibility. Note: Several members of the public took this opportunity to further address Council regarding this resolution. Discussion ensued. For clarity, Reeve Link reviewed the process for resolutions – this resolution would require municipal and District 2 approval prior to being presented for consideration at the Rural Municipalities of Alberta Conference. As information, Reeve Link reviewed the results from the County's public engagement survey and informed that Council has also received correspondence and calls from County ratepayers/residents regarding this topic.

Councillor Biggar requested a friendly amendment to the resolution; that the statement under 'Further be it resolved' be removed in its entirety. (Note: Councillor Wilson did not accept the friendly amendment.)

Note: a recording of the Council meeting is available on the Wheatland County website for public viewing.

RESOLUTION 19-12-48
Amendment - Alberta
First Resolution

BIGGAR MOVED that the proposed Alberta First Resolution (revised version – Dec. 3, 2019) be amended to remove the following statement:

Further be it resolved: If the federal government does not deal with these demands in good faith; if they block, hinder, or otherwise prevent Alberta from exercising its rights as outlined above, that the Government of Alberta will hold a Referendum with a "clear question", as defined by The Clarity Act, on the secession of Alberta from the Canadian Confederation during the 31st Alberta General Election, which must be held between March 1st and May 31st, 2023.

- Carried.

RESOLUTION 19-12-49
Alberta First
Resolution

WILSON MOVED that Wheatland County Council accept the proposed 'Alberta First Resolution', as presented/amended; further that Wheatland County submit the resolution to the Central Rural Municipalities of Alberta (RMA) – District 2 General Fall Meeting for endorsement consideration.

Recorded Vote:

In Favour – Councillor Wilson, Councillor Biggar, Deputy Reeve Klassen, Councillor Ikert

Opposed – Reeve Link, Councillor Armstrong, Councillor Koester

- Carried.

Recess

The meeting recessed for a short break – time 12:35 P.M. to 12:47 P.M.

Canadian Badlands
Presentation

On behalf of Canadian Badlands, Lonna Hoggan (Executive Director) presented a verbal presentation to Council providing an update on the Canadian Badlands' organization, tourism, importance of ongoing municipal support and need for government funding. Note: in addition to the presentation, the representative provided Council with a copy of documents highlighting information on the following topics: the 'organization'; promoting/marketing tourism; municipal partnership; shareholder services; vision; project highlights; upcoming Tourism Conference; website; travel planner; destination marketing plan. Discussion ensued.

Recess

The meeting recessed for a lunch break – time 1:03 P.M.

Initials

Reeve: _____ Interim CAO: _____

Page 3

**WHEATLAND COUNTY COUNCIL MEETING MINUTES OF
DECEMBER 17, 2019**

Call to Order Reeve Link called the meeting to order – time 1:34 P.M. The following County staff were present when the meeting reconvened: Interim CAO; Recording Secretary; General Manager of Community & Development Services; Communications Specialist.

Note: G. Allison (Planner I) entered the meeting during presentation of Bylaw 2019-27 (agenda item 2.1.3).

RESOLUTION 19-12-50

Bylaw 2019-27
(LU2019-10)

WILSON MOVED first reading of Bylaw 2019-27, this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to update Development Cell 4 of Direct Control District 7 Land Use District to include “Dwelling, Employee” as a discretionary use.

- Carried.

RESOLUTION 19-12-51

Public Hearing –
Bylaw 2019-27

KLASSEN MOVED that a Public Hearing for Bylaw 2019-27 be scheduled for January 14, 2020 at 9:00 A.M. in Wheatland County Council Chambers.

- Carried.

Bylaw 2019-38
Draft Addressing
Bylaw

General Manager M. Boscariol presented a ‘draft’ copy of a proposed Wheatland County Addressing Bylaw. Note: final approval of Bylaw 2019-38 would repeal the current Addressing Bylaw – 2016-23. The proposed new bylaw provides for a method of signage for two or more structures off of one primary access.

RESOLUTION 19-12-52

Bylaw 2019-38
Addressing Bylaw

BIGGAR MOVED first reading of Bylaw 2019-38, this being a bylaw of Wheatland County, in the Province of Alberta, to provide and implement an addressing system.

- Carried.

RESOLUTION 19-12-53

Bylaw 2019-38
Addressing Bylaw

WILSON MOVED second reading of Bylaw 2019-38, this being a bylaw of Wheatland County, in the Province of Alberta, to provide and implement an addressing system.

- Carried.

RESOLUTION 19-12-54

Bylaw 2019-38
Addressing Bylaw

IKERT MOVED that permission be granted to hold third and final reading of Bylaw 2019-38.

- Carried Unanimously.

RESOLUTION 19-12-55

Bylaw 2019-38
Addressing Bylaw

KOESTER MOVED third and final reading of Bylaw 2019-38, this being a bylaw of Wheatland County, in the Province of Alberta, to provide and implement an addressing system.

- Carried.

Note: G. Allison (Planner I) left the meeting – time 1:43 P.M. M. Ziehr (General Manager of Transportation & Agriculture) entered the meeting during presentation of agenda item 2.4.1).

Initials

Reeve: _____ Interim CAO: _____

Page 4

WHEATLAND COUNTY COUNCIL MEETING MINUTES OF
DECEMBER 17, 2019

RESOLUTION 19-12-56

Reserve Bid -
Tax Auction

KOESTER MOVED approval that Wheatland County set a reserve bid and conditions for the properties to be offered at the January 9th, 2020 Property Tax Auction as follows; based on the information provided in the request for decision:

- Plan: 5345N; Block: A; Lots: 13, 14 (C-of-T 151204631) and lot 15(C-of-T 151204631001) tied by improvements to Roll # 5148522, a reserve bid of \$80,210; sold on an “as is” basis with conditions and reservations noted on certificates of title.
 - Plan: 5345N; Block: A; Lots: 20, 21 (C-of-T 101151023) vacant parcel Roll # 5148528, a reserve bid of \$14,300; sold on an “as is” basis with conditions and reservations noted on certificate of title.
 - Plan: 9210304; Block: 1; Lots: 13(C-of-T 171245168); vacant parcel Roll # 5148770, a reserve bid of \$18,900; sold on an “as is” basis with conditions and reservations noted on certificate of title.
- Carried.

RESOLUTION 19-12-57

Refund of Credit
Roll #9456028

WILSON MOVED approval that Wheatland County refund the credit, in the amount of \$3,152.35, on the account for Property Tax Roll #9456028; based on information provided in the request for decision.

- Carried.

RESOLUTION 19-12-58

Safety Day

ARMSTRONG MOVED approval of the closure of all Wheatland County Offices on Thursday, May 7th, 2020 from 12:00 P.M. to 4:30 P.M. for the 2020 Safety Day; based on information provided in the request for decision.

- Carried.

Office Closures

At the request of the Division 1 Councillor, Council and staff reviewed the office closures for the upcoming holiday season.

RESOLUTION 19-12-59

Office Closure

WILSON MOVED approval of the closure of all Wheatland County Offices from Tuesday, December 24th, 2019 at 12:00 P.M. to Wednesday, January 1, 2020, with offices reopening on January 2, 2020.

- Carried.

Interim Operating
Budget

A copy of the ‘Unapproved’ Wheatland County Interim Operating Budget (2020-2022) was included in the agenda information package. This information was previously reviewed by Council. In response to a previous request, Interim CAO B. Henderson provided additional information to Council regarding ‘donations to other organizations’. Discussion ensued.

RESOLUTION 19-12-60

Interim Operating
Budget

KOESTER MOVED approval of the ‘Interim Operating Budget’ (2020-2022), as presented/provided with the request for decision.

- Carried.

Interim Capital
Budget

A copy of the ‘Unapproved’ Wheatland County Interim Capital Budget (2020-2024) was included in the agenda information package. As information, Interim CAO B. Henderson provided a review of the interim capital budget and noted that this information was previously reviewed by Council. Discussion ensued.

**WHEATLAND COUNTY COUNCIL MEETING MINUTES OF
DECEMBER 17, 2019**

RESOLUTION 19-12-61

Capital Budget **WILSON MOVED** approval of the 'Capital Budget' (2020-2024), as presented/provided with the request for decision.

- Carried.

RESOLUTION 19-12-62

Aggregate

Crushing Services **KLASSEN MOVED** approval of the selection of Sage Management Ltd. to provide Wheatland County with Aggregate Crushing Services for the next three years, 2020 to 2022 with an option to negotiate terms for years 2023 and 2024; based on information provided in the request for decision.

- Carried.

RESOLUTION 19-12-63

Janitorial Services **WILSON MOVED** approval of the selection of Regency Cleaning Services Inc. to provide Wheatland County with Janitorial Services for the next three years, 2020 to 2022 with an option to negotiate terms for years 2023 and 2024; based on information provided in the request for decision.

- Carried.

RESOLUTION 19-12-64

2020 ASB Prov. /

FarmTech Conf.

WILSON MOVED approval of the attendance of Agricultural Service Board Members (including the 'alternate' ASB member) and Administration to the 2020 Provincial ASB Conference scheduled for January 21st – 24th, 2020 in Banff, Alberta. Further that Agricultural Service Board members and Administration, who choose not to attend the 2020 Provincial ASB Conference, may attend FarmTech 2020 Conference scheduled for January 28th – January 30th, 2020 at the Edmonton Expo Centre at Northlands in Edmonton, Alberta. Further that approval of the above is based on the information provided in the request for decision.

- Carried.

RESOLUTION 19-12-65

Financing – Re:

DDSWMA

BIGGAR MOVED approval that Wheatland County apply for a loan from the Alberta Capital Finance Authority, in the amount of \$600,000, on behalf of the Drumheller and District Solid Waste Management Association; and further that Administration bring back a Borrowing and Lending Bylaw for 1st Reading at the January 14th, 2020 Regular Council meeting; based on the information provided in the request for decision.

- Carried.

RESOLUTION 19-12-66

Alberta CARE

Spring Seminar

WILSON MOVED approval for Councillor Armstrong and Deputy Reeve Klassen to attend the 10th Annual Alberta CARE Spring Seminar held on February 26th to February 28th, 2020 in Westlock, Alberta, with approval to include two overnight stays; based on the information provided by the Division 7 Councillor.

- Carried.

RESOLUTION 19-12-67

Correspondence/

Information Items

KOESTER MOVED to accept the following items as information, as provided in the request for decision:

- Town of Strathmore Correspondence dated Dec. 3, 2019 – Re: 2017 CRISP Funding
- Southern Alberta Energy from Waste Association – Re: 2019 Year End Report

Initials

Reeve: _____ Interim CAO: _____

Page 6

**WHEATLAND COUNTY COUNCIL MEETING MINUTES OF
DECEMBER 17, 2019**

- Alberta Municipal Affairs (Office of the Minister) Correspondence dated Dec. 4, 2019 – Re: Municipal Sustainability Initiative (MSI) Funding
- Alberta Municipal Affairs (Office of the Minister) Correspondence dated Dec. 3, 2019 – Re: Shallow Gas Tax Relief Initiative
- Alberta Municipal Affairs (Office of the Minister) Correspondence – Re: Potential opportunity to meet with Minister.
 - Carried.

Note: Council agreed that the following item be forwarded to the January 14th, 2020 Regular Council meeting for further discussion:

- Alberta Municipal Affairs (Office of the Minister) Correspondence – Re: Potential Opportunity to meet with the Honourable K. Madu, Minister of Municipal Affairs, during the 2020 Spring Rural Municipalities of Alberta Convention.

RESOLUTION 19-12-68

Closed Session

LINK MOVED that the meeting go into 'closed session' (in camera) – time 2:33 P.M., pertaining to the following:

- Land Matter [FOIP Act – Sec. 16] – Re: Carseland Fire Hall
- Land Matter [FOIP Act – Sec. 21] – Re: Cooperative Stormwater Management Initiative
- Labour Matter [FOIP Act – Sec. 17] – Re: Personnel Matter
- Land Matter [FOIP Act – Sec. 16] – Re: Land & Development Matter
- Legal Matter [FOIP Act – Sec. 16] – Re: Southern Alberta Energy from Waste Association

- Carried.

Note: the closed (in-camera) session took place in the Wheatland County Committee Room. The closed session included Members of Council. The Interim Chief Administrative Officer, General Manager of Community & Development Services, General Manager of Transportation & Agriculture and representatives from Transitional Solutions Inc (TSI) were present for a portion of the closed session. Due to other commitments, Councillor Koester left the meeting during closed session – time 3:46 P.M.

RESOLUTION 19-12-69

Closed Session

WILSON MOVED that the meeting come out of 'closed session' – time 3:48 P.M.

- Carried.

RESOLUTION 19-12-70

Carseland Fire
Hall

BIGGAR MOVED approval to instruct Wheatland County Administration to proceed with the recommendations as discussed in camera regarding the Carseland Fire Station recommendations.

- Carried.

RESOLUTION 19-12-71

Personnel
Matter

KLASSEN MOVED approval to direct Wheatland County Reeve to proceed on a personnel matter as discussed and agreed in-camera.

- Carried.

RESOLUTION 19-12-72

Land & Development
Matter

WILSON MOVED that Council approve servicing for Plan 081 3350, Block 1, Lot 1, NW-9-22-22-W4M for water, wastewater, gas, electrical and transportation; based on the discussion held in camera.

- Carried.

Initials

Reeve: _____ Interim CAO: _____

Page 7

WHEATLAND COUNTY COUNCIL MEETING MINUTES OF
DECEMBER 17, 2019

RESOLUTION 19-12-73

WHMB – Re:
Facility

WILSON MOVED approval that Wheatland County Council send a letter to Wheatland Housing Management Body regarding the site selection process and preferred location for the proposed new lodge facility.

- Carried.

RESOLUTION 19-12-74

Land Purchase

WILSON MOVED approval to direct Wheatland County Administration to investigate the purchase of land; based on the discussion held in camera.

- Carried.

RESOLUTION 19-12-75

Adjournment

IKERT MOVED that the meeting adjourn – time 3:54 P.M.

- Carried.

Reeve

Interim Chief Administrative Officer

Recording Secretary

Initials

Reeve: ____ Interim CAO: ____

Page 8

BYLAW 2019-26 – (LU2019-09)
PUBLIC HEARING MINUTES – DECEMBER 17, 2019

A Public Hearing for Bylaw 2019-26 was held at the Wheatland County Administration Office on December 17, 2019.

Present:

Wheatland County Council:

Jason Wilson – Councillor, Division 1
Amber Link (Reeve) – Councillor, Division 2
Donna Biggar – Councillor, Division 3
Tom Ikert – Councillor, Division 4
Scott Klassen (Deputy Reeve) – Councillor, Division 5
Glenn Koester – Councillor, Division 6
Ben Armstrong – Councillor, Division 7

Wheatland County Staff:

Brian Henderson – Interim Chief Administrative Officer
Matthew Boscariol – General Manager of Community & Development Services
Megan Williams – Planner II
G. Allison – Planner 1
Mackenzie Soltys – Communications Specialist
Margaret Desaulniers – Recording Secretary

| | |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public Attendance | There were several members of the general public in attendance. |
| 9:04 am Call to Order | <u>Call to Order by the Chair</u> The Chair, Reeve Link called the Public Hearing to order at 9:04 a.m. |
| Intro/Notifications | Note: all public notification requirements were met in accordance with the Municipal Government Act (MGA). |
| Application | A Bylaw of Wheatland County for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/- 2.27 acres within SW-2-24-26-W4M from Agricultural General District to Country Residential District, as shown on the attached Schedule 'A'. |
| Presentation | M. Williams (Planner II) presented the requests for decisions for Bylaw 2019-26; a bylaw to redesignate land in order to facilitate the subdivision and consolidation into the parent parcel. Note: requests for decisions pertaining to the public hearing and consideration for further readings of the bylaw were provided for Council review prior to the public hearing. |
| Comments | No other comments were forthcoming. |
| 9:06 am Close | <u>Call to Close by the Chair</u> The Chair, Reeve Link, closed the Public Hearing – time 9:06 a.m. Note: these minutes are intended as a summary of the comments of the Public Hearing and not a verbatim recording of the discussion. |

Chairperson – A. Link (Reeve)

Interim Chief Administrative Officer – B. Henderson

Recording Secretary – M. Desaulniers

BYLAW 2019-33 – Kneehill County / Wheatland County IDP
PUBLIC HEARING MINUTES – DECEMBER 17, 2019

A Public Hearing for Bylaw 2019-33 was held at the Wheatland County Administration Office on December 17, 2019.

Present:

Wheatland County Council:

Jason Wilson – Councillor, Division 1
Amber Link (Reeve) – Councillor, Division 2
Donna Biggar – Councillor, Division 3
Tom Ikert – Councillor, Division 4
Scott Klassen (Deputy Reeve) – Councillor, Division 5
Glenn Koester – Councillor, Division 6
Ben Armstrong – Councillor, Division 7

Wheatland County Staff:

Brian Henderson – Interim Chief Administrative Officer
Matthew Boscariol – General Manager of Community & Development Services
Megan Williams – Planner II
G. Allison – Planner 1
Mackenzie Soltys – Communications Specialist
Margaret Desaulniers – Recording Secretary

| | |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public Attendance | There were several members of the general public in attendance. |
| 9:07 am Call to Order | <u>Call to Order by the Chair</u> The Chair, Reeve Link called the Public Hearing to order at 9:07 a.m. |
| Intro/Notifications | Note: all public notification requirements were met in accordance with the Municipal Government Act (MGA). |
| Application | A Bylaw of Wheatland County for the purpose of adopting the Wheatland County and Kneehill Council Intermunicipal Development Plan in accordance with Sections 230, 606, 631 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended. |
| Presentation | <p>M. Williams (Planner II) presented the requests for decisions for Bylaw 2019-33; a bylaw for the development of the Kneehill County / Wheatland County Intermunicipal Development Plan. Note: requests for decisions and supporting documents pertaining to the public hearing and consideration for further readings of the bylaw were provided for Council review prior to the public hearing.</p> <p>In addition, staff provided a copy of correspondence received from the public, Atco, and TC Energy for Council review.</p> |
| Comments | <p>Several members of the public expressed their concerns regarding the proposed Wheatland County / Kneehill County Intermunicipal Development Plan. On behalf of a group of concerned citizens, W. Clark provided a presentation to Council; the following was highlighted: purpose of the IDP, land management, effects of land use decision on landowners, protection of lands, suggested amendments. In closing, Ms. Clark highlighted the suggested amendments to the IDP:</p> <ol style="list-style-type: none">1) Describe the Western Sky Land Trust conservation easement lands.2) Remove Section 3.1.6 (the current ASP should not take precedence).3) Allow the IDP Committee discretion to ask for more information.4) Specify notification of subdivision within the current ASP.5) Recognize the IDP Committee may need more time to do its work.6) Add a member of the public to the IDP Committee. <p>Discussion ensued. Council discussed an option to recess the public hearing to allow for further review of the Kneehill County & Wheatland County Intermunicipal Development Plan document.</p> |

BYLAW 2019-33 – Kneehill County / Wheatland County IDP
PUBLIC HEARING MINUTES – DECEMBER 17, 2019

9:45 am
Recess

Call to Recess by the Chair

The Chair, Reeve Link, recessed the Public Hearing – time 9:45 a.m.

Note: these minutes are intended as a summary of the comments of the Public Hearing and not a verbatim recording of the discussion.

Chairperson – A. Link (Reeve)

Interim Chief Administrative Officer – B. Henderson

Recording Secretary – M. Desaulniers

Unapproved Copy



WHEATLAND COUNTY

Where There's Room to Grow



Request for Decision

January 14th 2020

Resolution No. _____

Date Prepared December 19th 2019

Subject

Decision-making topic title

Public Hearing for Bylaw 2019-27 - to amend Cell 4 of the Direct Control District (DC-7) to add Dwelling, Employee, as a discretionary use to allow for an employee dwelling in the clubhouse.:

Recommendation

Clear resolution answering – what/who/how/when

RECOMMENDATION: THAT Council undertake the Public Hearing for Bylaw 2019-27

GM Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION

Report/Document: Attached ☐ Available ☐ None ☒

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

The purpose of this application is to amend Cell 4 of the Direct Control (DC-7) district at the Lakes of Muirfield Golf Course to add Dwelling, Employee as a discretionary use. This amendment would allow the applicant to apply for a development permit for the construction of an employee dwelling within the existing clubhouse.

Council granted 1st Reading of Bylaw 2019-27 on December 17th, 2019.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

Muirfield ASP – Section 5.2 Land Use Policies

LUB - Section 9.28 Direct Control District 7

Strategic Relevance

Reference to goals or priorities of current work program

N/A

Response Options and Desired Outcome(s)

Main result, along with highlighted requisites and benefits
THAT Council undertake the Public Hearing for Bylaw 2019-27

IMPLICATIONS OF RECOMMENDATION

General

Consequences to community, overall organization and/or other agencies
Proceed with consideration of the above bylaw amendments by Council in a timely manner.

Organizational

Policy change or staff workload requirements
N/A

Financial

Current and/or future budget impact
N/A

Environmental, Staff and Public Safety

Consequences for the environment, consideration of effects on the safety of staff and the public
N/A

Follow-up Action / Communications

Timelines, decision-making milestones and key products
Administration will present the RFD for Second and Third Reading if Council approves.

Submitted
by:



Graham Allison
Planner 1

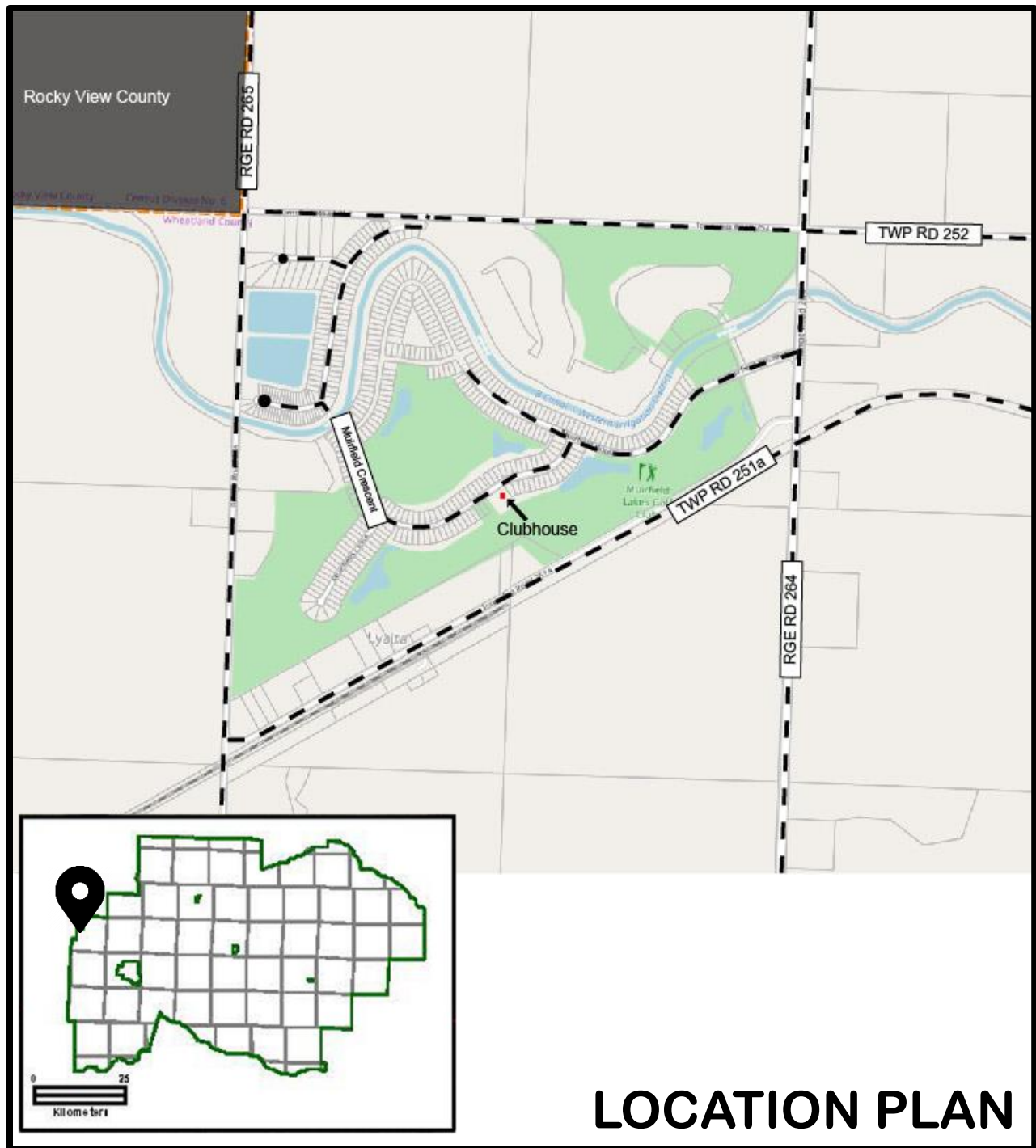
Reviewed
by:




Matthew Boscariol, MES, MCIP, RPP
General Manager of Community &
Development Services



Brian Henderson, CPA, CA
Interim CAO





NW-8-25-26-W4M

Date: January 14, 2020

File: LU2019-27

APPENDIX A: DC-7



- | | |
|------------------------------------------------|-------------------------------------|
| Cell 1 – Residential Type I | Cell 5 – Public Utility |
| Cell 2 – Residential Type II | Cell 6 – Storage |
| Cell 3 – Residential Type III | Cell 7 – Village Centre |
| Cell 4 – Golf Course | Cell 8 – Seniors Independent Living |
| Cell 9 – Future Residential Type 1 Development | |



NW-8-25-26-W4M

Date: January 14, 2020

File: LU2019-27



WHEATLAND COUNTY

Where There's Room to Grow

Request for Decision

January 14, 2020

Resolution No. _____

Date Prepared December 24, 2019

Subject

Decision-making topic title

Bylaw 2019-27 - To amend Cell 4 of the Direct Control District (DC-7) to add Dwelling, Employee, as a discretionary use to allow for an employee dwelling in the clubhouse.

Recommendation

Clear resolution answering – what/who/how/when

That Council choose Option #1, to approve Bylaw 2019-27.

Resolution 1: That Council move Second Reading of Bylaw 2019-27, this being a bylaw for the purpose of amending Land Use Bylaw 2016-01, which would have the effect of amending a Direct Control (DC-7) District.

Resolution 2: That Council move Third Reading of Bylaw 2019-27, this being a bylaw for the purpose of amending Land Use Bylaw 2016-01, which would have the effect of amending a Direct Control (DC-7) District.

CAO Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION

Report/Document: Attached ☒ Available ☐ None ☐

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

The purpose of this application is to amend Cell 4 of the Direct Control (DC-7) district at the Lakes of Muirfield Golf Course to add Dwelling, Employee as a discretionary use. This amendment would allow the applicant to apply for a development permit for the construction of an employee dwelling within the existing clubhouse.

Council granted 1st Reading of Bylaw 2019-27 on December 17th, 2019.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

Muirfield ASP – Section 5.2 Land Use Policies

LUB - Section 9.28 Direct Control District 7

Strategic Relevance

Reference to goals or priorities of current work program

N/A

Response Options and Desired Outcome(s)

Main result, along with highlighted requisites and benefits

Option #1 THAT Council Approve Bylaw 2019-27:

Resolution 1: That Council move Second Reading of Bylaw 2019-27, this being a bylaw for the purpose of amending Land Use Bylaw 2016-01, which would have the effect of amending a Direct Control (DC-7) District.

Resolution 2: That Council move Third Reading of Bylaw 2019-27, this being a bylaw for the purpose of amending Land Use Bylaw 2016-01, which would have the effect of amending a Direct Control (DC-7) District..

Option #2 THAT Bylaw 2019-27 be refused:

Resolution 1: That Council move to rescind First Reading of Bylaw 2019-27, this being a bylaw for the purpose of amending Land Use Bylaw 2016-01, which would have the effect of amending a Direct Control (DC-7) District.

Option #3 THAT Council approve an alternate recommendation.

IMPLICATIONS OF RECOMMENDATION**General**

Consequences to community, overall organization and/or other agencies

N/A

Organizational

Policy change or staff workload requirements

N/A

Financial

Current and/or future budget impact

N/A

Environmental, Staff and Public Safety

Consequences for the environment, consideration of effects on the safety of staff and the public

N/A

Follow-up Action / Communications

Timelines, decision-making milestones and key products

N/A

Submitted
by:Graham Allison
Planner 1Reviewed
by:Matthew Boscariol, MES, MCIP, RPP
General Manager of Community &
Development ServicesBrian Henderson, CPA, CA
Interim CAO

BYLAW 2019-27

(LU2019-10)

BEING A BYLAW OF WHEATLAND COUNTY TO AMEND LAND USE BYLAW NO. 2016-01 TO UPDATE DEVELOPMENT CELL 4 OF DIRECT CONTROL DISTRICT 7 LAND USE DISTRICT TO INCLUDE 'DWELLING, EMPLOYEE' AS A DISCRETIONARY USE

WHEREAS the requirements for advertising this Bylaw, as per Section 606 of the *Municipal Government Act*, have been met prior to the public hearing date.

WHEREAS a Public Hearing was held on _____, 2020 at the Wheatland County office.

THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, as amended, the Council of Wheatland County enacts as follows:

1. Bylaw No. 2016-01, being the Land Use Bylaw is hereby amended by adding Dwelling, Employee, as a discretionary use to Development Cell 4 of Direct Control district 7.
2. This Bylaw comes into force when it receives third reading and is signed by the Reeve/Deputy Reeve and the CAO or Designate, as per the *Municipal Government Act*.

_____ **MOVED** First Reading of Bylaw 2019-27 on _____ this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to update Development Cell 4 of Direct Control District 7 Land Use District to include "Dwelling, Employee" as a discretionary use.

Carried.

_____ **MOVED** Second Reading of Bylaw 2019-27 on _____ and it was

Carried.

_____ **MOVED** Third and Final Reading of Bylaw 2019-27 on _____ and it was

Carried.

Reeve

Interim Chief Administrative Officer

SCHEDULE ‘A’
Bylaw: 2019-27

9.28 Direct Control District (DC-7)

4. Cell 4 Land Use Regulations – Golf Course

Purpose and Intent

The purpose and intent of this development cell is to provide for a golf course and accessory uses and accessory buildings related to the golf course.

Permitted and Discretionary Uses

- a) The following uses shall be permitted or discretionary with or without conditions provided that the application complies with the regulations of this district and this Bylaw:

| Permitted | Discretionary |
|------------------------------|---------------------------|
| Accessory Building/Structure | <u>Dwelling, Employee</u> |
| Essential Public Service | Golf Course |
| Sign | |



WHEATLAND COUNTY

Legal Description: NW-8-25-26-4
File No: LU2019-10
Division: 5
Title Area: +/- 170.51 acres



PLANNING REPORT
2nd and 3rd Reading – COUNCIL
January 14, 2020

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| BYLAW #: 2019-27 | File No: LU2019-10 |
| LEGAL DESCRIPTION: NW-8-25-26-W4M | TITLED AREA: 170.51 acres |
| EXISTING LAND USE DISTRICT: Direct Control (DC-7) | PROPOSED LAND USE DISTRICT: N/A |
| The purpose of this application is to amend Cell 4 of the Direct Control District (DC-7) to add Dwelling, Employee, as a discretionary use to allow for an employee dwelling in the clubhouse. | |

LOCATION:

The Muirfield Golf Course and clubhouse is located at 612 Muirfield Crescent within the Lakes of Muirfield Golf Course. The closest intersection is Township Road 252 and Range Road 264.

BACKGROUND INFORMATION:

The purpose of this application is to amend Cell 4 of the Direct Control (DC-7) district at the Lakes of Muirfield Golf Course to add Dwelling, Employee as a discretionary use. This amendment would allow the applicant to apply for a development permit for the construction of an employee dwelling within the existing clubhouse.

POLICY ANALYSIS:

Muirfield Area Structure Plan (ASP):

The Muirfield ASP was approved in 2005. It outlines future residential and recreational features of the Lakes of Muirfield Golf course and residential community. Section 5.2 of the plan describes the ASP's land use policies, and states that minor amendments and relaxations of the plan can be achieved without amendments to the plan if the amendments satisfy the Subdivision or Developments Approvals Authority. Since this is a minor amendment to the Direct Control district, an amendment to the ASP will not be required.

Other Statutory Documents

The proposal generally aligns with the South Saskatchewan Regional Plan (SSRP), Regional Growth Management Strategy (RGMS) and Municipal Development Plan (MDP) as this is a minor amendment to a Direct Control District within an Area Structure Plan (ASP) that is in compliance with the SSRP, RGMS, and MDP.

Land Use Bylaw (LUB):

Cell 4 of the Direct Control district is a Golf Course district. The intent of this development cell is to provide for a golf course and any accessory uses related to the golf course. The proposed application

is intended to provide housing for a golf course employee; therefore, this proposal aligns with Cell 4 of the Direct Control 7 district of the Land Use Bylaw.

CIRCULATION COMMENTS:

| EXTERNAL AGENCIES | COMMENTS |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AB Community Development | No comments received. |
| AB Culture | No comments received. |
| AB Energy Regulator | No comments received. |
| AB Environment & Parks | No comments received. |
| AB Health Services | I would like to confirm that Alberta Health Services, Environmental Public Health (AHS-EPH) has received and reviewed the above-noted application. AHS-EPH would like to note that the intended use for the existing club house on the site to be used as an “employee residence” means that the residence will need to meet the Alberta Public Health Act, <i>Housing Regulation 173/99</i> and the <i>Minimum Housing and Health Standards</i> . These regulations set out requirements that owners must follow regarding the upkeep and condition of properties used for accommodation purposes. Please note that these regulations and standards are distinct and separate from building and construction codes. |
| AB Transportation | No comments received. |
| ATCO Electric | No comments received. |
| ATCO Gas | No comments received. |
| AB Utilities Commission | No comments received. |
| Canada Post | No comments received. |
| Encana Corporation | No comments received. |
| Fortis Alberta | No comments received. |
| Golden Hills School Division | No comments received. |
| Redeemer Catholic School Division | No comments received. |
| Telus | No comments received. |
| Western Irrigation District | No comments received. |
| INTERNAL DEPARTMENTS | |
| Agricultural Services | No concerns. |
| Emergency Services | No concerns. |
| Development Services | No concerns. |

| | |
|------------------------------------------|--------------|
| Protective Services | No concerns. |
| Transportation & Infrastructure Services | No concerns. |

OPTIONS:

Option #1 THAT Council Approve Bylaw 2019-27:

Resolution 1: That Council move Second Reading of Bylaw 2019-27, this being a bylaw for the purpose of amending Land Use Bylaw 2016-01, which would have the effect of amending a Direct Control (DC-7) District.

Resolution 2: That Council move Third Reading of Bylaw 2019-27, this being a bylaw for the purpose of amending Land Use Bylaw 2016-01, which would have the effect of amending a Direct Control (DC-7) District..

Option #2 THAT Bylaw 2019-27 be refused:

Resolution 1: That Council move to rescind First Reading of Bylaw 2019-27, this being a bylaw for the purpose of amending Land Use Bylaw 2016-01, which would have the effect of amending a Direct Control (DC-7) District.

Option #3 THAT Council approve an alternate recommendation.

RECOMMENDATION

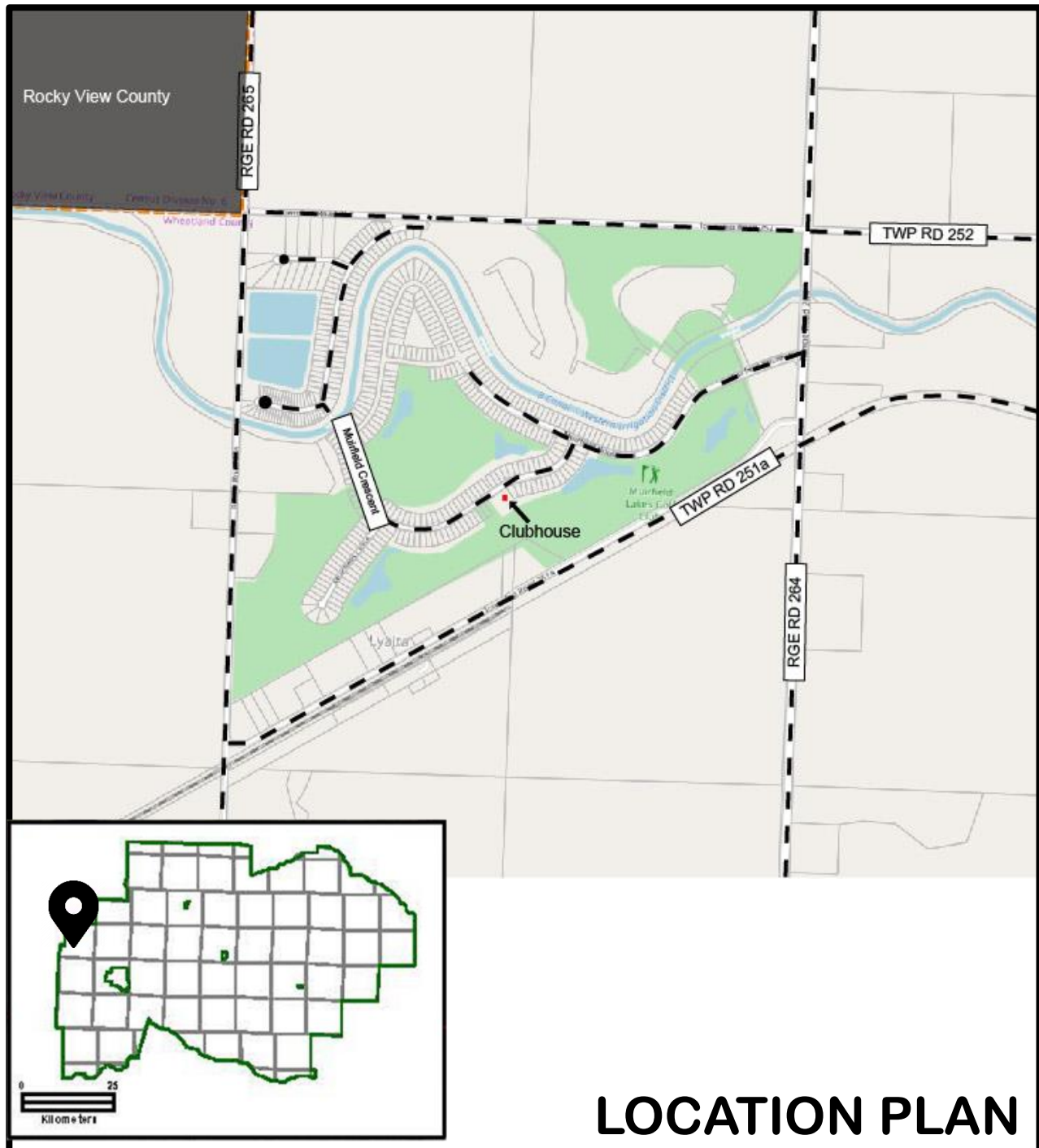
Staff is recommending Option #1 – Approval for the following reasons:

- The proposal generally aligns with the SSRP, RGMS and MDP as this is a minor amendment to a Direct Control District within an Area Structure Plan (ASP) that is in compliance with the SSRP, RGMS, and MDP.
- The proposal aligns with the LUB Country Residential District rules and regulations.

Respectfully submitted,



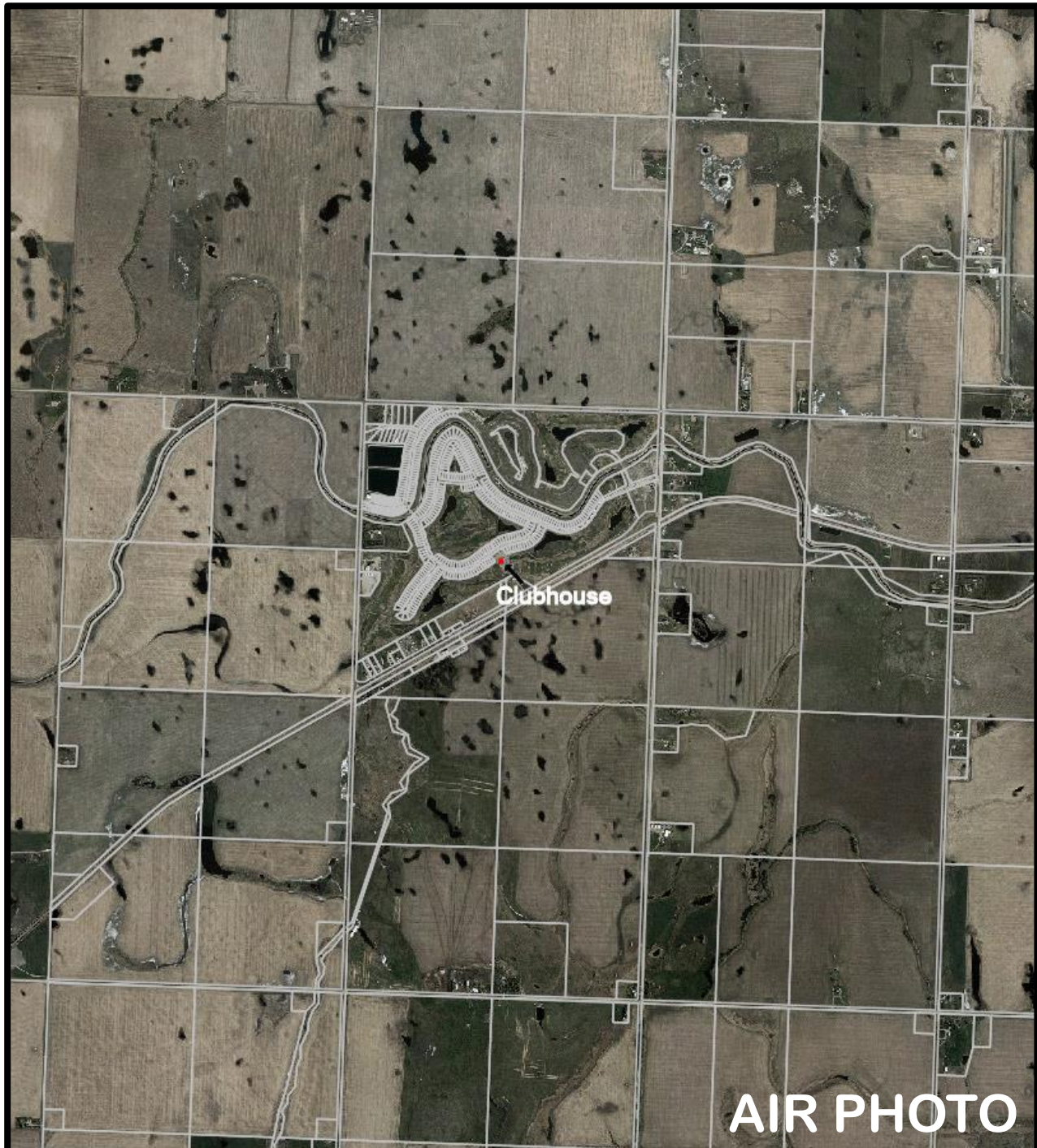
Graham Allison, Planner 1



NW-8-25-26-W4M

Date: January 14, 2020

File: LU2019-27



NW-8-25-26-W4M

Date: January 14, 2020

File: LU2019-27



APPENDIX A: DC-7



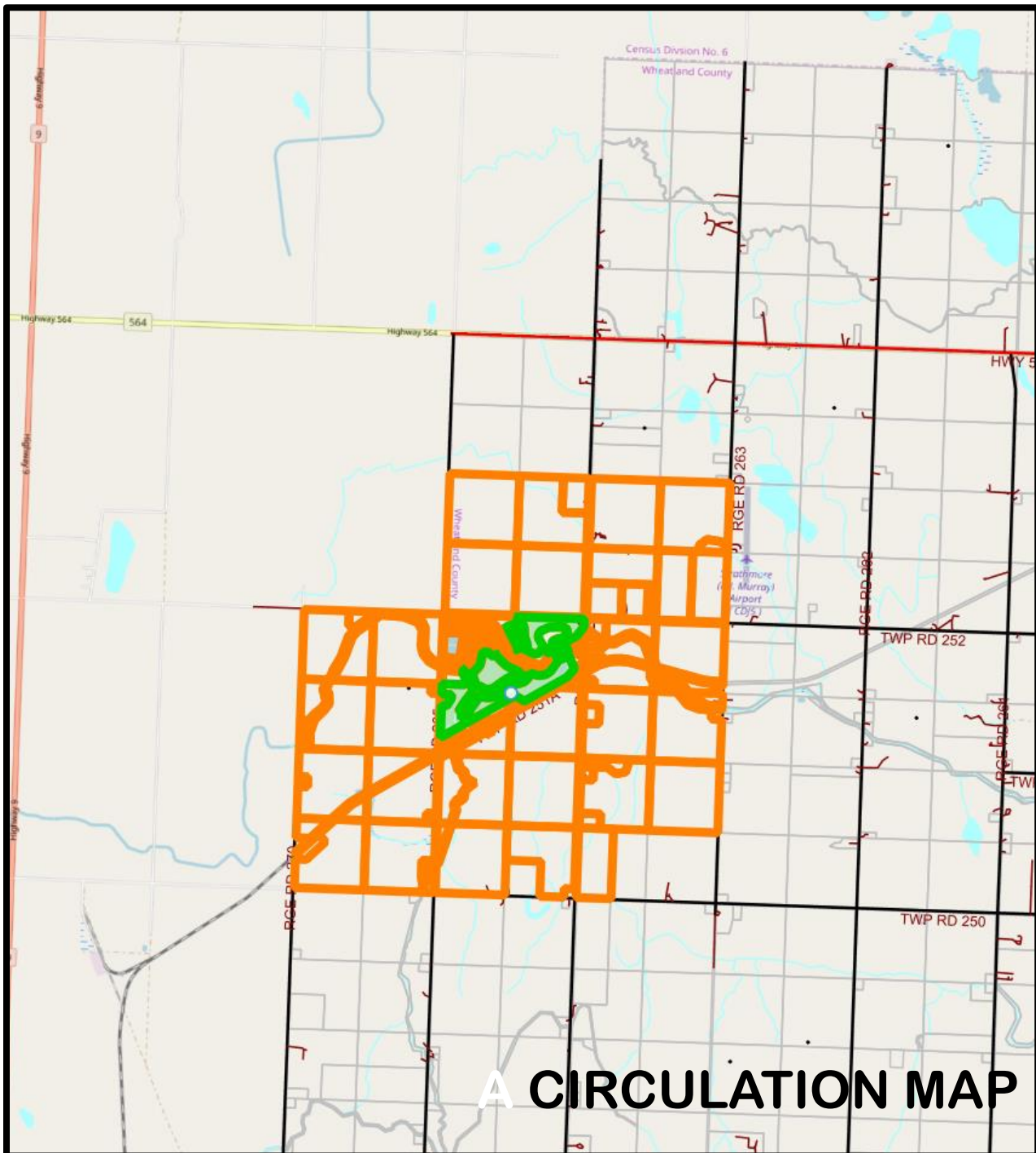
- | | |
|------------------------------------------------|-------------------------------------|
| Cell 1 – Residential Type I | Cell 5 – Public Utility |
| Cell 2 – Residential Type II | Cell 6 – Storage |
| Cell 3 – Residential Type III | Cell 7 – Village Centre |
| Cell 4 – Golf Course | Cell 8 – Seniors Independent Living |
| Cell 9 – Future Residential Type 1 Development | |



NW-8-25-26-W4M

Date: January 14, 2020

File: LU2019-27



NW-8-25-26-W4M

Date: January 14, 2020

File: LU2019-27



WHEATLAND COUNTY

Where There's Room to Grow

Request for Decision

January 14, 2020

Resolution No. _____

Date Prepared December 16, 2019

Subject

Decision-making topic title

Bylaw 2019-30 – First Reading to redesignate +/-2.43 acres of land from Agricultural General (AG) District to Direct Control District 18.

Recommendation

Clear resolution answering – what/who/how/when

That Council choose Option #1, to approve Bylaw 2019-30.

Resolution 1: That Council move First Reading of Bylaw 2019-30, this being the bylaw to redesignate +/- 2.43 acres of NW-29-24-24-W4 from Agricultural General District to Direct Control District 18.

Resolution 2: That Council move that a Public Hearing for Bylaw 2019-30 be scheduled for February 18, 2020 at 9:00AM in Wheatland County Council Chambers.

GM Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION

Report/Document:

Attached

☒

Available

☐

None

☐

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

The purpose of this application is to redesignate +/-2.43 acres of NW-29-24-24-W4 from Agricultural General (AG) District to a new Direct Control District (DC-18). If Council grants the redesignation, a development permit application will follow for the existing Automotive & Equipment Services Business. The business has been in operation for over a decade, and there have been no complaints. The County has no record that the existing business had ever applied or received a development permit. The landowners explained that they were told no development permit was necessary for their business; however, this information was incorrect. As staff was unable to find records or written confirmation, the business cannot be deemed 'Legal Non-Conforming' and a development permit is still required. The business does not fall under any of the permitted or discretionary uses within the Agricultural General (AG) District. After several discussions with the landowners to find a solution, it was determined a new Direct Control District would best meet their needs.

Staff has determined the proposed redesignation aligns with the South Saskatchewan Regional Plan, Regional Growth Management Strategy, and Municipal Development Plan. It supports the

diversification of the agricultural economy, it isn't proposing to fragment productive agricultural land, it facilitates employment for the landowner within close proximity to their place of residence, and, as the business has been in operation for several years, has proven there are no land use conflicts.

The application is for a new direct control district. The current definitions for "Agricultural Support Services" and "Automotive and Equipment Services" have been included within the proposed district. This has been done so if the Land Use Bylaw definitions for these uses changes, the definitions will remain the same within the proposed district. The term "Parcel" has been defined to mean the portion of the titled parcel that is proposed to be redesignated. This is being done to establish how setbacks will be measured for any future development permit applications.

Staff has received one comment from internal circulation requesting clarification on how setbacks will be measured and that the existing structures meet those setbacks. Staff included the definition for 'Parcel' in the proposed DC-18 District, and checked the setbacks; the development currently complies with the proposed setbacks.

Relevant Policy / Practices / Legislation

Strategic Relevance

SSRP Implementation Plan: Agriculture, Community Development
RGMS 4.3
MDP Policies 3.1, 3.7
Land Use Bylaw 2016-01

Response Options and Desired Outcome(s)

Option #1: THAT First Reading of Bylaw 2019-30 be granted.

- | | |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Resolution 1 | That Council move <u>First Reading</u> of Bylaw 2019-30, this being the bylaw to redesignate +/- 2.43 acres of NW-29-24-24-W4 from Agricultural General District to Direct Control District 18. |
| Resolution 2 | That Council move that a <u>Public Hearing</u> for Bylaw 2019-30 be scheduled for February 18, 2020 at 9:00AM in Wheatland County Council Chambers. |

Option #2: THAT Bylaw 2019-30 be refused.

- | | |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Resolution 1 | That Council <u>refuse</u> Bylaw 2019-30, this being a bylaw to redesignate +/- 2.43 acres of NW-29-24-24-W4 from Agricultural General District to Direct Control District 18. |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Option #3: THAT Council approve an alternate recommendation.

RECOMMENDATION

Staff is recommending Option #1 - Approval for the following reasons:

- The proposal generally aligns with the SSRP, RGMS and MDP in terms of what is proposed.
- The proposal aligns with the LUB general rules and regulations.

IMPLICATIONS OF RECOMMENDATION

General

Proceed with preparation for Public Hearing on February 18th, 2020.

Organizational

N/A

Financial

N/A

Environmental, Staff and Public Safety

N/A

Follow-up Action / Communications

If given first reading, staff will schedule a public hearing for February 18th, 2020 and advertise it in the paper for two consecutive weeks.

Submitted
by:



Megan Williams, BCD
Planner II

Reviewed
by:



Matthew Boscariol, MES, MCIP,
RPP
General Manager of Community &
Development Services



Brian Henderson, CPA, CA
Interim CAO



PLANNING REPORT

1st Reading – COUNCIL
January 14th, 2020

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| BYLAW #: 2019-30 | File No: LU2019-11 |
| LEGAL DESCRIPTION: NW-29-24-24-W4 | TITLED AREA: 51.87 Acres |
| EXISTING LAND USE DISTRICT: Agricultural General (AG) District | PROPOSED LAND USE DISTRICT: Direct Control (DC-18) District 18 |
| The purpose of this application is to redesignate +/-2.43 acres of land from Agricultural General (AG) District to Direct Control District 18 (DC-18) for the purposes of an existing Automotive & Equipment Services Business. | |

LOCATION:

Access to the parcel is off of Range Road 245 and is approximately 2.5 km east of the Town of Strathmore.

BACKGROUND INFORMATION:

The purpose of this application is to redesignate +/-2.43 acres of NW-29-24-24-W4 from Agricultural General (AG) District to a new Direct Control District (DC-18). If Council grants the redesignation, a development permit application will follow for the existing Automotive & Equipment Services Business. The business has been in operation for over a decade, and there have been no complaints. The County has no record that the existing business had ever applied or received a development permit. The landowners explained that they were told no development permit was necessary for their business; however, this information was incorrect. As staff was unable to find records or written confirmation, the business cannot be deemed 'Legal Non-Conforming' and a development permit is still required. The business does not fall under any of the permitted or discretionary uses within the Agricultural General (AG) District. After several discussions with the landowners to find a solution, it was determined a new Direct Control District would best meet their needs.

POLICY ANALYSIS:

Interim Regional Evaluation Framework (IREF):

The application falls within the Calgary Metropolitan Regional Plan area. An application through the IREF is not required as the application is not amending or creating a statutory plan.

South Saskatchewan Regional Plan (SSRP):

The strategies within the Community Development section of the SSRP direct municipalities to establish an appropriate mix of land use patterns and provide a wide range of economic development opportunities. By creating a specific land use that will permit the business on a parcel with a residential development and agricultural operations supports these strategies. The SSRP speaks to limiting fragmentation of agricultural land and to supporting a diversification of the overall agricultural economy. As there is no subdivision intended, and the business supports agricultural operations, these strategies are supported by this application.

Regional Growth Management Strategy Plan (RGMS):

The RGMS's goals include the supply of industrial and commercial land, economic growth and diversification, avoiding conflict between land uses, and protection of agricultural land. The business contributes to economic growth and diversification in the area, there have been no conflicts between it and the surrounding residential dwellings and agricultural operations. Though the decision was to move forward with a Direct Control District rather than redesignating to Industrial General, the uses within DC-18 are Industrial in nature. As the business has been in operation for several years, and does provide support to the agricultural industry, Staff has determined it is not fragmenting productive agricultural land.

Municipal Development Plan (MDP):

The MDP contains objectives and policies pertaining to agriculture and commercial and industrial development. The proposed redesignation aligns with the agricultural objectives and policies. The proposed redesignation is kept to the area currently used by the business, and so is not removing productive agricultural land. It diversifies the development on the parcel with a business that supports agricultural operations. It also aligns with the commercial and industrial development objectives and policies. The proposed redesignation facilitates employment for the landowner within close proximity to their place of residence, and it diversifies and expands the industrial and commercial land base within the County.

Land Use Bylaw:

The purpose of a Direct Control District is to provide specific regulations for development that are otherwise not found within existing Districts of the Land Use Bylaw. This proposed Direct Control District pares down the Industrial General District to the uses required to operate the business. They are all requested to be permitted uses as Staff has no concerns the business will have any negative impacts on the surrounding parcels. It would be the Development Officer's responsibility to issue development permits for all permitted uses, if there are requested variances 10% or greater, the development permit would need to be issued by Council.

The definitions for "Agricultural Support Services" and "Automotive and Equipment Services" have been included in the proposed DC-18. If the Land use Bylaw definitions for these uses change, the definitions will remain the same within this District. "Parcel" has also been defined to mean the portion of the titled parcel that is proposed to be redesignated to DC-18. Where there is no intention to subdivide, it is important to establish how the setbacks are to be measured.

CIRCULATION COMMENTS:

| EXTERNAL AGENCIES | COMMENTS |
|--------------------------|---------------|
| AB Community Development | |
| AB Culture and Tourism | |
| AHS | |
| ATCO Gas | |
| Canadian Pacific Rail | |
| Fortis | |
| WID | No objections |
| INTERNAL DEPARTMENTS | |

| | |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Development | <p>Please ensure the applicant is aware that if the redesignation is approved, a Development Permit will be required for the business.</p> <p>Please ensure all existing structures meet the appropriate setbacks. Will they be measure from the "parcel" boundaries or the property lines?</p> <p>The applicant has been made aware a development permit application will be required if the proposed DC-18 District is approved.</p> <p>Staff defined "parcel" to the proposed redesignated area and measured the setbacks from the buildings and proposed lot lines. No variance will be required.</p> |
| Enforcement | |
| Fire | |
| Parks and Recreation | |
| Planning | |
| Public Works | |

OPTIONS:

Option #1: THAT First Reading of Bylaw 2019-30 be granted.

Resolution 1 That Council move First Reading of Bylaw 2019-30, this being the bylaw to redesignate +/- 2.43 acres of NW-29-24-24-W4 from Agricultural General District to Direct Control District 18.

Resolution 2 That Council move that a Public Hearing for Bylaw 2019-30 be scheduled for February 18, 2020 at 9:00AM in Wheatland County Council Chambers.

Option #2: THAT Bylaw 2019-30 be refused.

Resolution 1 That Council refuse Bylaw 2019-30, this being a bylaw to redesignate +/- 2.43 acres of NW-29-24-24-W4 from Agricultural General District to Direct Control District 18.

Option #3 THAT Council approve an alternate recommendation.

RECOMMENDATION

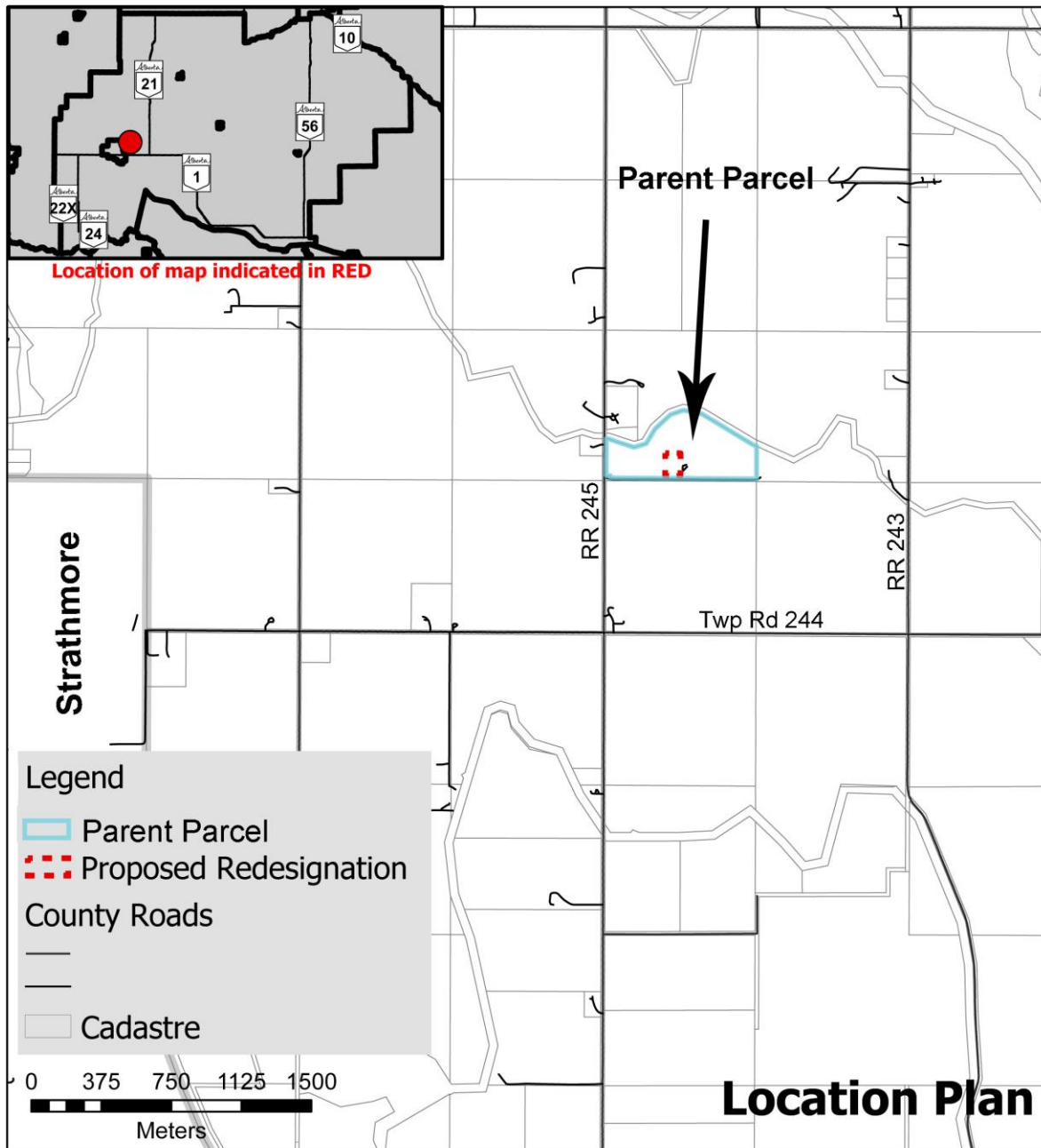
Staff is recommending Option #1 - Approval for the following reasons:


- The proposal generally aligns with the SSRP, RGMS and MDP in terms of what is proposed.
- The proposal aligns with the LUB General rules and regulations.

Respectfully submitted,



Megan Williams, Planner II
Planning and Development Department





N

NW-29-24-24-W4

Date: January 14, 2020

File: LU2019-11





NW-29-24-24-W4

Date: January 14, 2020

File: LU2019-11





NW-29-24-24-W4

Date: January 14, 2020

File: LU2019-11

BYLAW 2019-30

(LU2019-11)

BEING A BYLAW OF WHEATLAND COUNTY TO AMEND LAND USE BYLAW NO. 2016-01 BY REDESIGNATING A PORTION OF NW-29-24-24-W4M FROM AGRICULTURAL GENERAL DISTRICT TO DIRECT CONTROL DISTRICT 18.

WHEREAS the requirements for advertising this Bylaw, as per Section 606 of the *Municipal Government Act*, have been met prior to the public hearing date.

WHEREAS a Public Hearing was held on _____, 2020 at the Wheatland County office.

THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, as amended, the Council of Wheatland County enacts as follows:

1. Bylaw No. 2016-01, being the Land Use Bylaw is hereby amended by redesignating a portion of NW-29-24-24-W4M from Agricultural General (AG) District to Direct Control District 18 (DC-18) as shown on the attached Schedule 'A' including any land use designation, or specific land uses and development guidelines contained in the said Schedule 'A' forming part of this Bylaw.
2. This Bylaw comes into force when it receives third reading and is signed by the Reeve/Deputy Reeve and the CAO or Designate, as per the *Municipal Government Act*.

_____ **MOVED** First Reading of Bylaw 2019-30 on _____ this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/-2.43 acre within NW-29-24-24-W4M, from Agricultural General District to Direct Control District 18 (DC-18) as shown on the attached Schedule 'A' including any land use designation, or specific land uses and development guidelines contained in the said Schedule 'A' forming part of this Bylaw.

Carried.

_____ **MOVED** Second Reading of Bylaw 2019-30 on _____ and it was

Carried.

_____ **MOVED** Third and Final Reading of Bylaw 2019-30 on _____ and it was

Carried.

Reeve – Amber Link

Interim Chief Administrative Officer –
Brian Henderson



9.39 Direct Control District (DC-18)

Purpose and Intent

The purpose and intent of this land use district is to allow direct control by Council over the development of land located within NW-29-24-24-W4M for the purposes of Automotive and Equipment Services.

Definitions

The Terms not defined in this District have the same meaning as defined in Land Use Bylaw 2016-01.

“Agricultural Support Services” – means development providing products or services directly related to the agricultural industry. This use would include the sale and storage of seed, saddlery, feed, fertilizer, chemical products, fuel, and agricultural machinery.

“Automotive and Equipment Services” – means development used for the rental, lease, sale, indoor and outdoor storage, service, restoration and/or mechanical repair of automobiles, farm equipment, trucks, trailers, motor-cycles, snowmobiles, tent trailers, boats or recreational vehicles. Uses and facilities would also include transmission ships, muffler shops, autobody paint and repair facilities and fleet services.

“Parcel” – means the portion of NW-29-24-24-W4M within the redesignated area as shown on Schedule ‘A’: DC-18.

Permitted and Discretionary Uses

- a) The following uses shall be permitted or discretionary with or without conditions provided that the application complies with the regulations of this district and this Bylaw:

| Permitted | Discretionary |
|---------------------------------------|---------------|
| Accessory Buildings / Structures | |
| Agricultural Support Services | |
| Automotive and Equipment Services | |
| Office | |
| Signs Requiring a Development Permit^ | |

Notes: ^ – See Signage Section for Signage that does not require a permit.

Site Regulations

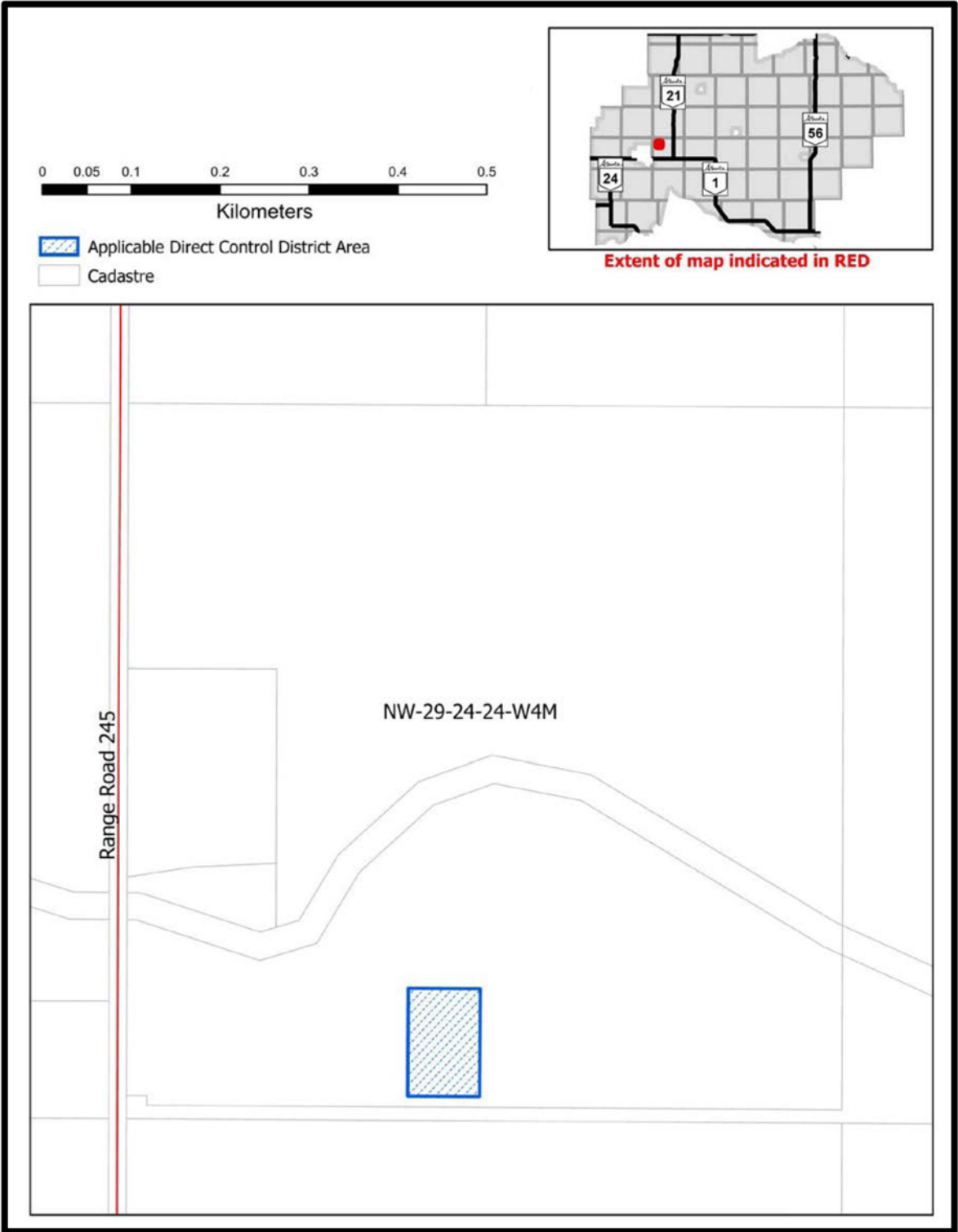
- a) The following regulations and policies shall apply to every development in this district:

| | |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Minimum Parcel Size | 0.4 ha (1.0 ac) |
| Maximum Parcel Area Coverage | No building or group of buildings including their accessory buildings and impervious surfaces shall cover more than 90% of the Parcel’s area. |
| Minimum Setbacks between Buildings / Structures | 1.52 m (5.0 ft) |
| Minimum Front, Side, and Rear Yard Setbacks | 22.86 m (75.0 ft) from the nearest limit (property line) of the public road right of way. |
| | 15.24 m (50.0 ft) from the right-of-way of an internal subdivision road. |
| | 3.05 m (10.0 ft) from the property line in all other cases. |
| Yard Setbacks from Existing and Proposed Highways and Service Roads | Discretion of Alberta Transportation |
| Other Setbacks | See the Special Setback Requirements section of the Land Use Bylaw 2016-01 for additional setback requirements that may apply. |
| Maximum Height Requirements | Limited to such height as deemed suitable and appropriate for the intended use. |

General Regulations

- b) The General Regulations contained in the Land Use Bylaw 2016-01 shall apply unless otherwise specified in this Bylaw.
- c) The Permitted Uses shall be referred to the Development Officer for a decision while Discretionary Uses shall be referred to Council for a Decision.
- d) Any Development Permit application for which a relaxation or variance of the bylaw is required will be submitted to Council for approval except for the following:

- a. The Development Officer has the authority to render a decision on applications where the variance or relaxation of the Bylaw application where the variance is for site coverage, front, rear and/or side yard setbacks of up to 10% of the requirement.





NW-29-24-24-W4M

Schedule A

Direct Control District 18



WHEATLAND COUNTY

Where There's Room to Grow

Request for Decision

January 14th, 2020

Resolution No. _____

Date Prepared December 20, 2020

Subject

Decision-making topic title

The purpose of this application is to redesignate +/- 9.77 acres from Agricultural General (AG) District to Direct Control District (DC-19) to accommodate an existing RV storage business and Country Residential development.

Recommendation

Clear resolution answering – what/who/how/when

Option #1: THAT First Reading of Bylaw 2019-32 be granted.

Resolution 1: THAT Bylaw 2019-32 be given First Reading, this being a bylaw to redesignate +/-9.77 acres of NE-20-23-25-W4M from Agricultural General District to Direct Control District 19.

Resolution 2: THAT a Public Hearing for Bylaw 2019-32 be scheduled for February 4th, 2020 at 9:00 AM in Wheatland County Council Chambers.

GM Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION

Report/Document:

Attached

☒

Available

☐

None

☐

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

This application is to create a new Direct Control district within NE-20-23-25-W4M. The landowner owns a recreational vehicle storage business on the site that was originally permitted in 2004 and renewed in 2009. The development permit expired in 2015 and the land needs to be redesignated to accommodate a new development permit as recreational vehicle storage is no longer allowed as a use on an Agricultural General Parcel. The applicant is also proposing adding 'Outdoor Storage as a discretionary use on site. No complaints have been received in relation to the operation.

The proposed Direct Control (DC) district consists of 2 development cells:

- Cell 1 will be a Recreational Vehicle Storage Cell; and
- Cell 2 will be a Residential Cell.

This redesignation is to accommodate the existing residence and recreational vehicle storage business. The remainder of the parcel will remain Agricultural General.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

Section 8 of the SSRP

Section 4.3 of the RGMS

Sections 3.1.1 and 3.6.1 of the MDP

Strategic Relevance

Reference to goals or priorities of current work program

N/A

Response Options and Desired Outcome(s)

Main result, along with highlighted requisites and benefits

OPTIONS:

Option #1: THAT First Reading of Bylaw 2019-32 be granted

Resolution 1: THAT Bylaw 2019-32 be given First Reading, this being a bylaw to redesignate +/-9.77 acres of NE-20-23-25-W4M from Agricultural General District to Direct Control District 19.

Resolution 2: THAT a Public Hearing for Bylaw 2019-32 be scheduled for February 4th, 2020 at 9:00 AM in Wheatland County Council Chambers.

Option #2: THAT Bylaw 2019-32 be refused.

Resolution 1: THAT Bylaw 2019-32 be refused.

Option #3 THAT Council approve an alternate recommendation.

RECOMMENDATION

Staff is recommending Option #1 – Approve Bylaw 2019-32 for the following reasons:

- The proposal generally aligns with the SSRP, RGMS and MDP in terms of what is proposed.
- The proposed DC aligns with the county's standards and policies.

IMPLICATIONS OF RECOMMENDATION

General

Consequences to community, overall organization and/or other agencies

N/A

Organizational

Policy change or staff workload requirements

N/A

Financial

Current and/or future budget impact

N/A

Environmental, Staff and Public Safety

Consequences for the environment, consideration of effects on the safety of staff and the public

N/A

Follow-up Action / Communications

Timelines, decision-making milestones and key products

If given first reading, staff will schedule a public hearing for February 4th, 2020 and advertise it in the paper for two consecutive weeks.

Submitted
by:



Graham Allison
Planner I

Reviewed
by:



Matthew Boscariol, MES, MCIP, RPP
General Manager of Community &
Development Services



Brian Henderson, CPA, CA
Interim CAO



PLANNING REPORT

1st Reading – COUNCIL

January 14, 2020

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| BYLAW #: 2019-32 | File No: LU2019-12 |
| LEGAL DESCRIPTION: NE-20-23-25-W4M | TITLED AREA: 69.67 Acres |
| EXISTING LAND USE DISTRICT: Agricultural General (AG) District | PROPOSED LAND USE DISTRICT: Direct Control District 19 (DC-19)) |
| The purpose of this application is to redesignate +/- 9.77 acres from Agricultural General (AG) District to Direct Control District (DC-19) to accommodate an existing RV storage business and Country Residential development. | |

LOCATION:

Adjacent to Township Road 234, approximately 6.2 km (3.9 mi) southwest of the Town of Strathmore.

BACKGROUND INFORMATION:

This application is to create a new Direct Control district within NE-20-23-25-W4M. The landowner owns a recreational vehicle storage business on the site that was originally permitted in 2004 and renewed in 2009. The development permit expired in 2015 and the land needs to be redesignated to accommodate a new development permit as recreational vehicle storage is no longer allowed as a use on an Agricultural General Parcel. The applicant is also proposing adding 'Outdoor Storage as a discretionary use on site. No complaints have been received in relation to the operation.

The proposed Direct Control (DC) district consists of 2 development cells:

- Cell 1 will be a Recreational Vehicle Storage Cell; and
- Cell 2 will be a Residential Cell.

This redesignation is to accommodate the existing residence and recreational vehicle storage business. The remainder of the parcel will remain Agricultural General.

POLICY ANALYSIS:

Calgary Metropolitan Regional Plan (CMRB):

The proposed redesignation is within the Calgary Metropolitan Regional Board plan area, however as it is not amending a statutory document, circulation to the Board was not required.

South Saskatchewan Regional Plan (SSRP)

Although this proposal is to redesignate an agricultural parcel, the proposed development cells have been used for recreational vehicle storage and residential purposes for years, so the function of the redesignation is to align with the existing uses on site. The SSRP aims to stimulate local employment opportunities while providing an appropriate mix of agricultural, residential, commercial and industrial. This redesignation is in alignment with these policies through the creation of industrial and commercial development cells that align with the existing uses on site.

Regional Growth Management Strategy (RGMS)

The RGMS discourages the conversion and fragmentation of large agricultural parcels while avoiding conflicts between uses. The proposed Cell 1 contains an existing recreational vehicle storage business, while Cell 2 contains an existing residence. This redesignation will bring land that is already being used for business and residential uses into alignment with the Land Use Bylaw. So, while this DC district will remove land that is zoned for agricultural uses, it is not converting any cultivated farmland.

Municipal Development Plan (MDP)

Like the RGMS, the MDP prioritizes the protection of the County's agricultural land base by discouraging the conversion of cultivated lands and minimizing residential encroachment onto agricultural lands. This redesignation does not encroach onto agricultural land since the uses proposed in this redesignation already exist on site. The MDP also recognizes and allows for different needs and secondary uses on parcels where residential activity is the primary use. The proposed Direct Control (DC) district conforms to this objective by allowing for industrial/commercial uses on an existing residential parcel, while leaving the remainder to be zoned for agriculture.

Land Use Bylaw (LUB)

A Direct Control (DC) District is intended to accommodate the current uses on a parcel that do not fit within an existing district in the LUB. Due to the variety of uses on this site, this parcel does not currently comply with any existing district within the LUB. The establishment of a Direct Control (DC) district would ensure that this parcel meets the standards and policies of the County moving forward.

The regulations and uses listed within the proposed district will allow the owner to renew their development permit for the existing recreational vehicle storage business and bring the parcel back into general compliance with the LUB.

TECHNICAL REVIEW:

Water Servicing:

The subject site has two existing private wells. One well services the recreational vehicle storage business contained within proposed Cell 1 and the second well services the existing residence, which is within proposed Cell 2.

Septic Servicing:

The existing residence located with proposed Cell 2 is serviced by a private sewage disposal system. Cell 1 contains no servicing as it is only used for the storage of recreational vehicles. There are no proposed septic systems for this parcel.

CIRCULATION COMMENTS:

| EXTERNAL AGENCIES | COMMENTS |
|--------------------------|-----------------------|
| AB Community Development | No comments received. |
| AB Culture | No comments received. |
| AB Energy Regulator | No comments received. |
| AB Environment & Parks | No comments received. |

| | |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AB Health Services | <ol style="list-style-type: none"> 1. AHS recommends that any existing/proposed water well or water supply on the subject lands must be completely contained within their proposed property boundaries. 2. Any existing and/or proposed private sewage disposal system(s), including septic tank and effluent disposal field, must be completely contained within their proposed property boundaries and must comply with the construction and setback distances outlined in the most recent Alberta Private Sewage Systems Standard of Practice. 3. Ensure the property and development are designed and maintained in accordance with the Alberta Public Health Act. 4. If there is any evidence of contamination, or other issues of public health concern identified at any phase of development or during operation, AHS wishes to be immediately notified. |
| AB Transportation | No comments received. |
| ATCO Electric | No comments received. |
| ATCO Gas | No comments received. |
| AB Utilities Commission | No comments received. |
| Canada Post | No comments received. |
| Encana Corporation | No comments received. |
| Fortis Alberta | No comments received. |
| Golden Hills School Division | No comments received. |
| Redeemer Catholic School Division | No comments received. |
| Telus | No comments received. |
| Western Irrigation District | No comments received. |
| INTERNAL DEPARTMENTS | |
| Agricultural Services | No concerns. |
| Emergency Services | No concerns. |
| Development Services | <p>My only comment is that the applicant be made aware that she will need to apply for a permit for the RV storage if her redesignation is approved. Her original permit is expired.</p> <p>Also just ensure that the existing buildings meet the setbacks for the proposed CR district boundaries.</p> |
| Protective Services | No concerns. |
| Transportation & Infrastructure Services | No concerns. |

OPTIONS:

Option #1: THAT First Reading of Bylaw 2019-32 be granted

Resolution 1: THAT Bylaw 2019-32 be given First Reading, this being a bylaw to redesignate +/-9.77 acres of NE-20-23-25-W4M from Agricultural General District to Direct Control District 19.

Resolution 2: THAT a Public Hearing for Bylaw 2019-32 be scheduled for February 4th, 2020 at 9:00 AM in Wheatland County Council Chambers.

Option #2: THAT Bylaw 2019-32 be refused.

Resolution 1: THAT Bylaw 2019-32 be refused.

Option #3 THAT Council approve an alternate recommendation.

RECOMMENDATION

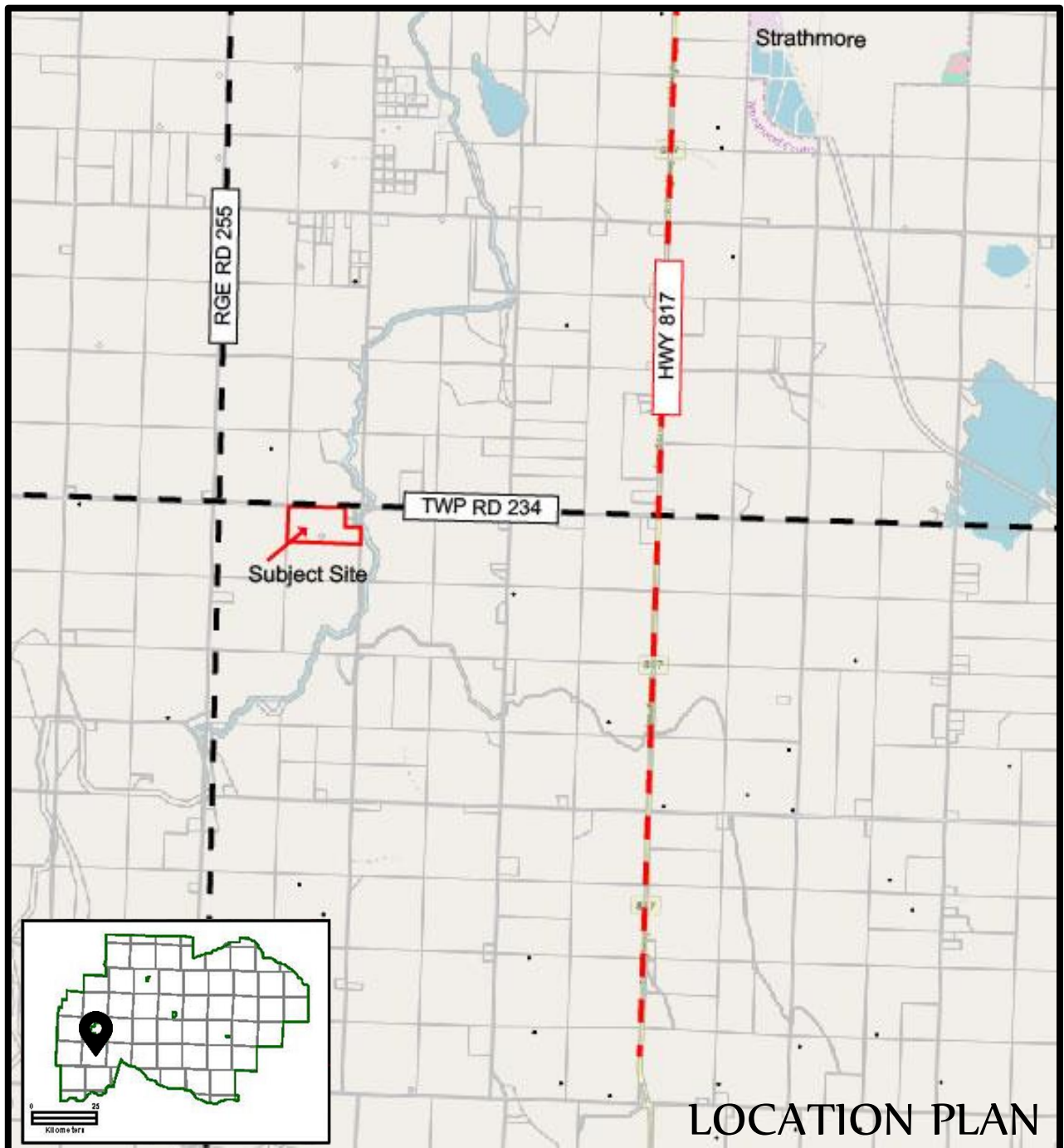
Staff is recommending Option #1 – Approve Bylaw 2019-32 for the following reasons:

- The proposal generally aligns with the SSRP, RGMS and MDP in terms of what is proposed.
- The proposed DC aligns with the county's standards and policies.

Respectfully submitted,



Graham Allison, Planner I
Planning and Development Department



LOCATION PLAN



NE-20-23-25-W4M

Date: January 14th, 2020

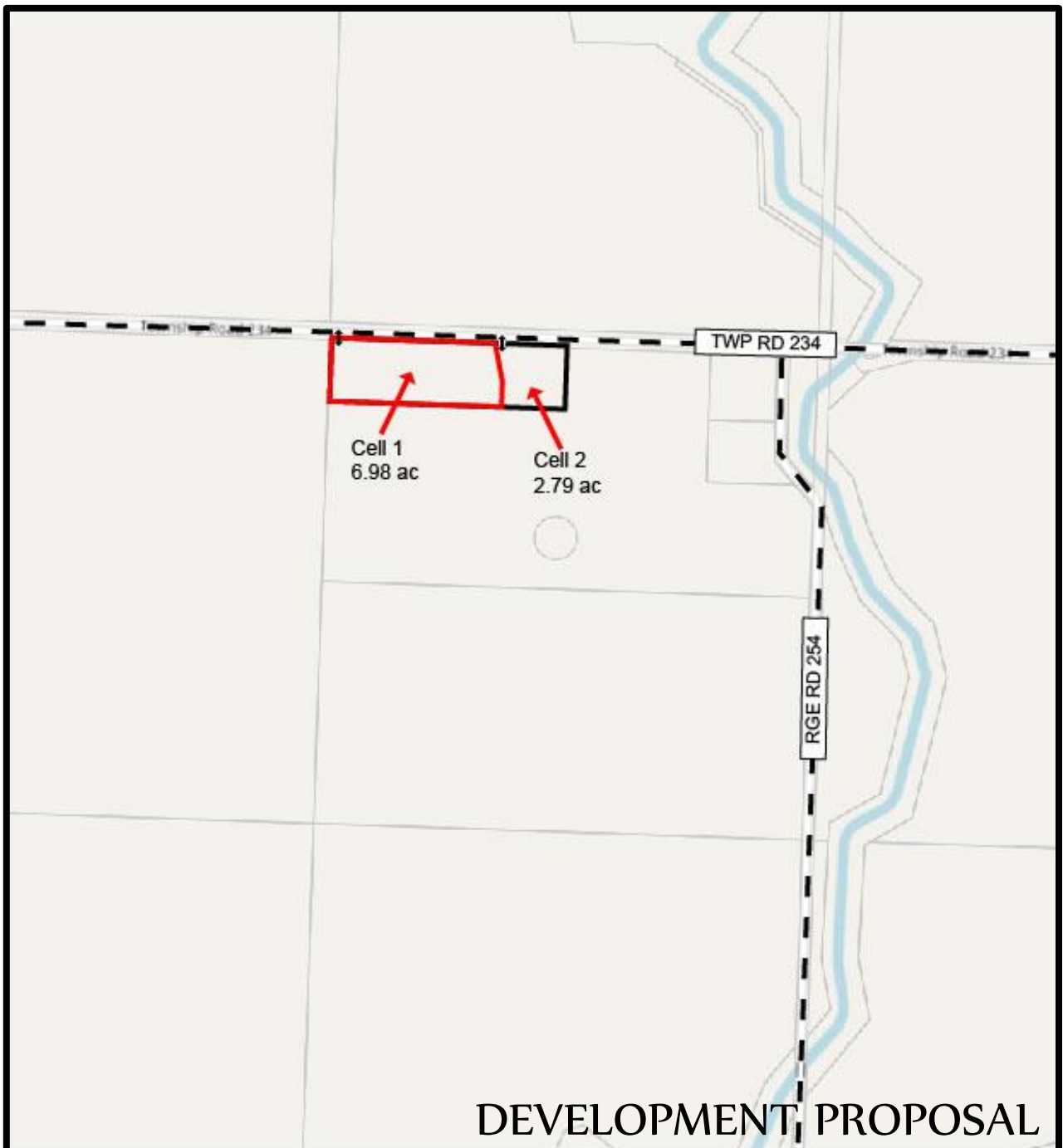
File: LU2019-12



NE-20-23-25-W4M

Date: January 14th, 2020

File: LU2019-12



NE-20-23-25-W4M

Date: _ January 14th, 2020

File: _ LU2019-12

BYLAW 2019-32

(LU2019-12)

BEING A BYLAW OF WHEATLAND COUNTY TO AMEND LAND USE BYLAW NO. 2016-01 BY REDESIGNATING A PORTION OF NE-20-23-25-W4M, FROM AGRICULTURAL GENERAL DISTRICT TO DIRECT CONTROL DISTRICT 19.

WHEREAS the requirements for advertising this Bylaw, as per Section 606 of the *Municipal Government Act*, have been met prior to the public hearing date.

WHEREAS a Public Hearing was held on _____ at the Wheatland County office.

THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, as amended, the Council of Wheatland County enacts as follows:

1. Bylaw No. 2016-01, being the Land Use Bylaw is hereby amended by redesignating a portion of NE-20-23-25-W4M from Agricultural General District to Direct Control District 19 as shown on the attached Schedule 'A' forming part of this Bylaw.
2. This Bylaw comes into force when it receives third reading and is signed by the Reeve/Deputy Reeve and the CAO or Designate, as per the *Municipal Government Act*.

XX MOVED First Reading of Bylaw 2019-32 on _____ this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/- 3.95 ha (9.77 ac) within NE-20-23-25-W4M, from Agricultural General District to Direct Control District as shown on the attached Schedule 'A'.

Carried.

_____ **MOVED** Second Reading of Bylaw 2019-32 on _____, and it was

Carried.

_____ **MOVED** Third and Final Reading of Bylaw 2019-32 on _____ and it was

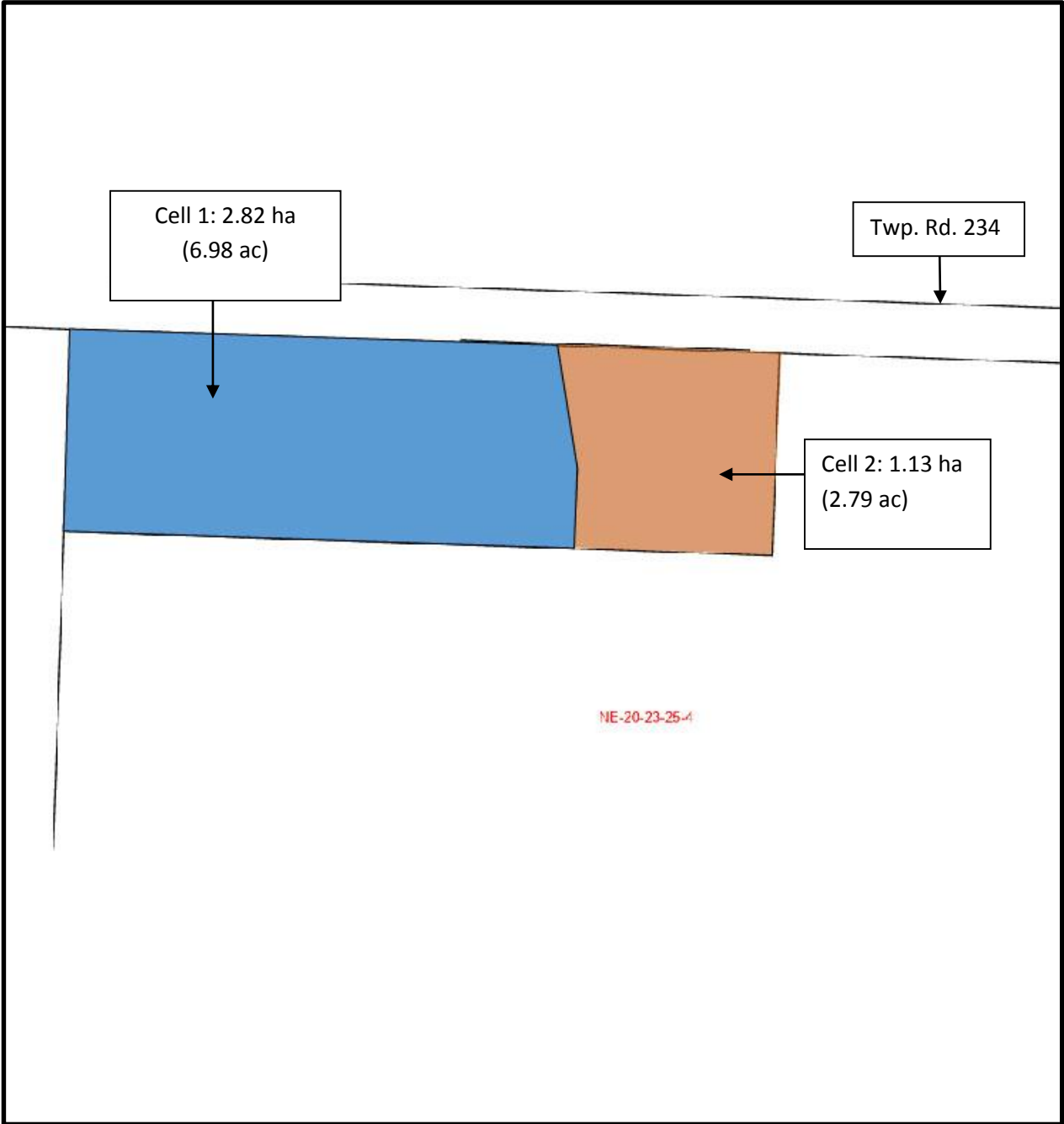
Carried.

Reeve – Amber Link

Interim Chief Administrative Officer
Brian Henderson

SCHEDULE 'A'

Bylaw: 2019-32



WHEATLAND COUNTY

Legal Description: NE-20-23-25-W4M

File No: LU2019-12

Division: 4

Title Area: +/- 28.19 ha (69.67 ac)

From: Agricultural General (AG) District

To: Direct Control (DC) District 19



1.1 Direct Control District (DC-19)

Purpose and Intent

The purpose and intent of this land use district is to allow direct control by Council over the development of land located on the northwest portion of NE-20-23-25-4.

General Regulations:

- a) The General Regulations contained in the Land Use Bylaw shall apply unless otherwise specified in this Direct Control Bylaw.
- b) For the purposes of this Bylaw, the lands shall be divided into two development cells. The boundaries of each development cell are indicated on the attached Schedule 'A' which forms part of this Bylaw.
- c) The minimum lot area of this Direct Control District is 3.95 ha (9.77 ac).
- d) All Permitted Uses shall be referred to the Development Officer for a decision while Discretionary Uses shall be referred to Council for a decision.

Cell 1 Land Use Regulations – Industrial General

Purpose and Intent

The purpose and intent of this cell is to provide for industrial activity Cell 1 as per Schedule A.

Definitions

Parcel: means the portion of NE-20-23-25-W4M within the redesignated area as shown on Schedule 'A': DC-19.

Shipping Container: means a steel and/or wood structure that is portable in nature, used for storage and not on an axle. Examples include sea-cans and moving containers. The storage of shipping containers on site shall be limited to a maximum of five (5). Shipping containers shall not be stacked.

Permitted and Discretionary Uses

- a) The following uses in the table below shall be permitted or discretionary with or without conditions provided that the application complies with the regulations of this district and this Bylaw.

| Permitted | Discretionary |
|-------------------------------------------------------|-----------------|
| Accessory Building / Structure | Outdoor Storage |
| Agricultural Operation | |
| Agricultural Processing - Minor | |
| Agricultural Support Services | |
| Office | |
| Recreational Vehicle Storage | |
| Signs not requiring a Development Permit ¹ | |
| Shipping Container | |

Site Regulations

- b) The following regulations and policies shall apply to every development in this cell:

| | |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Minimum Parcel Size | 0.4 ha (1.0 ac) |
| Maximum Parcel Area Coverage | No building or group of buildings including their accessory buildings and impervious surfaces shall cover more than 90% of the Parcel's area. |
| Minimum Setbacks between Buildings / Structures | 1.52 m (5.0 ft) |
| Minimum Front, Side, and Rear Yard Setbacks | 22.86 m (75.0 ft) from the nearest limit (property line) of the public road right of way. |
| | 15.24 m (50.0 ft) from the right-of-way of an internal subdivision road. |
| | 3.05 m (10.0 ft) from the property line in all other cases. |
| Yard Setbacks from Existing and Proposed Highways and Service Roads | Discretion of Alberta Transportation |
| Other Setbacks | See the <i>Special Setback Requirements</i> section of the Land Use Bylaw 2016-01 for additional setback requirements that may apply. |
| Maximum Height Requirements | Limited to such height as deemed suitable and appropriate for the intended use. |

Cell 2 Land Use Regulations – Residential

Purpose and Intent

The purpose and intent of this cell is to allow residential uses present on the parcel while ensuring an appropriate buffer between this use and the adjacent industrial uses/development cells.

Permitted and Discretionary Uses

- a) The following uses in the table below shall be permitted or discretionary with or without conditions provided that the application complies with the regulations of this district and this Bylaw.

| Permitted | Discretionary |
|-------------------------------------|---------------------------------------------------|
| Accessory Building / Structure | Bed and Breakfast |
| Agricultural Operation ² | Dwelling, Accessory |
| Agricultural Processing - Minor | Dwelling, Temporary |
| Day Home | Home-Based Business, Type 3 |
| Dwelling, Duplex | Signs requiring a Development Permit [^] |
| Dwelling, Manufactured | Tower |
| Dwelling, Modular | |
| Dwelling, Moved On | |
| Dwelling, Secondary Suite | |
| Dwelling, Semi-Detached | |
| Dwelling, Single Detached | |
| Farm Building ² | |
| Greenhouse, Private | |
| Home-Based Business, Type 2 | |

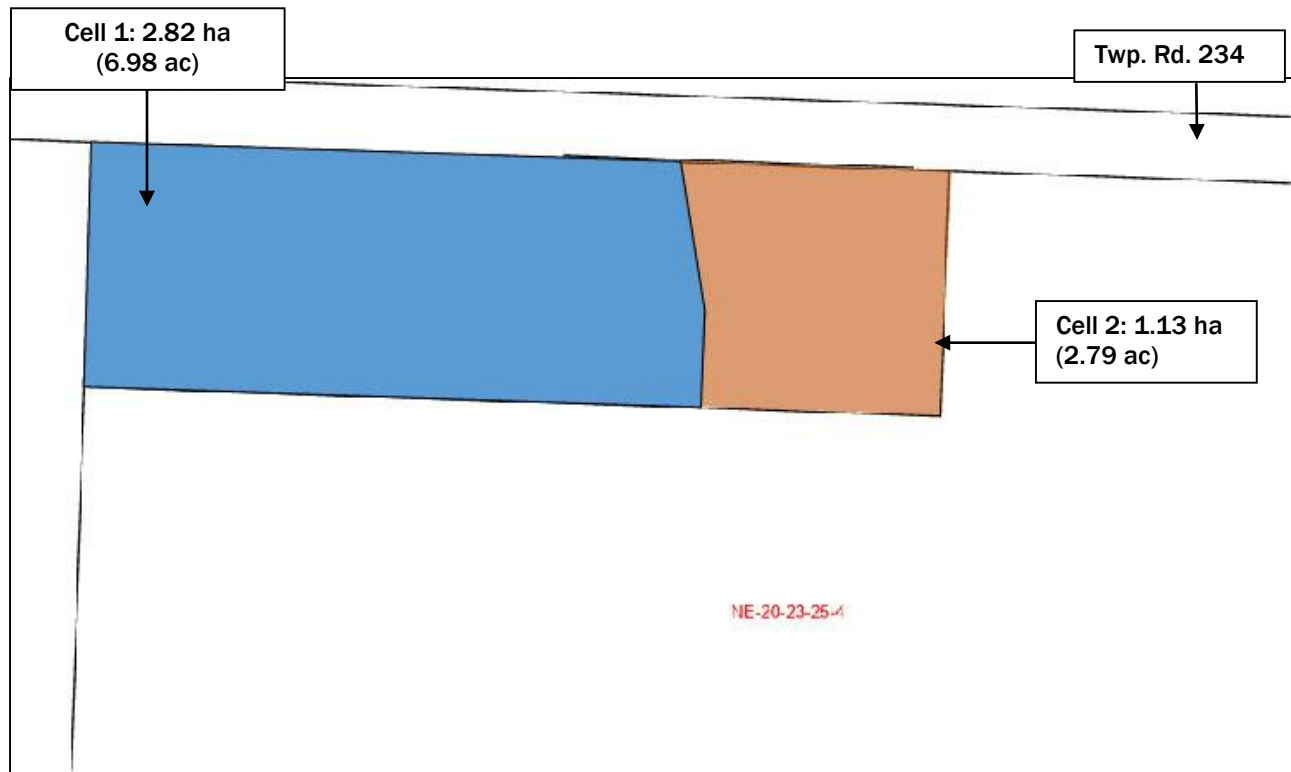
| | |
|-------------------------------------------------------|--|
| Shipping Container | |
| Signs not requiring a Development Permit ¹ | |
| Solar Panel, Ground Mount ¹ | |
| Solar Panel, Structure Mount ¹ | |
| Stripping and Grading ¹ | |



Site Regulations

b) The following regulations and policies shall apply to every development in this cell:

| | |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Minimum Parcel Size | 0.40 ha (1.0 ac) |
| Maximum Lot Coverage | No buildings, structures or impervious surfaces shall cover more than 40% of the lot area. |
| Setback Between Buildings / Structures | A minimum of 1.52 m (5.0 ft) |
| Minimum Front, Side, and Rear Yard Setbacks | 22.86 m (75.0 ft) from the nearest limit (property line) of the public road right of way. |
| | 3.05 m (10.0 ft) from the property line in all other cases. |
| Yards Setbacks from Existing and Proposed Highways and Service Roads | Discretion of Alberta Transportation |
| Other Setbacks | See the <i>Special Setback Requirements</i> section of this Bylaw for additional setback requirements that may apply. |
| Maximum Height Requirements | Limited to such height as deemed suitable and appropriate for the intended use. |

Appendix A: DC



-  Cell 1 – Industrial
-  Cell 2 – Residential





WHEATLAND COUNTY

Where There's Room to Grow

Request for Decision

January 14th, 2020

Resolution No. _____

Date Prepared December 19, 2019

Subject

Decision-making topic title

First Reading Bylaw 2019-37 - to redesignate +/- 40 acres from Agricultural General (A-G) District to Public Utility (P-U) District to accommodate the construction of a municipal sewage lagoon and associated appurtenances. The balance will remain Agricultural General (A-G) District.

Recommendation

Clear resolution answering – what/who/how/when

Option #1: THAT First Reading of Bylaw 2019-37 be granted.

Resolution 1: THAT Bylaw 2019-37 be given First Reading, this being a bylaw to redesignate +/- 40 acres of SE-14-27-22-W4M from Agricultural General District to Public Utility District.

Resolution 2: THAT a Public Hearing for Bylaw 2019-37 be scheduled for February 4th, 2020 at 9:00 AM in Wheatland County Council Chambers.

GM Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION

Report/Document:

Attached

☒

Available

☐

None

☒

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

This application is to redesignate +/-40 acres within SE-14-27-22-W4M from Agricultural General (A-G) district to Public Utility (P-U) district in order to accommodate the construction of a municipal sewage lagoon for the Hamlet of Rosebud.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

Section 5.1 of the SSRP

Section 3.2.4 of the RGMS

Strategic Relevance

Reference to goals or priorities of current work program

N/A

Response Options and Desired Outcome(s)

Main result, along with highlighted requisites and benefits

Option #1: THAT First Reading of Bylaw 2019-37 be granted

Resolution 1: THAT Bylaw 2019-37 be given First Reading, this being a bylaw to redesignate +/- 40 acres of SE-14-27-22-W4M from Agricultural General District to Public Utility District.

Resolution 2: THAT a Public Hearing for Bylaw 2019-37 be scheduled for February 4th, 2020 at 9:00 AM in Wheatland County Council Chambers.

Option #2: THAT Bylaw 2019-37 be refused.

Resolution 1: THAT Bylaw 2019-37 be refused.

Option #3 THAT Council approve an alternate recommendation.

RECOMMENDATION

Staff is recommending Option #1 – Approval for the following reasons:

- The proposal generally aligns with the SSRP, RGMS and MDP in terms of what is proposed.
- The proposal aligns with LUB Public Utility district goals, rules and regulations.

IMPLICATIONS OF RECOMMENDATION

General

Consequences to community, overall organization and/or other agencies

N/A

Organizational

Policy change or staff workload requirements

N/A

Financial

Current and/or future budget impact

N/A

Environmental, Staff and Public Safety

Consequences for the environment, consideration of effects on the safety of staff and the public

N/A

Follow-up Action / Communications

Timelines, decision-making milestones and key products

If given first reading, staff will schedule a public hearing for February 4th, 2020 and advertise it in the paper for two consecutive weeks.

Submitted
by:



Graham Allison
Planner 1

Reviewed
by:



Matthew Boscariol, MES, MCIP, RPP
General Manager of Community &
Development Services



Brian Henderson, CPA, CA
Interim CAO



PLANNING REPORT

1st Reading – COUNCIL

January 14, 2020

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| BYLAW #: 2019-37 | File No: LU2019-14 |
| LEGAL DESCRIPTION: SE-14-27-22-W4M | TITLED AREA: 160 Acres |
| EXISTING LAND USE DISTRICT: Agricultural General (A-G) District | PROPOSED LAND USE DISTRICT: Public Utility (P-U) District |
| The purpose of this application is to redesignate +/- 40 acres from Agricultural General (AG) District to Public Utility (P-U) District to accommodate the construction of a municipal sewage lagoon and associated appurtenances. | |

LOCATION:

Located on the south side of Township Road 272A, approximately 0.8 km west of Range Road 220A (approximately 2 km (1.2 mi) west of the Hamlet of Rosebud).

BACKGROUND INFORMATION:

The purpose of this application is to redesignate +/-40 acres within SE-14-27-22-W4M from Agricultural General (A-G) district to Public Utility (P-U) district in order to accommodate the construction of a municipal sewage lagoon for the Hamlet of Rosebud.

POLICY ANALYSIS:

South Saskatchewan Regional Plan (SSRP)

Section 8 of the SSRP discusses strategies for community development with the stated goal of promoting the development of healthy and sustainable communities. Strategy 8.4 aims to set aside adequate land with the physical infrastructure required to accommodate future population growth. The conversion of a 40 acre agricultural parcel to Public Utility (P-U) for the construction of a new wastewater lagoon is essential to support the concentration and expansion of an existing development by increasing the servicing capacity of the Hamlet of Rosebud. The redesignation and conversion of agricultural land to accommodate a public utility will support the future expansion and development of an existing hamlet.

Regional Growth Management Strategy (RGMS)

Section 3.2.4 of the RGMS dictates municipal directions on growth with a series of policies that focus on managing pressures associated with urban growth, effectively managing community infrastructure, and protecting the natural environment. This redesignation and the subsequent construction of a wastewater lagoon aligns with these goals by increasing the wastewater capacity of an existing Hamlet. This redesignation particularly aligns with policy 3.2.4.1 to "Encourage growth in existing communities. Investments in infrastructure, such as roads and schools, are used efficiently, and developments do not unnecessarily take up new land." The proposed redesignation supports this policy through providing an increased capacity for wastewater management to the Hamlet of Rosebud. According to Table 9 in the RGMS, the

Hamlet's current sewage disposal system has a design capacity for a population of 100, while the actual population of Rosebud at the time of the RGMS' publication was 108. Therefore this redesignation is necessary to support Rosebud's current population and to accommodate future growth within the Hamlet.

Municipal Development Plan (MDP)

Section 3.11 of the MDP, entitled *Infrastructure and Utilities*, outlines policies and objectives to manage the movement of wastewater, stormwater and potable water to, from and within residential, commercial, industrial and institutional areas of the County. Objective 3.11.1.1 is to "Maintain and improve the level of municipal water and wastewater servicing provided throughout the County." As mentioned above, the population of Rosebud has outgrown the design capacity of its current wastewater infrastructure. The purpose of this redesignation is to improve the level of wastewater servicing to residents of the County and therefore it aligns with the objectives of the MDP.

Land Use Bylaw (LUB)

The purpose and intent of the Public Utility (P-U) district is to accommodate the utilities required to service public and private facilities, businesses and residences within the county. As per Land Use Bylaw 2016-01, a sewage lagoon falls under the 'Utility Services, Major Infrastructure' use, which is a discretionary use within the Public Utility (P-U) district. Please see the list of discretionary uses below.

| Permitted | Discretionary |
|-------------------------------------------------------|---------------------------------------------------|
| Accessory Building / Structure | Composting Facility |
| Essential Public Service | Outdoor Storage |
| Signs not requiring a Development Permit ¹ | Private Amenity Space |
| Solar Panel, Ground Mount ¹ | Recycling Facility |
| Solar Panel, Structure Mount ¹ | Shipping Container |
| Stripping and Grading ¹ | Signs requiring a Development Permit [^] |
| Utility Building | Stockpile |
| WECS (micro) ¹ | Tower |
| WECS (Category 1) ¹ | Utility Services, Major Infrastructure |
| | Waste Management Facility, Major |
| | Waste Management Facility, Minor |

TECHNICAL REVIEW:

Water Servicing:

There are currently no wells on this site and water servicing will not be required.

Septic Servicing:

A 100mm sanitary force main will be constructed from a pump station on the west side of Rosebud to the east side of the subject parcel (approximately 2.5 km), where the sewage lagoons are proposed. A 150 mm discharge pipe will connect to the sewage lagoon on the east side of the parcel and will extend 1.42 km south to an outfall in the Rosebud River.

Environmental Review:

A wetland delineation was conducted in April 2019 to determine if any of the wetlands on the quarter section would be impacted by the proposed development area. It was determined that a semi-permanent

marsh would be impacted by the proposed development and would require a wetland assessment. An assessment conducted in August 2019 concluded that the wetland in question is a D-value wetland. A stormwater management plan submitted on August 23rd 2019 recommends grass swales be built along the north side of the gravel access road, and along the north and west toes of the lagoon to intercept and direct stormwater runoff towards the existing wetland in order to maintain pre development drainage patterns and to prevent sediments from the lagoon from into the wetland. A 20 m setback from the toe of the berm surrounding the lagoon was also recommended to avoid negative impact on the wetland.

CIRCULATION COMMENTS:

| EXTERNAL AGENCIES | COMMENTS |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AB Community Development | No comments received. |
| AB Culture | <i>Historical Resources Act</i> approval is granted for the activities described in this application and its attached plan(s)/sketch(es) subject to Section 31, "a person who discovers an historic resource in the course of making an excavation for a purpose other than for the purpose of seeking historic resources shall forthwith notify the Minister of the discovery." The chance discovery of historical resources is to be reported to the contacts identified within Standard Requirements under the <i>Historical Resources Act</i> : Reporting the Discovery of Historic Resources. |
| AB Energy Regulator | No comments received |
| AB Environment & Parks | No comments received. |
| AB Health Services | <ol style="list-style-type: none"> 1. AHS recommends that any existing/proposed water well or water supply on the subject lands must be completely contained within their proposed property boundaries. 2. Any existing and/or proposed private sewage disposal system(s), including septic tank and effluent disposal field, must be completely contained within their proposed property boundaries and must comply with the construction and setback distances outlined in the most recent Alberta Private Sewage Systems Standard of Practice. 3. Ensure the property and development are designed and maintained in accordance with the Alberta Public Health Act. 4. If there is any evidence of contamination, or other issues of public health concern identified at any phase of development or during operation, AHS wishes to be immediately notified. |
| AB Transportation | No comments received. |
| ATCO Electric | No comments received. |
| ATCO Gas | No comments received. |
| AB Utilities Commission | No comments received. |
| Canada Post | No comments received. |
| Encana Corporation | No comments received. |
| Fortis Alberta | No comments received. |

| | |
|------------------------------------------|-----------------------|
| Golden Hills School Division | No comments received. |
| Redeemer Catholic School Division | No comments received. |
| Telus | No comments received. |
| Western Irrigation District | No comments received. |
| INTERNAL DEPARTMENTS | |
| Agricultural Services | No concerns. |
| Emergency Services | No concerns. |
| Development Services | No concerns. |
| Protective Services | No concerns. |
| Transportation & Infrastructure Services | No concerns. |

OPTIONS:

Option #1: THAT First Reading of Bylaw 2019-37 be granted.

Resolution 1: THAT Bylaw 2019-37 be given First Reading, this being a bylaw to redesignate +/- 40 acres of SE-14-27-22-W4M from Agricultural General District to Public Utility District.

Resolution 2: THAT a Public Hearing for Bylaw 2019-37 be scheduled for February 4th, 2020 at 9:00 AM in Wheatland County Council Chambers.

Option #2: THAT Bylaw 2019-37 be refused.

Resolution 1: THAT Bylaw 2019-37 be refused.

Option #3 THAT Council approve an alternate recommendation.

RECOMMENDATION

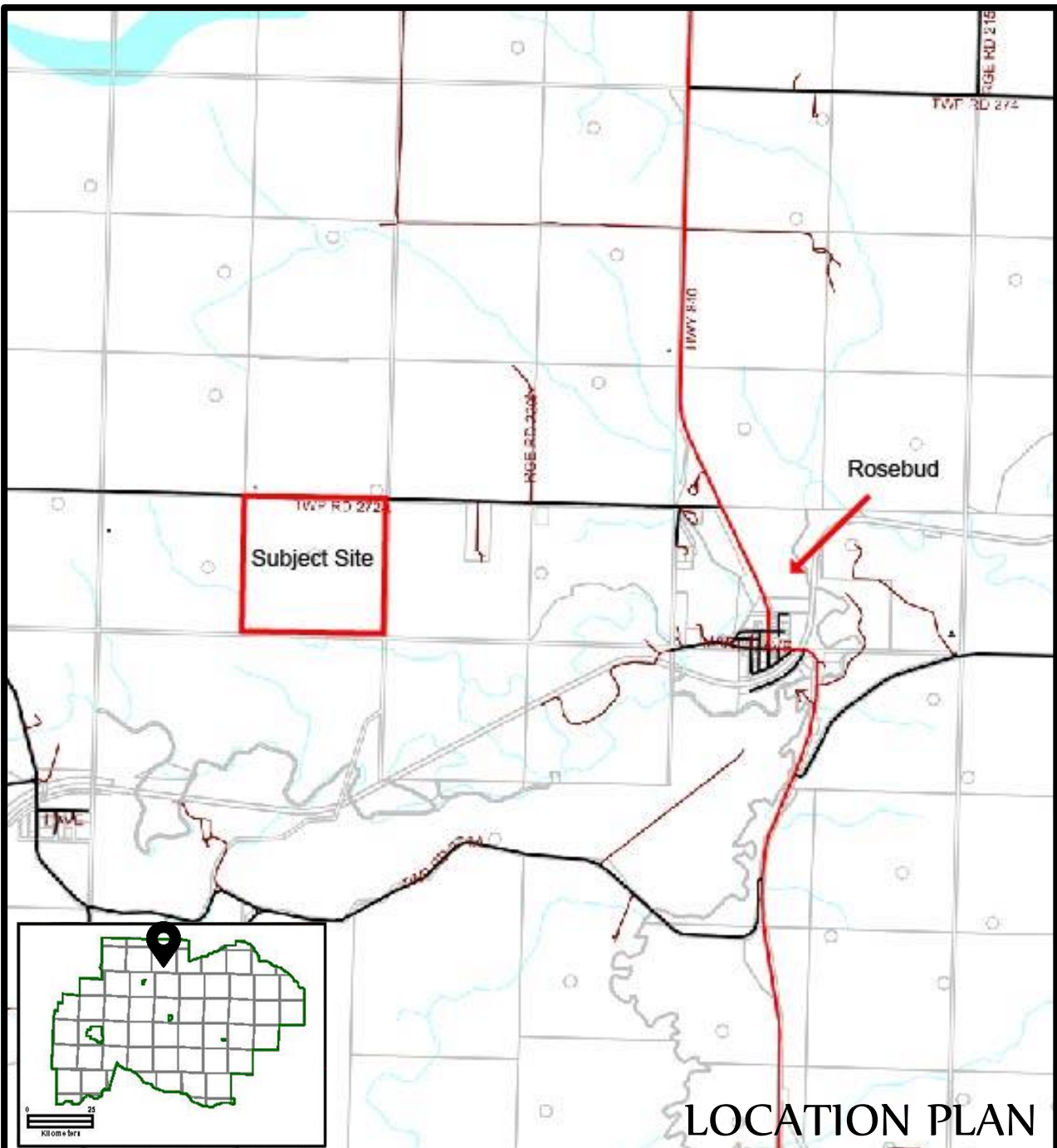
Staff is recommending Option #1 – Approval for the following reasons:

- The proposal generally aligns with the SSRP, RGMS and MDP in terms of what is proposed.
- The proposal aligns with LUB Public Utility district goals, rules and regulations.

Respectfully submitted,



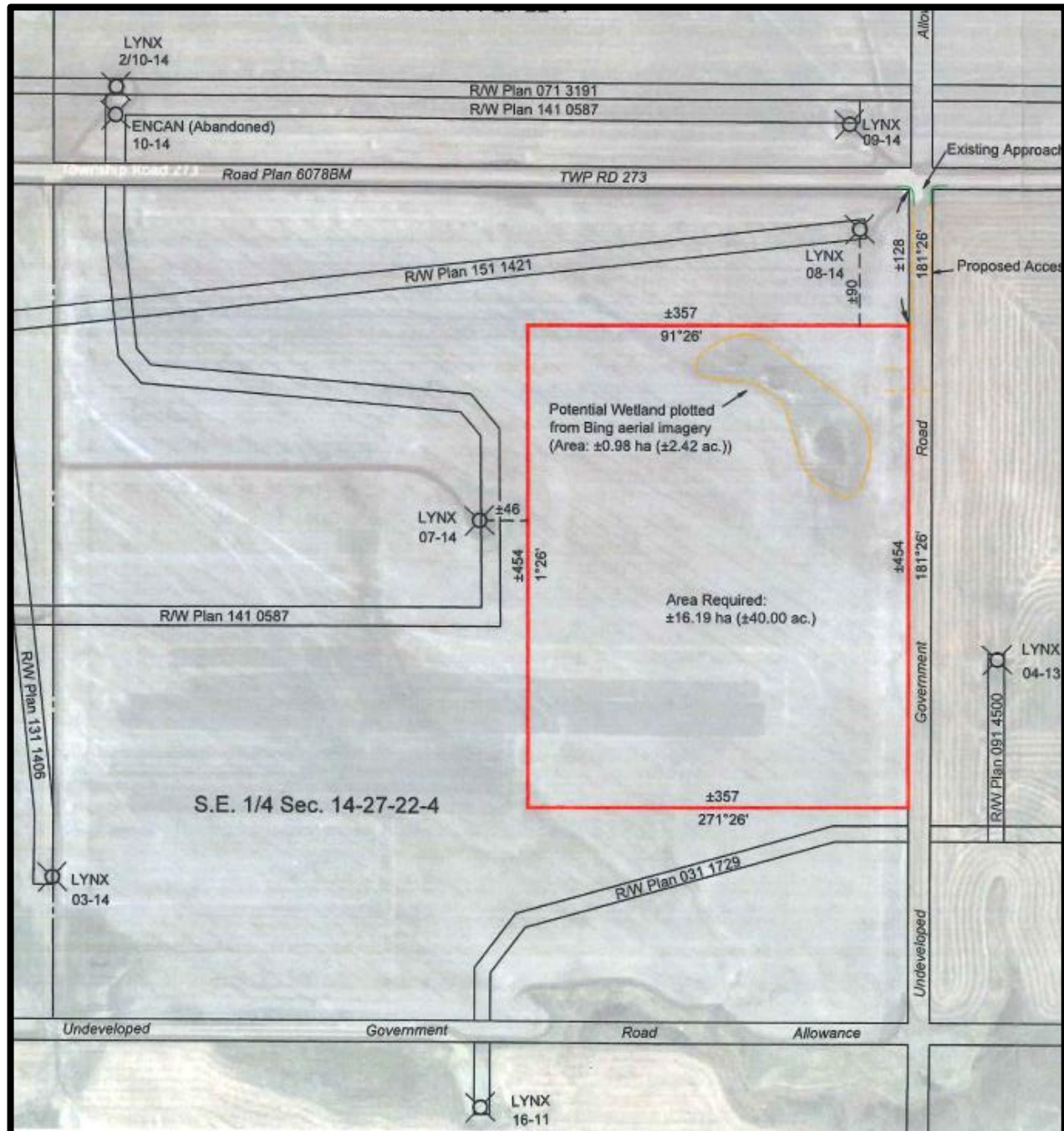
Graham Allison, Planner I
Planning and Development Department



SE-14-27-22-W4M

Date: January 14th, 2020

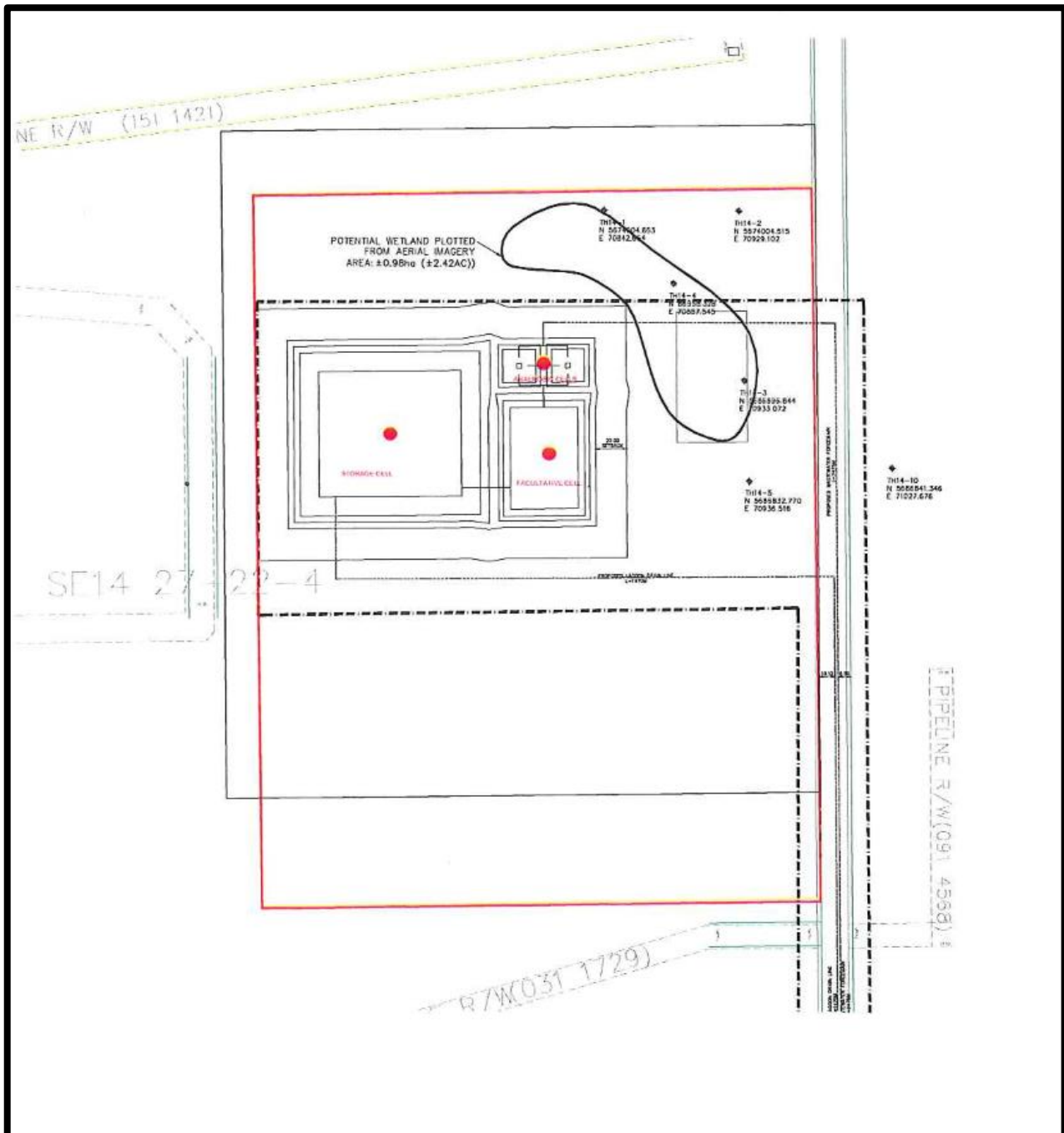
File: LU2019-14



SE-14-27-22-W4M

Date: January 14th, 2020

File: LU2019-14



SE-14-27-22-W4M

Date: January 14th, 2020

File: LU2019-14

BYLAW 2019-37

(LU2019-14)

BEING A BYLAW OF WHEATLAND COUNTY TO AMEND LAND USE BYLAW NO. 2016-01 BY REDESIGNATING +/-40 ACRES WITHIN SE-14-27-22-W4M FROM AGRICULTURAL GENERAL DISTRICT TO PUBLIC UTILITY DISTRICT.

WHEREAS the requirements for advertising this Bylaw, as per Section 606 of the *Municipal Government Act*, have been met prior to the public hearing date.

WHEREAS a Public Hearing was held on _____, 2020 at the Wheatland County office.

THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, as amended, the Council of Wheatland County enacts as follows:

1. Bylaw No. 2016-01, being the Land Use Bylaw is hereby amended by redesignating +/-40 acres within SE-14-27-22-W4M, from Agricultural General (AG) District to Public Utility (PU) District as shown on the attached Schedule 'A' forming part of this Bylaw.
2. This Bylaw comes into force when it receives third reading and is signed by the Reeve/Deputy Reeve and the CAO or Designate, as per the *Municipal Government Act*.

_____ **MOVED** First Reading of Bylaw 2019-37 on _____ this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/-40.00 acre within SE-14-27-22-W4M, from Agricultural General District to Public Utility District as shown on the attached Schedule 'A'.

Carried.

_____ **MOVED** Second Reading of Bylaw 2019-37 on _____ and it was

Carried.

_____ **MOVED** Third and Final Reading of Bylaw 2019-37 on _____ and it was

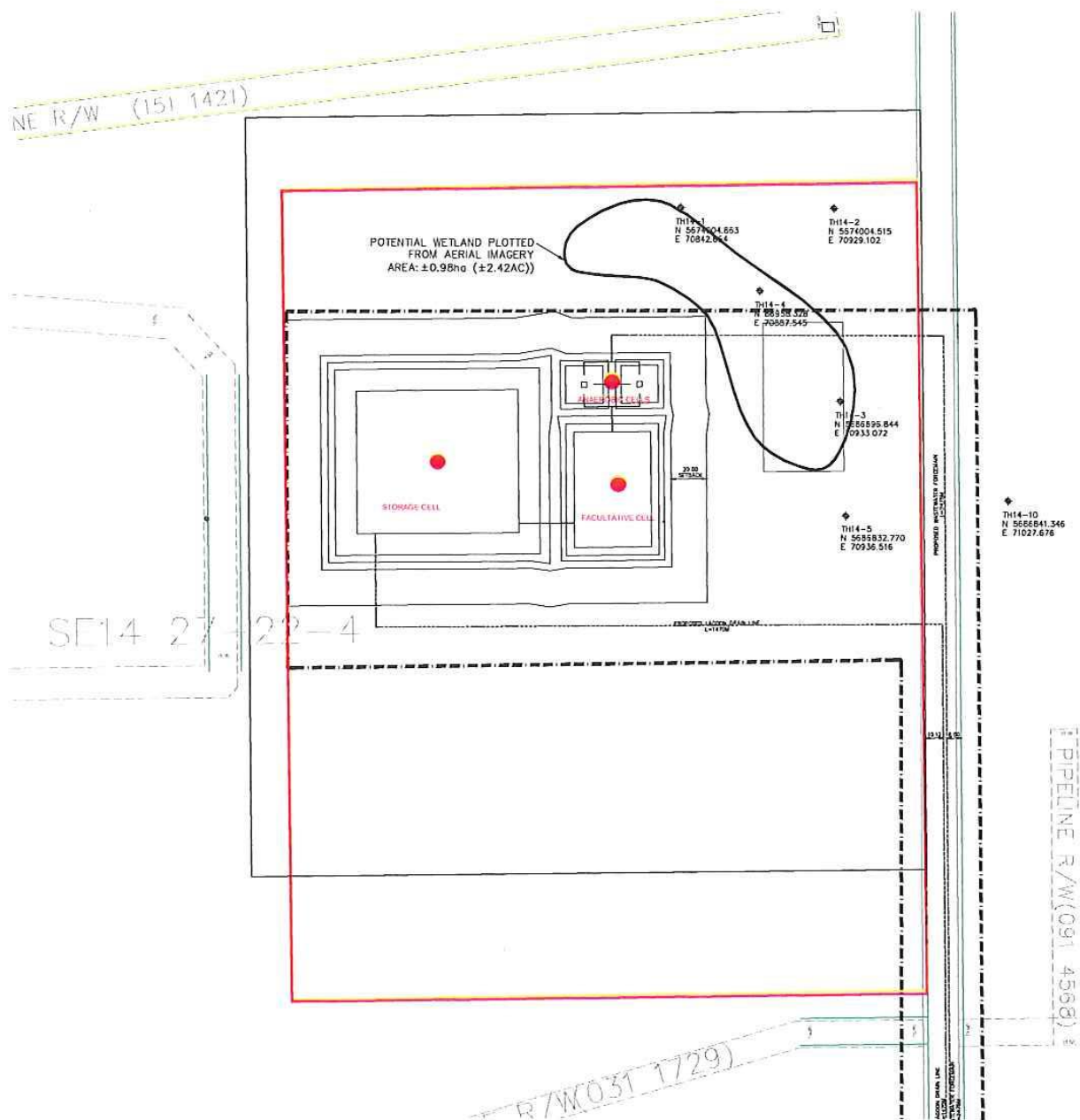
Carried.

Reeve – Amber Link

Chief Administrative Officer-
Brian Henderson

SCHEDULE 'A'

Bylaw: 2019-37



WHEATLAND COUNTY

Legal Description: SE-14-27-22-W4M
File No: LU2019-14
Division: 6
Title Area: +/- 156 acre
From: Agricultural General (AG) District
To: Public Utility (PU) District



WHEATLAND COUNTY

Where There's Room to Grow



Request for Decision

January 14th, 2020

Resolution No. _____

Date Prepared December 20, 2019

Subject

Decision-making topic title

Bylaw 2019-40 Road Closure - First Reading

Recommendation

Clear resolution answering – what/who/how/when

THAT Council approve first reading of Bylaw 2019-40 for the closure, and disposal to the applicant, the adjacent owner, of a portion of undeveloped Range Road 260 lying between NW 19-24-25-4/NE 24-24-26-4- described as:

PLAN # (to be filled in at time of Plan Registration)

BY ANDREW CAMMAERT, ALS (ALS FILE NO. 19144RC)

AREA 'A'

CONTAINING 0.169 Ha (0.42 ACRES)

**MORE OR LESS EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME**

CAO Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION

Report/Document:

Attached



Available



None



Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

Staff have received a request from the owners of Roll 9157010 to close a portion of undeveloped Range Road 260 lying between NW 19-24-25-4/NE 24-24-26-4. The closed area would be sold to them and consolidated with their parcel. The Municipal Government Act, Section 22 permits these road closures by Bylaw. Staff has reviewed the request and recommends accepting the request. The proposed area of closure is 0.49 acres. This portion of original road allowance was never developed as road, nor is it planned to be developed due to topographic and natural waterway issues. The proposed closure will Not result in any land becoming inaccessible. The fees have been paid as required under Policy 9.5.4.

A Road Closure Bylaw requires 1st Reading, followed at a later date with a Public Hearing, submission to Alberta Transportation for Ministerial approval and then 2nd and 3rd readings at a later date.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

MGA Section 22 permits the closure of road plans under municipal control by bylaw. Roads closed by Bylaw require 1st reading, followed by Public Hearing and circulations to agencies and adjacent and neighbouring landowners, followed by submission to the Minister of Alberta Transportation for approval, after which the Bylaw returns to Council for 2nd and 3rd readings. Council Policy 9.5.4 permits the closure of undeveloped roads.

Strategic Relevance

Reference to goals or priorities of current work program

Response Options and Desired Outcome(s)

Main result, along with highlighted requisites and benefits

1. **Approve recommendation.**
2. **Not approve recommendation.**
3. **Approve an alternate recommendation of Council's choice.**

IMPLICATIONS OF RECOMMENDATION**General**

Consequences to community, overall organization and/or other agencies

Organizational

Policy change or staff workload requirements

None

Financial

Current and/or future budget impact

none

Environmental, Staff and Public Safety

Consequences for the environment, consideration of effects on the safety of staff and the public

Follow-up Action / Communications

Timelines, decision-making milestones and key products

Submitted by: Robin Glasier
Land Agent

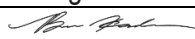


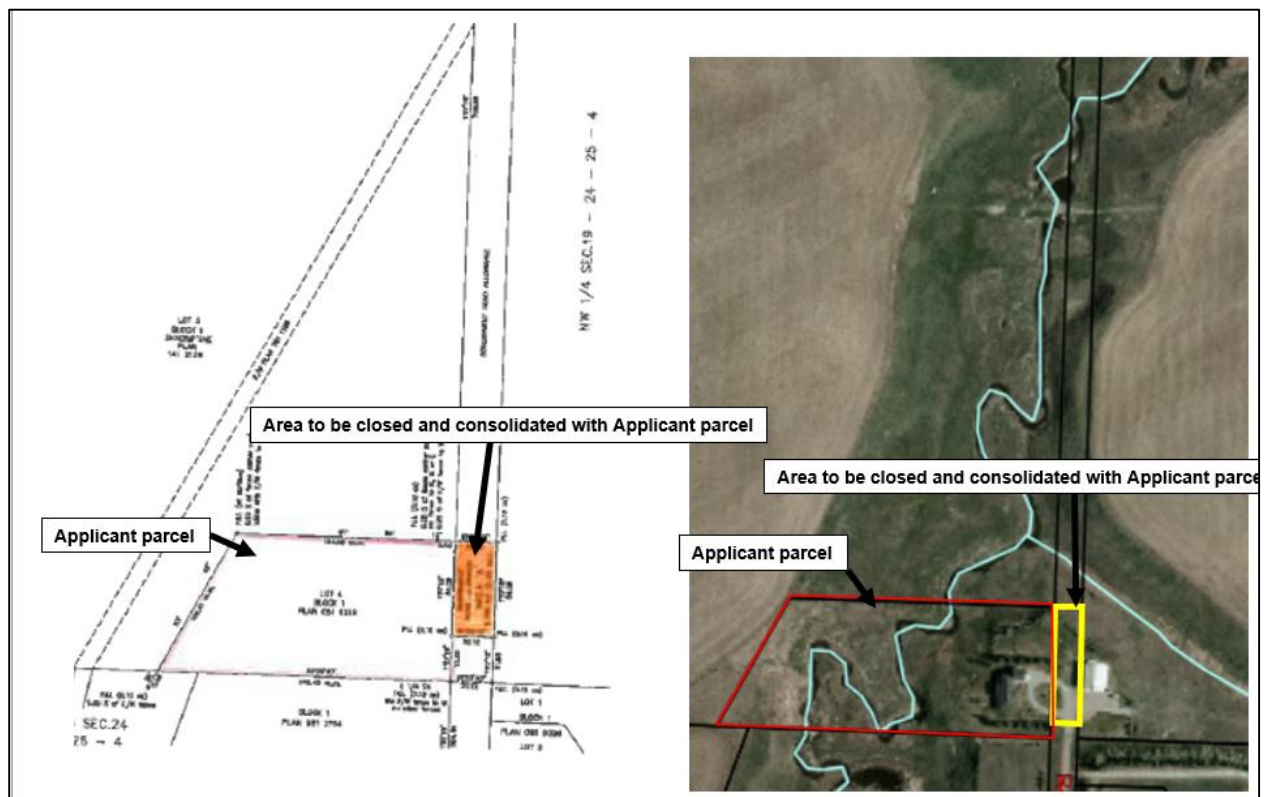
Reviewed by: Mike Ziehr
GM Transportation & Agriculture



Reviewed by: Bryce Mackan
Manager Utilities

Reviewed by: Brian Henderson
Interim CAO





WHEATLAND COUNTY
PROVINCE OF ALBERTA
BYLAW 2019-40

BEING A BYLAW OF WHEATLAND COUNTY FOR THE PURPOSE OF CLOSING TO PUBLIC TRAVEL AND DISPOSING OF PORTIONS OF A PUBLIC HIGHWAY IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M26.1, REVISED STATUTES OF ALBERTA 2000, AS AMENDED.

WHEREAS the lands hereafter described are not required for public travel, and

WHEREAS application has been made to Council to have the highway closed, and

WHEREAS The Council of Wheatland County deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads, or portions thereof, situated in the said municipality, and creating a title for same, and

WHEREAS notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and

WHEREAS Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

NOW THEREFORE BE IT RESOLVED that the Council of Wheatland County in the Province of Alberta does hereby close to public travel and disposing of the following described highways, subject to rights of access granted by other legislation:

PLAN _____ BY ANDREW CAMAAERT, ALS (ALS FILE NO. 19144RC)
AREA 'A'
CONTAINING 0.169 Ha (0.42 ACRES)
MORE OR LESS EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME

Received First Reading of Bylaw 2019-40, on this _____ day of _____, 20____

WHEREAS a Public Hearing was held on _____, 20____ at the Wheatland County office.

Reeve

Chief Administrative Officer

APPROVED this _____ day of _____, 20____

Minister of Transportation

Received Second Reading of Bylaw 2019-40, on this _____ day of _____, 20____

Received Third and Final Reading of Bylaw 2019-40 on this _____ day of _____, 20____

Reeve

Chief Administrative Officer



WHEATLAND COUNTY

Where There's Room to Grow

Request for Decision

January 14, 2020

Resolution No. _____

Date Prepared December 17, 2019

Subject

Decision-making topic title

Roppel Farm Historical Resource Designation Bylaw 2019-39

Recommendation

Clear resolution answering – what/who/how/when

Motion #1: That Council give First Reading of Bylaw 2019-39, a bylaw of Wheatland County to designate the Roppel Barn as a Municipal Historic Resource.

Motion #2: That Council give Second Reading of Bylaw 2019-39.

Motion #3: That Council give permission to hold third and final reading of Bylaw 2019-39.

Motion #4: That Council give Third and Final Reading of Bylaw 2019-39.

CAO Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION

Report/Document:

Attached



Available



None



Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

Bylaw 2018-16 was previously approved by Wheatland County Council at the August 14, 2019 meeting, regarding the designation of Mr. Harold Roppel's Barn located on SW 10-27-23 W4.

An attempt to register a certified copy of that bylaw with the Registrar of Land Titles was performed and denied by Land Titles because the legal designation was not written in the format that they require. In order to move forward with this registration, this new bylaw, repealing the previous bylaw, with the correct land description has been put forward to Council today.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

Response Options and Desired Outcome(s)

Main result, along with highlighted requisites and benefits

Option 1 – Approve Bylaw 2019-39.

Option 2 – Not approve the request of Administration

Option 3 – Approve a recommendation of Council's choosing.

IMPLICATIONS OF RECOMMENDATION

General

Consequences to community, overall organization and/or other agencies

n/a

Organizational or Financial

Policy change or staff workload requirements - Current and/or future budget impact

n/a

Environmental, Staff and Public Safety

Consequences for the environment, consideration of effects on the safety of staff and the public

n/a

Follow-up Action / Communications

Timelines, decision-making milestones and key products

Following the approval of the Bylaw, a copy of the new Bylaw will be provided to Mr. Roppel and the certified copy of the bylaw will be registered with the Registrar of Land Titles.

Submitted by: Jessica Salmon

Reviewed by:



Position: Payroll & Benefits Specialist
Former Grant Writer/Coordinator

Interim CAO

BYLAW NO. 2019-39

WHEATLAND COUNTY, PROVINCE OF ALBERTA

A BYLAW OF WHEATLAND COUNTY TO DESIGNATE THE ROPPEL BARN as a MUNICIPAL HISTORIC RESOURCE.

WHEREAS Section 26 of the Historical Resources Act, Revised Statutes of Alberta 2000, c. H-9, as amended, permits Council to designate any historic resource within the County whose preservation Council considers to be in the public interest, together with any land in or on which it is located, as a Municipal Historic Resource;

AND WHEREAS the preservation of the ROPPEL BARN appears to be in the public interest;

AND WHEREAS the owner of the ROPPEL BARN has agreed to waive compensation now and in the future;

NOW THEREFORE, THE COUNCIL OF WHEATLAND COUNTY, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

The ROPPEL BARN located on

**MERIDIAN 4 RANGE 23 TOWNSHIP 27
SECTION 10
QUARTER SOUTH WEST
EXCEPTING THEREOUT ALL MINES AND MINERALS**

is hereby designated as a Municipal Historic Resource.

Bylaw 2018-16 is hereby repealed upon the passing and signing of Bylaw 2019-39.

This Bylaw shall come into effect on the date of the final passing thereof.

_____ **MOVED** First Reading of Bylaw 2019-39, on January 14, 2020, a bylaw of Wheatland County to designate the Roppel Barn as a Municipal Historic Resource.

Carried.

_____ **MOVED** Second Reading of Bylaw 2019-39, on January 14, 2020, and it was

Carried.

_____ **MOVED** that permission be granted to hold third and final reading of Bylaw 2019-39.

Carried Unanimously.

_____ **MOVED** Third and Final Reading of Bylaw 2019-39, on January 14, 2020, and it was

Carried.

Reeve

Chief Administrative Officer

BYLAW NO. 2018-16

WHEATLAND COUNTY, PROVINCE OF ALBERTA

A BYLAW OF WHEATLAND COUNTY TO DESIGNATE THE ROPPEL BARN located on SW 10-27-23 W4, AS A MUNICIPAL HISTORIC RESOURCE

WHEREAS Section 26 of the Historical Resources Act, Revised Statutes of Alberta 2000, c. H-9, as amended, permits Council to designate any historic resource within the County whose preservation Council considers to be in the public interest, together with any land in or on which it is located, as a Municipal Historic Resource;

AND WHEREAS the preservation of the ROPPEL BARN located on SW 10-27-23 W4 appears to be in the public interest;

AND WHEREAS the owner of the ROPPEL BARN located on SW 10-27-23 W4 has agreed to waive compensation now and in the future;

NOW THEREFORE, THE COUNCIL OF WHEATLAND COUNTY, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

The ROPPEL BARN located on SW 10-27-23 W4, is hereby designated as a Municipal Historic Resource.

This Bylaw shall come into effect on the date of the final passing thereof.

KOESTER MOVED First Reading of Bylaw 2018-16, on June 05, 2018, a bylaw of Wheatland County to designate the Roppel Barn, located on SW-10-27-23-W4M, as a Municipal Historic Resource.

Carried.

KLASSEN MOVED Second Reading of Bylaw 2018-16, on June 05, 2018, and it was

Carried.

KOESTER MOVED Third and Final Reading of Bylaw 2018-16, on August 14, 2018, and it was

Carried.



Reeve



Chief Administrative Officer



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

AR99391

Dear Chief Elected Officials and Chief Administrative Officers:

I am writing regarding a potential opportunity for municipal officials and representatives to meet with the Honourable Kaycee Madu, Minister of Municipal Affairs, at the 2020 spring Rural Municipalities of Alberta convention and trade show, scheduled from March 16 to 18, 2020, at the Edmonton Convention Centre.

Should the municipality you represent want to meet with Minister Madu at the 2020 spring convention, I invite you to submit a request to Heather Goralski, Stakeholder Relations Analyst, Municipal Affairs, at MA.MSLEngagementGroup@gov.ab.ca, on or before **Friday, January 17, 2020**.

In your meeting request, please be sure to include two to three specific policy items or issues you would like to discuss with the Minister, as well as an estimate of how many people will attend the meeting on behalf of your municipality. In order to plan effectively for the Minister's time at the convention, we will not be able to consider requests that arrive past January 17 or honour requests that do not specifically include agenda items for discussions, including a brief description of each item.

We generally receive more requests to meet with the Minister than can be reasonably accommodated over the course of the convention; therefore, to ensure suitable consideration of requests, municipalities should be mindful of the following criteria:

- Municipalities we did not meet with at the November RMA convention will be given priority.
- Policy items or issues directly relevant to the Minister of Municipal Affairs and the department will be given priority.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year; therefore, priority will be given to requests from municipalities at a distance from Edmonton.

Meeting times with the Minister are scheduled for approximately 20 minutes per municipality. This will allow the Minister the opportunity to engage with as many municipalities as possible.

.../2

All municipalities submitting meeting requests will be notified two to three weeks prior to the convention as to the status of their request.

Our ministry will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities we are unable to accommodate during the spring convention.

Sincerely yours,

A handwritten signature in blue ink, consisting of a stylized 'B' followed by a long horizontal stroke.

Bill Bewick, Ph.D.
Chief of Staff
Office of Kaycee Madu, Minister of Municipal Affairs



WHEATLAND COUNTY

Reeve Monthly Report

Reeve: Amber Link

Division: 2

Reporting Period: December 2019

Report Date: December 31, 2019

November 26 Meeting with Town of Strathmore Mayor, Deputy Mayor and CAO

Discussed recreation funding, CRISP agreement, and Wheatland Housing.

November 27 Family and Community Support Services Association of Alberta (FCSSAA) Conference and AGM

Attended the 2019 Family and Community Support Services Association of Alberta (FCSSAA) Conference: **Resilient People – Strong Communities** with fellow WFCSS Board members in Edmonton.

As the only province in Canada to have FCSS, we are extremely fortunate. We appreciate the Province of Alberta's continual support with this Provincial-Municipal partnership. Each FCSS program is slightly different, because each community is uniquely diverse.

Key note speaker Dr. Roger Epp, a professor of political science at the University of Alberta spoke about **The Work of Neighbours: A Community Ethos for Difficult Times**. Focusing on the idea of neighbouring as a counterpoint to the volatile, divisiveness some people are feeling lately, he spoke of neighbouring as part of our rural code, a learned skill, which can be squandered and lost if we're not committed to its continuance. Dr. Epp quoted Town of Strathmore Mayor Pat Fule's Letter to the Editor where Mayor Fule wrote, "Until we can admit that racism is here — and due to the recent murder, our neighbours now worry about coming to Strathmore — we can't improve." I continue to be proud of our Strathmore and Siksika Nation neighbours and their commitment to neighbouring well. My hope is that as both of their neighbours we can join them in their commitment to breaking down racism and building bridges and relationships amongst us.

"We live at a time when anger has become the dominant tone of public life – when communities divide so deeply over everything from climate change to addiction treatment to refugees to schools and sexual identity; when the hard, urgent work of resetting relations with Indigenous communities is met with indifference; when political rhetoric masks our anxieties and deflects an honest conversation about the long-term future of the oil-and-gas economy, well-paid work, and our public finances; and when much of rural Alberta continues to experience the loss of people and core services. The resulting stresses will shape the work of family and community support agencies for the next generation. In my talk, I want to name those stresses and explore how an old-fashioned ethical subject – the neighbour – might generate the kind of "ordinary virtue" that helps set another course, built around local practices of reciprocity, collaboration, care, and inclusion."

At the **Calgary Bow River Regional Meeting**, Dmitri Dimopoulos from Rocky View FCSS Board was elected as our regional representative. The Resolution from Red Deer FCSS was reviewed and discussed. Updates were provided from the board. Canmore FCSS offered to host the spring regional meeting. Our WFCSS board chair raised concerns around cyber security issues and available insurance, as well as questions regarding a new framework which involves Expression of Interest for Family Resource Network services (following cancellation of Parent Link Centre and early childhood development funding) and reporting expectations.

November 28 Family and Community Support Services Association of Alberta (FCSSAA) Conference and AGM

After breakfast with some provincial MLAs to showcase our work and thank MLAs for their ongoing support we heard an inspiring message from the Honourable Rajan Sawhney, Minister of Community and Social Services. Minister Rajan Sawhney shared that provincial reporting shows FCSSs have served over 1.25 million Albertans last year. That's 1 in 4 Albertans! We are grateful to the Government of Alberta for maintaining their commitment to the funding partnership that supports the critical programs FCSS provides!

Suicide is the leading cause of injury death in Western Canada. In Alberta, at least one person dies by suicide every day, approximately 500 a year in Alberta (imagine a plane crashing every year), and 75% are men. **Tough Enough to Talk About It** helps prevent suicide by reducing the stigma of mental health issues, providing information about how to help, and providing resources for people with mental health concerns. The program began in 1999 under the name Men at Risk. The original program was created because statistics identified that a high percentage of suicide deaths in northern Alberta occurred in industry, trades and agriculture. By 2016, industrial workplaces had evolved to include a significant number of female employees, and the program was re-branded Tough Enough to Talk About It in recognition of this changing dynamic. Tough Enough offers workplace presentations, Safer Workplaces seminars, and videos to address mental health in the workplace – starting conversations that may save lives. Tough Enough to Talk About It is directed to men and women working in Trades, Industry, Agriculture, and all occupations. Agriculture is high risk occupation. Women often talk about issues, many times men don't. Stigma can lead to isolation, increased substance use, and unhealthy avoidance. People who die by suicide don't want to die, they want the pain of living to end and think it's best for everyone involved (not selfish).

In our session, by Neil Harris (background in Social Work and currently employed with Alberta Health Services as a Health Promotion Facilitator in the area of Addiction Prevention and Mental Health Promotion. Neil is the coordinator of the Tough Enough To Talk About It Program in East Central Alberta. Neil is passionate about promoting Mental Health in the workplace and supporting Workplace and Community Wellness.), we learned how to watch for signs of stress and depression, how to recognize the signs for suicide and what to say and do with a person who is at risk. We explored how stress and mental health problems can contribute to a worker being unsafe on the job site. This presentation delivered information and ideas for healthy ways of coping with problems and also provided resources for getting help when needed.

<https://www.sp-rc.ca/tough-enough-to-talk-about-it>

At some point in our lives, all Canadians are likely to be affected by a mental illness, whether it's through a family member, a friend, a colleague, or through personal experience. And many people face these mental health issues during their working years. Promoting mental well-being at work

makes good business sense. According to the Mental Health Commission of Canada, 1 in 5 Canadians experience a mental health issue each year, equating to 500,000 employees unable to work every week. Over 20% of the Canadian workforce is currently experiencing mental health issues, 30% of disability claims are due to mental health, \$51 billion is the annual economic impact cost that is impacted by mental health, and 77% of employees fear discussing their illness with their employer.

Mental health issues impact job performance, employee retention, productivity, sustainability, & growth. They impact cost of health benefit premiums and recruitment costs.

These statistics may be surprising, but they're important. Because people matter.

"Mental health is not binary – in that people either have issues or not; it lies along a continuum and can change depending on the challenges we face," said Dr. Howatt. "It's critical that employers consider the mental health of the entire workforce and develop a strategy that addresses all levels of mental health programming, including preventative measures to keep employees healthy, early intervention to navigate through challenges, and supportive policies to aid in effective transition back into the workplace."

Telephone Resources:

| | |
|-----------------------------|----------------|
| Health Link (24 hour) | 1-866-408-5465 |
| Mental Health Help Line | 1-877-303-2642 |
| Support Network Crisis Line | 1-800-661-4606 |
| Credit Counseling of AB | 1-888-294-0076 |
| The Debt Stress Line | 1-800-463-3328 |
| Addictions Info & Support | 1-866-332-2322 |

Internet Resources:

| | |
|---------------|-------------------------------------------------------------------------|
| In Crisis Now | www.metanoia.org |
| Mood Gym | http://moodgym.anu.edu.au/ |
| Blue Pages | http://bluepages.anu.edu.au/ |
| Beyond Blue | www.beyondblue.org.au/ |
| Dep Net | http://www.depnet.org/ |
| Man Therapy | http://mantherapy.org/ |

Legal Aid Society Alberta (dial toll free 310-0000 then 780-361-1331)

Family Violence Information Line 310-1818 (AB only)

Personal Resources and Recommended Books:

1. I Don't Want To Talk About It, Overcoming The Secret Legacy of Male Depression
Terrance Reel.
2. Is He Depressed or What? What To Do When The Man You Love Is Irritable,
Moody and Withdrawn. David Wexler, PhD
3. Living With A Black Dog – His Name is Depression by: Matthew Johnstone

Social Connection, Hope and Resiliency, by Scott Cameron - what if we could shift our paradigm and the way we think about social change - at the system level and at the personal level? What if we had the power to shift the way we support people? All of us, not just service providers. Scott is actively researching a concept that ties together the relationship between social connection, hope and resiliency founded on the belief that social connection can be a key to sustaining hope and building the resiliency necessary to emerge from challenging social conditions (i.e. addictions, poverty, homelessness, etc.). Inspired by the voices of people with lived experience, Scott is deepening his understanding of the way in which we can achieve sustainable social change.

Social Media in the Workplace by Matthew Woodley with RMRFBarristers Solicitors - This session looks at the new realities and risks of social media in the workplace with new technology legislated by old laws, and the ways in which social media use can be used for disciplinary matters. This session discusses the importance of social media policies and provides tips for drafting. It's key that this policy be reviewed regularly and should be worded to be technology neutral. Discussion surround implied "duty of loyalty". Occupational Health and Safety legislation implications were discussed as well as investigation process. Need to balance with privacy interests and rights.

Simple Connections, Stronger Families by Lorelee Marin – we look to our families for love, support and enjoyment and we rely on our families when times are tough. Families shape us as we grow, and families shape our society. So why not make Alberta families as strong and resilient as possible? Resilient families are better able to cope with life's challenges and provide the best environments for individuals to flourish. Simple Connections, Stronger Families can help families by focussing on protective factors that will help build stronger, more resilient families. In this fun, interactive session you will learn how to apply the research behind Simple Connections, Stronger Families to everyday life. You will understand how to use the concepts, tools, and resources in your community, in your workplace, or with your family and know that the simple things we do every day can make a difference.

An evening awards ceremony celebrated the exemplary work of those who were recognized in two categories: Awards of Excellence and Outstanding Individual Achievement Award, both Volunteer and FCSS Staff.

November 29 Family and Community Support Services Association of Alberta (FCSSAA) Conference and AGM

Diana Lowe, Executive Counsel to the Chief Justice shared a vision for reimagining our **Family Justice System**, which integrates research on adverse childhood experiences, brain development, and resilience. <https://developingchild.harvard.edu/resources/aces-and-toxic-stress-frequently-asked-questions/>

RESILIENT LEADERSHIP: BUILD ACCOUNTABILITY • FOSTER TRUST • EMBRACE CHANGE by David Irvine

Leave this thought-provoking and inspiring keynote presentation with practical insights and strategies for building your leadership capacity in your community by learning better ways to build accountability, foster trust, and embrace change. Resilient communities start with resilient leaders. As FCSS directors, staff, and Board members, you are the stewards of your organization and the communities you serve. As such, you are entrusted with the well-being of your communities through advocacy, programs, services, and resources. Take this opportunity to step back and gain a new perspective on resilient leadership. Leave this thought-provoking and inspiring session with practical insights and strategies for leading your community with greater accountability, trust, and the ability to embrace change.

»» Learn to build trusting relationships that sustain your energy, inspire action, and build confidence amidst change and chaos.

»» Be inspired with a renewed vision of accountability that fosters true citizenship in an age of entitlement and consumerism.

»» Discover what it means to work in true, authentic partnerships with those we depend on and upon those we depend.

»» Leave with practical tools for building strong and lasting partnerships through the power of authentic leadership.

Annual General Meeting

Message from the president.

Reports - FCSSAA Initiatives and Activities in 2019, Directors' Network, and Treasurer's Report (including adoption of 2019 Audited Financial Statements – good clean report, Appointment of Auditors for 2020, approval of 2020 Budget).

Provincial update by Ken Dropko, Executive Director of the Family and Community Services Branch in the Ministry of Community and Social Services – working on 3 year funding agreement, however will be based on provincial budget forecasts and will vary based on allocations, noted prevention is hard to measure, more agencies coming for assistance, increased scrutiny on expenditure alignment, new technology system coming, 30 program reviews completed this year (typically capacity for 12), work on Clare's Law and human trafficking (sex, labour, and organ).

Karen Grosvold from County of Grande Prairie was elected President. Introduction of the new Board.

Resolution passed regarding continuous multiyear funding.

RESOLUTION No: 2019-01

TOPIC: CONTINUED FUNDING WITH MULTI-YEAR FUNDING CYCLES

SUBMITTED BY: Red Deer & District FCSS Board

BE IT RESOLVED THAT the Family and Community Support Services Association of Alberta (FCSSAA) advocates to the Government of Alberta to commit to continual financial support of Family and Community Support Services on multi-year budget cycles that reflect cost of living, and evidence-based statement of need, and other commensurable factors.

RATIONALE

In accordance with the *Municipal Government Act 2017*¹, municipalities are required to adopt, at minimum, three-year operating plans and five-year capital plans and

Recognizing that Family and Community Support Services (FCSS) is an 80/20 financial partnership between the Government of Alberta and participating municipalities or Metis Settlements and

Recognizing the Blue Ribbon Panel on Alberta's Finances Report recommendations to "explore new approaches and alternatives for delivering public services, improve Alberta's competitive position, and focus on achieving a sustainable financial situation and long-term results for Albertans"² and

Recognizing that the Red Deer and District Family and Community Support Services Board Funding Guide commits to the principle of *Responsiveness* meaning that consideration is given to the need for stable funding and the ability to address emerging issues through a three year funding cycle for all local projects and

Recognizing that the method of allocating provincial funding to participating municipalities and Métis Settlements was last revised during the 2006 FCSS Program Review as stated in the FCSS Handbook³ and

Finally, that the Government of Alberta is committed to the principles of efficiency, accountability, volunteerism, and supporting a civil society which are the foundational pillars of the Family and Community Support Services Program.

¹ http://www.qp.alberta.ca/1266.cfm?page=M26.cfm&leg_type=Acts&isbncln=9780779811519

² <https://open.alberta.ca/dataset/081ba74d-95c8-43ab-9097-cef17a9fb59c/resource/257f040a-2645-49e7-b40b->

462e4b5c059c/download/blue-ribbon-panel-report.pdf

3 <https://open.alberta.ca/dataset/18ffaf4e-db3b-476c-8901-9a9d825c366b/resource/2589adce-09c5-4830-9ba2-406c5ae4f4c7/download/2010-family-and-community-support-services-fcss-program-handbook.pdf>

This conference was a great opportunity to learn from the speakers, attend interactive workshops and network with other board members and staff.

December 3 Council Meeting

Full agenda packages (with back up documentation) are available on our website:

<https://wheatlandcounty.ca/wheatland-county-council/agendas-and-minutes>

You can also watch the recording on our YouTube channel:

https://www.youtube.com/channel/UCRJrvIs0eygNM7zERLnviOg?view_as=subscriber

Public Hearings and second and third readings were passed for 2 land redesignation bylaws, including Bylaw 2019-25, a bylaw for the purpose of amending the Land Use Bylaw 2016-01 to redesignate +/- 128.74 ac. County owned land within Plan 0813350, Block 1, Lot 1; from Agricultural General District to Industrial General District. Council also requested administration investigate options for an 'alternate' site for effluent discharge from the Gleichen Sewage Lagoon and bring back a report to Council.

An amended version of the Fire Board Bylaw was approved to include village representatives from Hussar, Rockyford, and Standard, and to remove the following statement from section 3: 'Members of the Fire Board where possible shall not be a member of a Volunteer Fire Department or an employee of a Fire Department.'

Council and staff reports. SDAB members and designate officer were approved. Economic Development Board members approved. Funding was approved for the Canadian Pacific Holiday Train event.

Councillor Wilson presented a verbal report providing a 'revised' copy of the previously proposed 'Alberta First Resolution'. Note: the first draft of the resolution was presented to Council on Nov. 5th at which time Council accepted the resolution 'in principle'. Discussion followed. As information, I reviewed highlights from my report providing clarity regarding 'what a resolution is', and the 'resolution process' – If a resolution is supported at the district level, then it is brought forward to a Provincial Rural Municipalities of Alberta Conference to be voted on. Discussion continued; Council agreed that more public engagement is needed. In closing, Councillor Wilson advised Council of his intent to bring forward a motion to the Dec. 17th Council meeting to request that Wheatland County accept the 'revised' Alberta First Resolution and proceed with submission of the resolution to the Central Rural Municipalities of Alberta – District 2 General Meeting for endorsement consideration.

Interim CAO reported that the Cluny Fire Hall is now in good condition.

December 3 Standard Intermunicipal Development Plan (IDP) Committee Meeting

The Standard Intermunicipal Development Plan (IDP) committee met and reviewed the draft IDP and

timelines for completion, including anticipated dates to approve at both Council, a date was set for community engagement – Open House on January 27, 7-8pm in Standard.

December 4 CP Holiday Train Meeting

Further planning for the big event.

December 5 Community Futures Wild Rose Board Meeting & Christmas Party in Rockyford

Financial variance reports were approved, monthly loan report, and the Operations report and budget were reviewed. Board training options were discussed with consensus we would pursue Community Economic Development for our module this year based on survey feedback.

December 6 Central Rural Municipalities of Alberta District 2 Director's Meeting in Three Hills

Re-elected Bruce Beattie as Chair and Jim Wood as Vice Chair, elected resolution committee. Discussed potential education and legal session topics for Spring General Meeting.

I was chosen to apply for FCM Committee candidacy. If Council so chooses I will need a Council resolution to endorse the nomination.

Reports from District 2 Director and RMA President. Of particular note is that District 2 Director is working on an Alberta Energy 101 Presentation, can't wait to see his work. Round table on ICF progress. Discussed state of agriculture across District. Discussed police funding model.

December 7 Wheatland County Christmas Party

A fantastic event to celebrate the season with staff and council.

December 9 Fair Deal Panel – Red Deer Town Hall

“The Fair Deal Panel is consulting Albertans on how best to define and secure a fair deal for Alberta. They're exploring ideas that give us a bigger voice within the federation, increase our power over areas of provincial jurisdiction, and advance our vital economic interests, such as building energy pipelines.

Albertans are frustrated with the federal government and the barriers they're imposing on our economy. We've been the biggest contributing province to Canada's prosperity by far, but some provinces that are profiting from our resources now seem determined to landlock our industries.

Alberta isn't asking for a special deal, just a fair one.

Specific areas being explored include:

- Establishing a provincial revenue agency to collect provincial taxes directly by ending the Canada-Alberta Tax Collection Agreement, while joining Quebec in seeking an agreement to collect federal taxes within the province.
- Creating an Alberta Pension Plan by withdrawing from the Canada Pension Plan.
- Establishing a provincial police force by ending the Alberta Police Service Agreement with the Government of Canada.
- Emulating Quebec's practice of playing a larger role in international relations, in part by seeking Alberta representation in treaty negotiations that effect Alberta's interests.
- Emulating Quebec's legal requirement that public bodies, including municipalities and school boards, obtain the approval of the provincial government before they can enter into agreements with the federal government.
- Using the existing provincial power to appoint the Chief Firearms Office for Alberta.
- Opting out of federal cost share programs with full compensation, such as the federal government's proposed pharmacare program.
- Seeking an exchange of tax points for federal cash transfers under the Canada Health and Social Transfers.
- Establishing a formalized provincial constitution."

From: <https://www.alberta.ca/fair-deal-panel.aspx>

December 10 Range Road 254 Landowner Meeting

Outline details of Maintainable Road Oil application, timelines for the potential project, and what to expect as an adjacent landowner. Outlined fiscal factors influencing capital projects, including transportation plans.

December 11 CP Holiday Train Meeting

Further planning for the big event.

December 12 Calgary Metropolitan Region Board (CMRB) Strategic Meeting

Discussion regarding personnel and strategic direction of the CMRB.

December 12 Wheatland Lodge Resident Christmas Party

A lovely evening with the staff and residents of the Wheatland Lodge.

December 13 Calgary Metropolitan Region Board Meeting

Town of Cochrane presented their Municipal Context Report, of interesting note was their joint use recreation facility with Rocky View County, run by an arm's length non-profit, their tech incubator – home to several start-ups, and the strong vision Mayor Genung shared.

The Environmentally Sensitive Areas Background Study and Stormwater Background Report were approved as input for the Growth Consultant.

The Messaging Platform and Vision Statement were discussed and referred back to the Joint Committee meeting in January for further review.

Growth Plan Workshop What we heard summary was reviewed and approved with edits.

December 17 Council Meeting

Full agenda packages (with back up documentation) are available on our website:

<https://wheatlandcounty.ca/wheatland-county-council/agendas-and-minutes>

You can also watch the recording on our YouTube channel:

https://www.youtube.com/channel/UCRJrvIs0eygNM7zERLnviOg?view_as=subscriber

A public hearing and 2nd and 3rd reading for a Bylaw for Land Use redesignation was approved. The Public Hearing for the Kneehill/Wheatland County IDP was opened and recessed, to explore ways to mitigate concerns raised. First reading and a public hearing was scheduled to amend the DC District for Lakes of Muirfield. A new Addressing Bylaw was approved.

A public input session was held regarding the Alberta First Resolution. Several ratepayers spoke both for and against the proposed resolution. Council approved the Resolution and it will be brought forward to the Central Rural Municipalities of Alberta District 2 Meeting in February.

The interim Operating and Capital Budget were approved.

Canadian Badlands Tourism presented.

December 18 Canadian Pacific Holiday Train in Gleichen

The Canadian Pacific Holiday Train made its final stop of its tour in Gleichen on December 18th and it was amazing! We are so grateful to Canadian Pacific for their Holiday Train that spreads Christmas cheer across our nation.

Thank you to everyone who came and thank you for supporting both Wheatland County Food Bank and Siksika Nation Ittasinno'P Food Banks. Your generous support contributed \$3211.00 and 435 lbs of food, which along with the \$3000 corporate donation by the Canadian Pacific Railway, will make a difference for families struggling with food insecurity right here in our communities. Since 1999, the Holiday Train has raised more than \$15.8 million and 4.5 million pounds of food for North American food banks! "The CP Holiday Train is a program that our 13,000-strong CP family has immense pride in bringing to communities every year. Access to nutritious food is a basic necessity, and food bank

usage is on the rise across North America. The CP Holiday Train program is our way to help in the fight against hunger by growing awareness of this issue and providing a fun and engaging way for the public to show their support.” says Keith Creel, CP's President and Chief Executive Officer.

This event showcases what regional collaboration can do when passionate communities and organizations partner. The real magic of this event is the groups and communities involved and working together to host the CP Holiday Train. It provides Wheatland County the opportunity to work with Siksika First Nation, which allows us to continue to grow our relationship and understand Siksika's community organizations and vice versa. The collaboration with this event expands the working relationships into other projects and increased communication to support each community's goals. We appreciate CP providing our region this event to work with Siksika and our community groups in the Wheatland County region.

It was a fantastic concert, performed by Meghan Patrick, Tanika Charles, and Kelly Prescott. With a whole evening of family fun including music, horse drawn wagon rides, First Nations dancing and drumming, free hot chocolate and cookies, and a market.

Words can't convey my gratitude for all the people who helped make this happen. A heartfelt thanks to the hardworking volunteers, the Gleichen District Community Association members, everyone from Siksika Nation (Chief and Council, Health Services, Community Wellness, Fire & Rescue, Security, Parks & Recreation, Public Works, SN7 who coordinated children's activities, Justice, and Family Services), Wheatland County (Council, Peace Officers, Public Works, Economic Development Officer - Infinite WC, Community Services Coordinator, and Communications Specialist) Gleichen RCMP, Firefighters from multiple departments, Wheatland EMS, Wendy with Community Futures Wild Rose, we couldn't have done it without each of you. FortisAlberta, Aspen Crossing, RE/MAX, ABC Waste, and Waste Management through the support of Colin Huxted, and Hammer Hill Stables, all provided corporate donations that contributed to the success of the event, thank you! We couldn't hold events like this without community minded businesses like you.

December 20 Strathmore Seed Cleaning Plant Board Meeting and Christmas Party

The Board reelected Dan Munro as Chair and Dane Hilton as Vice Chair, financial review, CEO report, and chair's report.

December 21 Roger's Hometown Hockey

It was my honour to join our neighbours and represent Wheatland County throughout the weekend at the Kick Off Party, Charity Hockey Game Puck Drop and Opening on the Main Stage

Rogers Hometown Hockey came to The Town of Strathmore, Saturday, December 21, and Sunday, December 22!

The weekend started off with a Kick Off Party organized by the Strathmore & District Chamber of Commerce. Free pancake breakfast, hockey skills competition, dignitary ribbon cutting, a s'more competition, fire pits to warm up, and live entertainment.

Saturday night was the Charity Hockey Game, local emergency services members played local female minor hockey and ringette teams, with NHL legends! All proceeds went to charities, Jumpstart and the Wheatland County Food Bank.

The whole weekend was filled with a fun, free festival, featuring hockey-related activities, NHL Alumni appearances, music, food and fun for the whole family.

The festival wrapped up with an outdoor viewing party on Sunday, a LIVE NHL BROADCAST from the Sportsnet Mobile Studio, onsite with Ron MacLean and Tara Slone. The broadcast featured the Calgary Flames vs Dallas Stars, NHL hockey game that was played in Dallas December 22nd.

For more information on Rogers Hometown Hockey across Canada, visit www.hometownhockey.com.

Would you like more information on Strathmore? Take 2 minutes to check out their Winter Community Profile: https://www.youtube.com/watch?v=pB7E_AtAFgw

December 23 Meeting with Developer regarding waste water solution

Signature: *Amber Link*

Building Update

Issue 9

New Building— Plans and Progress

November 2019

Getting ready to close the deal

In late August, Marigold and the Western Irrigation District (WID) held several meetings to brainstorm areas of potential savings in the draft plans, while retaining and meeting the core needs of both organizations. This included outdoor spaces and landscaping, asphalt reduction, exterior finishing options and more. Both partners were satisfied with BRZ Partnership Architecture's progress on the revised draft plans for each wing, the common areas and exterior spaces. The Joint Facility Committee provided final approval of the draft plans in November, as a further step in submitting a Development Permit to the Town of Strathmore.

Subdivision and purchase of WID land

The purchase of half of the facility land parcel is nearly complete. Marigold received a copy of WID's Certificate of Title for the newly subdivided facility parcel, which was a condition of the Purchase and Sale Agreement. The leased signs on the property were removed and Marigold provided the final payment to Borden Ladner Gervais (BLG) in trust on October 28. Land titles will issue a new certificate to officially complete the purchase and that is expected to be completed in mid-November. The WID also finalized the Municipal Reserve designation with the Town of Strathmore, which is currently a wetland adjacent to the facility site.

Provincial Crown Corporation

Borden Ladner Gervais, Marigold's legal team, confirmed that Marigold is considered a provincial Crown corporation and falls under the New West Partnership Trade Agreement (NWPTA) procurement rules and exceptions for the purchase of goods and construction. NWPTA is an accord between the governments of B.C., Alberta, Saskatchewan and Manitoba and creates Canada's largest, barrier-free, interprovincial market. During a Building Committee meeting on November 4, Marigold's obligations for construction tenders as a provincial Crown corporation were discussed. Marigold staff was tasked to review existing agreements for the project to ensure consistency moving forward as construction tenders are prepared.

What's next?

Once Marigold and the WID give the green light, BRZ and the Town of Strathmore's planning department can move forward with the Development Permit and begin work on the town's Development Agreement. Next steps include tender for construction and work on operating agreements for the joint facility.

TIMELINE

1. DEVELOPMENT PERMIT
2. BUILDING PERMIT
3. GROUND-BREAKING CEREMONY
4. CONSTRUCTION TENDER PROCESS
5. SITE CLEARING
6. OPERATING AGREEMENTS

Committee Updates

BUILDING COMMITTEE

Cost sharing and site preparation for the project, which are based on the high-level cost estimates provided by BRZ Partnership Architecture, were discussed at Marigold's Building Committee meeting on August 29. The committee supported the staff approach in collaboratively working with the WID to find the most cost-effective and acceptable solutions for both parties and operations.

JOINT FACILITY COMMITTEE

The Joint Facility Committee met on November 7 to discuss the cost projections, existing agreements, construction insurance, timelines for the condo plan/registration and bylaws, operating agreements and more.

NEW



The Joint Facility Committee met to discuss the cost projections, existing agreements, construction insurance coverage and more on November 7.

PROJECT HISTORY: Background information and details on past progress, as well as previous issues of this publication, formerly titled ReNews, can be found on the Marigold website at: www.marigold.ab.ca/projects-events/new-headquarters-building/the-project



MARIGOLD REPORT

To: Councils and Special Areas Board



November 16 Board meeting in Carseland

MARIGOLD BOARD MEETING HIGHLIGHTS:

November 16, 2019



The Marigold Library System Board met Saturday, November 16 at the Hamlet of Carseland Community Hall. Wheatland County Reeve Amber Link welcomed delegates and guests to Carseland.

Board Chair Lynda Lyster recognized new Board member:
Nicole Kieffuk – Town of Okotoks

FINANCIAL STATEMENTS

Marigold unaudited Financial Statements to October 31, 2019 were accepted for information. Marigold Library System is in a positive financial position. Everything is on track including salaries and materials.

Draft Operating Budget 2020-2021

The **draft budgets for operating and capital/projects budgets** were presented and approved for information. In January, the final budget will be presented to Marigold Board for approval, based on year-end actual expenditures and official 2019 populations from Municipal Affairs,

Marigold's Draft Operating Budget for 2020 is \$5,381,714, which is slightly less than the Board-approved 2019 budget amount of \$5,387,580.

Marigold is the third largest library system in Alberta, based on service population, after Calgary and Edmonton. With a larger service population, costs are higher, and many expenses are calculated on a per capita basis. There are increased costs for utilities, computer network security, IT contracts, eResource subscriptions, eBook and eAudiobook titles, and print materials. Savings were found in travel expenses, website development, furniture, equipment, programs, and salaries. Salaries account for 36% of the total budget.

Key initiatives in 2020 include:

Enhancing IT security—sophisticated antivirus protection and backup systems; Replacing Rise videoconferencing software with other meeting software; and the development of the new headquarters building

Board members were happy with the news that **provincial grants for 2019** were not reduced in the Alberta government's budget.

POLICY APPROVAL & DECISION

Policies reviewed and approved by the Marigold Board:

Information Technology (IT) Service; Access and Acceptable Use of Information Technology; Use of Work-Issued Technology, Library Service Points; Freedom of Information and Protection of Privacy Bylaw; Records Management Policy; Records Management Policy, Library Service Points; Accessibility for All Persons Policy, Library Service Points; Videoconference Equipment Policy,



NEW BUILDING UPDATE

- Marigold and the Western Irrigation District (WID) staff met throughout the summer and fall to review the schematic designs and site plans. Both parties are satisfied with the draft plans provided by BRZ Partnership Architecture.
- Looking ahead, Marigold will need to acquire a development permit, followed by a building permit, and engage in a construction tender process.
- Final conditions on the Purchase and Sale Agreement between Marigold and the WID have been met. Marigold has paid the final installment for the facility parcel.

Marigold's *New HQ* publication (included with this *Marigold Report*) gives detailed information and updates concerning our new building plans, funding and progress. All issues of *New HQ* (formerly *ReNews*) can be found at: marigold.ab.ca/About-Us/Publications



Site visit: Marigold's Director of Service Delivery Lynne Price (l-r) WID's GM David McAllister and CEO Michelle Toombs visit the site of the new headquarters building in late summer of 2019.

Library Service Points (deleted)

Capital and project expenditures for 2020 are based on available funds after estimated operating costs have been subtracted from revenue projections. Two service vehicles need to be replaced.

STAFF PRESENTATIONS

Freedom to Read Week February 23-February 29, 2020: Board Chair Lynda Lyster proclaimed Freedom to Read Week in Marigold. Training and Communications Coordinator Caleigh Haworth spoke about the importance of being able to choose what you want to read and how intellectual freedom is challenged when

any resource is restricted. Canadian libraries have an essential role in promoting freedom to read and intellectual freedom. Member libraries, councils and residents are encouraged to celebrate Freedom to Read Week from February 23–February 29. The proclamation will be sent to local library boards and councils early in January. More at: freedomtoread.ca

HQ STAFF SHARE INFORMATION WITH MARIGOLD BOARD:

Marigold website demonstration:

IT Manager Richard Kenig provided information about how to access Board documents on the new Marigold website.

Marigold launched its new website on August 1. All member libraries' websites are live and the libraries are receiving positive feedback from staff and patrons regarding the new user-friendly design, easy access to eResources, and various other innovative features.

Presentations to MLAs: Marigold Board Chair Lynda Lyster and CEO Michelle Toombs started meeting with the MLAs of our region. To date, they have met with MLAs Angela Pitt, Pete Guthrie, Miranda Rosin, and R.J. Sigurdson. The meetings focused on the positive impact public libraries have on the economy, the government's Red Tape Reduction initiative to streamline processes and enhance

IMPORTANT DATES

Upcoming Board Meetings

Saturday, January 25, 2020: Videoconference, 9:30 am. 4 locations

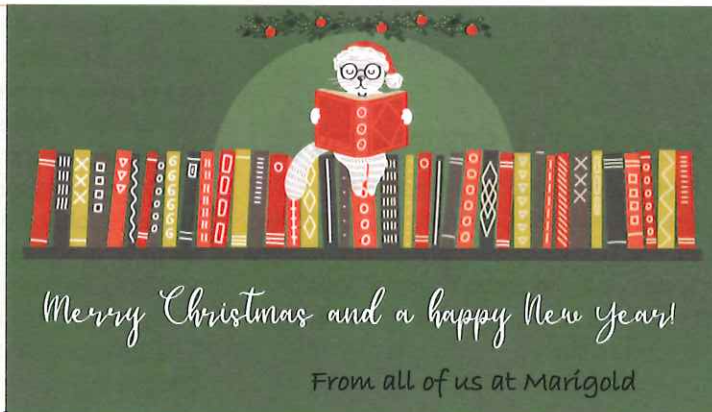
Saturday, April 18, 2020: 9:30 am in Strathmore

Trustee Orientation: February 8, 2020

informed – connected – confident

9:30 am

Marigold Headquarters





Report Date:



WHEATLAND COUNTY

Councillor Monthly Report

Councillor: _____ Donna Biggar _____ Division: _____ 3 _____

Reporting Period: _____ December, 2019 _____ Report Date: _____

Committees / Meetings / Events – Topics of Interest

Dec 2nd – WADEMSA, awards night.

Dec 3rd – Council, Minutes and recording on County website.

Dec 3rd – Carseland Lions Club,

Dec 4th – Chamber of Commerce, Tammy and Todd Williams spoke on the benefits of the Chambers of Commerce group insurance plan that is exclusive to Chamber of Commerce members. It is the largest plan for not for profit organizations and the plan can be customised to the needs of each company. The Group insurance plan gives commerce a revenue. It is a simple, stable and smart choice so you can spend less time on managing your benefit program and more time focusing on your business. Being a not- for-profit program, all surpluses are reinvested into the plan to help control premium.

Awards night January 31, 2020

Dec 5th – Wademsas, Union Negotiations ongoing.

Dec 9th – Carseland Focus Group

Dec 10th – Municipal Planning, Minutes and recording on County website.

Dec 10th – Canadian Badlands Tourism, looking for Wheatland County to give letter of support to Minister Tanya Fir.

Dec 17th – Council, Minutes and recording on County website.

Dec 18th – CPR Holiday Train.

Signature: _____



WHEATLAND COUNTY

Councillor Monthly Report

Councillor: Tom Ikert

Division: 4

Reporting Period: December 2019

Reporting Date: December 31

Committees / Meetings / Events – Topics of Interest

December 3 Council Meeting (See County website for video)

December 5 CMRB Land Use Committee

December 10 MPC (See County website for video)

December 12 Wheatland Housing Christmas Party

December 17 Council Meeting (See County website for video)

December 18 CP Holiday Train

.

What at first was plunder, assumed the softer name of revenue."
-Thomas Paine

Signature: 



WHEATLAND COUNTY

Councillor Monthly Report

Councillor: _____ Glenn Koester _____

Division: _____ 6 _____

Reporting Period: _____ December _____

Report Date: December 31, 2019 _____

| <u>Committees / Meetings / Events – Topics of Interest</u> |
|------------------------------------------------------------------------------------------------------------|
| 2- WADEMSA staff long service awards |
| 3- Council and capital budget review |
| 5- WADEMSA union negotiations |
| 7- Wheatland County Christmas |
| 9- Rosebud seed plant AGM |
| 10- MPC |
| 12- WHMB Christmas |
| 17- Council |
| 18- Meeting with Peter a member of Minister Leela Sharon Aheer staff to discuss WADEMSA Funding by the AHS |
| 20- Meeting with Minister Leela Sharon Aheer and Mayor Pat Fule to discuss WHMB |
| |

Signature: _____

Ben Armstrong - Division 7 Councillor Report - December 2019 Report

Dec 2 – Drumheller and District Solid Waste Association (D&DSWA) – Budget presentation to Exec

Dec 3 – Council – Budget deliberations and Council

Dec 5 – D&DSWA – Budget presentation and discussion with full Board. Meeting included discussions around replacement of six transfer stations that are needed to be replaced ASAP and funding models to accomplish this.

Dec 6 – Alberta Care – Leduc Board meeting of Regions 1 – 5. Discussions around recycling in Alberta and Government Regulations. Revisiting Ag Plastic Program. Discussion with Minister of Environment and extended producer responsibility. Discussion also on deposit cost increases with electronics/oil/tires/paint and giving ARMA the authority to apply the increases outside the act as needed.

Dec 10 – MPC – County Development – see website

Dec 11 – Strathmore Council open house. Met new Chief and four Councillors from Siksika Nation.

Dec 12 – Supper meeting with Southgrow Economic Development Board representing 26 municipalities in Lethbridge areas to discuss SAEWA.

Dec 13 – Vulcan for SAEWA Executive

Dec 17 – Council – on Website – Public input into Alberta First Resolution

Dec 19 – D&DSWA – Board meeting – passed operating budget for 2020 and approval of motion to replace 6 transfer stations at transfer sites and approve funding model

Dec 20 – Vulcan for Board meeting of SAEWA. Discussions around siting of project and short listed sites – Vulcan County – Wheatland County and Newell County. Project lead, Paul Ryan and Chair, Tom Grant (Mayor of Vulcan) are meeting with Environment Minister January 15 with a presentation of 7 million tonnes of carbon savings over life of project. Approximately 233 tonnes per year – savings of \$210 million over life of project for Green House gas reduction.

Have a great New Year

Respectfully submitted

Ben Armstrong

Everything in your life is a reflection of a choice you have made. If you want a different result make a different choice!



WHEATLAND COUNTY

Where There's Room to Grow

Request for Decision

January 14, 2020

Resolution No. _____

Date Prepared January 6, 2020

Subject

Decision-making topic title

Interim Chief Administrative Officer Report

Recommendation

Clear resolution answering – what/who/how/when

That Council accepts the Interim Chief Administrative Officer Report as information.

RECOMMENDATION

Report/Document:

Attached

☐

Available

☐

None

☒

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

- Capital Budget review on December 3rd, 2019.
- RMA District 2 Directors' Meeting in Three Hills on December 6th, 2019.
- Discussions with Alberta Environment and Parks employees regarding current conditions of the compost facility located at SW 4-7-25-24- W 4th. Organized meeting with representatives in January 2020.
- Financial statement audit review conducted on December 19th, 2019.
- Conducted site visit of the Cheadle outdoor rink on December 20th to review progress of project.
- Various performance review evaluations occurred during the month of December. Also prepared and provided guidance for various projects to staff for 2020.
- Reviewed and provided various information to external stakeholder regarding potential development within Wheatland County.
- Attended lunch meeting with Lakes of Muirfield representatives on December 21, 2019.
- Provided work flow schedule and various projects to the Interim Fire Chief during the month of December.
- Review of Operating and Capital Budgets for Council approval in December.
- Various discussions with legal counsel regarding compost facility located at SW 4-7-25-24 W4th.
- Review of previous 2018 Service Capacity Review for Council.
- Preparation for Planning and Priorities meeting on January 7th, 2020.
- Responded to various Council requests during the month.

- Attended safety inspections of Wheatland County owned facilities at various locations in the County.

Submitted by: Brian Henderson, CPA, CA

Reviewed by:



Position: Interim CAO



WHEATLAND COUNTY

Where There's Room to Grow

Request for Decision

January 14, 2020

Resolution No. _____

Date Prepared January 3, 2020

Subject

Decision-making topic title

Corporate and Financial Services Report

Recommendation

Clear resolution answering – what/who/how/when

That Council accepts the Corporate and Financial Services Report as information.

RECOMMENDATION

Report/Document:

Attached

☐

Available

☐

None

☒

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

Corporate Services

Assessment

- Appeals have also been brought forward on eight designated industrial properties for the 2017 and 2018 assessment years. The total potential loss of municipal tax revenue to Wheatland County is \$67,273.
- Court of Appeal of Alberta upheld the initial Composite Assessment Review Board ("CARB") assessment decision in relation to a 2016 assessment challenge. This assessment review was on a large commercial property that requested a classification change and also an assessment change. Confirming the initial assessment values assessed by the County upholds approximately \$888,000 of taxation revenue from 2016 and also future years of taxation.
- Regular inspection cycle occurred during the month of December.

Financial Services

- Accounting: MNP LLP completed the interim audit during the third week of December. Inventory counts have been completed and working papers for the year-end audit are being prepared.
- Utilities: Staff processed December utility consumption and utility bills. Utility bills for December consumption were mailed in the first week of January.
- Taxes: Staff processed December TIPPS payments. Regular general ledger to sub-ledger balancing occurred, as well as answering various inquiries from the general public.

- Financial reporting: The 2020 Approved Interim Operating Budget and 2020 Approved Final Capital Budget have been posted on the County website.

People Services

- Finalizing performance reviews and potential increases with staff.
- ERI Schedule/Succession Planning.
- Administrative Directives for Safety.
- Preparations for final Payroll and Christmas Closure in 2019.
- Payroll Liability Account Reconciliations.

Information Technology Services

- Phase 1 of the records scanning project has been completed which includes the bylaws up to July 2019 and Council Minutes up to 2013. Phase 2 of the record scanning project is now under way.
- Continued remediation of Information Security items:
 - o Firewall as a service and remote access continues to be moved.
 - o Mobile Device Management and IT Directives using industry standards are being prepared.
 - o Two-factor authentication for Office 365 is more than halfway complete.
 - o Visitor pass still under design.
- Laserfiche Process Automation projects:
 - o Fire Permits moving to user acceptance testing phase; to be released in early 2020.
 - o HSE Incident forms project has been approved by stakeholders and is currently under development.
 - o Vehicle & Equipment Inspection Forms Project business requirements have been completed and are currently under project charter approval.

Submitted by: Matthew Kurceba, CPA, CA

Position: Manager of Financial Services

Reviewed by:



Interim CAO



WHEATLAND COUNTY

Where There's Room to Grow

Request for Decision

January 14, 2020

Resolution No. _____

Date Prepared December 18, 2019

Subject

Decision-making topic title

Community and Development Services Department Report

Recommendation

Clear resolution answering – what/who/how/when

RECOMMENDATION: That Council accepts the November report from the Community and Development Services Department.

GM Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION

Report/Document:

Attached

☒

Available

☐

None

☐

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

N/A

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

N/A

Strategic Relevance

Reference to goals or priorities of current work program

Wheatland County Values...Transparent accountable and open.

Response Options and Desired Outcome(s)

Main result, along with highlighted requisites and benefits

1. Approve the recommendation.
2. Not approve the recommendation.
3. Approve an alternate recommendation of Councils choosing.

IMPLICATIONS OF RECOMMENDATION

General

Consequences to community, overall organization and/or other agencies

N/A

Organizational

Policy change or staff workload requirements

N/A

Financial

Current and/or future budget impact

N/A

Environmental, Staff and Public Safety

Consequences for the environment, consideration of effects on the safety of staff and the public

N/A

Follow-up Action / Communications

Timelines, decision-making milestones and key products

Staff continues work as assigned.

Submitted
by:



Diane Bodie
Administrative Assistant

Reviewed
by:



Matthew Boscariol, MES, MCIP, RPP
General Manager of Community &
Development Services



Brian Henderson, CPA, CA
Interim CAO

COMMUNITY SERVICES

Staff have been working on planning and logistics for Holiday Train and Home Town Hockey events. Staff have had two Cemetery inquiries and attended three community meetings. A contractor has begun the project of placing new cladding on the Cheadle outdoor rink. A contractor has also installed new lights at Carseland outdoor rink.

Staff continues to work on the Open Space, Recreation and Culture Master Plan.

ECONOMIC DEVELOPMENT

November has seen aspects of the WC brand roll-out for Economic Development as the launch of many initiatives related to the new tactical brand. As part of the business retention and attraction work, Economic Development hosted its first Grow with Google workshop on November 7th with 13 people in attendance.

Staff were also involved in marketing and event development support for the CP Holiday Train returning to Gleichen/Siksika on December 18th, 2019. In relation to this, in collaboration with Community Futures Wild Rose, we have secured piloting Open Farm Days – Winter Edition in the region, which is happening on December 13-14th in the WC region. Connecting in a busy event week, we are also supporting and promoting Strathmore's Rogers Home Town Hockey celebration.

The Economic Development Officer participated in a site tour of Rocky Mountain GTL's facility in Wheatland County as it continues construction. Staff also attended the Alberta Rural Development Network AGM, where we had the opportunity to gain a better understanding of their initiatives around rural homelessness, crime and affordable housing strategy development and investment.

Grant applications are also being completed to further enhance economic development and tourism marketing and initiative development for agriculture in the next few months.

GIS

Staff held three GIS tutorial sessions with the members of Agricultural Services and Community and Development Services to provide guidance on how to use the ESRI software. Will be creating map templates in the coming weeks with the feedback gathered from these sessions. Ordered 1,708 signs (RGE RDs & HWYs) to replace the faded rural address signs from Fox Canada, the order should arrive in December.

PLANNING, DEVELOPMENT & SAFETY CODES

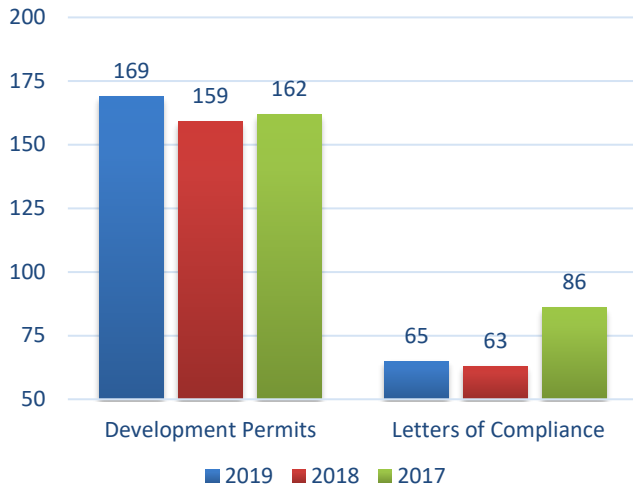
The Safety Code Technician was involved in a 4-day audit, which we passed with flying colors. We have a great working relationship with our Agency (Park Enterprises Ltd) and with the utilization of E-Site, everything is being done to the Safety Code Council's satisfaction. The audit report will be delivered within 55 days to allow the correction any deficiencies identified.

Progress is being made on various IDP's as well as planning and development applications that have been submitted.

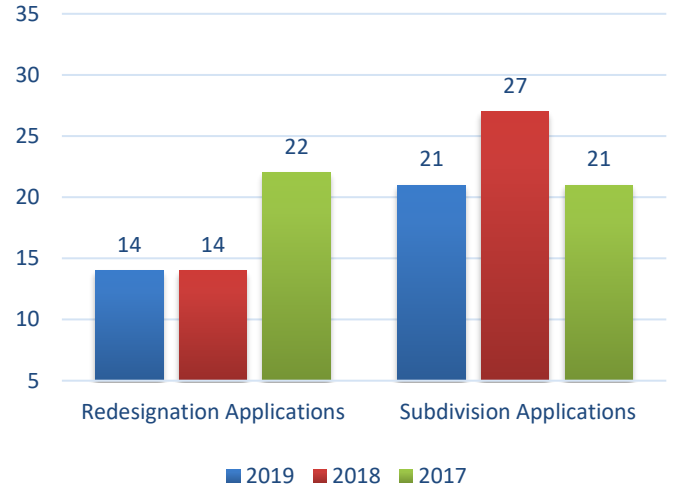
| | Nov 2019 | 2019 YTD | 2018 YTD | 2017 YTD |
|-----------------------------------------------|-----------------|-----------------|-----------------|-----------------|
| | Deemed Complete | Deemed Complete | Deemed Complete | Deemed Complete |
| <u>Planning</u> | | | | |
| Redesignation Applications | 2 | 14 | 14 | 22 |
| Subdivision Applications | 0 | 21 | 27 | 21 |
| Area Structure Plans | 0 | 0 | 0 | 0 |
| Area Concept Plans/Other | 0 | 0 | 0 | 1 |
| | | | | |
| <u>Safety Codes</u> | | | | |
| <u>Building Permits</u> | | | | |
| Residential | 5 | 72 | 104 | 102 |
| Multi Family/Commercial/ Industrial/Other | 2 | 27 | 14 | 20 |
| Total Residential Value | \$327,000 | \$12,500,950 | \$18,174,159 | \$20,690,579 |
| Total Multi Family/ Industrial/Other Value | \$379,249 | \$11,668,237 | \$5,955,831 | \$6,949,881 |
| Total Combined Value | \$706,249 | \$24,169,187 | \$24,129,990 | \$27,640,460 |
| | | | | |
| Total Building Permits | 7 | 99 | 118 | 122 |
| Electrical Permits | 12 | 140 | 150 | 145 |
| Plumbing Permits | 6 | 74 | 70 | 72 |
| Gas Permits | 11 | 97 | 122 | 116 |
| Private Sewage Permits | 5 | 26 | 41 | 37 |
| | | | | |
| Total Permits Processed | 41 | 436 | 501 | 492 |

| | Nov 2019 | 2019 YTD | 2018 YTD | 2017 YTD |
|----------------------------|---------------------|---------------------|---------------------|---------------------|
| | Received & Reviewed | Received & Reviewed | Received & Reviewed | Received & Reviewed |
| <u>Development</u> | | | | |
| Development Permits | 11 | 169 | 159 | 162 |
| Certificates of Compliance | 4 | 65 | 63 | 86 |

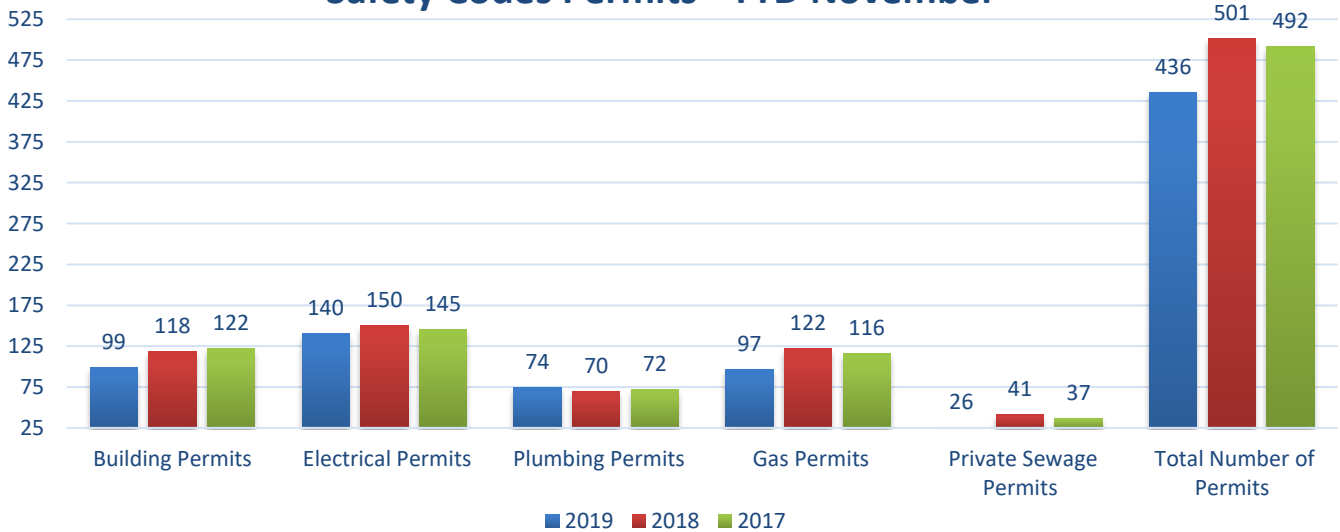
Development - YTD November



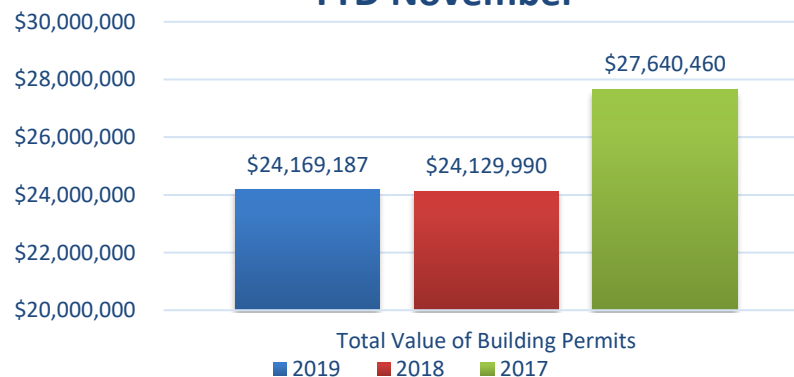
Planning - YTD November



Safety Codes Permits - YTD November



Total Value of Building Permits Issues - YTD November

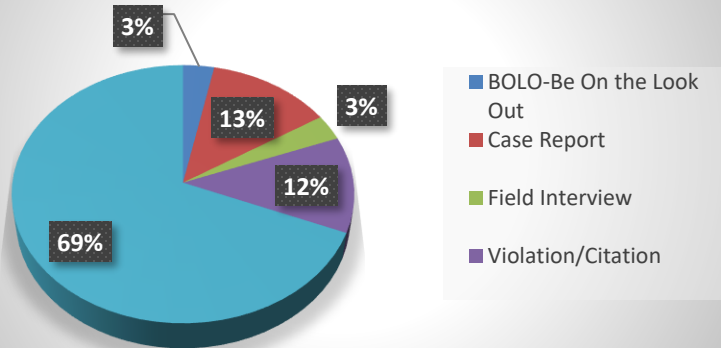


PROTECTIVE SERVICES

Hard to believe that November is already done. Protective Services has been continuing to patrol the back roads to be a visible deterrent to rural crime. Officers attended Rural Crime the monthly Rural Crime watch meeting held at the County Office. The speaker at this meeting was MLA Hon. Leela Aheer, who talked about the government approach to rural crime. One of the officers also conducted a crime prevention seminar out with our partners in Hussar. This event was well attended.

Our department continues to liaise with other agencies in order to foster partnerships.

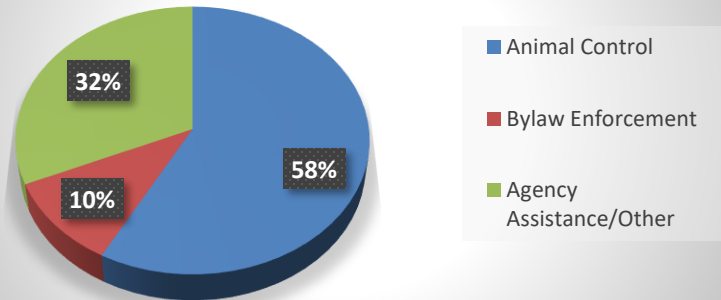
Reports Completed - November 2019



Reports Completed - November 2019

| Type | # | % |
|-------------------------|------------|-------------|
| BOLO-Be On the Look Out | 4 | 3% |
| Case Report | 16 | 13% |
| Field Interview | 4 | 3% |
| Violation/Citation | 15 | 12% |
| Targeted Patrols | 86 | 69% |
| Total | 125 | 100% |

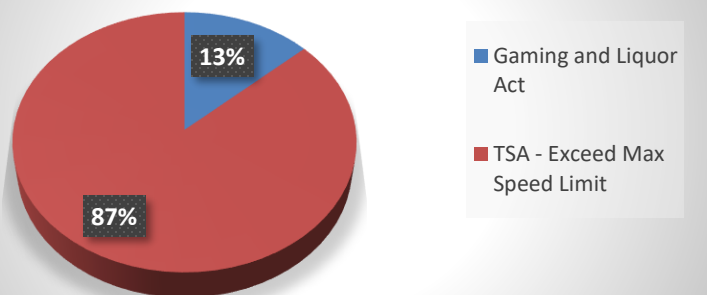
Case Report Incident Type - November 2019



Case Report Incident Type - November 2019

| Type | # | % |
|---------------------------|-----------|-------------|
| Animal Control | 11 | 58% |
| Bylaw Enforcement | 2 | 11% |
| Damage to County Property | 0 | 0% |
| Environmental Protection | 0 | 0% |
| Agency Assistance/Other | 6 | 32% |
| Total | 19 | 100% |

Violation Incident Type - November 2019

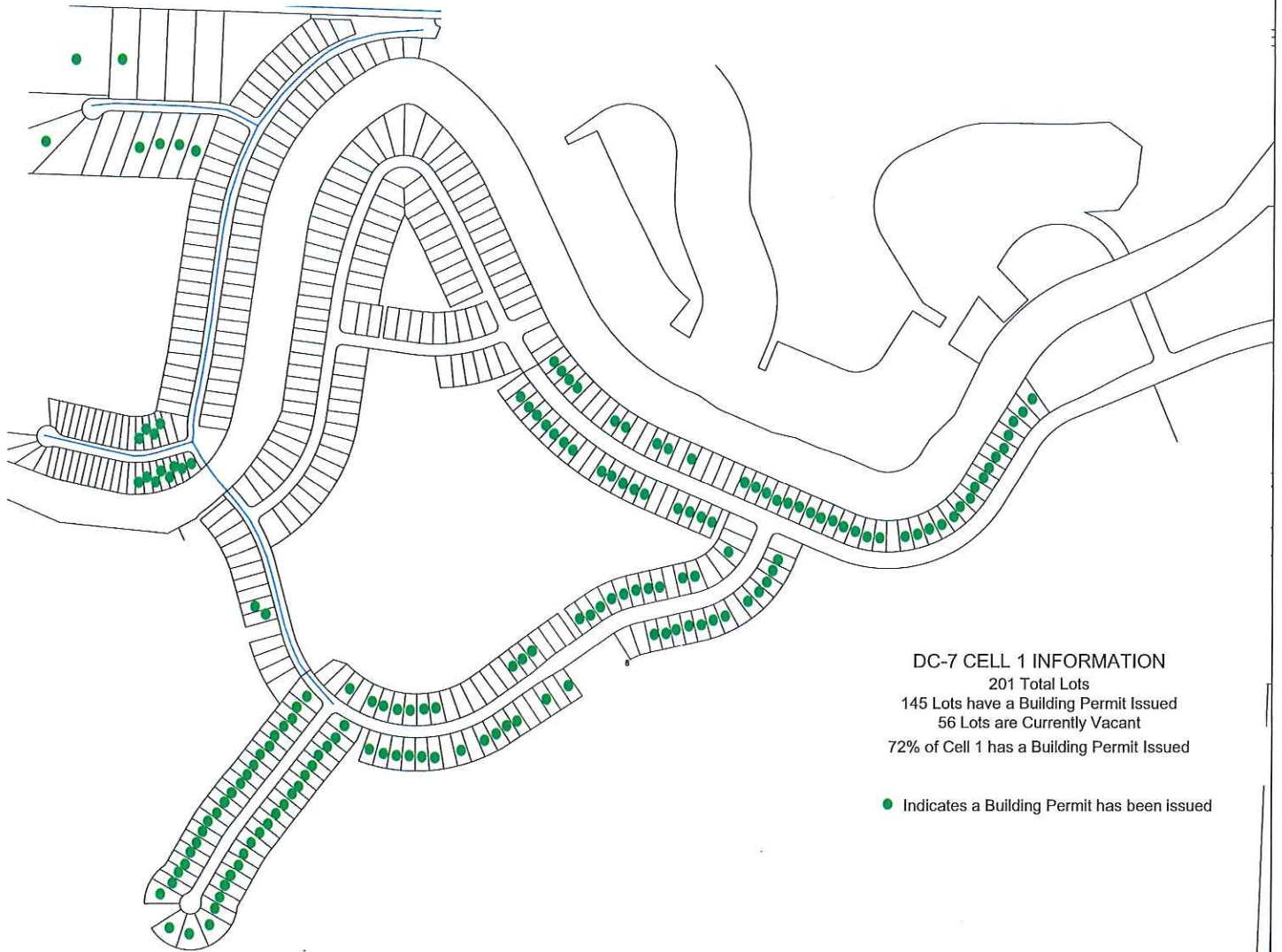


Violation Incident Type - November 2019

| Type | # | % |
|-------------------------------|-----------|-------------|
| Commercial Vehicle Safety | 0 | 0% |
| Gaming and Liquor Act | 2 | 13% |
| TSA - Exceed Max Speed Limit | 13 | 87% |
| TSA - Other | 0 | 0% |
| Animal control Bylaw/Other | 0 | 0% |
| Vehicle Equipment Regulations | 0 | 0% |
| Total | 15 | 100% |



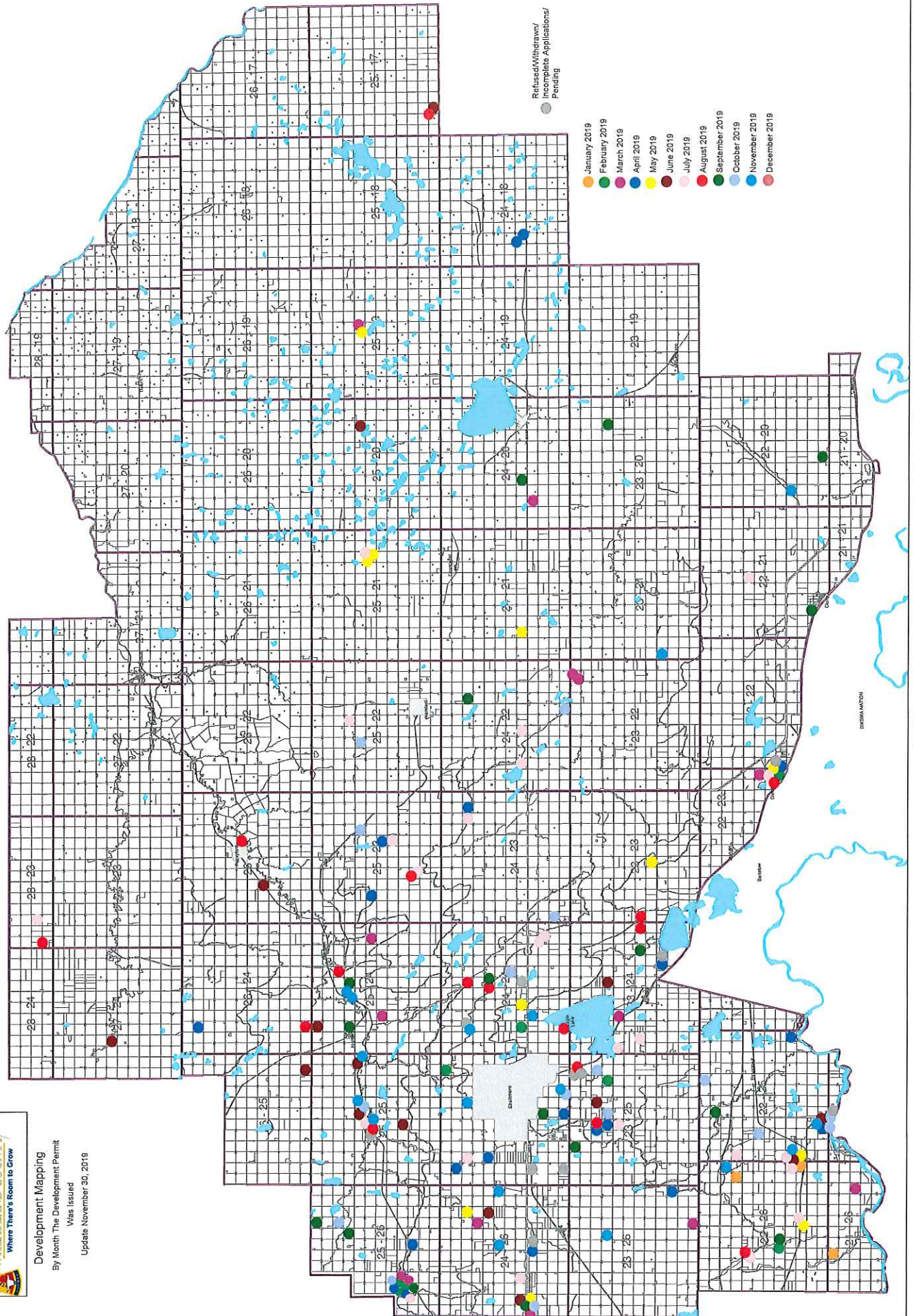
Lakes of Muirfield - Development Progress Map



INFORMATION AS OF NOVEMBER 30, 2019



Development Mapping
 By Month The Development Permit
 Was Issued
 Update November 30, 2019

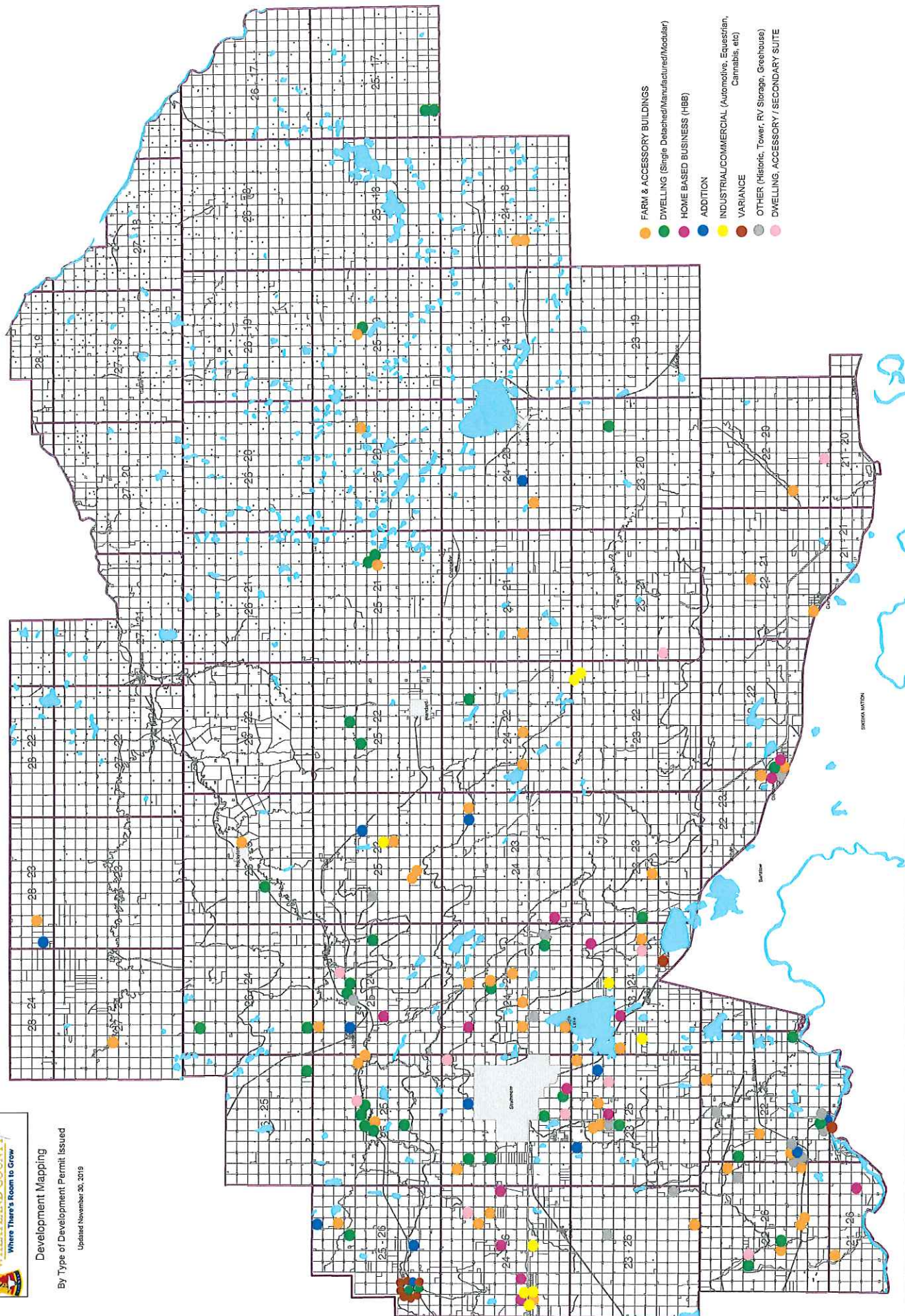




Development Mapping

By Type of Development Permit Issued

Updated November 30, 2019





WHEATLAND COUNTY

Where There's Room to Grow

Request for Decision

January 14, 2019

Resolution No. _____

Date Prepared December 19, 2019

Subject

Decision-making topic title

Request to Waive 2019 Municipal Taxes and annual rent for Roll # 6233000

Recommendation

Clear resolution answering – what/who/how/when

RECOMMENDATION: THAT Council maintain the 2019 Municipal-Non-Residential, Municipal-Residential Improvement property taxes, as well as the Senior Lodge and Waste management requisition amounts for Roll #6233000 totaling \$7,851.26;

AND

THAT Council approve waiving of the rental fees in the amount of \$2,793.38 for 2019 per section 4.03 of the lease agreement.

GM Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION

Report/Document:

Attached

☒

Available

☐

None

☐

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

There has been a request to waive taxes and rent on a County owned and leased property. Roll #6233000 SE-28-23-24W4 is owned by Wheatland County but becomes taxable as it is leased to a second party that is operating a business and has a residential unit (owned by the leaseholder), on the site.

In previous years, County Councils have waived the municipal portion of taxes for both commercial and residential components. The improvement plan amounts were higher than the rent and taxes combined in each of those years. This business is operating and competing with other similar businesses in the county. To maintain a level playing field, administration is recommending to not waive taxes for this property.

The lease agreement permits waiving of annual rent.

Section 4.03 of the lease states that, "The value of the improvements set out in the improvement plan shall be determined by the Landlord and applied annually as a credit to the Tenant's obligation to pay annual rent to the Landlord and the annual rent shall be abated by the value of the improvements that shall be constructed or implemented in accordance with the improvement plan, the said value to be determined by the landlord. An annual improvement plan progress report shall be provided to the Landlord detailing proposed improvements to the property as outlined within this section."

The 2019 submitted Eagle Lake RV Resort improvement plan was not followed. Which was as a result of following factors:

- The timing of County staff schedule to remove of the old pieces of playground equipment;
- Once equipment was removed it did not allow enough time to have new playground equipment installed.

A revised improvement plan was not received, other than the attached letter outlining the expense of \$6030.08. Administration requested more information on the details of the improvements, and received the breakdown November 19, 2019. Administration has reviewed the information provided to determine what work was completed. This analysis to yield the eligible expenses for improvements to the property.

The following is the breakdown of the submitted \$6030.08 expense:

- \$2793.38 considered improvements to the site such as:
 - a) New piping for chlorine system,
 - b) Clean-outs, waterlines and electrical lines,
 - c) Fencing.
- \$3236.70 considered maintenance and not an eligible expense such as:
 - a) Tub style sink in office trailer,
 - b) Replacement of hot water tank and sinks in shower house and laundry.

As per the lease agreement, the landlord determines the value of the improvements to the property. The leaseholder feels that the previous years of improvements should count towards waiving the rental amount this year and in future remaining 16 years of the lease. Administration would suggest that this is not what is agreed to in the lease agreement, as the improvement plan is to be submitted and determined on an annual basis. This is the rationale for the recommendation of waving only part of the 2019 rental amount.

If the Landlord determines that the previous year's improvement plans value is more than the remaining years rental amount, then it should be waived. (see attached spreadsheet for breakdown)

In a 2016 County Council Resolution 16-06-35: "That County Administration negotiate with the current lessee in order to update the 25 year lease agreement that accommodates a change in name of the Lessee to 'The Rainbow Network Ltd' and incorporates lease clauses consistent with a similar lease arrangement within Wheatland County

- Carried"

As per the above resolution, County Administration have attempted to negotiate a new lease agreement but met resistance by the lessee and talks have stalled to have an updated lease agreement negotiated.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

Lease Agreement with the second party.

MGA Section

347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

(b) cancel or refund all or part of a tax;

Strategic Relevance

Reference to goals or priorities of current work program

N/A

Response Options and Desired Outcome(s)

Main result, along with highlighted requisites and benefits

Option 1: Approve the recommendation of Administration.

Option 2: Not approve the recommendation of Administration.

Option 3: Approve an alternate of Council's choosing.

IMPLICATIONS OF RECOMMENDATION

General

Consequences to community, overall organization and/or other agencies

Community is not short the tax/rent amount, as defined in the lease agreement.

Organizational

Policy change or staff workload requirements

N/A

Financial

Current and/or future budget impact

Budget impact of \$12,851.26 depending on decision

Environmental, Staff and Public Safety

Consequences for the environment, consideration of effects on the safety of staff and the public

N/A

Follow-up Action / Communications

Timelines, decision-making milestones and key products

Communications with the tenant will be in writing to advise of Council's decision.

Submitted
by:



Dave Rimes
Community Services Coordinator

Reviewed
by:



Matthew Boscariol, MES, MCIP, RPP
General Manager of Community &
Development Services



Brian Henderson, CPA, CA
Interim CAO



"Baldwin" The Eagle

Eagle Lake RV Resort

~family fun in a quiet country campground~

WHEATLAND COUNTY

OCT 18 2019

RECEIVED

October 18, 2019

RE: Taxation on SE 28-23-24-W-4th, commonly known as "Eagle Lake RV Resort".

Dear members of the Wheatland County Council,

Please accept my annual submission regarding the waiving of the municipal portion of the taxes on SE-28-23-24, West of the 4th. This land is owned by the county then leased to the Rainbow Network Ltd. o/a Eagle Lake RV Resort, for the purposes of running a campground.

The annual rent of \$5000. is paid in improvements to the abovementioned property each year.

The county removed its old playground equipment in August to make way for newer, safer pieces. Because it was so late in the year, we missed the playground sales and installation cycle for 2019 and will aim for upgraded playground equipment for 2020. This means the annual improvement plan as submitted to Dave Rimes in April was not able to be followed. We did however continue to upgrade the park with some new water and electrical lines to garden and mini-farm areas, new fencing for play areas such as the mini-golf and new water lines and water tanks for portions of the showerhouse, laundry room and well-house as required. Several sites were upgraded as well. In 2019 we have already spent \$6030.08 on the above.

The park has completed \$196,682.94 worth of improvements since 2009, more than covering all 25 years worth of lease payments (\$125,000) as well as several years worth of municipal tax payments, still leaving us with a healthy cushion of pre-payments for lean years such as this one.

Having the municipal portion of the 2019 taxes refunded will make a considerable improvement in the finances for the park, as we, like so much of Alberta, is continuing to feel the pinch of our current and long-lasting recession.

If you would like to discuss this with me further, please contact me on my personal and confidential cell at 403 [REDACTED].

Sincerely,

Leslie Pringle



| Eagle Lake Resort Breakdown November 13, 2019 | | | | | | | | | |
|-----------------------------------------------|------------------------|---------------|--|--------------------------|--|-------------------------------------|--|--|--|
| <u>Year</u> | <u>Taxes/Penalties</u> | <u>Rent</u> | | <u>Improvement Plans</u> | | | | | |
| | <u>Waived</u> | <u>Waived</u> | | | | | | | |
| 2010 | \$ 5,626.49 | \$ 5,000.00 | | \$ 17,700.00 | | | | | |
| 2011 | \$ 5,854.75 | \$ 5,000.00 | | unknown | | Adminstration could not find record | | | |
| 2012 | \$ 5,800.96 | \$ 5,000.00 | | \$ 26,674.00 | | | | | |
| 2013 | \$ 7,338.17 | \$ 5,000.00 | | \$ 16,002.00 | | | | | |
| 2014 | \$ 7,031.90 | \$ 5,000.00 | | \$ 38,312.00 | | | | | |
| 2015 | \$ 8,113.80 | \$ 5,000.00 | | \$ 24,071.00 | | | | | |
| 2016 | \$ 7,617.66 | \$ 5,000.00 | | \$ 24,500.00 | | | | | |
| 2017 | \$ 7,666.97 | \$ 5,000.00 | | \$ 13,500.00 | | | | | |
| 2018 | \$ 7,860.76 | \$ 5,000.00 | | \$ 9,556.16 | | | | | |
| Totals | \$ 62,911.46 | \$ 45,000.00 | | \$ 170,315.16 | | | | | |
| | | | | | | | | | |
| | Taxes | Rent | | | | | | | |
| 2019 | \$ 7,851.26 | \$ 5,000.00 | | \$ 6,030.08 | | Amount that was submitted | | | |



WHEATLAND COUNTY

Where There's Room to Grow

Request for Decision

January 14, 2020

Resolution No. _____

Date Prepared December 17, 2019

Subject

Decision-making topic title

Request for reimbursement of costs associated with the redesignation for redesignation application associated with the NW-29-24-24-W4 totaling \$1,993.75.

Recommendation

Clear resolution answering – what/who/how/when

That Council choose Option 1 to reimburse the costs to the landowner

Resolution 1: That Council move to reimburse the costs associated with the redesignation application associated with the NW-29-24-24-W4 totaling \$1,993.75.

GM Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION

Report/Document:

Attached



Available



None



Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

The first instance of staff inquiring about the trailer business occurred in 2014, when the landowners applied for an accessory use development permit, no follow up was done. In 2016 the landowner applied for another development permit and the inquiry into the business was posed again. Discussions were held with the General Manager of Planning and Development at the time but no written correspondence has been found that explains what was decided. In 2018 another development permit was applied for which triggered the inquiry into the business again. Staff worked diligently with the landowner during this time to ensure the non-compliance issue was addressed and the issues dealt with. Due to the substantial inconvenience to the landowner, staff offered to bring forward a request to Council to reimburse them the fees for the redesignation application.

The fees incurred during the application process are as follows:

\$1,500 for the Direct Control District application

\$21.25 for the Certificate of Title

\$472.50 for the Tentative Plan

\$1,993.75 Total

Relevant Policy / Practices / Legislation

General Policy 3.17.6 Fees, charges and payments:

- a) Upon determination that fees, charges or payments are subject to refund: Authorization: That the Chief Administrative Officer be authorized to refund fees, charges, or payments less than

\$1,000.00 and that a summary of those refunds which are greater than \$250.00 be presented to Council.

Strategic Relevance

Response Options and Desired Outcome(s)

Option #1: That Council reimburse the costs of the redesignation to the landowner.

Resolution 1 That Council move to reimburse the costs associated with the redesignation application associated with the NW-29-24-24-W4 totaling \$1,993.75.

Option #2: That Council deny the request for reimbursement.

Resolution 1 That Council move to deny the request for reimbursement of the costs associated with the redesignation application associated with NW-29-24-24-W4

Option #3 THAT Council approve an alternate recommendation.

Staff is recommending Option #1 - Approval for the following reason:

- The process has been considerably inconvenient to the landowner, refunding the application fees is one way to compensate them for the inconvenience.

IMPLICATIONS OF RECOMMENDATION

General

Reimburse the landowner \$1,993.75 for their redesignation application.

Organizational

N/A

Financial

The County will reimburse the landowner \$1,993.75.

Environmental, Staff and Public Safety

N/A

Follow-up Action / Communications

If approved, Staff will notify the landowners and reimburse them the \$1,993.75 for their redesignation application.

Submitted
by:



Megan Williams, BCD
Planner II

Reviewed
by:



Matthew Boscariol, MES, MCIP, RPP
General Manager of Community &
Development Services



Brian Henderson, CPA, CA
Interim CAO

Fred and Holly Kugler

Request of refund of DC rezoning to meet County bylaw

We are requesting full compensation of costs incurred to rezone a cell (portion) of our 54.96 of AG designation to a cell of 2+- acres to DC for a long running business.

Holly met and went through all the steps originally with Wheatland County to get approval and to meet all requirements set forth by the current Wheatland County employees at that time. We met all requirements which were put forth and have been paying commercial land rates as of the day the business was started.

Every time we have had to apply for a development permit this had arise and we were told that we were grandfathered in and to continue operating as it has been until last year when we applied for a development permit for another personal use building, at this point Colton and Megan had advised that this be brought into current bylaws to have everything corrected.

Both Colton and Megan had agreed to have the now fee's waived to bring everything into proper zoning and bylaw's as we have been operating as we were originally guided by and have not been running an hidden business and trying to evade the additional taxation cost as it is a cost of doing business in our eyes.

Below are the costs which will need to be refunded by Wheatland County

- Land Use Bylaw Amendment Application for the amount of \$1500.00
- Current Certificate Of Title for the amount of \$21.25
- Survey of existing business size to meet Wheatland County's request for GPS coordinates for property lines for new DC CELL. Actual cost is to be determined but we will submit actual invoice from Surveyor for reimbursement.

We also do request that in the mail out that it is made public knowledge that we have been operating as originally guided and that we have been paying commercial tax rates on the land base which has been used for the purpose of running the business. We feel that this looks poorly on our business as if were skating by and were caught, with todays world reputation can make or break a business and we hope that if you were in our shoe's you would see where we are coming from with this request.

Best Regards,
Fred and Holly Kugler



WHEATLAND COUNTY

Where There's Room to Grow

Request for Decision

January 14, 2019

Resolution No. _____

Date Prepared January 3, 2020

Subject

Decision-making topic title

General Manager of Transportation and Agriculture Report for activities that occurred in December 2019.

Recommendation

Clear resolution answering – what/who/how/when

That Council accepts the General Manager of Transportation and Agriculture, December 2019 report.

RECOMMENDATION

Report/Document:

Attached

☐

Available

☐

None

☐

Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

Public Works Crews

Gravel Crew is moving to Ridgeland and will be stockpiling at Chancellor, the shack will be brought in for inspection. Culvert and Surfacing Crew are installing bridge size structures at the canal crossings at Twp.230, Surfacing Crew has also been cutting trees between pipe installs. The Construction Crew will strip and reclaim at Goldsmith then move to the Ridgeland pit.

The Hamlet and Utilities / WTS

Snow pile hauling was done throughout Carseland, plowing and sanding are ongoing in the other hamlets. Because of complications the water break at the Carseland WTP will have to be completed in the spring. Snow clearing, setup and tear down was done for the Christmas train event in Gleichen. Railing tie-ins have been completed by welder around transtor bins at Carseland, Hussar, Cluny, Rosebud and Standard WTS. Rite Way Fencing repaired the fence at Hussar and the ramp was constructed at Standard. Waste Management will be taking over the cardboard and paper recycling and GFL will be taking over transtor bin hauling for Drumheller Landfill in the new year.

Capital Works

- Design and tender documents for Rosebud Lagoon are being completed by CIMA and will be submitted to the County in January 2020.
- CIMA is currently working on the Gleichen infrastructure study with the first draft to be submitted in January 2020.

CSMI

Volume control target discussions have concluded, and targets have been finalized. The City of Chestermere has formally withdrawn from the cooperative stating the project, in its current state, does not provide enough value for the capital and ongoing operating expenses required. CIMA is preparing a proposal and cost to review the engineering design of the CSMI project.

Facilities

- Security access button for Public Works completed.
- Janitorial Cleaning Contract awarded to Regency Cleaning Services for 2020–2022.
- Cluny Fire Hall emergency lighting installed.
- Cleaning and waxing of floors being completed over the holiday break at Admin, ASB, Public Works.
- Waiting on pricing for new water filtration system for our well system at the main Admin buildings.

Gravel / Roads

- The contractor, Sage Management, completed crushing operations at the Thurn Pit.
- A total of 6 proposals were received for the RFP for Aggregate Crushing Services, contract will be awarded to Sage Management.
- We will be crushing 90,000 tonnes at our Goldsmith Pit and 60,000 tonnes at Ridgeland Pit in 2020.
- Ongoing communication with Alberta Environment on the registration for the Chase Pit.

Wheatland Regional Water

- Flushed and tested the water line that was repaired at the Carseland pump house.
- Painting and minor structural repairs are being done at the Speargrass WTP
- Work on phase III WRC expansion to Rosebud is continuing.
- In the process of implementing Neptune 360 meter reading software which is a cloud based software.

Agriculture & Environment Report (2019 Operational stats)

- 3782 km of roadside mowing completed.
- 480 acres of spraying for weed control on 824 km of right of way.
- 5470 km of roadside inspected for weeds along with 193 private land inspections including 4 times each in the Villages of Standard, Rockyford and Hussar
- 26 weed complaints and/or inquires responded too.
- 22.5 km of roadside seeding and 50 acres of borrow areas
- 60 bales of eco-tack and 61 bales of straw applied for erosion control
- Surveys completed include 103 clubroot, 14 blackleg and Sclerotinia, 45 grasshopper locations and 2 Bertha Armyworm locations
- 224 plastic grain bags recycled for a total of 51.7 tonne.
- Seed cleaning plant inspections complete with all 3 plants receiving scores of 99%.

Submitted By: Cindy Sweere
Administrative Assistant

Reviewed By: Mike Ziehr
General Manager of Transportation & Agriculture



Brian Henderson, CPA, CA
Interim CAO





WHEATLAND COUNTY

Where There's Room to Grow



Request for Decision

January 14, 2020

Resolution No. _____

Date Prepared December 10, 2019

Subject

Decision-making topic title

Environmental Audit Final Report

Recommendation

Clear resolution answering – what/who/how/when

That Council accept the content of the Environmental Audit Report as information.

CAO Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION

Report/Document:

Attached



Available



None



Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

In 2018 Wheatland County performed an Environmental Audit of its operations. The results were provided in a report to Council at the November 6, 2018 Council Meeting.

The purpose of this RFD is to provide a final update to Council on progress made towards correcting the findings in the Audit. As per the attached report, Wheatland County achieved 90% success in correction of audit findings and have committed ongoing attention to the remaining 10% as part of regular programs. Quarterly updates were provided at the April 2, July 2, and October 1, 2019 Council Meetings.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

Wheatland County General Policy 3.25, Environmental Policy (Res. 16.10.11)

Strategic Relevance

Reference to goals or priorities of current work program

A primary goal of Wheatland County's Environmental Program is to ensure compliance with environmental regulations for all County activities. The audit and subsequent attention to the contents of the audit report supported this goal with positive results.

Response Options and Desired Outcome(s)

Main result, along with highlighted requisites and benefits

1. Approve the recommendation of administration
2. Do not approve the recommendation of administration
3. Approve an alternate recommendation of Council's choosing.

IMPLICATIONS OF RECOMMENDATION**General**

Consequences to community, overall organization and/or other agencies

The Environmental Audit assisted Wheatland County in understanding environmental risks within our organization and operations.

Organizational

Policy change or staff workload requirements

N/A

Financial

Current and/or future budget impact

N/A

Environmental, Staff and Public Safety

Consequences for the environment, consideration of effects on the safety of staff and the public

Addressing our environmental risks has a positive impact on the environment.

Follow-up Action / Communications

Timelines, decision-making milestones and key products

None

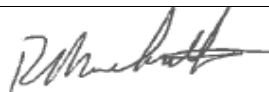
Submitted
by:

Alyssa Robb
Environmental Coordinator



Reviewed
by:

Russel Muenchrath
Manager of Agriculture and Environment



Reviewed
by:

Mike Ziehr
General Manager of Transportation &
Agriculture



Reviewed
by:

Brian Henderson
Interim CAO





Environmental Audit Final Report

December 10, 2019

Summary

In 2018 Wheatland County hired a third-party auditor to complete an Environmental Audit of Wheatland County operations. Wheatland County staff accompanied the auditors on site visits conducted during May and June 2018, and a final report was provided in August 2018. The audit report outlined 48 total findings, of which 31 were considered regulatory non-compliance and classified according to level of risk. 17 findings consisted of non-regulatory opportunities for improvement. Throughout 2019 Wheatland County staff endeavoured to address and correct the findings, and Council was provided with quarterly progress updates in April, July and October. In this final report administration is pleased to announce that we have achieved 90% success in correction of audit findings and have committed ongoing attention to the remaining 10% as part of our regular programs. These items are identified and explained in the figures to follow alongside descriptions of improvements achieved at Wheatland County as a result of the environmental audit initiative.

Completion Results

Figure 1: Non-Compliance Findings

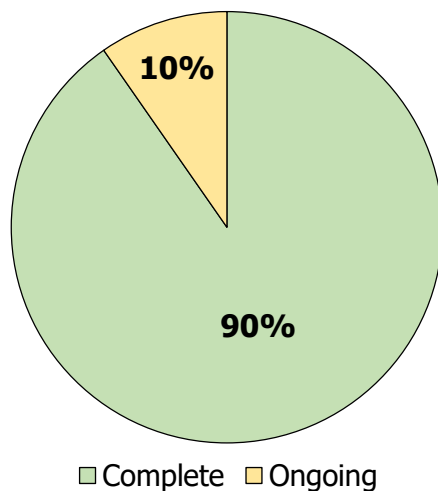


Figure 2: Opportunities for Improvement

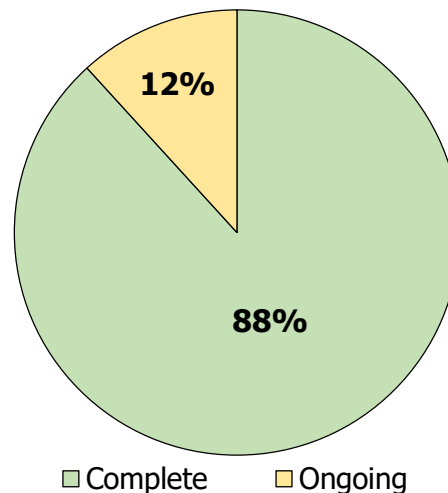


Table 1: Completion Data

| Status | Non-Compliance High Risk | Non-Compliance Moderate Risk | Non-Compliance Low Risk | Total Non- Compliance | Total Opp. for Improvement | Total |
|------------|-----------------------------|---------------------------------|----------------------------|--------------------------|-------------------------------|-------|
| Complete | 3 | 9 | 16 | 28 | 15 | 43 |
| Ongoing | 1 | 2 | 0 | 3 | 2 | 5 |
| Total | 4 | 11 | 16 | 31 | 17 | 48 |
| % Complete | 75% | 82% | 100% | 90% | 88% | 90% |

Table 2: Final Status of Non-Compliance Findings

| From 2018 Wheatland County Environmental Compliance Audit, Table 2 Non-Compliance Findings | | | | |
|------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Item No. (Risk) | Operational Area | Topic | Action Taken | Item Status |
| 1 (Low) | All | TDG – training | All applicable staff have received TDG training, and a Wheatland County staff member has now been trained as a TDG instructor for future training needs. | Complete |
| 2 (Low) | Agricultural Services | Pesticide records | Pesticide record forms were modified to include the name of pest and purpose for applying pesticides. | Complete |
| 3 (Low) | Agricultural Services | Pesticide Mixing - Offsite | Pesticide mixing procedures have been completed for every satellite shop in the County. | Complete |
| 4 (Low) | Agricultural Services | Pesticide applicators and dispensers | Agricultural Services notified AEP of changes to pesticide applicators on staff and will continue to do so moving forward. | Complete |
| 5 (Mod) | Public Works | Freshwater Pond | Staff confirmed that no water license is required for use of water from the dugout in the center of the County yard. Uses of the water and activities potentially influencing water quality were identified. Due to the likelihood of interaction with groundwater, staff found alternate locations for snow piling away from the dugout and advocated for the building of a wash bay to reduce wash runoff into the dugout. Signs were purchased and installed around the dugout to remind staff to avoid activities that impact water quality. Staff have recently had the water tested to establish a benchmark and did not find hydrocarbon contaminants in the water. Staff will look for ongoing improvement opportunities. | Complete |
| 6 (Low) | Public Works | Tidy tank - placarding | New TDG placards were ordered and installed on the one tank that was found to be lacking them. | Complete |
| 7 (Low) | Public Works | WHMIS labeling | Staff placed WHMIS workplace labels on the two containers found to be lacking them, and staff will take care to look for unlabelled containers in all future safety inspections. | Complete |
| 8 (Mod) | Public Works | Fueling Tanks – spill control | Spill kits were ordered for one grader shop fuel tank found to be lacking them, and staff confirmed that enough spill materials and equipment were available in the main yard to accommodate a spill of at least 1000 L. | Complete |

| | | | | |
|--------------|----------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 9 (Low) | Public Works | Waste management – oily rags and solvents | Steel containers with steel lids were purchased for all shops for the collection of oily rags and spill absorbent materials. | Complete |
| 10 (Mod) | Public Works | Fueling tanks - spill | A leak noticed at the diesel tank in the yard at time of inspection was fixed immediately. Stained soil was noticed at a grader shop and in the County yard in the fueling tank areas; however, staff confirmed that the tanks sit on clay pads where runoff does not risk leaving the site. Soil will be remediated as required if/when sites are retired. | Complete |
| 11 (Mod) | Public Works, Waste and Recycling, Utilities | Tank secondary containment monitoring | The staff member responsible for secondary containment monitoring was not available at the time of the audit. Secondary containment monitoring had been completed and will continue to be for all sites with fuel or oil tanks, and records will be kept available. | Complete |
| 12 (Mod) | Roads | Nest sweeps | Nest sweeps have been incorporated into our road and infrastructure maintenance programs to ensure that our activities do not harm species at risk or migratory birds. In 2018 and 2019 nest sweeps were completed at every road construction site prior to the removal of vegetation within restricted activity periods. Nests found were respected on the job. Moving forward, staff intend to remove vegetation prior to restricted activity periods wherever possible to prevent operation impacts and reduce costs. | Complete |
| 13 (Low) | Roads | Weed issues | At one of the road construction sites visited during the audit, a Black Henbane infestation had taken root following ground disturbance. Staff were already aware of Black Henbane issues in the area, and immediately following the audit all plants were controlled. This location will require ongoing attention. | Complete |
| 14 (High) | Roads | Erosion and sediment control (ESC) | Heavy flooding in the spring of 2018 lead to substantial erosion and sediment issues at some of our recent road projects, highlighting deficiencies in our erosion and sediment controls. Conversation with the road construction team and consultants lead to increases in quality of erosion and sediment control plans on every project moving forward. Contractors were hired to correct issues on roads that were heavily impacted by flooding, and there has been a substantial increase in erosion and sediment controls used on 2018 and 2019 projects. Staff ensure that seeding is completed as soon as possible following project completion to establish vegetative cover quickly and help keep costs down. 8 staff members attended erosion and sediment control training in the spring of 2019 the highlighted the importance of effective ESC and proper methods of installation. | Complete |

| | | | | |
|--------------|-----------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 15 (Low) | Utilities | Annual reporting | Staff ensured that annual reports for the Carseland-Speargrass wastewater system will now include groundwater level monitoring results and an operational summary of activities. | Complete |
| 16 (Mod) | Utilities | In-stream objectives | In-stream monitoring at the Carseland-Speargrass water treatment plant is dependent on provincial monitoring infrastructure which was damaged during flooding and therefore not utilized thereafter by staff. The expectation is that river flow rates will be documented daily during water diversion to ensure that the requirements of our water license are met. We anticipate that this monitoring will occur in 2020 but will require ongoing attention dependent on utility contractors to ensure this requirement is being met. | Ongoing |
| 17 (Low) | Utilities | Monthly reporting | Monthly reports at the Carseland-Speargrass Water Treatment Plant were reviewed and moving forward will contain all necessary reporting requirements. | Complete |
| 18 (Low) | Utilities | Diesel tank - identification | Product label and TDG placards were purchased and added to all diesel tanks at water treatment plant locations. | Complete |
| 19 (High) | Utilities | Water Act Licence | The County yard has a water well that supplies all buildings at the site. Exceedance of its water license will need to be addressed if it becomes an annual issue, which would require obtaining an additional license or modifying how water is used at the complex. Staff have recently identified operations that can alternatively utilize water from the onsite dugout and will continue to monitor annual use. Other opportunities for reduction in water consumption will be considered. | Ongoing |
| 20 (High) | Utilities | Potable Water | Wheatland Regional Corporation tests the County site well water bacteriologically once per week and chemically a few times per year for potability. Testing has consistently proven potable water. | Complete |
| 21 (Low) | Utilities | EPEA approval or registration | There were questions as to whether the Rosebud Water Treatment Plant had appropriate approval, staff have since confirmed that the lagoon is approved. Annual reporting was corrected in 2019 and will be correct moving forward. | Complete |
| 22 (High) | Utilities | Water licence expiration | Additional water licensing for Rosebud was deemed to not be required due to planning for Phase III Expansion of the Wheatland Regional Corporation Water Line. | Complete |
| 23 (Low) | Utilities | Monthly reporting | The name and manufacturer of water treatment additives have and will continue to be included in monthly reports from the date of this audit. | Complete |

| | | | | |
|-------------|-----------------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 24 (Low) | Utilities | Approved laboratory | Staff further researched this finding and found that we were compliant with the requirements for approved laboratories for water testing. Certain aspects of approval do not apply to day-to-day activities, and all operators are trained and hold appropriate certification. Laboratories have been approved by provincial inspectors. | Complete |
| 25 (Mod) | Utilities | Water use reporting | The audit found that water use reports had not been submitted for some years at three sites. After research, it was found that we are compliant at two of the sites as the submission of reports was not required, but the third will require more time to complete dependent on utility contractors. Staff will ensure that any required annual reports are submitted on an ongoing basis. | Ongoing |
| 26 (Mod) | Waste and Recycling | Spill response materials | Spill kits were ordered for one waste transfer site that was found to be lacking them. | Complete |
| 27 (Mod) | Waste and Recycling | Personal Identification Number | Staff researched this finding and found that we do not require a hazardous waste PIN. PIN numbers are held by our waste carriers and recipients. | Complete |
| 28 (Mod) | Waste and Recycling | Used oil jug storage – soil staining | An option for containment of used oil pail and drum storage has been approved by Drumheller and District Solid Waste Association. Installation will be done on a site-by-site basis with all sites intended to be complete by 2021. | Complete |
| 29 (Low) | Waste and Recycling | Transtor bins - hydraulic leaks | Wheatland County is ordering and installing a type of hydraulic connector on the Waste Transtor bins that should alleviate the issue of leakage. A trial will be completed at one site, with the rest of the sites intended to follow. | Complete |
| 30 (Low) | Waste and Recycling | Hazardous waste bins - labelling | All hazardous waste collection bins at waste transfer sites have been labelled. | Complete |
| 31 (Mod) | Waste and Recycling, Public Works | Waste manifests | Copies of all waste manifests are now being retained and filed for a period of two years. | Complete |

Table 3: Final Status of Opportunities for Improvement

| From 2018 Wheatland County Environmental Compliance Audit, Table 3 Opportunities for Improvement | | | | |
|------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Item No. | Operational Area | Topic | Action Taken | Item Status |
| 1 | All | Records management | The Audit noted that records requested for review were not immediately available. In many cases they were kept in hard copy, held by consultants, or kept electronically by various staff. This record management challenge is part of a greater, ongoing project at Wheatland County that is already underway. More work will be required on an ongoing basis to establish an appropriate process for obtaining and filing all types of records required for environmental compliance. | Ongoing |
| 2 | Public Works | Oilfield tanks - soil staining | Staff inspected the site identified and determined that staining is not at risk of contaminating the environment or migrating off the property. Soil will be remediated as required if/when the site is retired. | Complete |
| 3 | Public Works | Fueling tanks – signage | Signage was added to all sides of the fuel tanks in the yard. | Complete |
| 4 | Public Works | Contaminated spill materials | Steel containers with steel lids were purchased for all shops for the collection of oily rags and spill absorbent materials. | Complete |
| 5 | Public Works | Site plan | Wording on one of our gravel pit site surveys was changed for clarity. | Complete |
| 6 | Public Works | Mobile equipment – spill kits | More spill kits were added to locations with hazardous materials and staff ensured that spills kits were available in all vehicles and equipment hauling materials. | Complete |
| 7 | Public Works | Soil stockpile - additional soil | At the time of audit, a slurry pit had just been dug next to the topsoil pile in the County yard, causing soil to be added to the pile. We were cautioned to avoid mixing soils from various sites into one pile, so even though this had not actually occurred, the reminder was passed on to staff. | Complete |
| 8 | Public Works | Erosion | Erosion issues were noted along the banks of Severn Reservoir. After research, it is determined that this is a matter for the Province as owners of the reservoir. In the past, staff have attempted to create shoreline restoration projects, but have been reminded by the Province that it is not our responsibility to do so. | Complete |

| | | | | |
|----|---------------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 9 | Public Works | Soil stockpile - signage | Signs indicating topsoil and subsoil stockpiles were added to stockpile and gravel pit locations to ensure that piles can be identified properly in the future. | Complete |
| 10 | Roads | Records management | Staff implemented a collaborative management system as a pilot for the road construction program so that all staff involved would have access to documents and correspondence produced by consultants. Although more work is required to ensure ongoing improvement to records management in this area, a framework has been set. | Complete |
| 11 | Utilities | Water loss in distribution system | Staff found and fixed leaks in the Carseland water distribution system, resulting in an estimated 40% water savings in the system. | Complete |
| 12 | Utilities | Spill materials | Spill kits were added inside a water treatment plant where they were found to be lacking. | Complete |
| 13 | Utilities | Well locks | A lock was installed on one Rosebud water wellhead that was lacking. | Complete |
| 14 | Utilities | Water withdrawal volumes | New water flow monitoring equipment was installed at the Rosebud Water Treatment Plant to ensure more accurate readings and reporting. | Complete |
| 15 | Utilities | Measurement units | Staff reviewed and added units of measure to all reports and will continue to do so moving forward. | Complete |
| 16 | Waste and Recycling | EPEA notifications | Staff reviewed and determined that the current arrangement regarding waste transfer sites is accurate with AEP and the Environmental Protection and Enhancement Act. The situation is complicated due to ownership and management of waste transfer site lands, leading to this finding on the audit. | Complete |
| 17 | Waste and Recycling | Pesticide jug storage area | Pesticide container collection sites are a noted issue amongst staff. Ongoing work is required to establish a plan for upgrading the sites. The situation is complicated due to involvement of Cleanfarms and possible need for a capital solution, which may be a longer-term priority. Collection sites have clay pads and deteriorating berms, so are okay for the time-being. Staff have considered supplying plastic bags for collection so that liquids are contained, or amalgamating and reconstructing collection infrastructure, but no concrete plan has yet been determined. | Ongoing |



WHEATLAND COUNTY

Where There's Room to Grow

Request for Decision

January 14, 2020

Resolution No. _____

Date Prepared December 20, 2019

Subject

Decision-making topic title

Wheatland Regional Corporation Phase III Project Water Allocation

Recommendation

Clear resolution answering – what/who/how/when

That Council approve administration to allocate 53,290 m3 from the Supply and Conveyance of Raw Water agreement with the Western Irrigation District for Wheatland Regional Corporation Phase III.

CAO Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION

Report/Document:

Attached



Available



None



Key Issue(s) / Concepts Defined

Define the topic, reference background material and state question to be answered

The following background is taken from MPE Technical Memorandum 2. The overall Wheatland Regional Corporation (WRC) regional servicing strategy is to provide potable water to four partnering municipalities: The Villages of Standard, Rockyford and Hussar, and Wheatland County (County), which includes the Hamlets of Gleichen and Rosebud. The regional network is in the third of four phases of implementation. Phase I connected the Village of Standard and the Hamlet of Gleichen to the WRC system. Phase II connected the Village of Rockyford. The current Phase 3 will connect the Hamlet of Rosebud. The potential to connect to rural residents in the Redland area will be reviewed, as there is a history of groundwater concerns in this area. The future Phase 4 would connect the Village of Hussar.

Rosebud is currently supplied water by three wells. This current groundwater allocation cannot be transferred to a surface allocation to allow service the hamlet through the works of WRC as part of the Phase III expansion. Administration is recommending allocating a portion of the 1,000 acre feet (1,233,482 m3) of raw water that the County purchased from the WID in 2010. As it shows in Section 16.0 Water License of Technical Memorandum 2, MPE is recommending a total of 53,290 m3 be allocated to supply Rosebud.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

RESOLUTION 19-07-78 WRC – Phase #3 Project Contribution KLASSEN MOVED approval that Wheatland County fund the municipal portion of the Wheatland Regional Corporation Phase #3 Project; that being 10% of the total project construction cost up to a maximum amount of \$620,120.

Strategic Relevance

Reference to goals or priorities of current work program

n/a

Response Options and Desired Outcome(s)

Main result, along with highlighted requisites and benefits

1. **Approve recommendation.**
2. **Not approve the recommendation.**
3. **Approve an alternate recommendation of Council's choice.**

IMPLICATIONS OF RECOMMENDATION**General**

Consequences to community, overall organization and/or other agencies

n/a

Organizational

Policy change or staff workload requirements

n/a

Financial

Current and/or future budget impact

The applicable Supply and Conveyance of Raw Water Agreement signed in 2010 has a Supply and Conveyance Rate of \$0.1150/m³. This rate was to increase at the same rate of increase as the annualized percentage rate increase in the Consumer Price Index. Using the original rate in 2010 annual conveyance costs would be 53,290 m³ x \$0.1150/m³ = \$6,128.35.

Environmental, Staff and Public Safety

Consequences for the environment, consideration of effects on the safety of staff and the public

n/a

Follow-up Action / Communications

Timelines, decision-making milestones and key products

n/a

Submitted by: Bryce Mackan
Manager of Utilities

Reviewed by: Mike Ziehr 
GM Transportation & Agriculture

Reviewed by:

Reviewed by: Brian Henderson
Interim CAO



TECHNICAL MEMORANDUM 2

Date: October 23, 2019 File: 2300-031-08\TM02

To: Russ Drummond, Wheatland Regional Corporation E-mail: admin@wrc-ab.ca
cc: Leah Jensen, WRC; Elaine McDonald, Rockyford

From: Dan Modderman, P.Eng. Pages: 9 + Appendices

Subject: Route Options & Preliminary Design – WRC Phase 3 Water Line to Rosebud

| Rev. No. | Date | Revision Description | Prepared By | Reviewed By |
|----------|---------------|----------------------|-------------|-------------|
| 0 | Oct. 23, 2019 | For Approval | DM | SF |
| | | | | |
| | | | | |
| | | | | |

This Technical Memorandum 2 (TM02) is prepared by MPE Engineering Ltd. (MPE) for the Wheatland Regional Corporation (WRC). The memo includes a summary of the preliminary design for the selected pipe route option of the Phase 3 water pipeline to Rosebud.

1.0 Background Information

The overall WRC regional servicing strategy is to provide potable water to four partnering municipalities: the Villages of Standard, Rockyford and Hussar, and Wheatland County (County), which includes the Hamlets of Gleichen and Rosebud. The regional network is in the third of four phases of implementation. Phase 1 connected the Village of Standard and the Hamlet of Gleichen to the WRC system. Phase 2 connected the Village of Rockyford. The current Phase 3 will connect the Hamlet of Rosebud. The potential to connect to rural residents in the Redland area will be reviewed, as there is a history of groundwater concerns in this area. The future Phase 4 would connect the Village of Hussar.

The main components of each phase are described below:

Phase 1 (completed)

- New raw water reservoir (RWR).
- New raw water pump station.
- New raw water pipeline from the new RWR to the existing Village of Standard Water Treatment Plant (WTP).
- Addition of new transmission pumps to the Village of Standard WTP.
- New treated water line to the Hamlet of Gleichen.

Phase 2 (completed)

- Upgrades and expansion to the Village of Standard WTP (increase capacity).
- New treated water line to the Village of Rockyford.

Phase 3 (proposed)

- Pipeline extension to the Hamlet of Rosebud.

Future Phase 4

- Pipeline extension to the Village of Hussar.

2.0 Summary of Memorandum Contents

This memo includes the following content:

- Design flows
- Summary of the pipeline route options and selected option
- Cost estimate for the selected route option
- Hydraulics
- Pipe Diameter, Material and Velocities
- Method of Pipe Installation
- Chlorine Residual in Pipeline
- Crossings
- Rosebud Tie-in
- Electrical and Controls
- Land/Easements
- Geotechnical Assessment
- Environmental Assessment
- Regulatory Approvals
- Water License
- Schedule

3.0 Design Flow

The following summarizes the original 2016 design flow and 2019 updates based on historical flow data for Rosebud received from the County. The 2016 overall design population and flows for the project are summarized in *TM1 General Design Criteria*, April 22, 2016 (TM1-2016), prepared by MPE for WRC.

The regional pipelines are designed for Maximum Day Demand (MDD) for the *Build-Out Horizon* as described in TM1-2016. Each community is responsible to manage their respective peak hour demands (PHD) and fire flow protection (where applicable). The flow designated for rural supply along each pipeline is 10% of the flow to each downstream community.

The initial pipeline design flow from the tee to Rosebud is summarized in the first column of **Table 3.1**, based on Build-Out MDD from TM1-2016, which assumed an annual growth rate of 1.5% over 25 years from 2013 to 2038. In 2019, the County provided three years of historical flows for the Rosebud water system from 2016 to 2018. A current day MDD of 106 m³/day was estimated from this data. The second column in **Table 3.1** projects an annual growth rate of 1.5% for 25 years from 2019 to 2044. The County issued a Regional Growth Management Study in 2011 with an annual 2.8% growth rate for Rosebud. The third column in **Table 3.1** projects a growth rate of 2.8% for 25 years from 2019 to 2044.

Table 3.1: Pipeline Build-Out Design Flow

| | MDD 2016 Design in TM1 2013 to 2038 (m³/day) | MDD 1.5% Growth 2019 to 2044 (m³/day) | MDD 2.8% Growth 2019 to 2044 (m³/day) |
|--------------|----------------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------|
| Rosebud | 110 | 154 | 211 |
| Rural (10%) | 11 | 15 | 21 |
| Total | 121 | 169 | 232 |

A 100 mm diameter pipeline was included in the initial conceptual design. Assuming the existing Pressure Reducing Valve (PRV) Station remains within ±5 psi of its current setpoint, the water pipeline would need to be upsized to 150 mm diameter to accommodate the 1.5% and 2.8% growth projections.

The following flows were selected for the design based on 2.8% annual growth projection:

- ADD 116 m³/day
- MDD 232 m³/day

4.0 Pipeline Route Options

Three pipeline route options were selected for comparison in the *TM01 Route Options & Preliminary Design – Phase 3 Water Line to Rosebud*, September 20, 2019 (TM01-2019), prepared by MPE for WRC. A brief description for each option is summarized below:

- Option 1: The pipeline extends east from the tee in the Phase 2 pipeline, north and east across the Serviceberry Creek at two locations, east to Redland and north and east to Rosebud.
- Option 2: The pipeline extends east from the tee, north across the Rosebud River and east to Rosebud.
- Option 2a: This option adds a 100 mm diameter branch west and north to Redland to Option 2.
- Option 3: The pipeline extends east from the tee, north to Redland, north across the Rosebud River and east to Rosebud.

A summary of the comparisons between each option are shown in **Table 4.1**.

Table 4.1: Summary

| | Option 1 | Option 2 | Option 2a | Option 3 |
|---------------------------------------------------------------------|----------------|----------------|----------------|----------------|
| Total Length (km) | 18.8 | 16.9 | 18.9 | 19.8 |
| Number of Properties Requiring Easements ^[1] | 1 | 3 | 3 | 1 |
| Total Residences Interested in Connecting within 1 Mile of Pipeline | 7 | 5 | 8 | 8 |
| Overall Environmental Assessment Ranking ^[2] | 2 | 3 | 4 | 1 |
| Overall Geotechnical Ranking ^[2] | 4 | 2 | 3 | 1 |
| Total Project Cost | \$5.93M | \$5.74M | \$6.01M | \$6.13M |
| WRC Share Portion | \$0.60M | \$0.60M | \$0.80M | \$0.62M |

[1] Assumes railway crossings will not require an easement. To be confirmed during detailed design.

[2] Options are ranked from 1 to 4, with Rank 1 indicating the best routing from an environmental or geotechnical perspective.

The pipeline route options were presented at the September 24, 2019 WRC Board Meeting and the decision was made to proceed with Option 3. Option 3 provides the following benefits:

- Only \$20,000 higher than the lowest cost;
- Least length of pipe on private property (requiring easements);
- Least overall environmental and resource disturbance potential;
- Least probability of geotechnical challenges based on a desktop review;
- Highest number of interested rural residence tie-in potential;
- Lowest number of watercourse crossings;
- Longest length in developed road allowances (best construction access).

See **Appendix A** for a breakdown of the cost estimate for the selected pipe option. The preliminary design drawings for the selected route are attached in **Appendix B**.

5.0 Hydraulics

Figure 5.1 below illustrates the hydraulic grade line (HGL) for the water line from Standard to Rosebud at the build-out design MDD flow. There is an existing PRV Station at SE1-26-23W4, just north of the intersection of Highway 564 and RR 230, which reduces the maximum pressure at the Serviceberry Creek crossing along the pipeline to Rockyford and the Rosebud River crossing along the pipeline to Rosebud. The PRV Station discharge is assumed to be set to 45 psi for the hydraulic analysis, which is the design setpoint established in Phase 2. This

setpoint maintains a minimum pressure of 20 psi along the pipeline, which is the minimum required by Alberta Environment and Parks (AEP). The minimum pressure occurs at a high elevation at Station 7+074 along Township Road 264A.

The pressure along the pipeline at static and design flow is as follows:

- 179 psi Maximum Static Pressure at the Rosebud River crossing
- 154 psi Maximum Dynamic Pressure at the Rosebud River crossing
- 140 psi Static Pressure at Rosebud Reservoir
- 111 psi Dynamic Pressure at Rosebud Reservoir

The maximum dynamic and static pressures occur at the lowest elevation along the route at the Rosebud River crossing at Station 14+835. The HGL for the build-out design flow is shown in **Figure 5.1** below.

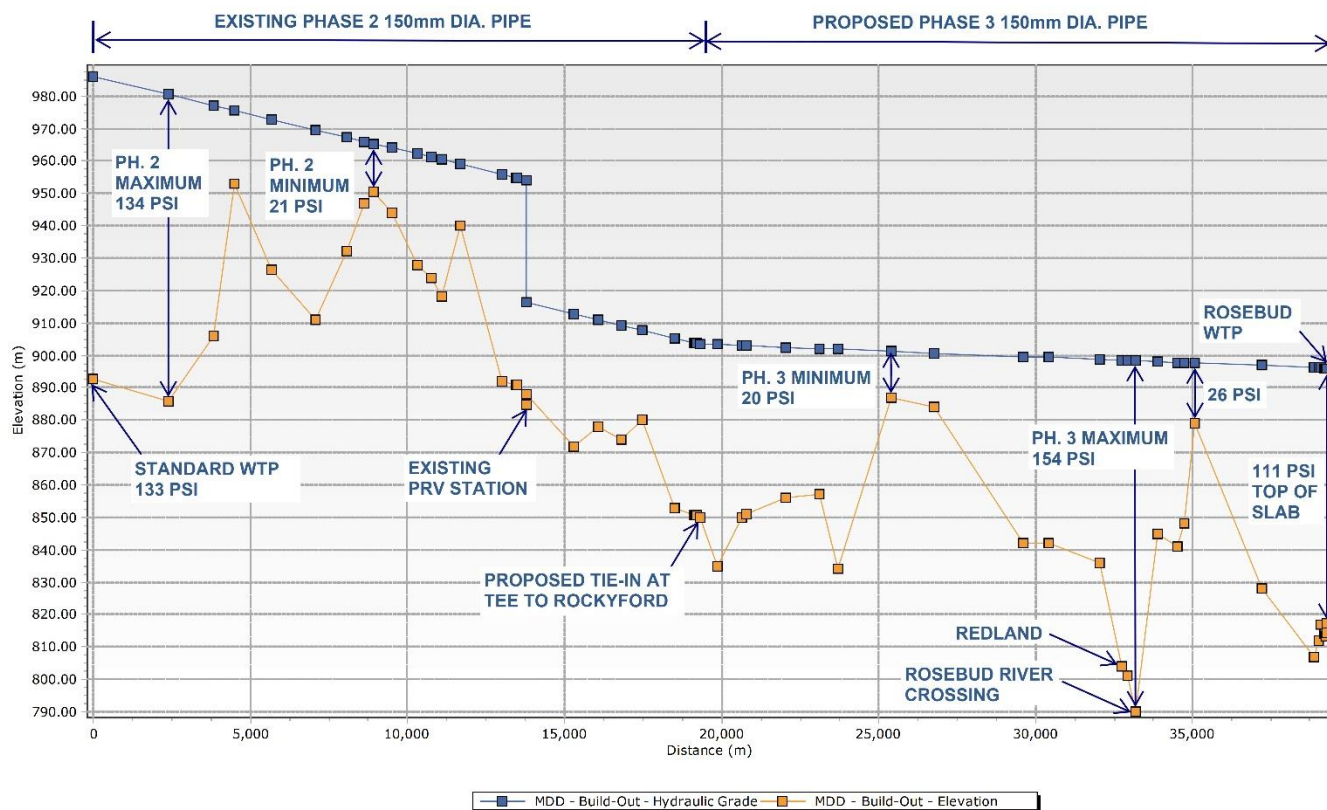


Figure 5.1: Hydraulic Grade Line – Build-Out Flow

6.0 Pipe Diameter, Material and Velocities

The water line is proposed to be 150 mm diameter HDPE DR11 pipe. The HDPE pipe will be specified as PE4710 resin for its working pressure rating of 200 psi. The pipeline will be installed with a minimum cover of 3.0 m within the road allowance and 2.7 m outside of the road allowance.

The water line is proposed to tie-in to an existing 75 mm diameter PVC Series 160 pipe north of the Rosebud Reservoir. This existing pipe feeds well water to the reservoir. The 150 mm diameter pipe has an inside diameter of 136 mm and the 75 mm pipeline has an inside diameter of 82 mm.

The HDPE DR11 pipeline is fused at joints and is corrosion resistant. Due to HDPE flexibility and long pipe lengths, this pipe can potentially be installed using narrow trenches, reducing right-of-way (ROW) and excavation requirements. HDPE is also the prevalent type of pipe used for horizontal directional drilling installations which reduces restoration and roadway reconstruction costs and allows for installation beneath creeks and wetlands with less disruption to the environment.

Table 6.1 summarizes the flow, pipe diameter and velocity of the water and water line during normal operation at design flow rates from the Standard WTP to the Rosebud Reservoir based on Build-Out MDD.

Table 6.1: Pipeline Velocities in m/s (Normal Operation)

| Pipeline | Flow Rate (L/s) | Pipe Nominal Diameter (mm) | Pipe Inside Diameter (mm) | Velocity in Pipe (m/s) |
|-----------------|--------------------|----------------------------------|---------------------------------|------------------------------|
| Standard to Tee | 7.2 | 150 | 136 | 0.49 |
| Tee to Rosebud | 2.7 | 150 | 136 | 0.18 |

7.0 Method of Pipe Installation

The pipeline will be installed by horizontal directional drilling (HDD) with open excavation at drill rig setups, bends and short segments between bends. All private properties, highway crossings, developed County road crossings, creek crossings and wetland crossings will be installed by HDD. The areas where the pipeline is within a County road ROW where the road is developed will also be installed by HDD, to avoid impact to adjacent private property and minimize impact to the County road. There are no undeveloped road allowances along the proposed route.

Because the pipe will be installed by HDD method, the Conservation and Reclamation (C&R) Index calculation will be zero. This is less than the threshold of 2690, that would require a formal EPEA construction and reclamation plan associated with pipeline construction.

8.0 Chlorine Residual in Pipeline

Chlorine (sodium hypochlorite) will be injected into the water at the Standard WTP Clearwell. This water will travel through the pipeline to the Rosebud Reservoir. The static volume in the 19.5 km long 150 mm diameter pipe to the Rockyford-Rosebud tee will be 283 m³ and the volume in the 19.8 km long pipeline to the Rosebud Reservoir will be 288 m³. The following table summarizes the time for the water to flow from the Standard WTP to the Rosebud Reservoir at different flow scenarios.

Table 8.1: Travel Time in Pipeline from Standard to Rockyford

| Flow Scenario | Flow Rate Standard WTP to Rockyford Tee (m ³ /day) | Flow Rate Rockyford Tee to Rosebud (m ³ /day) | Travel Time Standard to Rosebud (days) |
|---------------|------------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------|
| Existing ADD | 191 | 53 | 7.0 |
| Existing MDD | 381 | 106 | 3.5 |
| Build-Out ADD | 310 | 116 | 3.4 |
| Build-Out MDD | 619 | 232 | 1.7 |

The travel times identified in the above table will be modelled during detailed design to estimate the optimum chlorine dose to minimize THM formation while maintaining a minimum of 0.2 mg/L free chlorine to meet AEP standards. The chlorine residual will be monitored on the water tie-in at the Rosebud Reservoir. A chlorine injection system will be installed at the Rosebud Reservoir to inject chlorine if the chlorine residual is low.

9.0 Crossings

The following is a summary of the crossing agreements that will be required for this project:

CN Railway ROW: 1

Wheatland County: 2

Low Pressure Gas:

- Rosebud Gas Co-op Ltd.: 5

High Pressure Oil and Gas:

- Ember Resources Inc.: 1
- Foothills Pipe Lines Ltd.: 1
- Husky Oil Operations Ltd.: 1
- Lynx Energy ULC: 16
- Nova Gas Transmission Ltd.: 1

10.0 Rosebud Tie-in

The existing Rosebud Reservoir is supplied by water wells and a well water pipeline. Chlorine is injected prior to the water flowing into the 726 m³ reservoir. The reservoir supplies water to an underground PRV vault that is in parallel with underground submersible distribution pumps in buried casings adjacent to the reservoir. The pumps supply water for high demand periods. Low demand periods are supplied by gravity through the PRV station.

There is a segment of 75 mm diameter PVC SR160 pipe that was connected to the well pipe when the current reservoir was constructed and an old reservoir was abandoned. The tie-in to the Rosebud facilities will include connection of the 150 mm HDPE regional supply pipeline to the existing 75 mm raw water line outside the reservoir.

The fill line piping inside the water plant will be replaced with new piping, fittings and instruments including new isolation valves, check valve, pressure reducing/sustaining valve, flow meter, flow control valve and pressure indicating transmitter. The flow control valve will be actuated based on level in the treated water reservoir. The existing level indication transmitter will be reused to monitor level in the treated water reservoir. For water quality monitoring, a new chlorine analyser and turbidimeter will be added for monitoring water entering the treated water reservoir. The existing chlorine feed system will be reused to boost chlorine when entering the reservoir when required. The existing chlorine analyser will be reused to monitor water entering the distribution system.

11.0 Electrical and Controls

11.1 Rosebud Electrical

There is no proposed modification to the existing electrical system.

11.2 Rosebud Controls

One PLC will be used for both the regional components and the distribution components, similar to what was implemented at Gleichen and Rockyford. The existing PLC is a Rockwell MicroLogix 1500 with several expansion I/O modules. The MicroLogix 1500 is obsolete, meaning a replacement unit and support is no longer available from the manufacturer. The expansion I/O modules are CompactLogix. Gleichen, Rockyford, and the Raw Water Pump Station (RWPS) are all CompactLogix with an L3 processor, for which a replacement unit and service from the manufacturer is currently available. The existing Rosebud PLC would be upgraded by replacing the existing MicroLogix processor with an L3 CompactLogix processor, reusing the existing CompactLogix I/O modules where possible and adding new I/O modules and associated terminals where required. The upgraded controls will fit within the existing control panel enclosure.

The existing local HMI includes switches and lights on the control panel door as well a Wonderware workstation. A Rockwell PanelView would be installed to replace the existing interfaces. The PanelView requires no software licensing and is similar to what is implemented at Gleichen, Rockyford, and RWPS. The control panel door would be modified to remove the unnecessary components and allow for the PanelView. The screens on the local HMI will be identical to the central HMI at the Standard WTP. The PanelView will also provide local backup data

archiving in the event that communication is lost to central data archiving. The Wonderware workstation and associated UPS would be decommissioned.

The PLC will have HART communications which will allow direct reading of the flowmeter internal totalizers.

Communication between the WTP and the Rosebud Reservoir would be via a secure VPN internet link. The link would utilize the existing internet service at the Rosebud Station. A suitable router would be added.

11.3 WTP Enhancements

WTP enhancements include data handling upgrades. A dedicated historian would be implemented for data archiving. Presently data archiving is done using an ordinary SQL database. A dedicated historian allows more efficient data storage and better retrieval. Storage is more effective because the historian does data compression.

12.0 Land/Easements

The following easements will be required:

- Easement will be required on property owned by Wheatland County at the Rosebud Reservoir.
- Several temporary Work Spaces will be required at road crossings with bends.

Proterra Land Services has been retained to obtain the consent for the geotechnical and environmental surveys and to obtain the agreements for the easements from the landowners. A legal survey will be required after construction to register the easements.

13.0 Geotechnical Assessment

MPE will carry out the geotechnical investigation and compaction testing during construction.

14.0 Environmental Assessment

Ghostpine has been retained to carry out the environmental assessments for the project. They will be doing the following tasks:

- Ghostpine will complete the Phase 1 Environmental Site Assessment
- Environmental Protection Plan (alignment sheets) (EPP)
- Wildlife, wildlife habitat, wetland and vegetation survey (biophysical surveys)
- Fish and fish habitat assessment by a Qualified Aquatic Environmental Specialists (QAES)
- Historical Resources Impact Assessment (HRIA)
- Wetland Assessment and Impact Form (WAIF)
- Provincial and Federal Water Crossing Notifications

15.0 Regulatory Approvals

The following regulatory approvals will be required for this project:

- AEP: *Water Act*: Water Crossings Notification (Rosebud River and wetlands)
- AEP: Notification for water pipeline
- Alberta Culture and Community Spirits: Statement of Justification (and possibly HRIA)

16.0 Water License

Table 16.1 presents a summary of the existing surface water licenses available for the regional system compared with the ADD design flows.

Table 16.1 Existing Surface Water Licenses – Annual Diversion

| Unit | Standard | Standard | Wheatland County (Gleichen) | Wheatland County (Rosebud) | Rockyford | Total |
|------------------------------|-------------|-----------------|-----------------------------|----------------------------|--------------|------------------------------|
| | Through WID | Crowfoot Creek | Through WID | None | Through WID | |
| Approval No. | 32524-00-00 | 39952-00-00 | 39988-00-00 | -- | 35322-00-01 | -- |
| License No. | 11057 | 8984 | 9221 | -- | 11674 | -- |
| File No. | 18798 | 9884 | 9845 | -- | 15935 | -- |
| Effective Date | May 9, 1978 | August 29, 1958 | July 7, 1958 | -- | Feb 11, 1982 | -- |
| Expiry Date | -- | -- | -- | -- | -- | -- |
| Acre-Feet/yr | 60 | 40 | 120 | -- | 105 | 325 |
| m ³ /yr | 74,010 | 49,340 | 148,020 | -- | 129,517 | 401,000^[1] |
| Equivalent m ³ /d | 203 | 135 | 406 | -- | 355 | 1,099 |

[1] Total m³/yr rounded to the nearest 1,000.

Rosebud currently has a groundwater license only, which cannot be transferred to a surface water license. Rosebud will require at least 116 m³/day. It is recommended that Wheatland County transfer 146 m³/day from the existing Wheatland County (Gleichen) water license to Rosebud.

Table 16.2 Proposed Surface Water License Transfer to Rosebud – Annual Diversion

| Unit | Standard | Standard | Wheatland County (Gleichen) | Wheatland County (Rosebud) | Rockyford | Total |
|------------------------------------------------------------------|-------------|----------------|-----------------------------|----------------------------|-------------|--------------|
| | Through WID | Crowfoot Creek | Through WID | Through WID | Through WID | |
| License ADD m ³ /d | 203 | 135 | 260 → | 146 | 355 | 1,099 |
| Design Flows ADD (m ³ /day) | 207 | | 230 | 116 | 203 | 756 |
| Volume Remaining in License ^[2] (m ³ /day) | 131 | | 30 | 30 | 152 | 343 |

[1] Total m³/yr rounded to the nearest 1,000.

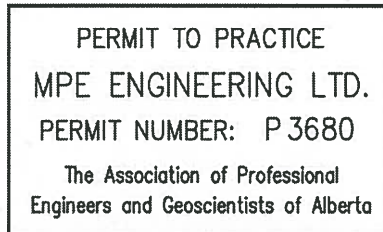
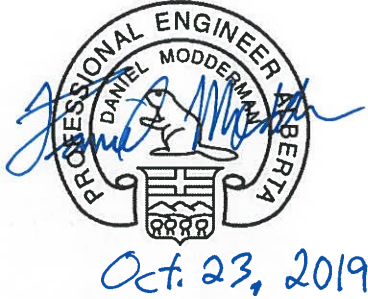
If in the future, one of the municipal partners determines that it requires more raw water supply than its existing diversion license allows, the *Water Act* contains provisions to deal with anticipated shortfall in water diversion. One of those provisions involves a permanent transfer of water allocation from one municipality to another. This process is outlined in Section 81 of the *Water Act*.

Another option involves a temporary assignment of surplus water license from one of the other members of the Wheatland Regional Corporation. This temporary assignment provision is specified in Section 33 of the *Water Act*. This assumes, of course, that one of the other municipal members of WRC has adequate surplus license.

17.0 Schedule

The anticipated schedule for the pipeline contract is as follows:

- Completion of contract documents: February 15, 2020.
- Tender Close: March 12, 2020.
- Construction: March 2020 – October 2020.



APPENDIX A

Cost Estimate for Selected Pipe Route Option



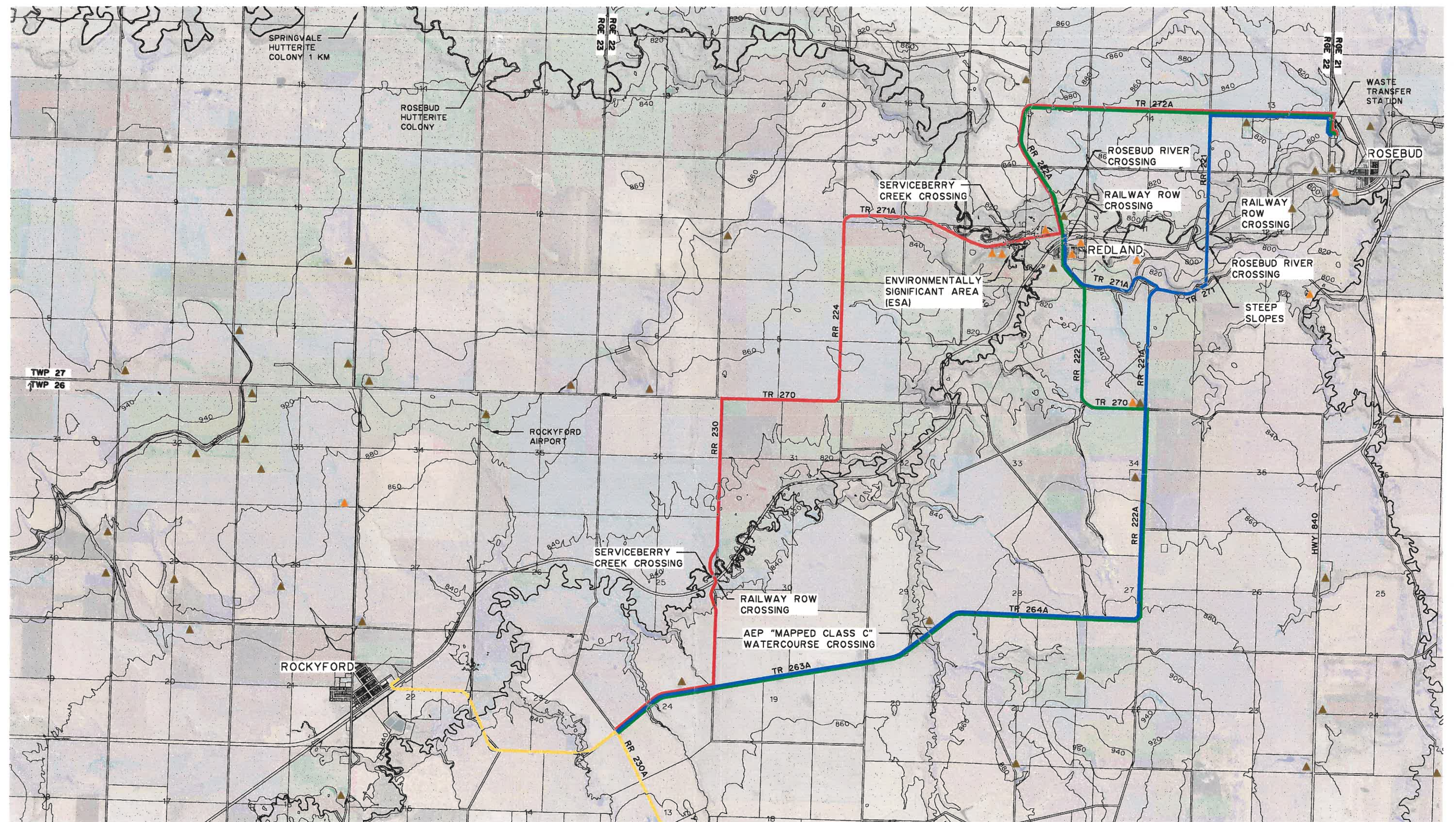
Village of Rockyford c/o Wheatland Regional Corporation
Regional Water Pipeline - Phase 3 Pipeline to Rosebud
Selected Pipeline Route Option 3
PRELIMINARY STAGE

23-Oct-2019

| DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | COST |
|------------------------------------------------------------------|----------|-------|------------|---------------------|
| 1 Mobilization and Demobilization | 1 | L.S. | \$ 380,000 | \$ 380,000 |
| 2 Traffic Accommodation | 1 | L.S. | \$ 30,000 | \$ 30,000 |
| 3 Erosion and Sediment Control | 1 | L.S. | \$ 20,000 | \$ 20,000 |
| 4 Care of Water | 1 | L.S. | \$ 30,000 | \$ 30,000 |
| 5 HDPE Water Pipeline | | | | |
| (a) 150mm HDPE Water Pipeline | 19,800 | m | \$ 110 | \$ 2,178,000 |
| (b) Class "C" Watercourse, Creek and River Crossings | 2 | each | \$ 30,000 | \$ 60,000 |
| 6 D-090 Combination Air Valves | 15 | each | \$ 18,000 | \$ 270,000 |
| 7 Flushing Hydrant Assemblies | | | | |
| (a) Flushing Hydrant | 1 | each | \$ 15,000 | \$ 15,000 |
| (b) Flushing Hydrant with Orifice Plate Manhole | 5 | each | \$ 30,000 | \$ 150,000 |
| 8 Buried Isolation Valves (150mm) | 10 | each | \$ 6,500 | \$ 65,000 |
| 9 Tracer Wire c/w Junction Boxes | 19,800 | m | \$ 3.00 | \$ 59,400 |
| 10 Import Screened Topsoil Allowance | 100 | tonne | \$ 160 | \$ 16,000 |
| 11 Barbed-Wire Fencing | 400 | m | \$ 32.00 | \$ 12,800 |
| 12 Additional Foreign Crossings | 6 | each | \$ 6,000 | \$ 36,000 |
| 13 Hydrostatic Testing, Flushing, and Disinfection | 1 | L.S. | \$ 90,000 | \$ 90,000 |
| 14 Waterline Warning Signs | 75 | each | \$ 300 | \$ 22,400 |
| 15 Road Gravel Surface Reclamation Allowance | 120 | tonne | \$ 250 | \$ 30,000 |
| 16 Rock Drilling Allowance (in length) | 9,500 | m | \$ 80 | \$ 760,000 |
| 17 Telus Relocation Allowance | 1 | L.S. | \$ 30,000 | \$ 30,000 |
| 18 Tie-in to Rosebud Pump Station | | | | |
| a Site Work | 1 | L.S. | \$ 30,000 | \$ 30,000 |
| b Process/Mechanical Work | 1 | L.S. | \$ 60,000 | \$ 60,000 |
| c Electrical Work | 1 | L.S. | \$ 145,000 | \$ 145,000 |
| d Prime Cost Allowance – Control System Setup and Programming | 1 | L.S. | \$ 30,000 | \$ 30,000 |
| 19 WTP Data Handling Upgrade | | | | |
| a Hardware/Software | 1 | L.S. | \$ 45,000 | \$ 45,000 |
| b Prime Cost Allowance – Configuration | 1 | L.S. | \$ 10,000 | \$ 10,000 |
| SUBTOTAL | | | | \$ 4,575,000 |
| CONSTRUCTION CONTINGENCY (20%) | | | | \$ 915,000 |
| SUB-TOTAL CONSTRUCTION | | | | \$ 5,490,000 |
| PIPELINE ENGINEERING (MPE) | | | | \$ 447,000 |
| ENVIRONMENTAL (Ghostpine) | | | | \$ 67,000 |
| GEOTECHNICAL (MPE) | | | | \$ 60,000 |
| LAND ACQUISITION (Proterra) | | | | \$ 53,000 |
| TEMP AND PERM ROWS - Land Purchase (Excluded from Grant Funding) | | | | \$ 1,500 |
| LEGAL SURVEY (Halma Thompson) (Excluded from Grant Funding) | | | | \$ 3,500 |
| CROP DAMAGES COMPENSATION (Excluded from Grant Funding) | | | | \$ 200 |
| SUB-TOTAL PROJECT | | | | \$ 632,200 |
| TOTAL | | | | \$ 6,130,000 |
| WRC SHARE PORTION | | | | \$ 620,000 |

APPENDIX B

Preliminary Design Drawings



- PIPELINE OPTION #1
- PIPELINE OPTION #2
- PIPELINE OPTION #3
- EXISTING PHASE 2 PIPELINE
- ▲ RURAL USER
- ▲ RURAL USER - INTEREST IN WATER SERVICE CONNECTION EXPRESSED IN AUGUST 2019 SURVEY



WHEATLAND REGIONAL CORP.

PHASE 3 REGIONAL WATER LINE TO ROSEBUD
HYDRAULICS ALL OPTIONS

SCALE: 1:50 000

DATE: SEPTEMBER 2019

JOB: 2300-031-08

FIGURE: 1