



WHEATLAND COUNTY

Regular Council Meeting Agenda

February 4, 2020, 9:00 a.m.

Appointments

9:00 a.m. - Public Hearings (see agenda item 2.1.1 & 2.1.2)

11:00 a.m. - Town of Strathmore Representatives (see agenda item 2.2.1)

1:30 p.m. - RCMP Representatives - Strathmore, Gleichen, Drumheller, Beiseker & Bassano Detachments (see agenda item 2.2.2)

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 - January 14, 2020 | 3 |
| 2. Public Hearing Minutes (Jan. 14, 2020) - Re: Bylaw 2019-27 | 17 |

2. ITEMS FOR DISCUSSION AND RELATED BUSINESS

2.1 Bylaw Readings and Public Hearings

- | | |
|---|----|
| 1. Bylaw 2019-32 - Re: Public Hearing & Bylaw Readings
Land Redesignation Bylaw | 18 |
| 2. Bylaw 2019-37 - Re: Public Hearing & Bylaw Readings
Land Redesignation Bylaw | 40 |
| 3. Bylaw 2019-35 - Re: 1st Reading & Scheduling of Public Hearing
Land Redesignation Bylaw | 57 |
| 4. Bylaw 2020-04 - Re: 1st Reading & Scheduling of Public Hearing
Amend Land Use Bylaw - Re: Cannabis Stores | 65 |
| 5. Bylaw 2020-09 - Re: Bylaw Readings
Nuisance and Unsightly Property Bylaw | 77 |

2.2 Presentations / Delegations

- | | |
|---|----|
| 1. Town of Strathmore (Update) - Re: Strathmore Motor Products Sports
Centre | 91 |
| 2. RCMP Detachments - Re: Discussion (Policing Priorities) | |

2.3 Unfinished Business or Business Arising

3. COUNCILLOR REPORTS AND RELATED BUSINESS

- | | |
|----------------------------------|-----|
| 3.1 Reeve's Report | 92 |
| 3.2 Deputy Reeve's Report | 108 |
| 3.3 Division 1 Councillor Report | |
| 3.4 Division 3 Councillor Report | 109 |

3.5	Division 4 Councillor Report	111
3.6	Division 6 Councillor Report	112
3.7	Division 7 Councillor Report	113
4.	DEPARTMENT REPORTS AND RELATED BUSINESS	
4.1	Chief Administrative Officer	
1.	Chief Administrative Officer Report	114
4.2	Corporate and Financial Services	
1.	Corporate & Financial Services Report	116
2.	Accounts Receivable Credit Requests - Re: 2019 CVIP Inspections	118
3.	Safety Administrative Directive Update	120
4.3	Community and Development Services	
1.	Community & Development Services Report	159
2.	Crime Prevention through Environmental Design (CPTED) Audit - Re: Carseland Fire Hall	168
3.	Development Permit 2020-002 - Re: Dwelling, Employee (Muirfield - DC7 District)	185
4.4	Transportation and Agriculture	
1.	Transportation & Agriculture Report	196
2.	Alberta Community Partnership Grant Application	199
5.	CORRESPONDENCE / INFORMATION	
5.1	Correspondence & Information Items	202
6.	CLOSED SESSION (IN CAMERA)	
	• Legal Matter (FOIP - Sec. 16) - Re: Green for Life Compost Facility	
7.	ADJOURNMENT	



WHEATLAND COUNTY

Regular Council Meeting Minutes

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

Councillors Present: Reeve A. Link, Division 2
Deputy Reeve S. Klassen, Division 5
J. Wilson, Division 1
D. Biggar, Division 3
T. Ikert, Division 4
G. Koester, Division 6
B. Armstrong, Division 7

Administration: B. Henderson, Interim Chief Administrative Officer
M. Boscariol, GM of Community and Development Services
M. Soltys, Communications Specialist
M. Desaulniers, Recording Secretary

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.

[Note: The following Wheatland County staff were present when the meeting was called to order: M. Williams (Planner II) & G. Allison (Planner I). Several members of the general public entered and left at various times during the meeting.]

REEVE LINK called the meeting to order - time 9:00 A.M.

1.2 Adoption of Agenda

RESOLUTION CM-2020-01-01

Moved by BIGGAR

APPROVAL of the agenda, as presented, with the following additions:

Under Agenda Item 2.2 – Presentations / Delegations
2.2.2 – Strathmore & District Chamber of Commerce

Under Agenda Item 6 – Closed Session (In Camera)
6.5 – Closed Session [Legal Matter – FOIP Act – Sec. 16] – Re: Southern Alberta Energy from Waste Association

• Carried

1.3 Adoption of Minutes

1.3.1 Regular Council Meeting Minutes - December 17, 2019

RESOLUTION CM-2020-01-02

Moved by BIGGAR

APPROVAL of the December 17, 2019 Wheatland County Regular Council meeting minutes, as presented with the following correction to Res. 19-12-49: should be 'Spring' Meeting (not Fall Meeting).

• Carried

1.3.2 Public Hearing Minutes (Dec. 17, 2019) - Re: Bylaw 2019-26 & Bylaw 2019-33

RESOLUTION CM-2020-01-03

Moved by KOESTER

APPROVAL of the December 17, 2019 Wheatland County Public Hearing minutes, as presented, for Bylaw 2019-26 and Bylaw 2019-33.

• Carried

2. ITEMS FOR DISCUSSION AND RELATED BUSINESS

2.1 Bylaw Readings and Public Hearings

RESOLUTION CM-2020-01-04

Moved by LINK

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 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

2.1.1 Bylaw 2019-27

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

Public Hearing – Bylaw 2019-27 (LU2019-10)

A Bylaw for the purpose of amending the Land Use Bylaw No. 2016-01 to amend Cell 4 of the Direct Control District (DC-7) – Lakes of Muirfield to add Dwelling, Employee, as a discretionary use to allow for an employee dwelling in the clubhouse. A copy of the requests for decisions and supporting documentation was included in the agenda information package for Council review.

RESOLUTION CM-2020-01-05

Moved by KLASSEN

SECOND 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 CM-2020-01-06

Moved by WILSON

THIRD AND FINAL 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

2.1.2 Bylaw 2019-30

Land Redesignation Bylaw

RESOLUTION CM-2020-01-07

Moved by IKERT

FIRST READING of Bylaw 2019-30, 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

RESOLUTION CM-2020-01-08

Moved by KLASSEN

THAT a Public Hearing for Bylaw 2019-30 be scheduled for February 18, 2020 at 9:00 A.M. in Wheatland County Council Chambers

• Carried

2.1.3 Bylaw 2019-32

Land Redesignation Bylaw

[Note: M. Williams (Planner II) left the meeting prior to presentation of Bylaw 2019-32 - time 9:11 A.M.]

RESOLUTION CM-2020-09

Moved by KOESTER

FIRST READING of Bylaw 2019-32, 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 19 as shown on the attached Schedule 'A'.

• Carried

RESOLUTION CM-2020-01-10

Moved by BIGGAR

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

• Carried

2.1.4 Bylaw 2019-37

Land Redesignation Bylaw

RESOLUTION CM-2020-01-11

Moved by KOESTER

FIRST READING of Bylaw 2019-37, 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

RESOLUTION CM-2020-01-12

Moved by IKERT

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

• Carried

2.1.5 Bylaw 2019-40

Road Closure Bylaw

RESOLUTION CM-2020-01-17

Moved by BIGGAR

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

• Carried

2.1.6 Bylaw 2019-39

Historical Resource Designation Bylaw

[Note: G. Allison (Planner I) left the meeting prior to presentation of Bylaw 2019-39 – time 9:16 A.M.]

Interim CAO B. Henderson presented Bylaw 2019-39 – a bylaw to designate the Roppel Barn as a Municipal Historic Resource. Final passing of Bylaw 2019-39 would repeal Bylaw 2018-16. Note: the legal designation in the previous Bylaw (2018-16) was not written in the format required by Land Titles therefore the attempt to register a certified copy of the bylaw was denied.

[Note: M. Ziehr, General Manager of Transportation & Agriculture, entered the meeting – time 9:17 A.M.]

RESOLUTION CM-2020-01-13

Moved by WILSON

FIRST READING of Bylaw 2019-39, this being a bylaw of Wheatland County to designate the Roppel Barn as a Municipal Historic Resource.

• Carried

RESOLUTION CM-2020-01-14

Moved by IKERT

SECOND READING of Bylaw 2019-39, this being a bylaw of Wheatland County to designate the Roppel Barn as a Municipal Historic Resource.

• Carried

RESOLUTION CM-2020-01-15

Moved by ARMSTRONG

THAT permission be granted to hold third and final reading of Bylaw 2019-39.

• Carried Unanimously

RESOLUTION CM-2020-01-16

Moved by KOESTER

THIRD AND FINAL READING of Bylaw 2019-39, this being a bylaw of Wheatland County to designate the Roppel Barn as a Municipal Historic Resource.

• Carried

2.2 Presentations / Delegations

2.2.1 Strathmore & District Agricultural Society - Re: Presentation

On behalf of the Strathmore & District Agricultural Society, Mr. Ryan Schmidt (General Manager) and Mr. Stef Leblanc (President) presented the Society’s Five (5) Year Strategic Plan; the following was highlighted in the presentation: Board of Directors; Mission Statement; Vision; Strategic Plan 2020-2024; Projects (Baseball Diamonds Upgrade Project, Campground Upgrade & Beautification Project, Remuda Link Project, Cowboy Town Concert Series, SDAS Rodeo School, Rodeo Infield Expansion Project, Indoor Arena, Practical Ranching School. Discussion followed.

RESOLUTION CM-2020-01-42

Moved by KOESTER

TO ACCEPT, as information, the Strathmore & District Agricultural Society presentation highlighting their Five (5) Year Strategic Plan (2020 – 2024).

• Carried

2.2.2 Strathmore & District Chamber of Commerce - Re: Presentation

On behalf of the Strathmore & District Chamber of Commerce, Mr. Shawn Kisling (Executive Director) informed Council of the upcoming Business Excellence Awards and provided information regarding sponsorship opportunities. Discussion followed.

RESOLUTION CM-2020-01-24

Moved by BIGGAR

APPROVAL that Wheatland County sponsor the 'Business Excellence Awards' hosted by the Strathmore & District Chamber of Commerce, in the amount of \$1,500. (Event Sponsor).

• Carried

2.3 Unfinished Business or Business Arising

2.3.1 Alberta Municipal Affairs Correspondence - Re: Potential opportunity to meet with Minister

Note: At the December 17th, 2019 Council Meeting, Council reviewed correspondence received from Alberta Municipal Affairs regarding a potential opportunity to meet with the Minister during the upcoming Spring Rural Municipalities of Alberta Conference. Discussion ensued; Council requested that Administration proceed with a request for Council to meet with the Minister (note: topic of discussion – Calgary Metropolitan Region Board).

2.3.2 Ratify Councillor Attendance - Re: Meetings/Events

RESOLUTION CM-2020-01-18

Moved by WILSON

APPROVAL to ratify the attendance of Wheatland County Council representation at the following meetings/events:

- Rd. 254 – Landowner Meeting (December 10, 2019)
- Planning & Priorities Session (January 7, 2020 – County Office)

Further moved to approve the attendance of Wheatland County Council representation at the following upcoming meetings/events:

- Meeting with MLA L. Aheer (January 15, 2020 – County Office)
- Meeting with MLA L. Aheer, Alberta Environment Representatives, and Compost Company Representatives (January 15, 2020) – note: Reeve & Deputy Reeve attending on behalf of Wheatland County.
- Joint Meeting - Western Irrigation District Board & Wheatland County Council (January 27, 2020 – hosted by WID)

• Carried

RESOLUTION CM-2020-01-19

Moved by IKERT

APPROVAL that Wheatland County Council ratify the Division 4 Councillor mileage expense associated with pickup and delivery of BBQ for the 2019 CP Rail Holiday Train event.

• Carried

2.3.3 Federation of Canadian Municipalities - Re: Conference Registration / Accommodations

At the October 15, 2019 Organizational Meeting, Council moved approval for up to three Councillors to attend the 2020 Federation of Canadian Municipalities (FCM) Conference & Trade Show (June 4 – 7, 2020 - Toronto). Discussion ensued; Council agreed that Reeve Link, Councillor Biggar, and Councillor Koester attend on behalf of Wheatland County. Note: Registration & booking of accommodations opens Jan. 20th.

3. COUNCILLOR REPORTS AND RELATED BUSINESS

3.1 Reeve's Report

Reeve Link presented the 'Reeves Report' for the month of December 2019 (note: a copy of the report is included in the agenda package); the report highlighted the events/meetings attended and included Marigold Library reports. Discussion ensued regarding representation on Federation of Canadian Municipalities (FCM) committees.

[Note: The meeting recessed for a break – time 9:32 A.M. to 9:38 A.M.]

Following the break, discussions continued regarding representation on FCM committees. Based on discussion, Reeve Link requested that County Administration draft an amendment to the Terms of Reference for FCM Committees to propose that the representative's expenses (ie: per diems) be shared among the member municipalities.

RESOLUTION CM-2020-01-20

Moved by WILSON

APPROVAL that Wheatland County Council endorse Reeve Link to put her name forward as a candidate to represent District 2 – Central Zone Rural Municipalities on Federation of Canadian Municipalities committees.

• Carried

RESOLUTION CM-2020-01-21

Moved by WILSON

APPROVAL that Wheatland County Council extend an invitation to Siksika Nation Chief and Council to join Wheatland County Council for a lunch/dinner meeting (note: date/time and location to be determined).

• Carried

RESOLUTION CM-2020-01-22

Moved by LINK

ACCEPTANCE of the Reeve's Report, as presented/provided.

• Carried

3.2 Deputy Reeve's Report

Deputy Reeve Klassen presented the 'Deputy Reeve's Report' for the month of December 2019 (note: a copy of the report is included in the agenda package); the report highlighted the events/meetings attended. In addition, Deputy Reeve Klassen informed that his report should have included the Municipal Planning Commission meeting.

RESOLUTION CM-2020-01-23

Moved by KLASSEN

ACCEPTANCE of the Deputy Reeve's Report, as presented/provided.

• Carried

3.3 Division 1 Councillor Report

Councillor Wilson informed Council that the 'Division 1 Councillor Report' for the month of December 2019 was not available in the agenda package. Councillor Wilson presented a verbal report highlighting the following events/meetings: Council & Municipal Planning Commission, Strathmore Handi-bus.

RESOLUTION CM-2020-01-25

Moved by WILSON

ACCEPTANCE of the Division 1 Councillor Report, as presented/provided.

• Carried

3.4 Division 3 Councillor Report

Councillor Biggar informed Council that a copy of the 'Division 3 Councillor Report' for the month of December 2019 is included in the agenda package; the report highlighted the events/meetings attended.

Following the Division 3 Report, Councillor Biggar moved that Wheatland County send a letter to the Minister of Economic Development in support of Canadian Badlands. Discussion ensued pertaining to a previous Wheatland Regional Partnership request for information from Canadian Badlands regarding benefits of membership. Note: based on discussion, Councillor Biggar withdrew her motion at this time.

RESOLUTION CM-2020-01-26

Moved by BIGGAR

ACCEPTANCE of the Division 3 Councillor Report, as presented/provided.

• Carried

3.5 Division 4 Councillor Report

Councillor Ikert informed Council that a copy of the 'Division 4 Councillor Report' for the month of December 2019 is included in the agenda package; the report highlighted the events/meetings attended.

RESOLUTION CM-2020-01-27

Moved by IKERT

ACCEPTANCE of the Division 4 Councillor Report, as presented/provided.

• Carried

3.6 Division 6 Councillor Report

Councillor Koester informed Council that a copy of the 'Division 6 Councillor Report' for the month of December 2019 is included in the agenda package; the report highlighted the events/meetings attended. In response to an inquiry, discussion ensued regarding the Wheatland Housing Management Body proposed new facility project. In addition to the report, Councillor Koester informed Council of a potential increase to the WHMB requisition.

RESOLUTION CM-2020-01-28

Moved by KOESTER

ACCEPTANCE of the Division 6 Councillor Report, as presented/provided.

• Carried

RESOLUTION CM-2020-01-29

Moved by WILSON

APPROVAL that Wheatland County Council direct Administration to determine the County's mandatory capital requirements, the County's requisition requirements, and provide requisitions on a per capita basis for neighbouring municipalities with regards to the Wheatland Housing Management Body proposed facility project.

• Carried

3.7 Division 7 Councillor Report

Councillor Armstrong informed Council that a copy of the 'Division 7 Councillor Report' for the month of December 2019 is included in the agenda package; the report highlighted the events/meetings attended. Discussion ensued regarding the topic of 'recycling'.

RESOLUTION CM-2020-01-30

Moved by ARMSTRONG

ACCEPTANCE of the Division 7 Councillor's Report, as presented/provided.

• Carried

4. DEPARTMENT REPORTS AND RELATED BUSINESS

4.1 Interim Chief Administrative Officer

4.1.1 Interim CAO Report

B. Henderson presented the Interim Chief Administrative Officer Report for the month of December 2019 (note: a copy of the report was included in the agenda information package for Council review). The report provided updates/highlights on the CAO activities, meetings, projects, and events during the month of December. In addition to the report, Interim CAO Henderson informed Council of the following:

- Representatives from the five RCMP Detachments and representatives from the Villages have been invited to attend the Feb. 4th Council meeting to discuss RCMP Strategic goals/priorities.
- Upcoming meeting with a Development Consultant to work on a RFP (Request for Proposal).

RESOLUTION CM-2020-01-31

Moved by BIGGAR

ACCEPTANCE of the Interim Chief Administrative Officer's Report, as presented based on the information provided in the request for decision.

• Carried

4.2 Corporate and Financial Services

4.2.1 Corporate & Financial Services Report

On behalf of the Department, Interim CAO B. Henderson presented the Corporate & Financial Services Report (note: a copy of the report was included in the agenda information package for Council review). The report provided updates/highlights on Corporate Services (Assessment, Financial Services, People Services, and Information Technology Services).

In addition to the report, Interim CAO Henderson informed Council that correspondence was received from Alberta Municipal Affairs regarding 'assessment'. Note: copy of correspondence was previously emailed to Council; a copy will be included in the Feb. 4th Council meeting agenda package as information.

RESOLUTION CM-2020-01-32

Moved by ARMSTRONG

ACCEPTANCE of the Corporate & Financial Services Report, as presented based on the information provided in the request for decision.

• Carried

4.3 Community and Development Services

4.3.1 Community & Development Services Report

General Manager M. Boscariol presented the Community and Development Services Report (note: a copy of the report was included in the agenda package for Council review). The report provided updates and stats on the following: Community Services; Economic Development; GIS; Planning, Development & Safety Codes; Protective Services.

RESOLUTION CM-2020-01-33

Moved by KLASSEN

ACCEPTANCE of the Community and Development Services Report, as presented based on the information provided in the request for decision.

• Carried

4.3.2 Request to Waive 2019 Municipal Taxes & Rent

RESOLUTION CM-2020-01-34

Moved by ARMSTRONG

APPROVAL that Wheatland County 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. Further moved approval that Wheatland County waive the rental fees in the amount of \$2,793.38 for 2019 per section 4.03 of the Lease Agreement. Note: approval of the above is based on the information provided in the request for decision.

• Carried

RESOLUTION CM-2020-01-35

Moved by KLASSEN

APPROVAL that Wheatland County Administration investigate the water servicing improvements, implemented by the Lessee on County owned land (Roll #6233000), to ensure compliance.

• Carried

4.3.3 Request for Reimbursement of Costs Associated with Redesignation Application

RESOLUTION CM-2020-01-36

Moved by IKERT

APPROVAL that Wheatland County reimburse the costs associated with the redesignation application with the NW-29-24-24-W4M totaling \$1,993.75; based on the information provided in the request for decision.

• Carried

4.4 Transportation and Agriculture

4.4.1 Transportation & Agriculture Report

General Manager M. Ziehr presented the Transportation & Agriculture Report (note: a copy of the report was included in the agenda package for Council review). The report provided updates on the following topics: Public Works Crews; Hamlet and Utilities / Waste Transfer Sites; Capital Works Projects; Cooperative Stormwater Management Initiative; Facilities; Gravel / Roads; Wheatland Regional Water; Agriculture & Environment Report (2019 Operational Stats). In response to inquiries, discussion ensued regarding the following topics: culvert issues (Rockyford Road); septic system (Rosebud); train whistles (Carseland).

RESOLUTION CM-2020-01-37

Moved by WILSON

ACCEPTANCE of the Transportation & Agriculture Report, as presented based on the information provided in the request for decision.

• Carried

4.4.2 Environmental Audit Final Report

RESOLUTION CM-2020-01-38

Moved by WILSON

TO ACCEPT, as information, the Wheatland County Environmental Audit Final Report (dated Dec. 10, 2019); as provided in the request for decision.

• Carried

4.4.3 Wheatland Regional Corporation Phase III Project Water Allocation

RESOLUTION CM-2020-01-39

Moved by KOESTER

APPROVAL that Wheatland County allocate 53,290 m3 from the Supply and Conveyance of Raw Water agreement with the Western Irrigation District for the Wheatland Regional Corporation Phase III; based on the information provided in the request for decision.

• Carried

5. CORRESPONDENCE / INFORMATION

No items provided under Agenda Item 5 - Correspondence / Information

6. CLOSED SESSION (IN CAMERA)

During the Regular Council Meeting, two closed sessions were held:

- 12:30 P.M. to 1:08 P.M. - Closed Session (in camera) took place in the Wheatland County Committee Room; only members of Council were present. [Note: the meeting recessed for a lunch break (11:51 A.M. to 12:30 P.M.) prior to the closed session.]
- 1:35 P.M. - 2:44 P.M. - Closed Session (in camera) took place in the Wheatland County Committee Room. The closed session included Members of Council, the Interim Chief Administrative Officer and the General Manager of Community & Development Services. The General Manager of Transportation & Agriculture was present for a portion of the closed session.

RESOLUTION CM-2020-01-40

Moved by LINK

THAT the meeting go into 'closed session' (in camera) - time 12:30 P.M., pertaining to Agenda Item 6.2 - Labour Matter [FOIP Act - Sec. 17] - Re: Personnel Matter.

• Carried

RESOLUTION CM-2020-01-41

Moved by WILSON

THAT the meeting come out of 'closed session' - time 1:08 P.M.

• Carried

RESOLUTION CM-2020-01-43

Moved by LINK

THAT the meeting go into 'closed session' (in camera) – time 1:35 P.M.,
pertaining to the following:

- Agenda Item 6.1 - Labour Matter [FOIP Act – Sec. 17] – Re: Retirement Incentive Program (Employee # 5931)
 - Agenda Item 6.3 - Legal Matter [FOIP Act – Sec. 16] – Re: Other Organizations (GFL)
 - Agenda Item 6.4 - Legal Matter [FOIP Act – Sec. 16] – Re: Drumheller & District Solid Waste Management Association – Contract
 - Agenda Item 6.5 - Legal Matter [FOIP Act – Sec. 16] – Re: Southern Alberta Energy from Waste Association
- Carried

RESOLUTION CM-2020-01-44

Moved by LINK

THAT the meeting come out of 'closed session' - time 2:44 P.M.

• Carried

6.6 Motions Arising Following the Closed (In Camera) Sessions**RESOLUTION CM-2020-01-45**

Moved by LINK

TO ACCEPT, with regret, information received from Employee # 5931 providing notice of retirement; and further that Wheatland County provide the retirement incentive to the employee as per County Policy – Retirement Incentive Program.

• Carried

RESOLUTION CM-2020-01-46

Moved by KLASSEN

TO APPOINT Mr. Brian Henderson as the Wheatland County Chief Administrative Officer, pursuant to the Municipal Government Act and the County's CAO Bylaw (2019-18), according to the terms of the employment agreement.

• Carried

RESOLUTION CM-2020-01-47

Moved by WILSON

FIRST READING of Bylaw 2020-10, this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/- 128.74 ac within Plan 0813350, Block 1, Lot 1 from Industrial General District to Public Utility District as shown on the attached Schedule 'A'.

• Carried

RESOLUTION CM-2020-01-48

Moved by IKERT

THAT a Public Hearing for Bylaw 2020-10 be scheduled for March 3, 2020 to commence at 9:00 A.M. in Wheatland County Council Chambers.

• Carried

7. ADJOURNMENT

RESOLUTION CM-2020-01-49

Moved by KOESTER

THAT the meeting adjourn – time 2:48 P.M.

• Carried

Reeve

Chief Administrative Officer

Recording Secretary

Unapproved Copy

BYLAW 2019-27 – (LU2019-10)
PUBLIC HEARING MINUTES – JANUARY 14, 2020

A Public Hearing for Bylaw 2019-27 was held at the Wheatland County Administration Office on January 14, 2020.

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 seven (7) members of the general public in attendance.
9:03 am Call to Order	<u>Call to Order by the Chair</u> The Chair, Reeve Link called the Public Hearing to order at 9:03 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 update Development Cell 4 of Direct Control District 7 Land Use District to include ‘Dwelling Employee’ as a discretionary use.
Presentation	G. Allison (Planner I) presented the requests for decisions for Bylaw 2019-27; a bylaw to amend Cell 4 of the Direct Control District (DC-7) – Lakes of Muirfield to add Dwelling, Employee, as a discretionary use to allow for an employee dwelling in the clubhouse. 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. In addition to the presentation, Mr. Allison informed that a letter was received in support of the application (note: hard copy provided to Council).
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



WHEATLAND COUNTY

Where There's Room to Grow

Request for Decision

February 4th, 2020

Resolution No. _____

Date Prepared January 15th, 2020

Subject

Decision-making topic title

Public Hearing for Bylaw 2019-32 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

RECOMMENDATION: THAT Council undertake the Public Hearing for Bylaw 2019-32 this being a bylaw to redesignate +/-9.77 acres of NE-20-23-25-W4M from Agricultural General District to Direct Control District 19.

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

That Council undertake the Public Hearing for Bylaw 2019-32, this being a bylaw to redesignate +/- 9.77 acres of NE-20-23-25-W4M from Agricultural General District to Direct Control District 19.

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

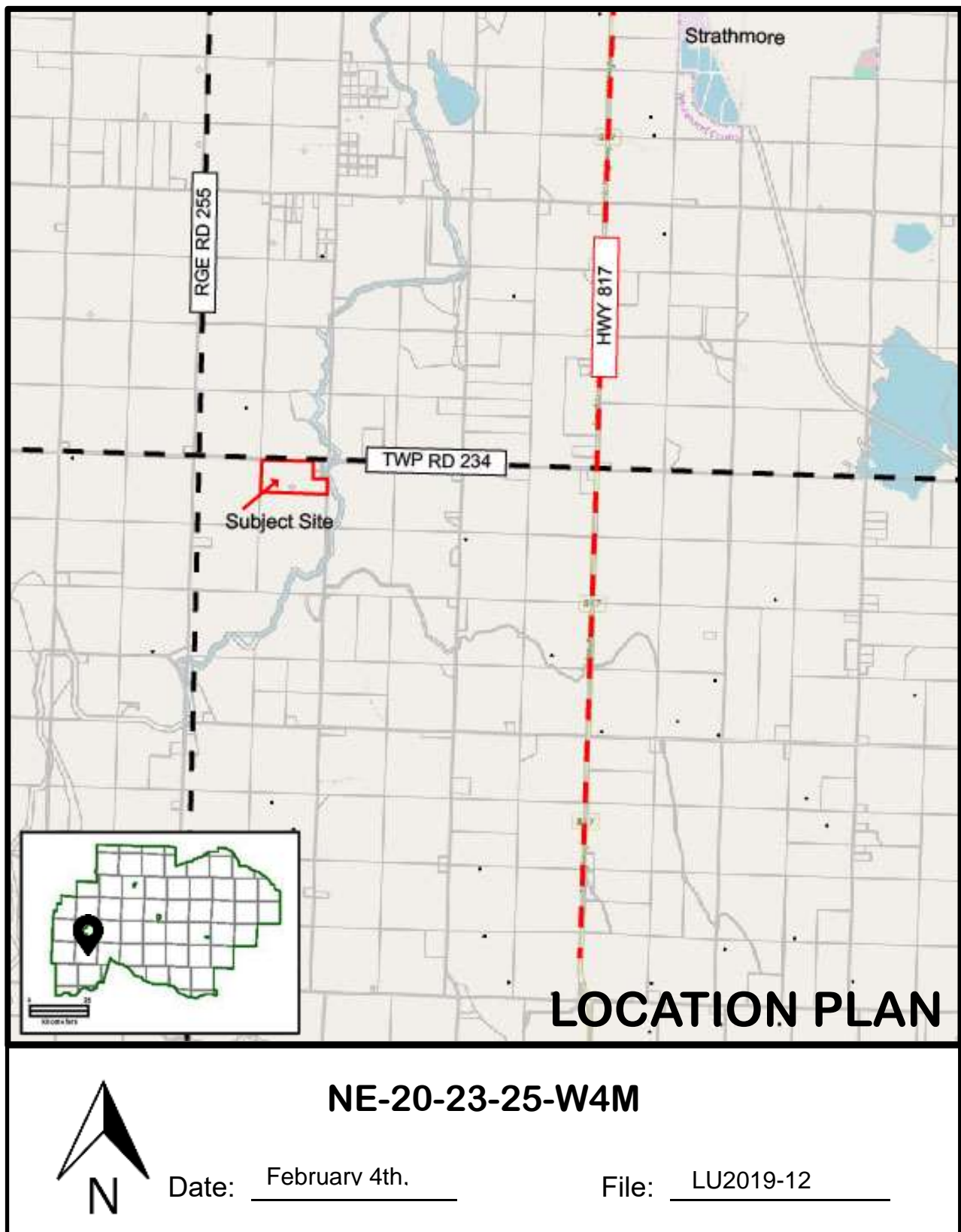
Reviewed
by:

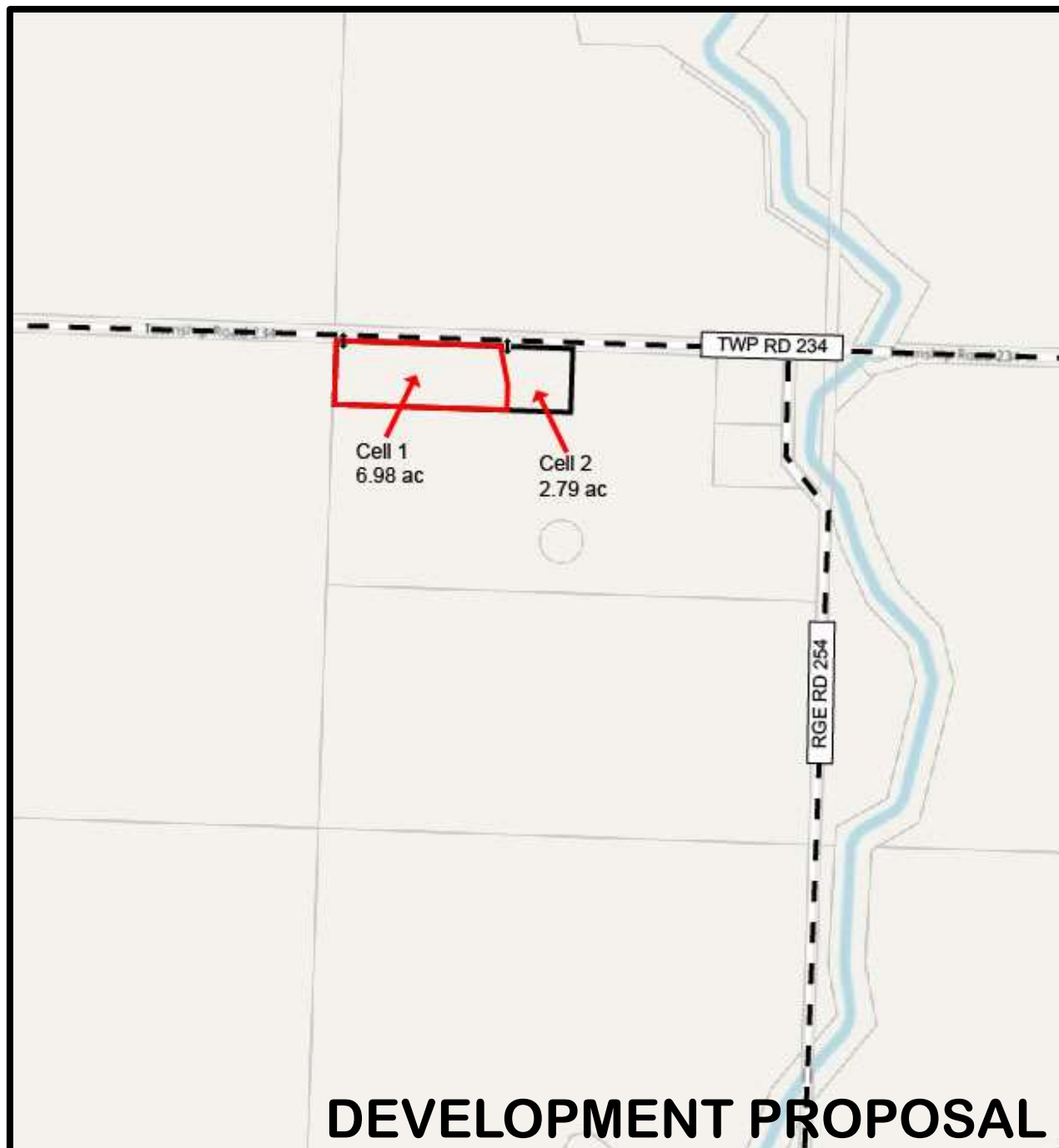


Matthew Boscariol, MES, MCIP, RPP
General Manager of Community &
Development Services



Brian Henderson, CPA, CA
CAO





NE-20-23-25-W4M

Date: February 4th,

File: LU2019-12



WHEATLAND COUNTY

Where There's Room to Grow



Request for Decision

February 4th, 2020

Resolution No. _____

Date Prepared January 15th, 2019

Subject

Decision-making topic title

Bylaw 2019-32 - 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

That Council choose Option #1, to approve Bylaw 2019-32.

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

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

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

Option #1 THAT Council Approve Bylaw 2019-32:

Resolution 1: That Council move Second Reading of Bylaw 2019-32, 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 Council move Third Reading of Bylaw 2019-32, this being a bylaw to redesignate +/-9.77 acres of NE-20-23-25-W4M from Agricultural General District to Direct Control District 19.

Option #2 THAT Bylaw 2019-32 be refused:

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

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 1

Reviewed
by:



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

Brian Henderson, CPA, CA
CAO



PLANNING REPORT
2nd and 3rd Reading – COUNCIL
February 4, 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 (A-G) 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:

Adjacent landowners were circulated within one (1) mile (or adjacent parcels if within Hamlet, when applicable). No comments were received.

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	<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>
Development Services	No concerns.
Protective Services	No concerns.

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

OPTIONS:

Option #1 THAT Council Approve Bylaw 2019-32:

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

Option #2 THAT Bylaw 2019-32 be refused:

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

Option #3 THAT Council approve an alternate recommendation.

RECOMMENDATION

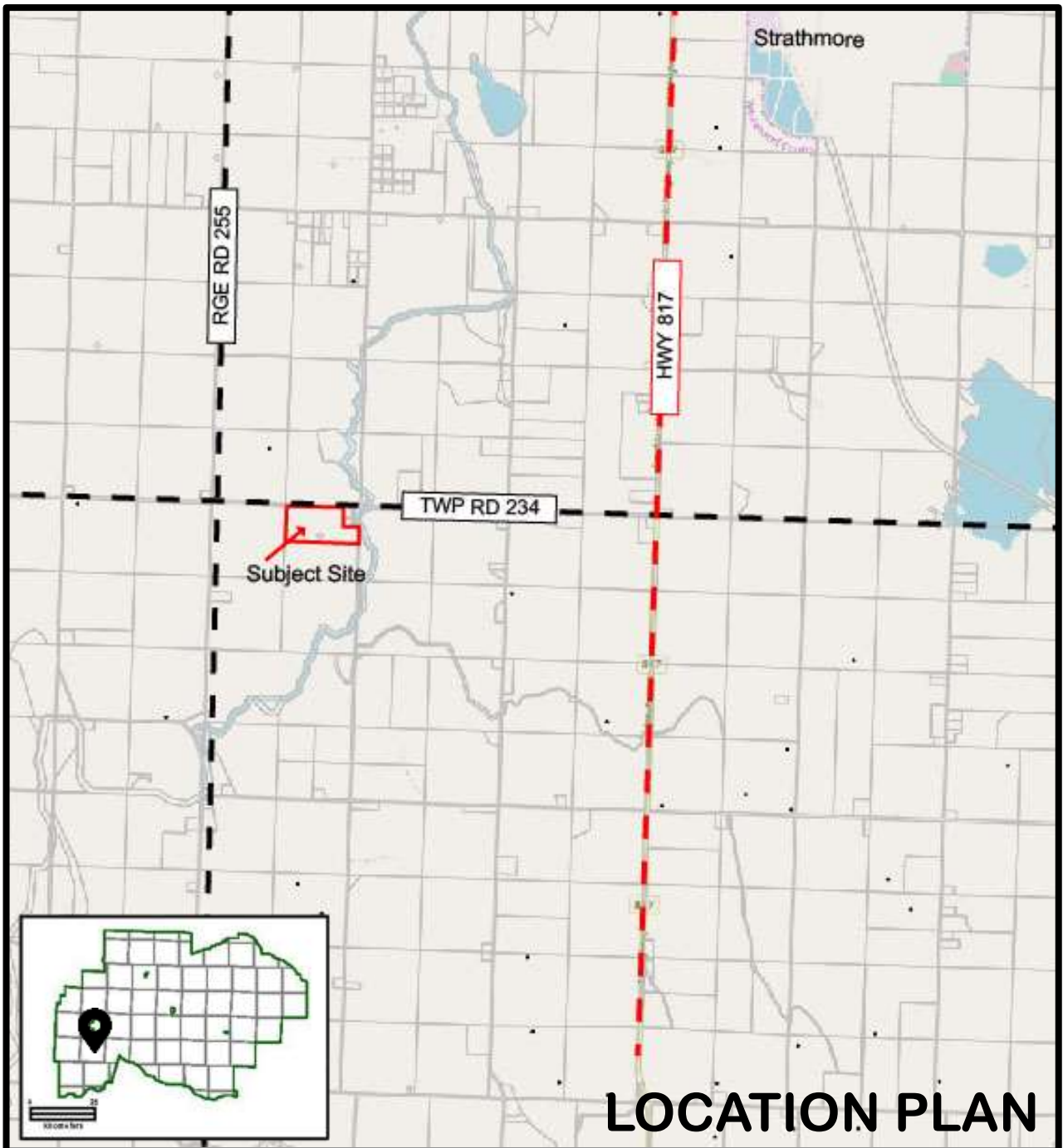
Staff is recommending Option #1 – Approve Bylaw 2019-32 for the following reasons:

- 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,



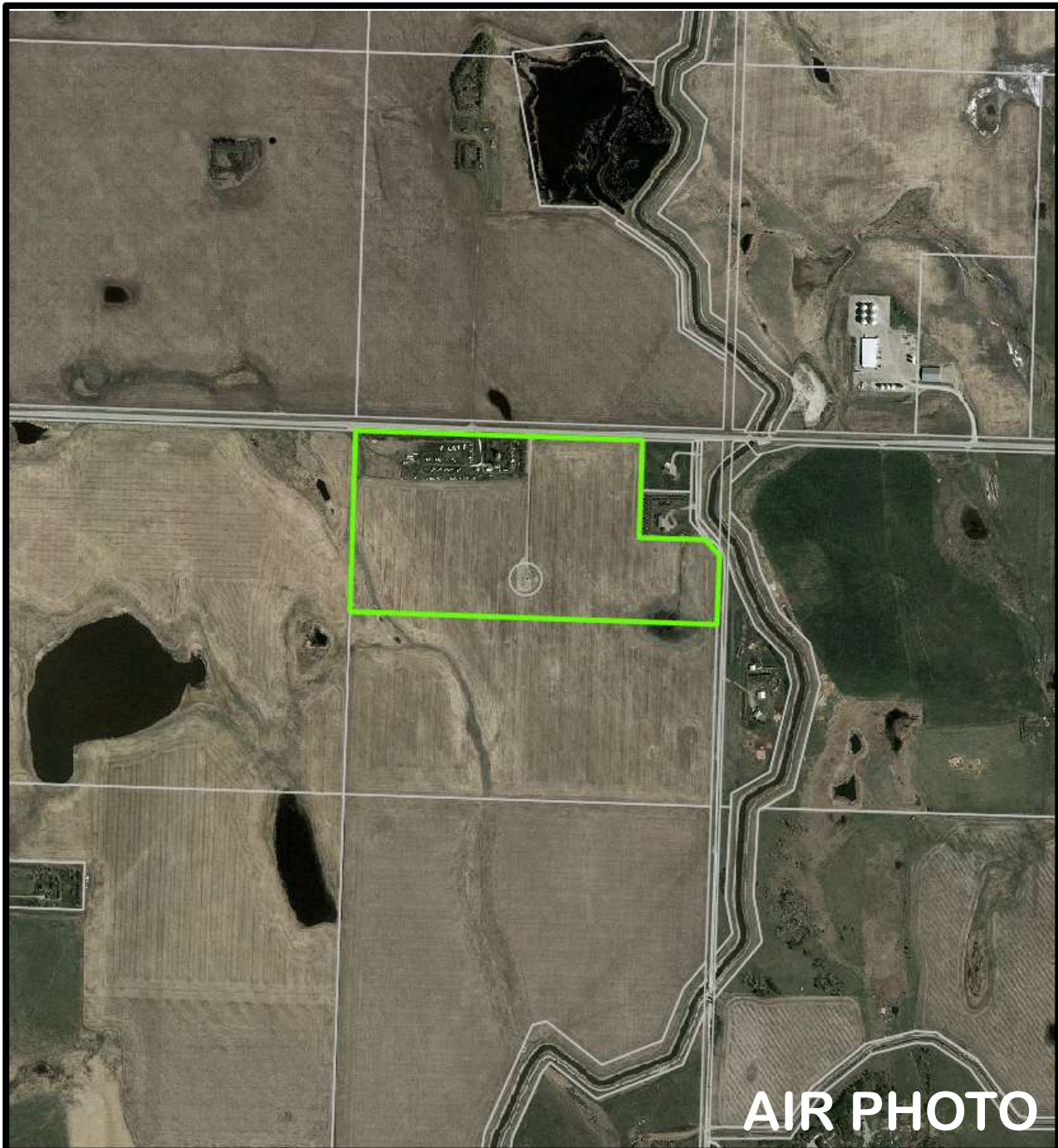
Graham Allison
Planner 1



NE-20-23-25-W4M

Date: February 4th, 2020

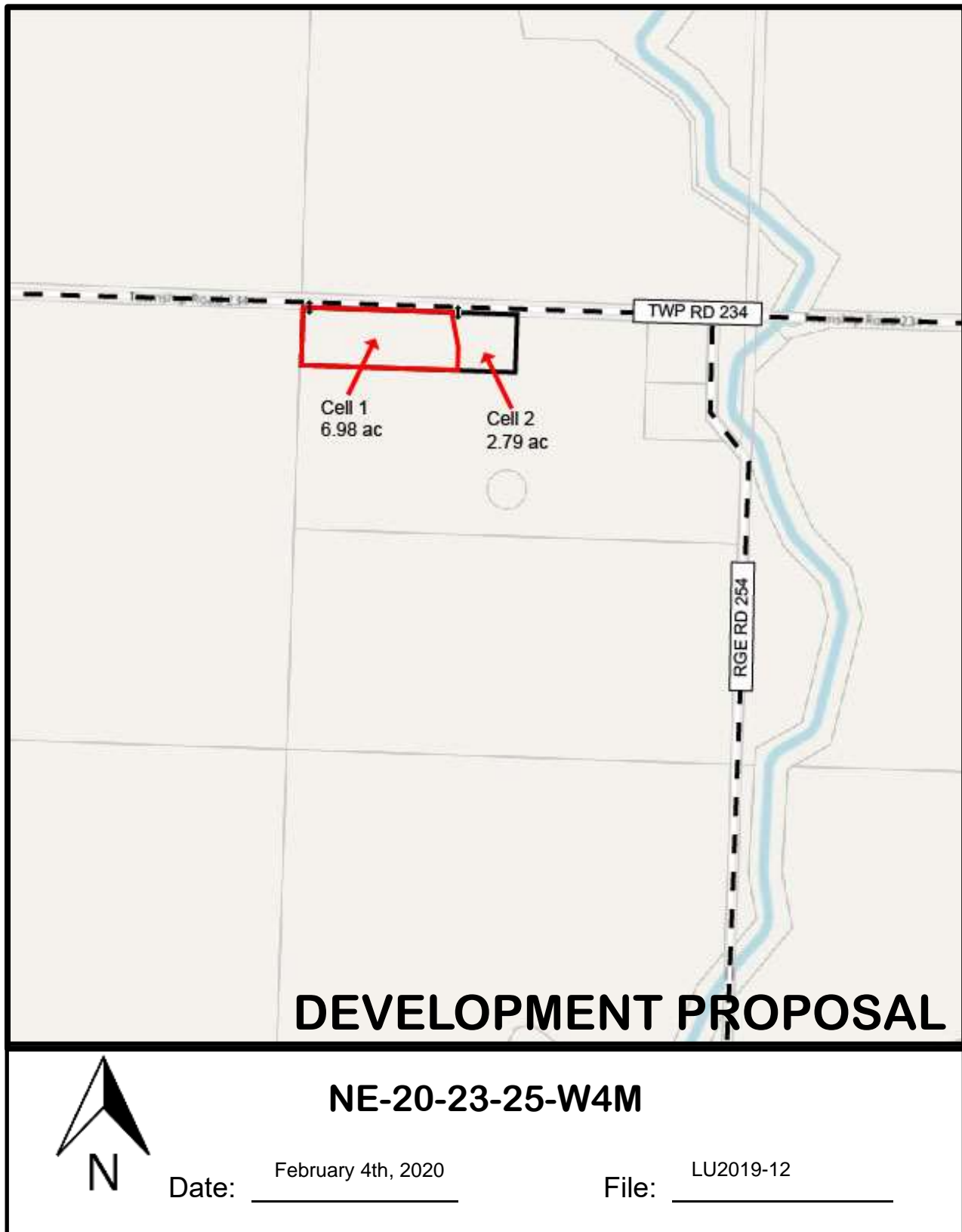
File: LU2019-12



NE-20-23-25-W4M

Date: February 4th, 2020

File: LU2019-12





Site Approach





Site View from Township Road 234



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

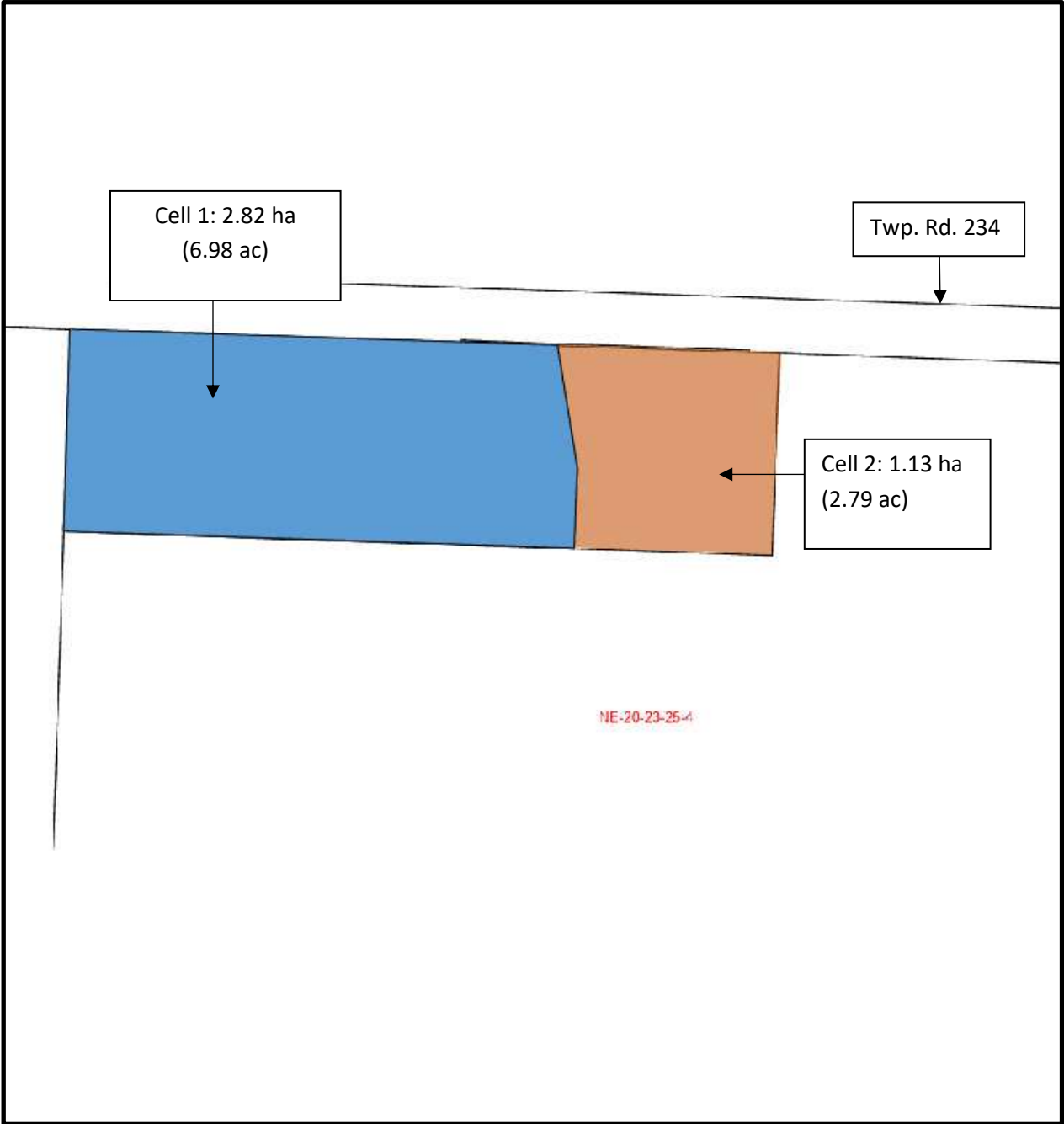
Carried.

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 – Recreational Vehicle Storage

Purpose and Intent

The purpose and intent of this cell is to provide for Recreational Vehicle Storage 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 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.

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 recreational vehicle storage 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	

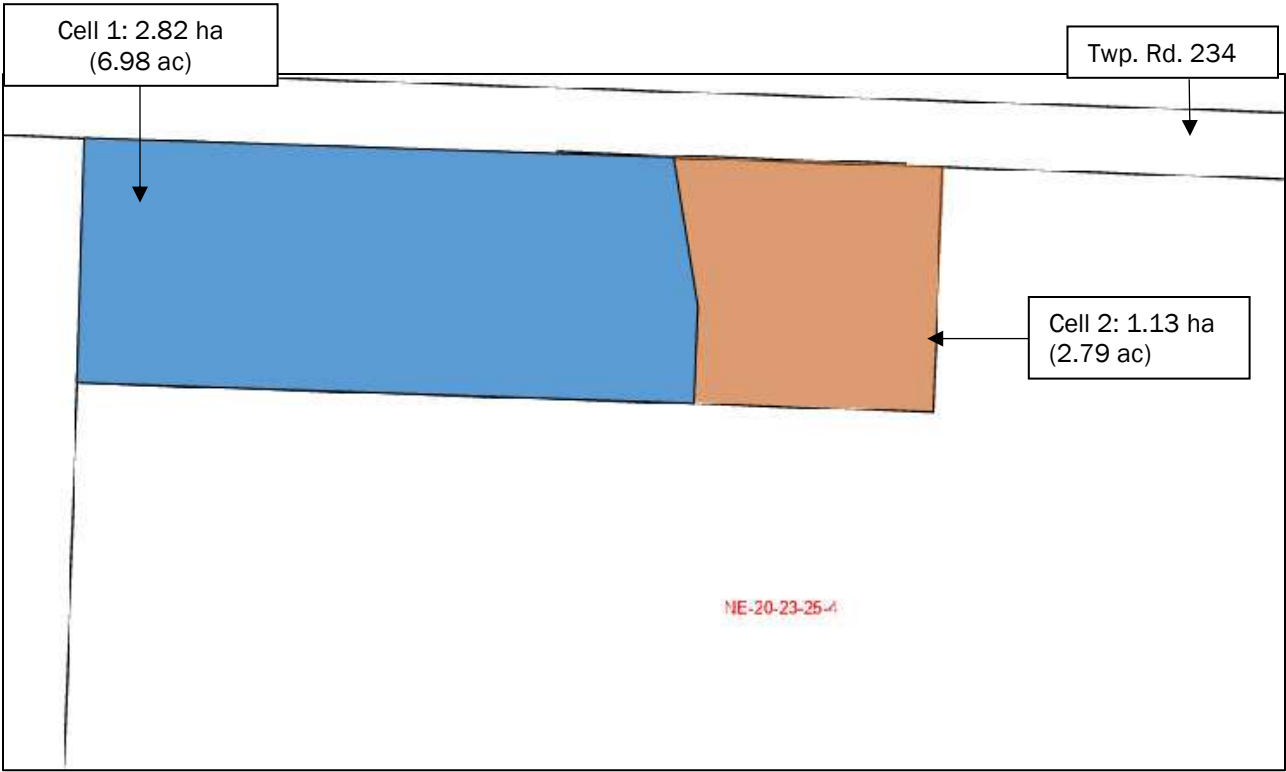
Home-Based Business, Type 2	
Shipping Container	
Signs not requiring a Development Permit ¹	
Solar Panel, Ground Mount ¹	
Solar Panel, Structure Mount ¹	
Stripping and Grading ¹	



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 – Recreational Vehicle Storage
-  Cell 2 – Residential





WHEATLAND COUNTY

Where There's Room to Grow

Request for Decision

February 4th, 2020

Resolution No. _____

Date Prepared January 15th, 2020

Subject

Decision-making topic title

Public Hearing for Bylaw 2019-37 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. The balance will remain Agricultural General (A-G) District.

Recommendation

Clear resolution answering – what/who/how/when

RECOMMENDATION: THAT Council undertake the Public Hearing for Bylaw 2019-37 this being a bylaw to redesignate +/- 40 acres of SE-14-27-22-W4M from Agricultural General District to Public Utility District.

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

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

Section 5.1 of the SSRP

Section 3.2.4 of the RGMS

Section 3.11 of the MDP

Public Utility (P-U) District of the LUB

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 2019-37 this being a bylaw to redesignate +/- 40 acres of SE-14-27-22-W4M from Agricultural General District to Public Utility District.

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

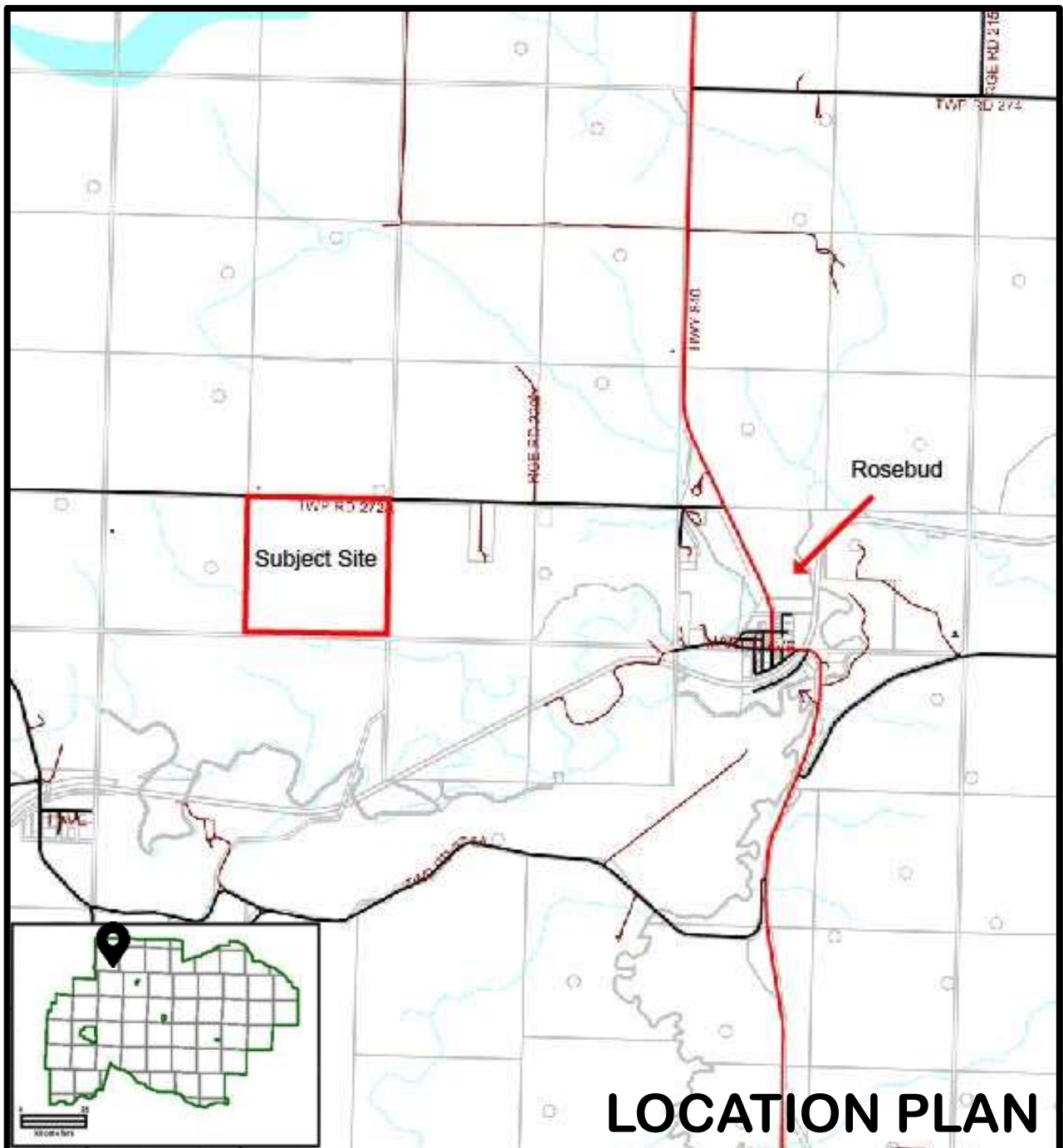
Reviewed
by:



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



Brian Henderson, CPA, CA
CAO



LOCATION PLAN



SE-14-27-22-W4M

Date: February 4th.

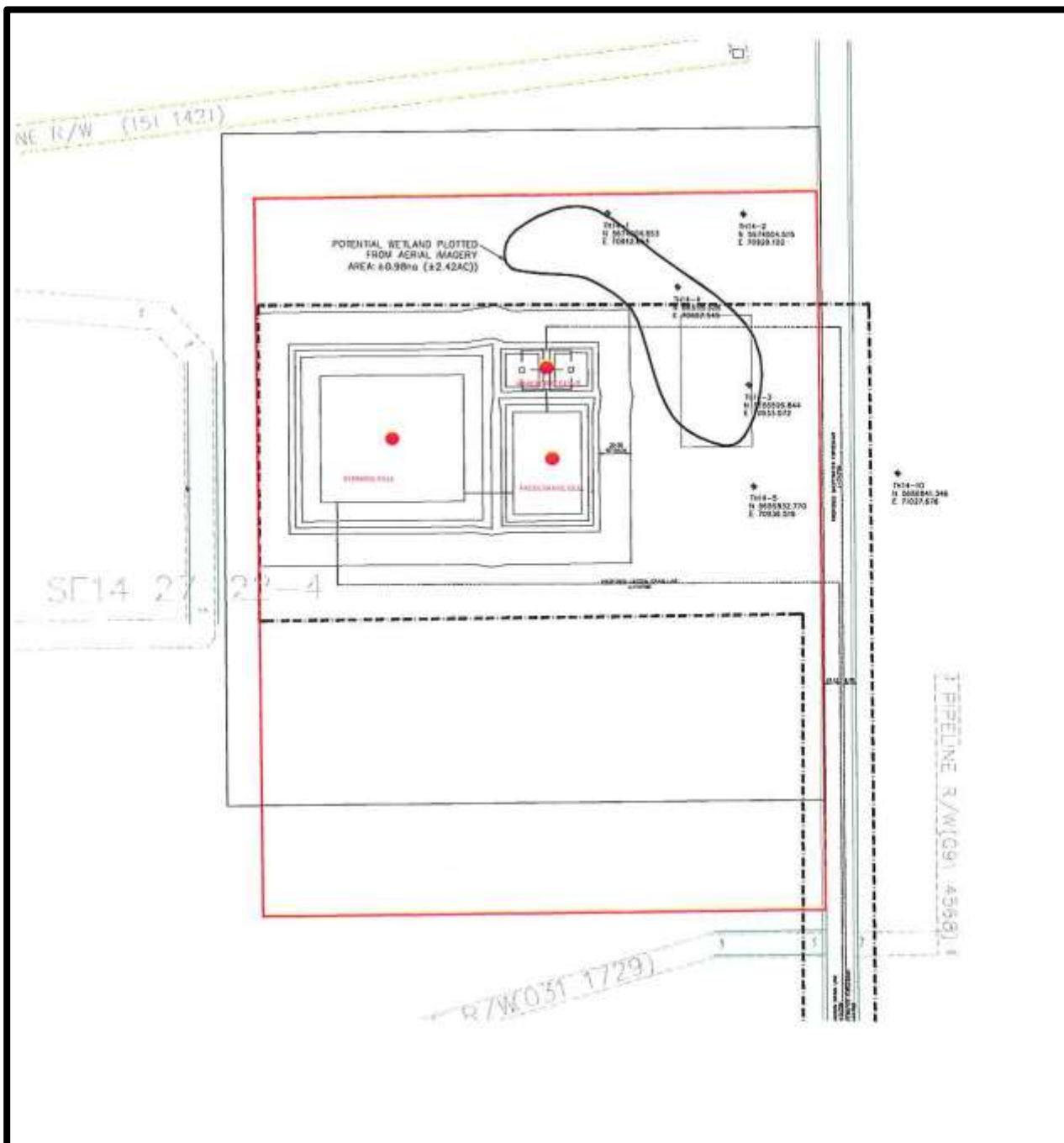
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SE-14-27-22-W4M

Date: February 4th

File: LU2019-14



SE-14-27-22-W4M

Date: February 4th

File: LU2019-14



WHEATLAND COUNTY

Where There's Room to Grow



Request for Decision

February 4th, 2020

Resolution No. _____

Date Prepared January 30th, 2020

Subject

Decision-making topic title

Public Hearing for Bylaw 2019-37 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. The balance will remain Agricultural General (A-G) District.

Recommendation

Clear resolution answering – what/who/how/when

RECOMMENDATION: THAT Council choose Option 1 to approve Bylaw 2019-37:

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

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

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

SSRP Implementation Plan: Agriculture

RGMS 4.3 Theme: Agriculture.

MDP Policies 3.1

Land Use Bylaw 2016-01

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 2019-37:

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

Option #2 THAT Bylaw 2019-37 be refused:

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

Option #3 THAT Council approve an alternate recommendation.

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

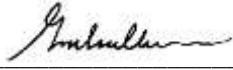
Consequences for the environment, consideration of effects on the safety of staff and the public

N/A

Follow-up Action / Communications

Timelines, decision-making milestones and key products

N/A

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



PLANNING REPORT

2nd and 3rd Reading – COUNCIL

February 4, 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. The balance will remain Agricultural General (A-G) District.	

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

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

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

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 ¹
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:

Adjacent landowners within a two (2) mile radius of the subject site, including all residents of Rosebud, were notified of the public hearing and were asked to provide comment on the application.

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	No comments received.
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 2019-37:

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

Option #2 THAT Bylaw 2019-37 be refused:

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

Option #3 THAT Council approve an alternate recommendation.

RECOMMENDATION

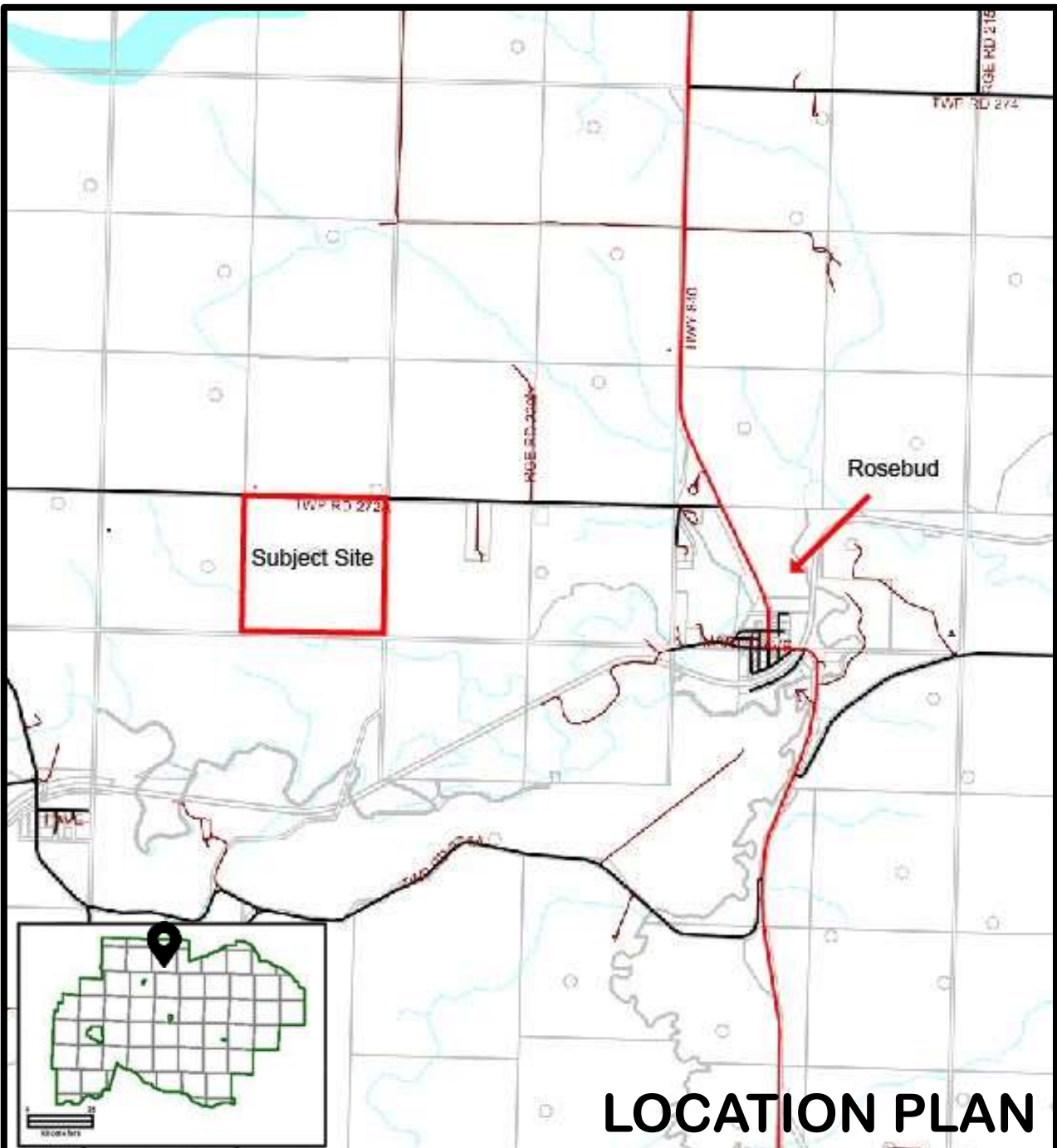
Staff is recommending Option #1 – Approval for the following reasons:

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

Respectfully submitted,



Graham Allison
Planner 1



SE-14-27-22-W4M

Date: February 4th, 2020

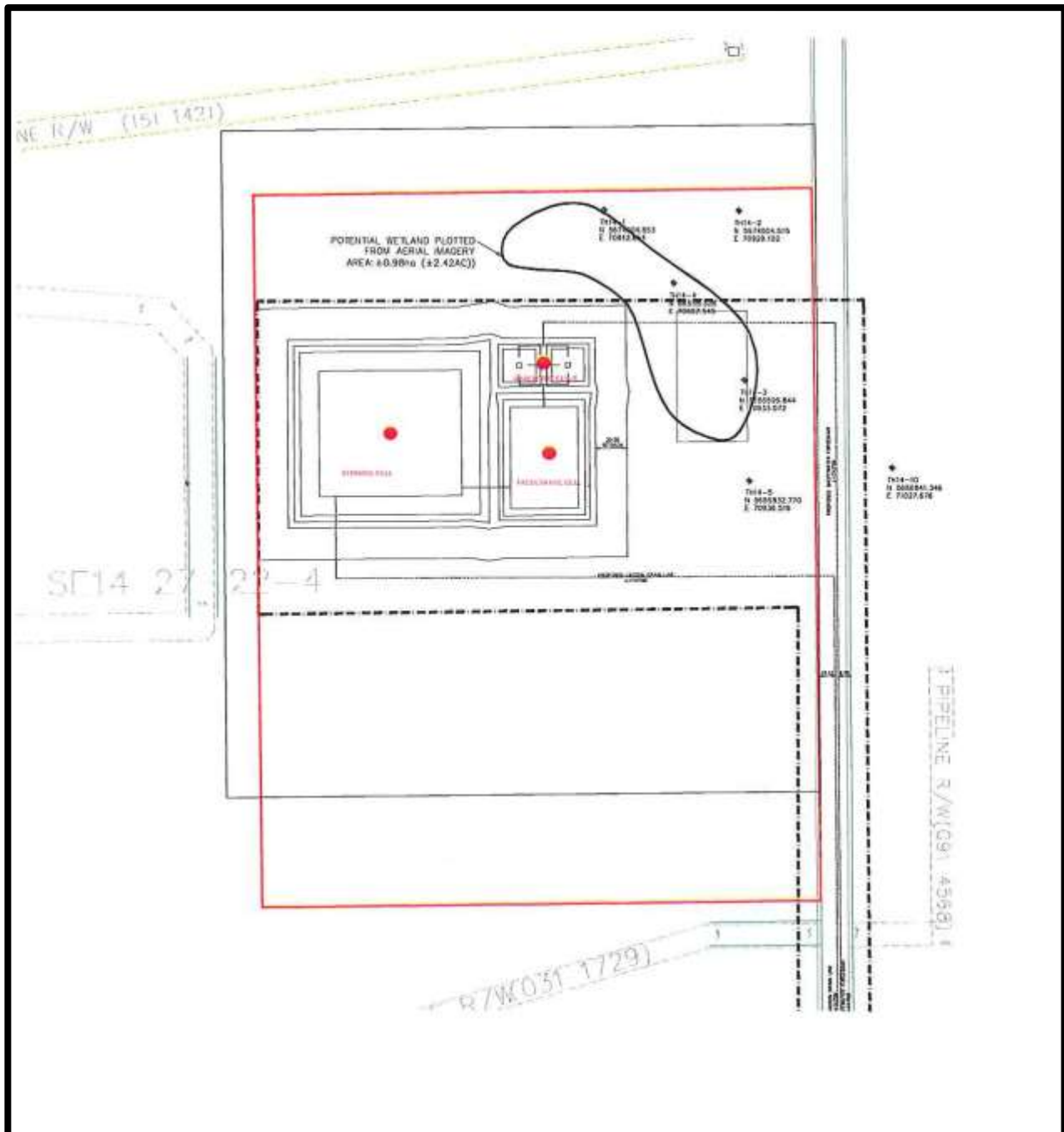
File: LU2019-14



SE-14-27-22-W4M

Date: February 4th, 2020

File: LU2019-14



SE-14-27-22-W4M

Date: February 4th, 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

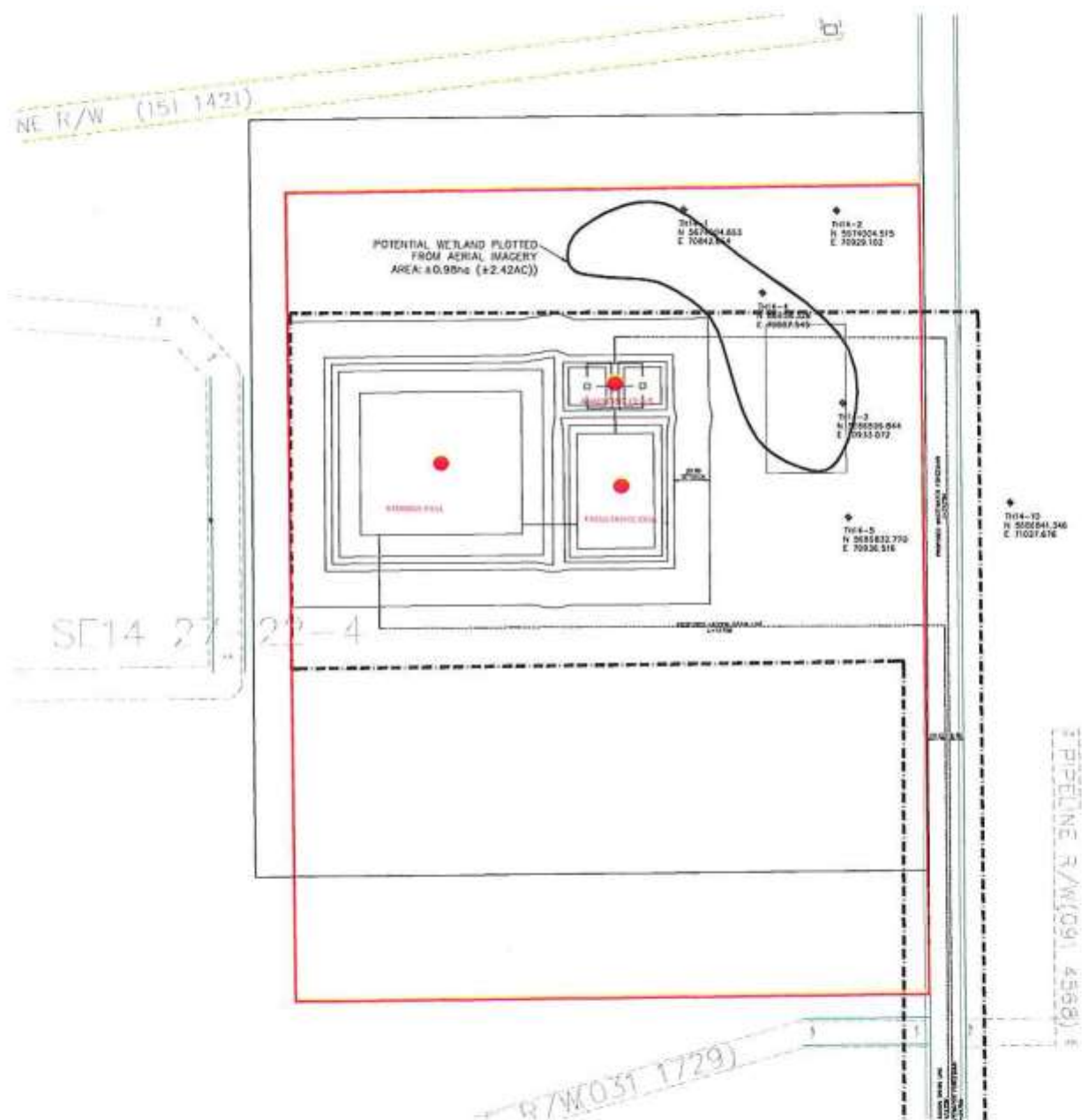
Carried.

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

February 4, 2020

Resolution No. _____

Date Prepared January 13, 2020

Subject

Decision-making topic title

Bylaw 2019-35 – First Reading to redesignate +/- 0.17 acres of Block 3, Plan 6742BQ from Public Utility District to Parks & Recreation District.

Location: Within the Hamlet of Rosebud on the corner of Comstock Street and Martin Ave.

Recommendation

Clear resolution answering – what/who/how/when

That Council choose Option #1 to approve Bylaw 2019-35.

Resolution 1: That Council move First Reading of Bylaw 2019-35, this being the bylaw to redesignate +/- 0.17 acres of Block 3, Plan 6742BQ from Public Utility District to Parks & Recreation District.

Resolution 2: That Council move that a Public Hearing for Bylaw 2019-35 be scheduled for March 3, 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

A gazebo was constructed by residents of Rosebud on a County owned parcel, adjacent to the subject parcel. Once completed, the structure was found to be encroaching onto the adjacent parcel owned by Telus. In order to resolve the encroachment issue, County Council approved the budget necessary to allow Administration to enter discussions with Telus to purchase the land. Negotiations to purchase 0.17 acres of the affected parcel concluded late 2019, which now enables the County to submit an application to redesignate 0.17 acres to Parks & Recreation District in order to accommodate a future subdivision and consolidation with the adjacent County parcel.

A preliminary review of the South Saskatchewan Regional Plan, Municipal Development Plan, Regional Growth Management Strategy, and Rosebud Area Structure Plan has not revealed any obvious concerns.

Relevant Policy / Practices / Legislation**Strategic Relevance**

SSRP Implementation Plan: Outdoor Recreation and Historic Resources
RGMS 4.3
MDP Policies 3.10
Rosebud ASP
Land Use Bylaw 2016-01

Response Options and Desired Outcome(s)

Option #1: THAT First Reading of Bylaw 2019-35 be granted.

Resolution 1: That Council move First Reading of Bylaw 2019-35, this being the bylaw to redesignate +/- 0.17 acres of Block 3, Plan 6742BQ from Public Utility District to Parks and Recreation District.

Resolution 2: That Council move that a Public Hearing for Bylaw 2019-35 be scheduled for March 3rd, 2020 at 9:00AM in Wheatland County Council Chambers.

Option #2: THAT Bylaw 2019-35 be refused.

Resolution 1: That Council refuse Bylaw 2019-35, this being a bylaw to redesignate +/- 0.17 acres of Block 3, Plan 6742BQ from Public Utility District to Parks and Recreation 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 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 March 3rd, 2020

Organizational

N/A

Financial

N/A

Environmental, Staff and Public Safety

N/A

Follow-up Action / Communications

If given first reading, staff would schedule a public hearing for March 3rd, 2020 and advertise it in the paper for two consecutive weeks.

Submitted
by:



Megan Williams, BCD
Planner II

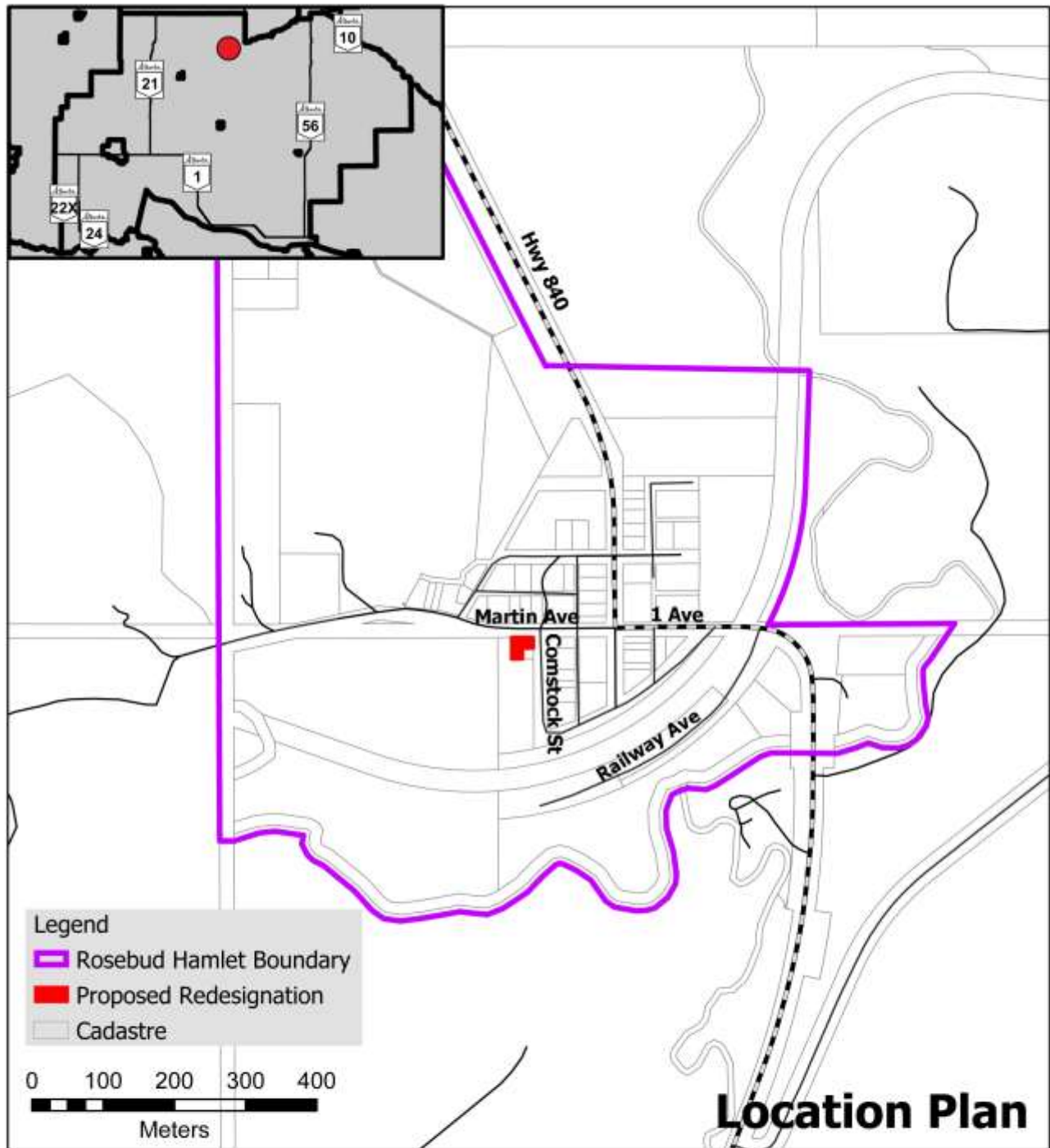
Reviewed
by:



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



Brian Henderson, CPA, CA
CAO



Block 3, Plan 6742BQ

Date: February 4, 2020

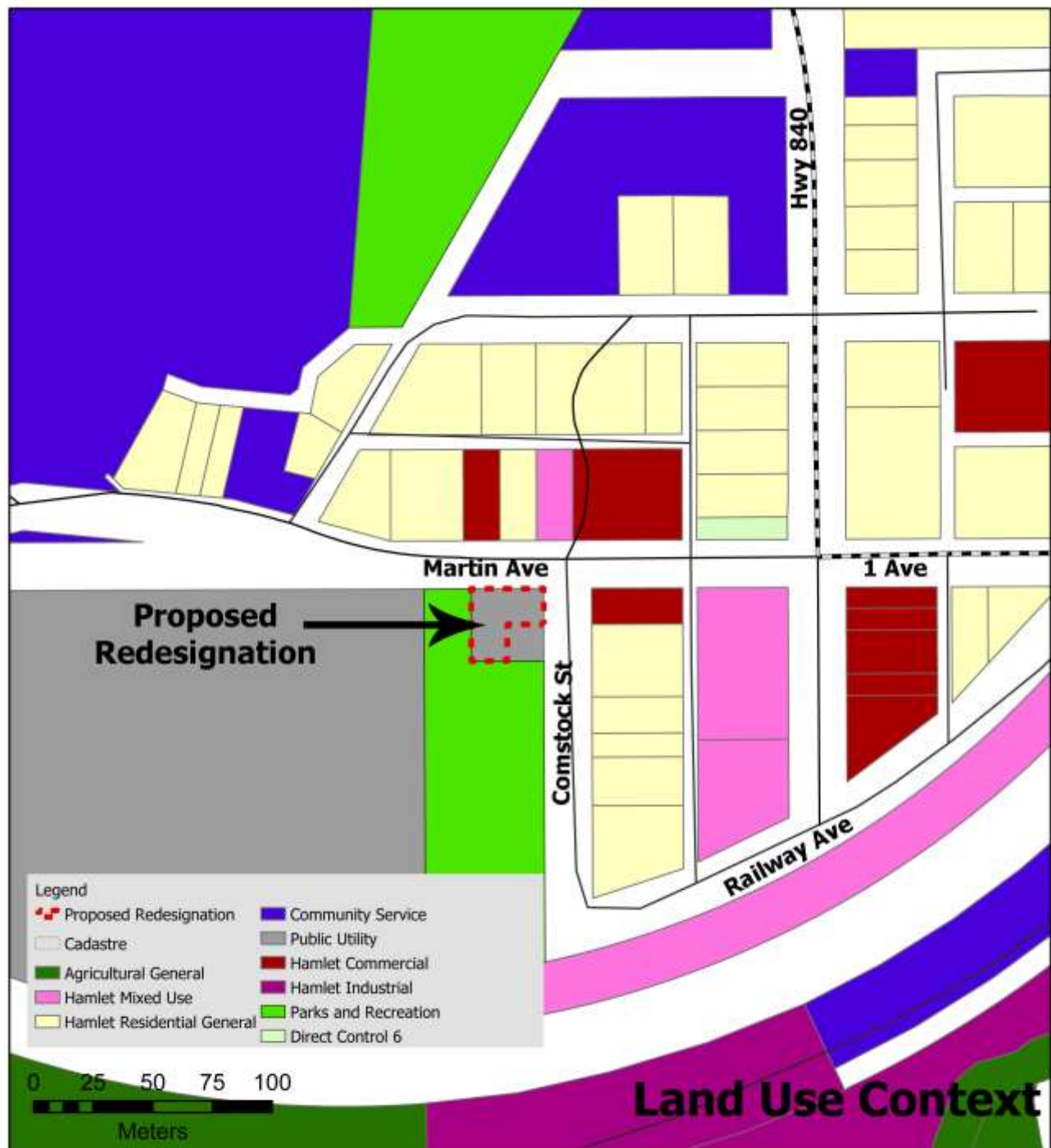
File: LU2019-13



Block 3, Plan 6742BQ

Date: February 4, 2020

File: LU2019-13



Block 3, Plan 6742BQ

Date: February 4, 2020

File: LU2019-13

BYLAW 2019-35

(LU2019-13)

BEING A BYLAW OF WHEATLAND COUNTY TO AMEND LAND USE BYLAW NO. 2016-01 BY REDESIGNATING A PORTION OF PLAN 6742BQ, THE NORTH 100 FEET OF THE EAST 100 FEET OF BLOCK 3, FROM PUBLIC UTILITY DISTRICT TO PARKS AND RECREATION 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 a portion of Plan 6742BQ, the North 100 feet of the East 100 feet of Block 3, from Public Utility (PU) District to Parks and Recreation (PR) 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 2019-35 on _____ this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate +/-0.17 acres within Plan 6742BQ, The North 100 feet of the East 100 feet of Block 3, from Public Utility District to Parks and Recreation District as shown on the attached Schedule 'A'.

Carried.

_____ **MOVED** Second Reading of Bylaw 2019-35 on _____ and it was

Carried.

_____ **MOVED** Third and Final Reading of Bylaw 2019-35 on _____ and it was

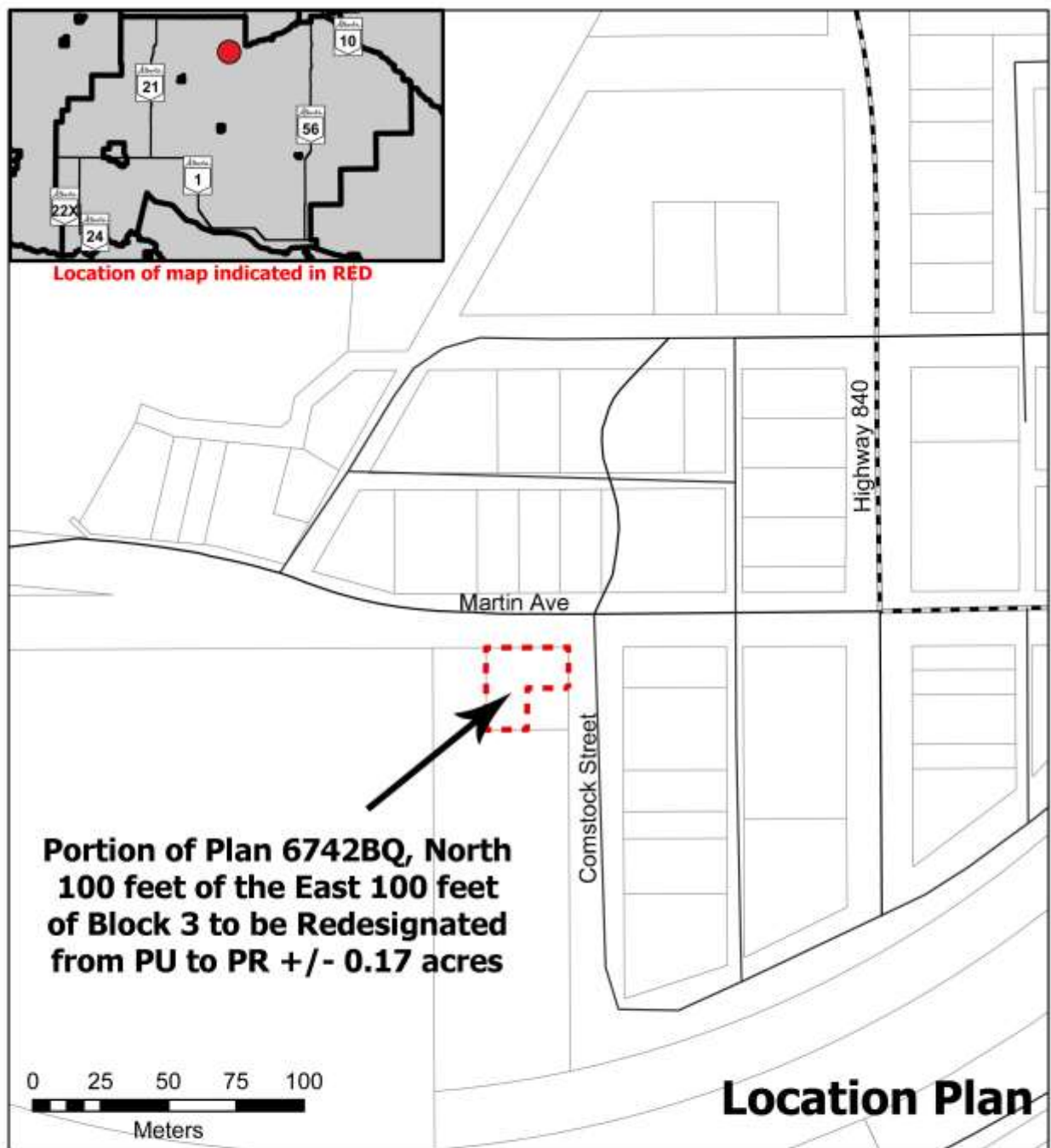
Carried.


Amber Link – Reeve

Brian Henderson – Chief Administrative Officer

SCHEDULE 'A'

Bylaw: 2019-35





N

NW-7-27-21-W4

Date: February 4, 2020

File: LU2019-13



WHEATLAND COUNTY

Legal Description: Plan 6742BQ the North 100 feet of the East 100 feet of Block 3
File No: LU2019-13
Division: 6
Title Area: +/- 0.23 acre
From: Public Utility (PU) District
To: Parks and Recreation (PR) District



WHEATLAND COUNTY

Where There's Room to Grow



Request for Decision

February 4, 2020

Resolution No. _____

Date Prepared January 16, 2020

Subject

Decision-making topic title

Bylaw 2020-04 – First Reading to amend the Land Use Bylaw 2016-01 to update Highway Commercial, Hamlet Mixed Use, and Hamlet Commercial Land Use Districts, Specific Use Regulations, and Definitions regarding Cannabis Stores as a use.

Location: Amendment would impact both rural and hamlet type land use districts.

Recommendation

Clear resolution answering – what/who/how/when

That Council choose Option #1, to approve Bylaw 2020-04.

Resolution 1: That Council move First Reading of Bylaw 2020-04, this being the bylaw to amend the Land Use Bylaw 2016-01 to update Highway Commercial, Hamlet Mixed Use, and Hamlet Commercial Land Use Districts, Specific Use Regulations, and Definitions regarding Cannabis Stores as a use.

Resolution 2: That Council move that a Public Hearing for Bylaw 2020-04 be scheduled for March 24, 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

Staff was directed with the legalization of Cannabis to obtain feedback from County residents on the regulation of cannabis sales within the County. An online survey was posted on the County's website from the end of October to mid-December. There was a focus on obtaining responses from hamlet and community members where there were parcels already designated commercial or industrial. There were 88 respondents, which equates to 1% of Wheatland County's population. A summary of the findings is attached to this RFD. Staff presented the survey results to the January 7th, 2020 Planning and Priorities meeting, and drafted the attached bylaw based on the feedback received.

The public hearing will be advertised the County's website, in the Strathmore Times and Drumheller Mail.

Relevant Policy / Practices / Legislation

Gaming, Liquor and Cannabis Act, RSA 2000, Chapter G-1
Gaming, Liquor and Cannabis Regulation AR 143/96
SSRP Implementation Plan: 8. Community Development
MDP Policies 3.7,
Land Use Bylaw 2016-01

Strategic Relevance**Response Options and Desired Outcome(s)**

Option #1: THAT First Reading of Bylaw 2020-04 be granted.

Resolution 1 That Council move First Reading of Bylaw 2020-04, this being the bylaw to amend the Land Use Bylaw 2016-01 to update Highway Commercial, Hamlet Mixed Use, and Hamlet Commercial Land Use Districts, Specific Use Regulations, and Definitions regarding Cannabis Stores as a use.

Resolution 2 That Council move that a Public Hearing for Bylaw 2020-04 be scheduled for March 24, 2020 at 9:00AM in Wheatland County Council Chambers.

Option #2: THAT Bylaw 2020-04 be refused.

Resolution 1 That Council refuse Bylaw 2020-04, this being the bylaw to amend the Land Use Bylaw 2016-01 to update Highway Commercial, Hamlet Mixed Use, and Hamlet Commercial Land Use Districts, Specific Use Regulations, and Definitions regarding Cannabis Stores as a use.

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 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 March 24, 2020.

Organizational

N/A

Financial

N/A

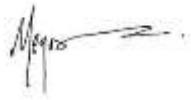
Environmental, Staff and Public Safety

N/A

Follow-up Action / Communications

If given first reading, staff would schedule a public hearing for March 24, 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
CAO

WHEATLAND COUNTY
PROVINCE OF ALBERTA
BYLAW 2020-04

Being a Bylaw of Wheatland County for the purpose of amending the Land Use Bylaw No. 2016-01, to update Highway Commercial, Hamlet Mixed Use, and Hamlet Commercial Land Use Districts, Specific Use Regulations and Definitions regarding Cannabis Stores

WHEREAS the Council of Wheatland County believes it expedient to amend the Land Use Bylaw 2016-01.

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.

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

- 1. The document entitled “Schedule A” attached to this Bylaw is hereby adopted;
- 2. This Bylaw comes into force when it receives third reading and is signed by the Reeve/Deputy Reeve and CAO or Designate, as per the *Municipal Government Act*.

_____ **MOVED** First Reading of Bylaw 2020-04 on _____, this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 with the changes as shown on the attached “Schedule A” forming part of this Bylaw.

Carried.

_____ **MOVED** Second Reading of Bylaw 2020-04 on _____, as presented and amended, and it was

Carried.

_____ **MOVED** Third and Final Reading of Bylaw 2020-04 on _____ and it was

Carried.

Amber Link – Reeve

Brian Henderson – Chief Administrative Officer

Schedule A

Attachment – Bylaw 2020-20 - Land Use Bylaw 2016-01 Amendments

Amendments to the Land Use Bylaw:

Part 2: Definitions

Amend the following definitions as per below:

Agricultural Processing – Minor means a small scale value added agricultural operation that includes the use of land and/or a building for the upgrading of a product for distribution or sale that was originally produced in an agricultural operation. These minor operations are intended to primarily use agricultural products which are produced onsite. An Agricultural Processing – Minor operation should not produce any offsite impacts. A Cannabis Production Facility is excluded from this use.

Cannabis means a cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds and any other substance defined as cannabis in the Cannabis Act (Canada) and its regulations, as amended from time to time and includes edible and topical products that contain cannabis.

Cannabis Accessory means cannabis accessory as defined in the Cannabis Act (Canada) and its regulations, as amended from time to time.

Cannabis Store means a retail store that is licensed by the Province of Alberta for the sale of Cannabis for consumption off the premises and may include the ancillary retail sale of Cannabis Accessories;

Convenience Store is a retail store in which articles for sale are limited to basic food items such as milk, bread, canned goods, ice cream, snacks and candy, and meat. It may also include the limited sale of magazines, books and records, video rentals, housewares, toiletries, stationary and tobacco products. The sale of Cannabis is excluded from this use.

Farmers Market means a market which has a primary use of selling goods produced in farming operations within the County or neighboring municipalities. A farmers market should operate on a regular, but temporary basis and can include the use of a building, structure, lot, portable washrooms and displays for the purpose of selling any or all of the following: produce, meat, fish, seafood, grains, flowers and crafts. A farmers market may also include temporary retail of other goods and the sale of food to be consumed within the premises of the farmers market. The sale of Cannabis is excluded from this use.

Food and Beverage Production means a commercial facility in which food and/or beverage products are manufactured/produced or otherwise prepared for human consumption, but not consumed on the premises. This may include a retail component that is accessory to the principal use. Typical uses may include pre-packaged foods, water bottling and catering facilities. This does not include a Restaurant, Drinking & Eating establishment, or the sale of Cannabis.

Greenhouse, Public means a building specially designed and used for the growing of vegetables, flowers or other plants for transplanting or sale to the public. This use includes wholesale distribution to locations off-site as well as on-site commercial sales of vegetation and flowers produced in the Greenhouse, Public. A Cannabis Production Facility and the sale of Cannabis are excluded from this use.

Warehouse Sales means a facility used for the wholesale or retail sale of a limited range of goods from within an enclosed building where the size and nature of the principal goods being sold typically requires a large floor area for storage and display. Typical uses include, but are not limited to, sales of furniture, carpets, major appliances, and building materials. This use does not include the retail sale of Cannabis, food or of a broad range of goods for personal or household use.

8.XX Cannabis Store

8.XX.1 In addition to all other applicable General Regulations listed in the Bylaw, the following provisions shall apply to Cannabis Stores:

- a) Cannabis shall not be consumed in a Cannabis Store;
- b) Cannabis Store must comply with Provincial Minimum setbacks;

c) Prior to operation of the Cannabis Store, the provincial license must be provided to the County.



9.4 Commercial Highway District (CH)

Purpose and Intent

The purpose and intent of this district is to promote and accommodate commercial development adjacent to major transportation corridors in the County that provide services to residents and those travelling through the County.

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	Agricultural Support Services
Campground (minor)	Auction Mart
Car Wash	Automotive and Equipment Services
Commercial Storage	Campground (major)
Convenience Store	Cannabis Store
Drinking & Eating Establishment	Composting Facility
Fitness Centre	Cultural Facilities
Greenhouse, Public	Food and Beverage Production
Laundromat / Dry Cleaning	Hotel
Mechanical Repair Shop	Kennel
Nursery	Liquor Sales
Office	Motel
Outdoor Café	Recreational Vehicle Storage
Parks & Playgrounds	Recycling Facility
Private Amenity Space	Shipping Container
Restaurant	Signs requiring a Development Permit^
Retail Establishment	Tower
Service Station	Warehouse Sales
Signs not requiring a Development Permit¹	
Solar Panel, Ground Mount¹	
Solar Panel, Structure Mount¹	
Spa and Wellness Centre	
Stripping and Grading¹	
Truck Stop	
Warehouse Storage	
WECS (Category 1)¹	
WECS (micro)¹	

Notes: 1 - See Development Permits Not Required Section
^ - See Signage Section for Signage that does not require a permit
* - See Specific Use Regulations Section for more information

9.14 Hamlet Mixed-Use District (HMU)



Purpose and Intent

The purpose and intent of this district is to provide for a range of uses to be integrated vertically or horizontally including retail service, commercial activities combined with a residential component which enhances and benefits the local community.

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	Artisan Studio
Child Care Facility	Cannabis Store
Community Building and Facility	Contractor Service
Community Recreational Facility	Cultural Facilities
Convenience Store	Drinking & Eating Establishment
Essential Public Service	Farmers Market
Financial Institution	Laundromat / Dry Cleaning
Fitness Centre	Liquor Sales
Hotel	Lodging Facility
Office	Market Garden
Outdoor Café	Mixed-Use Building
Parks & Playgrounds	Pawn Shop
Private Amenity Space	Residential Care Facility
Restaurant	School, Public
Retail Establishment	School, Post-Secondary
Signs not requiring a Development Permit ¹	School, Private
Solar Panel, Ground Mount ¹	Signs requiring a Development Permit [^]
Solar Panel, Structure Mount ¹	Tower
Spa and Wellness Centre	Veterinary Clinic
Stripping and Grading ¹	Worship Facility
WECS (micro) ¹	
WECS Category 1 ¹	

Notes: 1 - See Development Permits Not Required Section
^ - See Signage Section for Signage that does not require a permit

9.16 Hamlet Commercial District (HC)



Purpose and Intent

The purpose and intent of this is to accommodate a diversity of retail, service and commercial activities that benefit the local community.

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	Artisan Studio

I

Commercial Storage	Cannabis Store
Community Building and Facility	Child Care Facility
Community Recreational Facility	Contractor Service
Convenience Store	Cultural Facilities
Essential Public Service	Drinking & Eating Establishment
Financial Institution	Farmers Market
Fitness Centre	Funeral Home
Office	Food and Beverage Production
Outdoor Café	Greenhouse, Public
Restaurant	Hotel
Retail Establishment	Kennel
Solar Panel, Ground Mount ¹	Laundromat / Dry Cleaning
Solar Panel, Structure Mount ¹	Liquor Sales
Spa and Wellness Centre	Mechanical Repair Shop
Signs not requiring a Development Permit [^]	Motel
Stripping and Grading ¹	Pawn Shop
WECS (micro) ¹	School, Post-Secondary
WECS Category 1 ¹	Shipping Container
	Service station
	Signs requiring a Development Permit [^]
	Tower
	Veterinary Clinic

Notes: 1 - See Development Permits Not Required Section
^ - See Signage Section for Signage that does not require a permit



WHEATLAND COUNTY

Where There's Room to Grow



WHAT WE HEARD – CANNABIS RETAIL STORES

Subject: Summary of Cannabis Survey

Background

The purpose of the cannabis survey was to receive feedback from County residents on the regulation of cannabis sales within the County. Initially Staff tried reaching out to community members through existing events and found the number of respondents to be insufficient. Staff then created an online survey, and posted the link on the County website. It was advertised on the County's website, Facebook page, and a notice was mailed to landowners within Rosebud, Lyalta/Lakes of Muirfield, Gleichen, Cluny, and Carseland. These communities were chosen as there are existing parcels of land that are zoned commercial or industrial, which may be appropriate locations for cannabis stores.

Results

The survey went live on October 31st and was closed December 16th. There were a total of 88 respondents which represents 1% of the County's population. The majority of the respondents lived in Rural Wheatland, and 43 of the 88 respondents did not want cannabis stores within the County at all. Based on the extent of the circulation, and the length of time respondents had to complete the survey, Staff is confident the response level would not increase significantly if another outreach was initiated.

The following pages contain graphs and a brief analysis of the survey results.



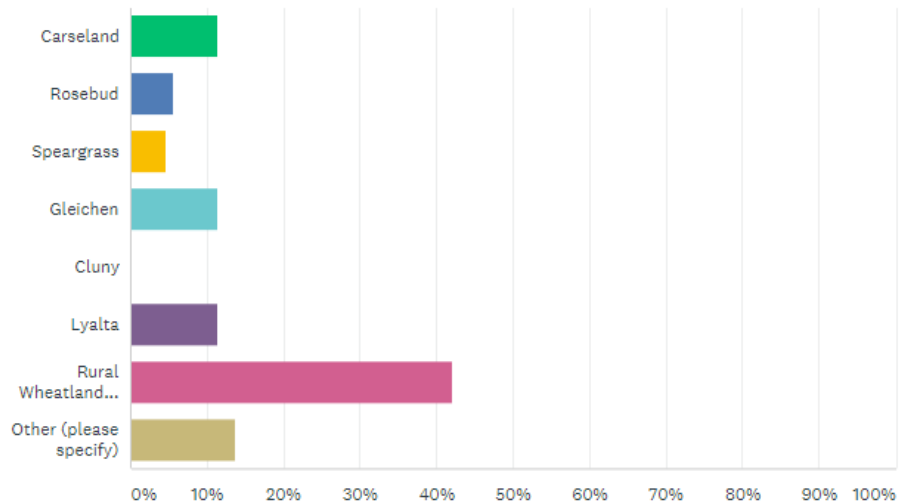
WHEATLAND COUNTY

Where There's Room to Grow



Where do you live?

Answered: 88 Skipped: 0



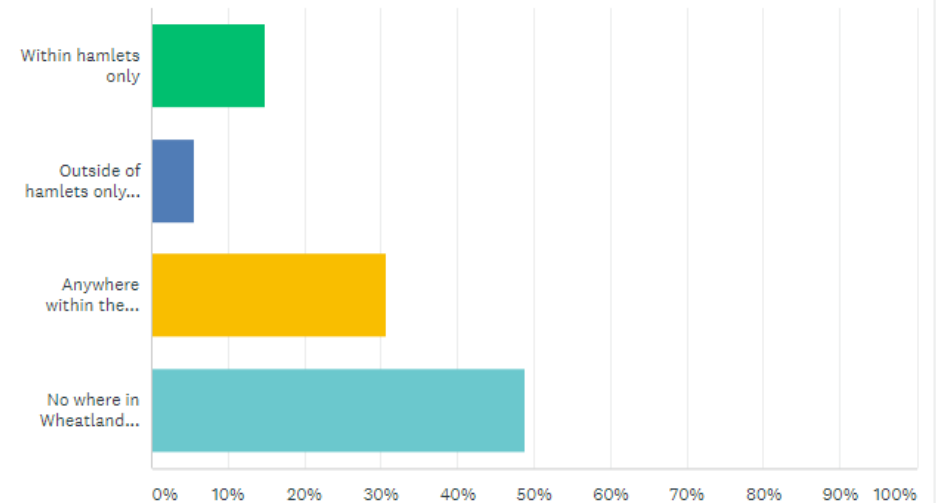
Cannabis Survey

🔍 (0)

The majority of respondents live in Rural Wheatland County, the second largest group of respondents lived elsewhere: Strathmore, Namaka, Calgary, Vulcan, and Langdon.

Where do you think Cannabis Retail Stores should be located in Whea...

Answered: 88 Skipped: 0



Cannabis Survey

🔍 (0)

The majority of respondents who thought Cannabis Retail Stores could be in the County felt that they were appropriate both in an urban and rural setting. Just shy of half of the respondents did not feel Cannabis Retail Stores should be in the County at all.



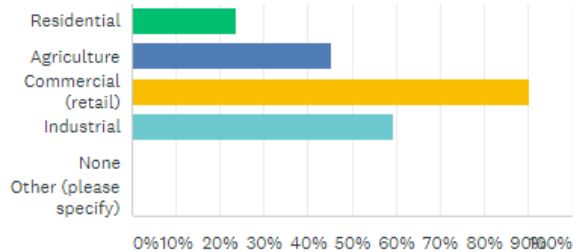
WHEATLAND COUNTY

Where There's Room to Grow



Through its Land Use Bylaw, Wheatland C...

Answered: 42 Skipped: 3

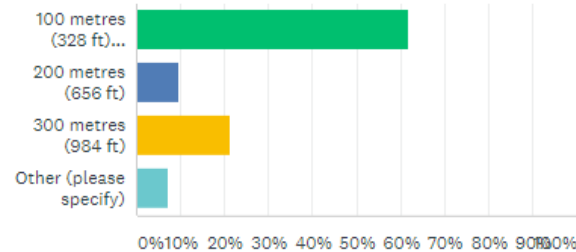


Cannabis Survey

🔍 (1)

Setback from health care facility

Answered: 42 Skipped: 3

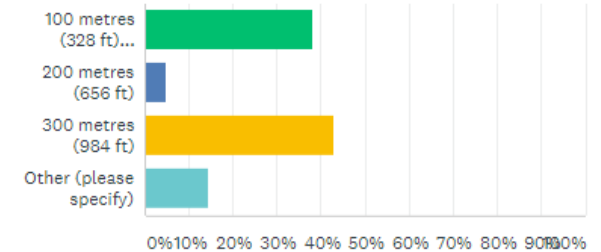


Cannabis Survey

🔍 (1)

Setback from schools

Answered: 42 Skipped: 3



Cannabis Survey

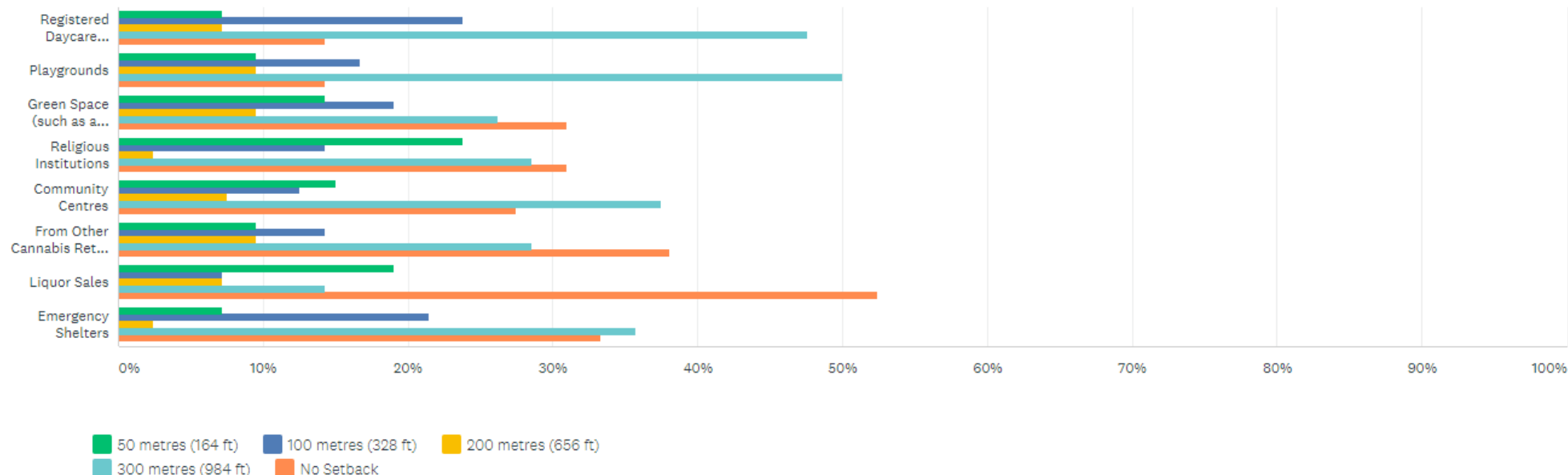
🔍 (1)

The residents were then asked what land use they felt Cannabis Retail Stores were appropriate in. The majority indicated Commercial and Industrial land uses.

The next series of questions focused on setbacks. The first one explaining the Province established minimum setbacks of 100 metres from Provincial health care facilities and Schools. Staff wanted to know if residents felt it appropriate to increase these setbacks. For health care facilities most felt the 100m setback was appropriate. For schools the majority felt 300 metres was more appropriate.

What do you think is an appropriate minimum setback from the listed facilities?

Answered: 42 Skipped: 3



Cannabis Survey

1

Staff listed a series of facilities and asked residents to indicate what they thought an appropriate setback would be, if any. The majority of people indicated a 300m setback would be appropriate for Registered Daycare Facilities, Playgrounds, Religious Institutions, Community Centres, and Emergency Shelters. It was indicated that a setback isn't required for other cannabis retail stores or liquor sales. It was split between 300m and no setback for green spaces (such as cenotaphs).

Respondents were also given the option to recommend other uses and setbacks, the relevant comments are as follows:

- Seniors centers
- Clinics, dentists, fast food, jewellery stores, and likely many others if you think about it
- Should be further away from schools etc.
- In my opinion, changing setbacks from the provincial guidelines just creates controversy and may cause court challenges. There is a safety factor having them in view of facilities because they are in the open and the stigma and/or getting noticed going in or out might curtail young people from using them. Keeping near liquor stores or other cannabis stores keeps them out of "hiding places" where what goes on may not be front and centre to public scrutiny.

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www.wheatlandcounty.ca



WHEATLAND COUNTY

Where There's Room to Grow

Request for Decision

February 4, 2020

Resolution No. _____

Date Prepared January 14, 2020

Subject

Bylaw 2020-09 - Nuisance and Unsightly Property Bylaw

Recommendation

Clear resolution answering – what/who/how/when

That Council choose Option #1 to approve Bylaw 2020-09.

Resolution #1 That Council give First Reading of Bylaw 2020-09

Resolution #2 That Council give Second Reading of Bylaw 2020-09

Resolution #3 That Council give unanimous consent to proceed to Third and Final Reading of Bylaw 2020-09.

Resolution #4 That Council give Third and Final Reading to Bylaw 2020-09

CAO Comments

RECOMMENDATION

Report/Document:

Attached



Available



None



Key Issue(s) / Concepts Defined

The current Nuisance and Unsightly Property Bylaw 2016-51 removed sections from the former Nuisance and Unsightly property bylaw regarding the number of unregistered vehicles allowed on a property within a Hamlet or Named Area.

The Bylaw presented re-introduces the section that restricts the number of unregistered vehicles allowed on a property to Two (2). This bylaw allows for discretion to be used by enforcement officers in determining whether more than two vehicles may deem the property a nuisance or unsightly using the enforcement criteria defined under Section 4 of the bylaw.

A section is being added under Remedial Orders granting authority to the Chief Administrative Officer (or designate) to make amendments therein, keeping original timelines for compliance intact.

This Bylaw also makes changes to the Violation Ticket portion of the bylaw removing “part 2” of the Provincial Offences and Procedure Act.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

Municipal Government Act (RSA 2000)

Provincial Offences Procedures Act and Regulation (RSA 2000)_

Strategic Relevance

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

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

None

Follow-up Action / Communications

Timelines, decision-making milestones and key products

Staff continues work as assigned.

Submitted
by:



Kris Permann
Senior Peace Officer

Reviewed
by:



Matthew Boscariol, MES, MCIP
RPP, General Manager, Community
and Development Services



Brian Henderson, CPA, CA
CAO



NUISANCE AND UNSIGHTLY PROPERTY BYLAW

WHEATLAND COUNTY

2016-5120-09

WHEATLAND COUNTY

BYLAW 20~~16-54~~20-09

BEING A BYLAW OF WHEATLAND COUNTY, IN THE PROVINCE OF ALBERTA,
FOR THE PURPOSE OF REGULATING, CONTROLLING AND ABATING
NUISANCES AND REMEDYING UNSAFE AND UNSIGHTLY PROPERTIES

WHEREAS Section 7 of the *Municipal Government Act*, R.S.A. 2000 c.M-26 as amended or repealed and replaced from time to time, provides Wheatland County Council with the authority to pass bylaws respecting nuisances, including unsafe and unsightly properties;

AND WHEREAS Wheatland County Council deems it expedient and in the public interest to pass a bylaw to establish and enforce minimum standards relating to the state of maintenance of Property and to regulate, control and abate nuisances and unsafe and unsightly properties within the jurisdiction of Wheatland County;

NOW THEREFORE Wheatland County Council, duly assembled, hereby enacts as follows:

Table of Contents

<u>Number</u>	<u>Page</u>
Section 1 – Short Title	3
Section 2 – Definitions	3
Section 3 – Prohibitions	5
Section 4 – Enforcement	7
Section 5 – General Penalty Section	10
Section 6 – Request for Review of Remedial Order by Council	10
Section 7 – Appeal of Decision to Alberta Court of Queen’ Bench	10
Section 8 – Registering a Complaint for Violations of this Bylaw	11
Section 9 – Recovery of Costs	11
Section 10 – Severability	11
Section 11 – Repeal	11
Section 12 – Effective Date	11

Section 1 – Short Title

1.1 This Bylaw may be cited as the Wheatland County Nuisance and Unsightly Property Bylaw.

Section 2 – Definitions

2.1 In this Bylaw:

- a. **“Animal Material”** means any animal carcass, animal excrement (manure or any other form of waste litter) and includes all material accumulated on premises from pet pens or pet yards, stables, veterinary clinics, animal hospitals, kennels or feed lots;
- b. **“Ashes”** means the powdery residue accumulated on a property left after the combustion of any substance and includes any partially burnt wood, charcoal or coal or any combustible substance;
- c. **“Building Material”** means all construction and demolition material accumulated on a property while storing, constructing, altering, repairing or demolishing any structure and includes, but is not limited to new or used metal, steel, aluminum, tin; or earth, Vegetation or rock displaced during such construction, alteration or repair;
- d. **“Chief Administrative Officer”** means that individual appointed by Council as Chief Administrative Officer for the County in accordance with the Municipal Government Act, R.S.A. 2000 Chapter M-26, or his/her designate;
- e. **“Council”** means the duly assembled Wheatland County Council;
- f. **“County”** means the municipal corporation of Wheatland County and the area within its jurisdictional boundaries, as the context requires;
- g. **“Court”** means the Provincial Court of Alberta and/or the Alberta Court of Queen's Bench;
- h. **“Day”** means a continuous period of twenty four (24) hours;
- i. **“Derelict Equipment”** means mechanical equipment, machinery, vehicles, trailers, appliances, power tools, motorcycles, bicycles, and other personal or commercial Property which has been rendered inoperative by reason of its disassembly, disrepair, age or mechanical condition, or which are otherwise not in a legally roadworthy or functional condition and includes any household appliances stored outside of a residence or other building and any abandoned Property, regardless of whether or not in an operating condition;
- j. **“Dwelling Unit”** has the same meaning as “Dwelling Unit” defined in the Land Use Bylaw, as amended or replaced from time to time;
- k. **“Land Use Bylaw”** means the County Land Use Bylaw 2007-56, as amended or replaced from time to time;
- l. **“Municipal Government Act”** means the ***Municipal Government Act***, R.S.A. 2000 c.M-26, as amended or replaced from time to time.
- m. **“Nuisance”** means any condition or unauthorized use of Property which, in the opinion of the Chief Administrative Officer, or an Officer constitutes an unreasonable interference with the enjoyment, use or value of other Property or the quality of life of County residents;

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- n. **"Occupant"** means any Person occupying, and/or residing on Property pursuant to a lease agreement, license agreement or other form of permit;
- o. **"Officer"** means a Bylaw Enforcement Officer (a Person appointed by the County pursuant to the Bylaw Enforcement Officer Bylaw, as amended or replaced from time to time), member of the RCMP or Peace Officer (as appointed pursuant to the **Peace Officer Act**, S.A. 2006 Chapter P-3.5, as amended);
- p. **"Owner"** means a person registered under the **Land Titles Act**, R.S.A. 2000, c. L-4 as being the Owner of Property; a Person who is recorded as the owner of Property on the County's assessment roll for the Property; a Person who has purchased and has yet to become the registered Owner of Property; a person controlling Property under construction; and/or a Person who is the lawful Occupant of Property;
- q. **"Person"** means any individual, firm, partnership, association, corporation, company, society or other legally constituted organization;
- r. **"Property"** means any land, buildings, structures, or premises or any personal property located thereupon, within the County;
- s. **"Provincial Offences Procedure Act"** means the **Provincial Offences Procedure Act**, R.S. A. 2000 c. P-34 as amended or replaced from time to time, and the regulations passed thereunder;
- t. **"Refuse"** means all solid and liquid wastes including but not limited to; broken dishes, cans, bottles, glass, rags, cast-off clothing, waste paper, cardboard, containers, organic and non-organic yard and garden waste, garbage, fuels, chemicals, hazardous materials, tires;
- u. **"Remedial Order"** means a written order issued pursuant to Section 545 or 546 (0.1) of the **Municipal Government Act** and Section 4 of this Bylaw;
- v. **"Rural Property"** means any Property zoned as "Agricultural General" , "Country Residential", "Industrial General District" or "Commercial District" in the Land Use Bylaw;
- w. **"Roadway"** means land shown as a road on a plan or survey that has been filed or registered in a land titles office or used as a public road and includes a bridge forming part of a public road and any structure incidental to a public road; or used for parking or travel by vehicles
- x. **"Sidewalk"** means the part of a pathway or Roadway especially adapted to the use of or ordinarily used by pedestrians, and includes that part of a Roadway between the curb or edge of Roadway and adjacent Property line whether or not paved or improved;
- y. **"Urban Property"** means any Property zoned other than "Agricultural General" and/or "Country Residential", and includes but is not limited to Property zoned as "Hamlet Industrial District" and/or "Commercial District" in the Land Use Bylaw;
- z. **"Unsafe Condition"** means Property that poses or constitutes an undue or unreasonable hazard or risk to the safety, health or welfare of any Person or other Property including, but not limited to, a structurally unsound condition, fire or explosive hazard;
- aa. **"Unsightly Property"** means any Property or part thereof that clearly shows signs of neglect, or which otherwise exhibits a significant lack of general maintenance, clean-up, or upkeep, and includes:

i. Property having an excessive, unusual, or unreasonable accumulation of:

- A. Animal Material,
- B. Ashes,
- C. Building Material
- D. Derelict Equipment
- E. Refuse,
- F. Vegetation,
- G. garbage, human excrement, sewage, hazardous materials, piles of soil, clay or rubble, petroleum products, metal, plastics, fabrics, used containers, paper products, or any other form of scrap, litter, trash, junk, or waste of any kind;
- H. parts of disassembled vehicles (including tires/wheels), appliances, machinery, equipment, or power tools;
- I. surplus, disused, damaged or stored vehicles, trailers, motorcycles, bicycles and recreational vehicles, including any such items that are inoperative by reason of disrepair, removed or missing parts, age, damage, or which are otherwise not in a legally roadworthy or functioning condition; and

ii. Any building, structure, or other improvement that exhibits significant physical deterioration, including buildings and structures that suffer from:

- A. broken (or missing) windows, siding, shingles, shutters, eaves, roofing or finishing materials; or
- B. clearly visible exterior or structural deterioration, damage or decay, including significant fading, chipping or peeling of painted surfaces;

bb. **"Vegetation"** means natural grass, volunteer grass, lawn grass, weeds, bushes, shrubs, trees or any other plant ~~or vegetation~~;

cc. **"Violation Tag"** means a Bylaw Violation Tag issued pursuant to the ***Municipal Government Act***,

dd. **"Violation Ticket"** means a ticket issued under Part 2 of the ***Provincial Offences Procedure Act***; and

ee. **"Warning Letter"** means a letter issued by the Chief Administrative Officer or an Officer pursuant to Section 4 of this Bylaw advising an Owner and/or Occupant that Property is in contravention of this Bylaw and directing the actions that the Owner or Occupant must take in order to remedy the contravention, stating a time frame in which the Owner and/or Occupant must comply with the directions and advising that if the Owner and/or Occupant does not comply with the directions within the specified time frame that the County may pursue further enforcement action.

Section 3 – Prohibitions

3.1. If there is more than one Owner and/or Occupant of Property, all Owners and/or Occupants of the Property are jointly and severally responsible to ensure that the Property complies with this Bylaw.

3.2 The Owner or Occupant of Property shall not cause, allow nor permit that Property or the use of that Property to constitute a Nuisance.

3.3 The Owner or Occupant of Property shall not cause, allow nor permit that Property to be in an Unsafe Condition.

3.4 The Owner or Occupant of Property shall not cause, allow nor permit that Property to be an Unsightly Property.

3.5 The Owner or Occupant of Property shall not cause, allow nor permit that Property to remain a Nuisance or Unsightly Property or to remain in an Unsafe Condition.

3.6 The Owner or Occupant of Urban Property shall not cause or allow that Property to have ~~grass or foliage~~ Vegetation accumulate to an extent which results in the Property to be an Unsightly Property or to be in an Unsafe Condition.

3.7 An Owner or Occupant of a property within a Named Area and/or Hamlet shall not have more than (2) unregistered vehicles per property title or residence so as to avoid being deemed as a Nuisance, Dangerous, or Unsightly property.

3.7.1 Wheatland County reserves the right to exercise discretion in relation to the number of unregistered vehicles, with regards to space availability, and number of residences per property title based on individual circumstances in reference to section 3.76.

3.8 The Owner or Occupant of Property located adjacent to a Sidewalk or Pathway which runs in front of the Property or beside the Property and where:

- a. such Sidewalk or Pathway runs parallel to and directly adjacent to a Street, or
- b. such Sidewalk or Pathway runs parallel to and adjacent to a Street, where the Pathway or Sidewalk and Street are separated only by a grassed or otherwise covered boulevard;

shall remove ice and snow from that portion of the Sidewalk or Pathway adjacent to the Property so that the Sidewalk or Pathway is cleared to the bare surface, within 48 hours after the ice or snow has been deposited.

3.9 Where the Owner or Occupant fails to pay the expenses and costs of removal referred to in Part 3.7(2), such costs may be added to the tax roll of the Property in accordance with the **Municipal Government Act**.

3.10 Where a Sidewalk or Pathway is adjacent to Property belonging to an Owner, or where the Property is unoccupied or underdeveloped, and an Officer deems the condition of snow or ice on the Sidewalk or Pathway adjacent to the Property to pose an Unsafe Condition, the County may remove the ice and snow at the Owner's sole cost and expense. The expenses and costs of such removal may be determined and recovered from the Owner of the Property in the same manner as in Part 3.7 (2) and (3).

3.11 Any Owner or Occupant of Property who has an awning, canopy, marquee or other encroachment extending from a portion of the Property over a Sidewalk or other portion of a Street shall endeavor to keep the said awning, canopy, marquee or other encroachment free from snow or ice so that it will not fall or drip upon the Sidewalk or Street below.

3.12 The Owner or Occupant of the Property shall cause to be cleaned up any water from melting snow or ice on any awning, canopy, marquee or other encroachment from the Sidewalk or Street and take the necessary precautions to ensure that an icy or dangerous situation is not allowed to exist on the Sidewalk or Street.

3.13 A Person may, in such a way as not to injure or unduly interfere with any other Person lawfully using the Sidewalk, use a power driven device (including but not limited

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to electric snow shovels, gas powered snow blowers, but not including Off Highway Vehicles) that is sufficiently light and of such construction that it will not injure the surface of the Sidewalk to remove snow or ice from any portion of the Sidewalk in order to comply with the provisions of this Bylaw.

3.14 A Person who removes snow or ice from public or private Sidewalks and/or public or private driveways shall not deposit said snow or ice upon any Street, highway, or boulevard and shall not impede storm sewer run off or block access to any storm sewer grate, fire hydrant, curb cut or wheelchair ramp.

3.15 In the event of a large accumulation of snow, the County may cause a Street or lane to be cleared of vehicles for the purposes of snow removal. If, after posting or signing said Streets or lanes, an Officer may cause any vehicles blocking snow removal equipment to be towed and impounded at the vehicle's registered Owner's expense.

3.1 No Person may obstruct, hinder, interfere or impede the Chief Administrative Officer or an Officer in the performance of his/her lawful duty, the exercise of the Chief Administrative Officer or Officer's powers or any Person acting under the direction of the Chief Administrative Officer or an Officer in relation to this Bylaw.

3.16 No Person may violate a Remedial Order directing that Person to Property into compliance with this Bylaw or the **Municipal Government Act**.

Section 4 – Enforcement

4.1 When making the determination as to whether a particular Property is an Unsightly Property, Nuisance or in an Unsafe Condition, or as to whether the Owner or Occupant of a Property has allowed the Property to become or continue to be a Nuisance, Unsightly Property or be in an Unsafe Condition, the Chief Administrative Officer or Officer may consider:

- a. the general condition and state of upkeep and tidiness of other Properties located in the same neighbourhood, community or vicinity;
- b. the nature, size, location and permitted use of the Property, and whether or not the Property is located within a predominately residential area;
- c. the nature of the Unsightly Property, Unsafe Condition or Nuisance condition complained of, and the period of time that such condition has persisted;
- d. whether the Property is undergoing construction, renovation, or demolition, and the period of time that such activity has been ongoing;
- e. whether the Owner and/or Occupant of the Property had been previously notified or compliance with the provisions of this Bylaw; and
- f. any other circumstances or factors relating to the Property which the Chief Administrative Officer or Officer considers to be relevant to the subject determination.

4.2 An Officer is a designated Officer of the County for the purpose of ensuring that the provisions of the Bylaw are being complied with and an Officer may enter in or upon any Property or structure in accordance with Section 542 of the **Municipal Government Act**, to carry out an inspection, enforcement, remedial action or other action authorized or required by this Bylaw or the **Municipal Government Act**.

4.3 No provision of this Bylaw nor any action taken pursuant to any provisions of this Bylaw shall restrict, limit, prevent or preclude the County from pursuing any and all other

remedy in relation to contravention of this Bylaw provided by the **Municipal Government Act**, or any other law of the Province of Alberta.

4.4 It is the intention of Council that all offences created by this Bylaw be interpreted to be strict liability offences.

Warning Letter

4.5 The Chief Administrative Officer or an Officer may issue a Warning Letter to any Person who contravenes this Bylaw.

4.6 If the Person to whom the Warning Letter was issued does not comply with the Warning Letter, the Chief Administrative Officer or the Officer may issue a Remedial Order to the Person requiring that the Person bring the Property into compliance with this Bylaw and/or the **Municipal Government Act**.

Remedial Order

4.7 Regardless of whether or not a Warning Letter has been issued, at any time where the Chief Administrative Officer or an Officer finds that a Person is contravening this Bylaw, the Chief Administrative Officer or Officer may issue a Remedial Order to that Person. The Remedial Order may:

- a. direct the Person to stop doing something or to change the way in which the Person is doing it,
- b. direct the Person to take any action or measures necessary to remedy the contravention of this Bylaw or the **Municipal Government Act**,
- c. state a time within which the Person must comply with the directions set out in the Remedial Order and provide proof of compliance to the Chief Administrative Officer or Officer, and
- d. that if the Person does not comply with the directions within a specified time, the County may take the action or measure at the expense of the Person.

4.8 Pursuant to section 4.7 under the Nuisance and Unsightly Property Bylaw and authority under the common law, the Chief Administrative Officer (or designate) reserves the right to amend an issued remedial order, and the amended Remedial Order remains in force and effect until full compliance

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Violation Tags

4.98 An Officer is hereby authorized and empowered to issue a Violation Tag to any Person whom the Officer has reasonable and probable ground to believe has contravened any provision of this Bylaw.

4.109 The Violation Tag shall be in a form approved by the Chief Administrative Officer and shall state:

- a. The Person's name,
- b. The offence,
- c. The appropriate voluntary penalty for the offence as in this Bylaw,

- d. That the voluntary penalty shall be paid within (10) Days of issuance of the Violation Tag in order to avoid further prosecution; and
- e. Any other information as may be required by the Chief Administrative Officer.

4.101 Where a contravention of this Bylaw is of a continuing nature, further Violation Tags may be issued by the Officer provided, however, that no more than one Violation Tag shall be issued for each Day that the contravention continues.

4.124 Where a Violation Tag has been issued in accordance with this Bylaw, the Person to whom the Violation Tag has been issued may, in lieu of being prosecuted for the offence, pay to the County cashier the penalty within the time frame specified in the Violation Tag.

Service of Warning Letters, Remedial Orders and Violation Tags

4.132 In any case where the Chief Administrative Officer or Officer issues a Warning Letter, Remedial Order or Violation Tag to any Person pursuant to this Bylaw, the Chief Administrative Officer or Officer shall effect such service either:

- a. by causing a written copy of the Warning Letter, Remedial Order or Violation Tag to be delivered to and left in a conspicuous place at or about the Property;
- b. by causing a written copy of the Warning Letter, Remedial Order or Violation Tag to be mailed or delivered to the last known address of the Owner or Occupant as disclosed in the land registry system established by the **Land Titles Act** of Alberta or the County's assessment roll for the Property, as shall appear to the Chief Administrative Officer or Officer to be most appropriate in the circumstances.

VIOLATION TICKET

4.143 Nothing in this Bylaw shall prevent an Officer from immediately issuing a Violation Ticket.

4.145 Where an Officer has reasonable and probable grounds to believe that a Person has violated any provision of this Bylaw, the Officer may commence Court proceedings against such Person by:

- a. Issuing a Violation Ticket pursuant to the provision~~ss of Part 2~~ of the **Provincial Offences Procedure Act**; or
- b. Swearing out an Information and Complaint against the Person pursuant to the provisions~~of Part 2~~ of the **Provincial Offences Procedure Act**; or

4.156 Where an Officer issues a Person a Violation Ticket in accordance with Section 4 of this Bylaw, the Officer may either:

- a. Allow the Person to pay the specified penalty for the offence as listed in the Section 7 Penalty Section by including the penalty amount within the Violation Ticket; or
- b. Compel the Person to attend Court by way of a Part 2 Violation Ticket, without specified penalty, if the Officer believes that it is in the public interest pursuant to Part 2 of the **Provincial Offences Procedure Act**.**4.16**

i. A Violation Ticket may be served on such Person who is an individual, either:

- A. By delivering it personally to such Person, or
- B. By leaving a copy for such Person at his/her last known residence with an individual at the residence who appears to be at least 18 years of age,

and such service shall be adequate for the purposes of this Bylaw.

ii. A Violation Ticket may be served on a Person which is a corporation, either:

- A. by sending it by registered mail to the registered office of the corporation, or
- B. By delivering it personally to the manager, secretary or other executive officer of the corporation or the Person apparently in charge of a branch office of the corporation at an address held out by the corporation to be its address,

and such service shall be adequate for the purposes of this Bylaw.

4.167 Where a contravention of this Bylaw is of a continuing nature, a contravention shall constitute a separate offence in respect of each Day, or part of a Day, on which that offence continues.

Section 5 – General Penalty Section

5.1 The minimum and specified penalty for a violation for any provision of this Bylaw shall be a fine in the amount of \$250.00

5.2 If a Person violates the same provision of this Bylaw a second time within a 12 month period of the date of the initial Violation Ticket -or Violation Tag being issued the minimum specified penalty for the second such violation shall be a fine in the amount of \$500.00.

5.3 Any Person that violates any provision of this Bylaw is guilty of an offence and is liable upon conviction to a maximum fine of \$10,000.00 or in default of payment of a fine to imprisonment for a period not exceeding one year, or to both fine and imprisonment in such amounts.

Section 6 – Request for Review of Remedial Order by Council

6.1 Any Person who receives aa Remedial Order to remedy a Nuisance Property may, within 14 Days after receipt of the Remedial Order, file a written notice with the Administrator requesting Council to review the Remedial Order in accordance with Section 547(1) (a) of the **Municipal Government Act**.

6.2 Any Person who receives a Remedial Order issued pursuant to Section 546(0.1) of the **Municipal Government Act** may, within 7 Days after receipt of the Remedial Order, file a written notice with the Chief Administrative Officer requesting Council to review the Remedial Order in accordance with Section 547(1)(b) of the **Municipal Government Act**.

6.3 After reviewing the Remedial Order, Council may confirm, vary, substitute or cancel the Remedial Order.

Section 7 – Appeal of Council's Decision to Alberta Court of Queen’s Bench

7.1 Any Person affected by a decision of a Council under Section 547 of the *Municipal Government Act*, may appeal to the Court of Queen’s Bench if

- a. The procedure required to be followed by this act is not followed, or
 - b. The decision is patently unreasonable.
-
- a. In the case of an appeal from Council's decision made pursuant to Section 6.1 of the Bylaw, within 30 Days of the date Council's decision was served on the Person affected by the decision, and
 - b. In the case of an appeal from Council's decision made pursuant to Section 6.2 of the Bylaw, within 15 Days of the date Council's decision was served on the Person affected by the decision.

Section 8 – Registering a Complaint for Violations of this Bylaw

8.1 All complaints concerning violations of this Bylaw shall be in writing and must specify the exact Property location, details of concern, and remedial expectations in relation to the complaint. All complaints shall be directed to the Chief Administrative Officer or Officer.

8.2 Citizen complaints may be received anonymously in respect to Property in an Unsafe Condition.

Section 9 – Recovery of Costs

9.1 Any expenses or costs of any Order or action or measures taken by the County under this Bylaw are an amount owing to the County by the Owner of Property which is in contravention of this Bylaw.

9.2 The expenses and costs incurred by the County in the enforcement of this Bylaw may be collected as a civil debt, or if unpaid after ninety (90) Days from the date the amount is rendered, may be added to the tax roll of the Property which is the subject of any enforcement proceedings under the Bylaw in accordance with the *Municipal Government Act*.

9.3 If the County sells all or part of the structure or anything that has been removed pursuant to a Remedial Order issued under this Bylaw, the proceeds of the sale shall be used to pay the expenses and costs of the removal of such, and any excess proceeds shall be paid to the Owner of the Property.

Section 10 – Severability

10.1 Each provision of the Bylaw is independent of all other provisions. If any such provision is declared invalid by a Court of jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

Section 11 – Repeal

11.1 Bylaw 201~~26-51-42~~ is hereby rescinded upon the passing and signing of By-law 20~~16~~~~20-54~~~~09~~

Section 12 – Effective Date

12.1 This Bylaw shall come into force and effect upon it receiving third reading.

~~_____ Moved~~~~KNIGHT MOVED~~ first reading of Bylaw 20~~20-09~~~~16-54~~, on ~~March 7, 2017~~~~February 4, 2020~~, this being a bylaw for the purpose of regulating, controlling and abating Nuisances and remedying Unsafe and Unsightly Property.

Carried.

~~HARWOOD MOVED~~ ~~_____ Moved~~ second reading of Bylaw 20~~20-09~~~~16-54~~, on ~~April 4, 2017~~~~February 4, 2020~~, and it was

Carried.

~~VANDER VELDE MOVED~~ ~~_____ Moved~~ third and final reading of Bylaw ~~2016~~~~2020-54~~~~09~~, on ~~April 4, 2017~~~~February 4, 2020~~, and it was

Carried.

Reeve

Chief Administrative Officer

Strathmroe Motor Products Sports Centre
For Fiscal Year Ends 2018 to 2018 and Current January 1 to Current 2019
Budgeted and Actual Amounts

REVENUE	Nov 30, 2019						
	2018 Actuals	2018 Budget	Actuals	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Rental Revenue	-	65,000.00	7,196.24	100,000.00	40,800.00	42,500.00	45,000.00
General Admission	-	-	39,930.65	60,000.00	57,120.00	57,500.00	59,500.00
Membership Sales	-	-	32,120.72		40,800.00	42,500.00	45,000.00
Sponsorship Contracts	52,833.34	32,000.00	40,441.49	60,000.00	50,000.00	50,000.00	50,000.00
Donations	-	-	6,235.00	-	-	-	-
Recovery - Cost Share	-	-	30,196.43	133,000.00	66,716.00	68,194.00	60,638.00
Othe Revenue	5,000.00	88,209.00	6,396.23	-	-	-	-
Contribute from Operating Reserve	-	-	-	-	-	-	-
TOTAL REVENUE	57,833.34	185,209.00	162,516.76	353,000.00	255,436.00	260,694.00	260,138.00

EXPENSES							
Wages & Benefits	67,549.47	103,445.00	175,011.68	244,435.00	252,746.00	252,714.00	257,554.00
Training & Travel	310.00	-	750.00	-	2,500.00	2,500.00	2,500.00
Contracted Services	77,888.81	1,500.00	34,727.19	3,200.00	17,500.00	17,850.00	18,200.00
Repairs & Maintenance	3,255.77	6,500.00	3,756.34	12,500.00	6,500.00	6,630.00	6,760.00
Advertising, Promotions & Printing	821.84	3,000.00	3,793.18	3,100.00	-	-	-
Insurance	-	2,500.00	10,336.22	5,000.00	10,400.00	10,712.00	11,033.00
Janitorial Contract & Supplies	-	25,000.00	72,663.17	60,000.00	92,065.00	92,065.00	92,065.00
Office Supplies	1,725.68	5,500.00	11,473.21	4,000.00	4,500.00	4,500.00	4,500.00
Freight & Courier	-	1,000.00	-	3,000.00	3,000.00	3,000.00	3,000.00
Programming Costs	-	-	114.99	-	2,000.00	2,000.00	2,000.00
Licenses & Permits	-	-	-	-	1,000.00	1,000.00	1,000.00
Rentals & Other Purchases	8,434.89	10,500.00	13,240.37	11,000.00	6,000.00	6,500.00	7,000.00
Utilities	12,960.34	2,500.00	55,520.59	86,152.00	67,000.00	70,311.00	73,708.00
Transfer to Capital	-	42,000.00	-	42,000.00	42,000.00	42,000.00	42,000.00
Loan Interest Payment	36,654.67	55,537.00	30,495.29	51,657.00	47,910.00	43,897.00	40,017.00
Loan Principle Payment	-	133,333.00	-	133,333.00	133,333.00	133,333.00	133,333.00
Depreciation Building	-	-	74,571.98	200,000.00	200,000.00	200,000.00	200,000.00
TOTAL EXPENSES	209,601.47	392,315.00	486,454.21	859,377.00	888,454.00	889,012.00	894,670.00

SUPPORT FROM GENERAL REVENUE - 151,768.13 - 207,106.00 - 323,937.45 - 506,377.00 - 633,018.00 - 628,318.00 - 634,532.00



WHEATLAND COUNTY

Reeve Monthly Report

Reeve: Amber Link

Division: 2

Reporting Period: January 2020

Report Date: January 27, 2020

January 2 Community Futures Wild Rose Management & Personnel Committee General Manager Performance Review.

January 2 Community Futures Wild Rose Board Meeting

Financial variance report approved, 2020-21 Budget and Operations Report, letter of support for Wheatland CARES grant application for the CrowdRiff subscription, striking governance committee to review Articles of Association, good news story about a new youth loan, monthly loan report, strategic plan update, Community Economic Development (CED) Committee Terms of Reference, and board training plan.

January 7 Planning and Priorities Meeting

Under the Transportation and Agriculture Department we discussed; \$4,000 Connection Fee, West Rockyford Access Road. Under the Community and Development Services Department we discussed Changing the LUB Amendment Process, Dwelling, Accessory (Permitted Use vs. Discretionary), Business Licencing - Introduction (Council will not be considering implementing a business licence), Nuisance & Unsightly Property Bylaw – Review, Community Funding Requests - Re: Process / Policy, Industrial Servicing Concept – Gleichen, Peer-Review Cost Recovery Model Update, Summary of Cannabis Retail Store Survey, Review of the Home Based Businesses (HBB) Section, Shipping Containers (Sea-Cans) on Industrial Parcels, Energy District, and RCMP Strategic Goals process. Council requested some of these items to come back to a regular Council meeting.

January 9 Broadband Pilot Project Meeting

We discussed a governance structure and there was consensus that a Municipally Controlled Corporation (MCC) would make the most sense. An action plan was established, including requirements gathering, drafting RFP, drafting documents we'll need, researching grants and funding opportunities.

January 9 Wheatland Housing Management Body Board (WHMB) Meeting

Social Housing and Lodge Financial Reports, Maintenance Supervisor Report, Social Housing, Resident Manager, and CAO Report, defer Town Hall meeting, defer decision regarding consultant services (awaiting financial information), Budget review – Social Housing budget approved, Lodge budget will be finalized once Hospice requisition is determined,

January 10 Wheatland Housing Management Body Board (WHMB) Meeting with AHS Executive Director of Seniors, Palliative, and Continuing Care

The board met with Amy Good, AHS Executive Director of Seniors, Palliative, and Continuing Care,

as well as Anne Heinemeyer, AHS Director, Integrated Supportive and Facility Living Calgary Zone, and Bev Berg, AHS Director, Palliative and End of Life Care Calgary Zone. Shared the Wheatland Housing Management Board Seniors' Housing Need Assessment and Business Case by Gordon and Associates - August 29, 2019 and some resident statistics. Highlighted Option 2 on page 33, discussed home care, hospice, opportunity to apply for RFP, and strategy for next steps.

January 13 Teleconference with rural growth management board Mayors and Reeves

Discussion around strategy for growth management boards.

January 13 Hussar Intermunicipal Development Plan Open House

Representatives from Wheatland County and the Village of Hussar answered questions and shared information on the purpose of an IDP, which is to minimize land use and development conflicts, provide opportunities for collaboration and communication, and allow for the resolution of any conflicts that may arise.

Recent changes to the Municipal Government Act have mandated that municipalities sharing a common boundary must develop an Intermunicipal Development Plan in order to foster a collaborative planning approach for these lands. These plans must be in place by April 1, 2020.

Intermunicipal Development Plans must promote consultation and cooperation between the participating municipalities regarding planning matters of joint interest within a defined planning area. They also provide a framework for processing development proposals, subdivision applications or concerns within this defined area.

January 14 Council Meeting

Public Hearing and 2nd and 3rd Readings for an amendment to DC-7 District (Lakes of Muirfield), and first readings with public hearings scheduled for 3 land redesignations, a road closure, and a new revised bylaw passed for a Historical Resource Designation.

FCM Conference attendance was decided.

Council supported my nomination to apply as Central District 2 FCM committee member, which will be decided at the upcoming District meeting and then following application be determined by the FCM President.

The new Executive Director of the Strathmore & District Chamber of Commerce presented to Council regarding sponsoring the upcoming Business Excellence Awards. Council approved sponsorship.

Stef Leblanc, Vice President, and Ryan Schmidt, General Manager, of Strathmore & District Agricultural Society presented their new 5 Year Strategic Plan. They will be celebrating their 50th Anniversary in 2023 and have many exciting initiatives planned.

From their plan...

By 2024 we will be recognized as the premier Agricultural Society in the Province, true to our mission, providing expanding, leading edge agricultural programming, events and recreation with a focus on the farming and ranching heritage of the area.

Vision

1. Providing excellence in community recreational facilities & services;
2. Known as the heart of rodeo & the development of its athletes in Alberta; and
3. A unique provider of practical ranching skills and education.

Providing excellence in community recreational facilities

- Baseball Diamonds & Campground Upgrades & Beautification
- Completion of Remuda Link Project
- Commence Cowboy Town Concert Series

The heart of rodeo and the development of its athletes in Alberta

- Expansion of Rodeo School to two weeks and a full slate of events
- Rodeo Infield Expansion Project
- Construction of an Indoor Arena for year-round rodeo activities

A unique provider of practical ranching skills and education

- Establishment of Practical Ranching School
- Year-round agricultural programming in the indoor arena

Press Release:

WHEATLAND COUNTY, ALBERTA – Wheatland County Council has appointed Mr. Brian Henderson to the position of Chief Administrative Officer (CAO) effective immediately.

"On behalf of Council, I am pleased to announce, the appointment of Brian Henderson as the Chief Administrative Officer for Wheatland County," said Reeve Amber Link. The unanimous support for the appointment is a result of his leadership style that aligns with Council's strategic priorities and commitment to fiscal responsibility.

Mr. Henderson has ten years of experience working with municipalities across Canada, including working at Wheatland County since June of 2016 as the General Manager of Corporate and Financial Services. In addition, he has been serving as the Interim Chief Administrative Officer since June 2019.

"I feel honoured to have this opportunity to make a positive difference for the community and the organization. I look forward to working with Council, staff, community members, and neighbouring municipalities to help take the organization to the next level," Mr. Henderson stated.

Mr. Henderson is Council's only employee and will lead the entire municipal organization. The CAO is responsible for adherence to the Municipal Government Act (MGA), County policies, and bylaws while managing the overall operations of Wheatland County. As a trusted advisor, the CAO is also accountable for strategic initiatives and priorities, as set out by Council. The CAO is a visionary leader for the County, elected officials, and residents, while serving as an inspirational ambassador for positive workplace culture.

January 15 Agricultural Service Board Meeting

Organizational meeting followed by board meeting. Most significant to me was a presentation by Stanley Carscallen regarding the urgent need for the formation and support of an Alberta Farmland Trust. I believe this could be part of the solution to the quandary that we face in municipal planning in balancing preservation of our ag lands with landowner rights. I'd love to hear what you think. For more information see this article:

<https://www.albertafarmexpress.ca/2019/11/20/new-farmland-trust-aims-to-preserve-good-soil-2/>

Consistent with the County's policy on Disposal of Fixed Assets the Board approved disposal of the Portable Livestock Scale, Rubber mats and RFID tag reader to local 4H clubs for \$1. As local 4-H Beef clubs are currently the only users of these items it made sense to transfer the assets to these clubs.

The Board approved the Agriculture Services Board Business Plan, which provides a vision and mission for the department with 9 established goals and strategies and actions to meet those goals.

Reviewed correspondence regarding children's book, "Dirt to Dinner". Board members will review book at upcoming ASB conference.

Reviewed 2020 Provincial Agricultural Service Board Resolutions that will come forward at the ASB conference.

We reviewed a response from Alberta Beef Producers regarding potential resolutions.

We approved a letter of support to Community Futures Wild Rose consideration of funding support for the WC Mercantile project through the Rural Opportunities Fund grant.

Our Manager of Agriculture and Environment's Report highlighted a very busy year for the department:

- ✓ 50 km of new road construction and 3 gravel pits mowed.
- ✓ 480 acres of spraying for weed control on 824 km of right of way.
- ✓ 7 waste transfer sites sprayed
- ✓ 193 weed inspections including 4 times each in the Villages of Standard, Rockyford and Hussar.
- ✓ 5470 km of roadside inspected
- ✓ 26 weed complaints and/or inquiries responded too.
- ✓ 22.5 km of roadside seeding
- ✓ 50 acres of borrow areas seeded
- ✓ 60 bales of eco-tack and 61 bales of straw applied for erosion control
- ✓ 103 Clubroot surveys
- ✓ 14 Canola stem samples sent to Alberta Agriculture for Blackleg and Sclerotinia testing
- ✓ 45 Grasshopper surveys completed for AB Agriculture.
- ✓ 2 Bertha Armyworm surveys completed for AB Agriculture.
- ✓ 4 cattle scale rentals – 4-H
- ✓ 12 Magpie, 6 skunk trap, 2 Pasture sprayer, 4 tree sprayer rental,
- ✓ 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%

Operational Environmental Compliance

- ✓ Final Environmental Audit Report provided to Council on January 14, 2020. Achieved 90% success in correcting audit findings with remaining 10% committed to ongoing attention as part of regular programming
- ✓ Applied for and received four Temporary Diversion Licenses for road dust control activities
- ✓ Applied for water license for Dalum Fire Hall water well – expected in early 2020

- ✓ Response to inquiries from field staff and assistance with legislative requirements

Environmental Communications

- ✓ 2018 Environmental Update Publication was published in early 2019. Hardcopies were sent to stakeholders and provided to Council, and a digital version was added to our website
- ✓ Environmental Program was modified in early 2019 for clarity and to reflect changing internal process. Program document was published on County website and provided to Council as information, and promoted in County Connector

Environmental Education

- ✓ Coordinated the attendance of 8 staff members to erosion and sediment control training in April
- ✓ Created a booth for Canada Water Week to share information with residents about water in Wheatland County
- ✓ Shared information about water stewardship with staff at the annual Safety Day
- ✓ Environmental topics shared in County media include: species at risk information, runoff management and water legislation, and dugout regulations

Technical Support

- ✓ Assisted with RMA resolution submissions on the topics of compost regulation, waste transfer bin funding, and extended producer responsibility
- ✓ Development of project management tool pilot to incorporate environmental considerations into road projects while avoiding strained timelines – increased support for environmental requirements of road projects
- ✓ Support for erosion control activities at sites damaged by heavy flooding
- ✓ Support for shallow well-digging at Thurn Pit – obtained Class B Well License from Alberta Environment and submitted well report
- ✓ Assistance with the ALUS program and other Agricultural Services projects
- ✓ Ongoing technical support for infrastructure projects as requested (hydrogeological studies, water licensing and approvals, water and soil quality)
- ✓ Ongoing review of planning & development files for comments regarding agricultural and environmental impact, and response to questions from planning & development staff
- ✓ Response to ratepayer inquiries on wide range of topics including but not limited to shelterbelt development, wetland management, dugout development, contamination and pollution, and support/internal advocacy for areas of concern brought forward

Advancing Environmental Sustainability

- ✓ Two Environmental Stewardship Awards were handed out at the 2019 Annual General Meeting and Carseland School Park Partnership Announcement. The process was altered for 2019 for timing to align with the ASB Bursary program, and unfortunately no interest was received for the program this year. Advertisement will begin again early in 2020
- ✓ Development of a shelterbelt and ecobuffer funding program, set to kick off with a workshop that is planned for February of 2020.
- ✓ Policy research and internal advocacy towards development of policy solution for soil being brought in from outside the municipality. After obtaining ASB and Council support, work is now underway in the Planning & Development department towards Land Use Bylaw amendments.
- ✓ Attendance at external environmental-themed events hosted by stakeholders and collaboration

with external agencies on environmental topics, including: Alberta Biodiversity Monitoring Institute, Wetland Education Network, ALUS Canada, Bow River Basin Council, Alberta Woodlot Extension Society, Miistakis Institute, Alberta Agriculture and Forestry, Alberta Environment & Parks

Agriculture Conservation Program

- ✓ Consultation with over 80 landowners

Crowfoot Creek Watershed Resiliency and Restoration Program landowner grant

- ✓ Total grant funding received from AEP \$198,500.00
- ✓ 15 applications received
- ✓ 9 Projects completed
- ✓ 9 Offsite watering systems installed
- ✓ 1,895 m of riparian fence installed
- ✓ Protection of 21,266m riparian lands
- ✓ 2018 the WID fenced 7000m of canals
- ✓ 2019 the WID fenced over 1,250m of canals
- ✓ 8 riparian health assessments -2018
- ✓ 3 riparian health assessments -2019

Rosebud Watershed Resiliency and Restoration Program

- ✓ Grant approved by Environment
- ✓ Contract waiting on AEP Signature

Alberta Environmental Farm Plan (EFP)

- ✓ 16 Plans Approved
- ✓ 6 workbooks in progress

Canada Agriculture Partnership

- ✓ Assisted 29 landowners with CAP programs

Safe Water Well Action Program (SWWAP)

- ✓ 15 applications received
- ✓ 2 well pits removed
- ✓ 7 wells abandoned
- ✓ \$8863.22 expended

Wheatland Agricultural Stewardship Program

- ✓ 2 applications received
- ✓ 1 project completed
- ✓ \$5000 expended

Wheatland ALUS

- ✓ 2 Partnership Advisory Committee Meetings
- ✓ 4 approved projects, 107.81 acres
- ✓ \$16,626.25
- ✓ Wheatland County project prioritization map (AB AG)
- ✓ 2 landowner workshops

- ✓ ALUS banner purchased
- ✓ Attended national conference

County Connector Newsletter

- ✓ 24 submissions

Alberta Invasive Species Guide

- ✓ Re-Print: 10,000 copies

Red-Bow Agricultural Partnership

- ✓ Chair of RAP Committee
- ✓ 2 events hosted
- ✓ 4 meetings

Ladies Livestock Lessons – 76 attended

Ranching Opportunities Conference – 160 attended

Wheatland Water Day – 33 attended

Solar and Agriculture Workshop – 18 attended

Get the Dirt on Soil Health Workshop – 20 attended

Winter Feed and Water Workshop – 26 attended

January 15 Wheatland Housing Management Board Meeting with MLAs

Members of the Housing Board met with MLAs Leela Aheer, Nathan Cooper, and Joseph Schow to share our Seniors' Housing Needs Assessment and ask them to join in advocating for the need for a new lodge to provide housing for our seniors in the region. Some excellent feedback was provided about integrating resident centred stories into our project, for example how our seniors feel about current situation. Integrate surveys into reports. Idea to reach out to Community and Social Services ministry for potential synergies or building repurposing. MLA Aheer expressed need to know value of land and how much municipalities are contributing and or donating.

January 15 Council Meeting with MLA Aheer

We discussed current issues in Wheatland County where MLA Aheer can possibly advocate for us, with the top priority being issues with the CMRB, the effect it has on economic development on MLA Aheer's constituency, and the return on investment for Wheatland County ratepayers. We also discussed increased issues with shifting with Wheatland EMS, dispatch concerns, rural crime in Wheatland County, particularly in the Carseland area recently (MLA Aheer has been invited to a Town Hall meeting focused on the crime issue), and the Bow River Access Plan, document can be accessed here:

<https://talkaep.alberta.ca/3705/documents/13920>

January 15 Meeting with MLA Aheer, Alberta Environment, and compost company

Discussed issues with composting and potential solutions.

January 16 Calgary Metropolitan Region Board (CMRB) Joint Committee Meeting

Regional Employment Analysis: Skewed numbers being projected for a number of municipalities and many expressed concerns. Approval deferred, will come back to Committee with more accurate employment numbers. Calgary indicated their numbers were out by approximately 50, 000. Page 16 showed our job numbers were 1594 in the CMR, we don't do analysis of this due to capacity, but this is surely a significant error.

Status of Growth and Servicing Plan (HDR Calthorpe): The plan is at a “number crunching stage” developing a base-line scenario to bring back to Committee and the Board a data set.

Public Engagement Plan Update was approved, some Open Houses will continue, however there will be “pop up style” interactive engagement sessions. This was a request from the Committee in late 2019. The intent is to make use of the Communications and Engagement TAG (next item). Concerns related to how the consultant will engage in rural areas were expressed.

Communications and Engagement Terms of Reference for TAG: Consultant is suggesting that municipal member staff (planning) participate in the TAG. There is an additional cost associated.

External TAG Membership – Composition of external partners for input into the Growth Plan. Recommended 10 are:

Government of Alberta (GOA) – Environment and Parks

GOA- Municipal Affairs

GOA- Alberta Transportation

Bow River Basin Control

Building Industry Land Development (BILD)

Calgary Real Estate Board

Calgary Regional Airshed Zone (this was an addition)

Miistakis Institute

National Association for Industrial and Office Parks, Calgary Chapter ** The Calgary Chapter of NAIOP is an association of professionals involved with industrial, office, retail and mixed-use commercial real estate in Calgary and the surrounding communities

Western Irrigation District (suggested to add).

The Committee was concerned about the wording and composition on the group.

CMRB Messaging Platform will come back to Committee for further consideration. Again.

January 18 WFCSS Year End Celebration

Lovely evening at our Wheatland FCSS Year End Celebration. It was inspiring to celebrate Marty Kooistra’s 30 years of dedicated service to our Home Support program.

January 20 Municipal Planning Commission

Two Development Permits were approved, including one for an Industrial, Medium, Hydro-Vac Transfer Pad.

January 20 Wheatland Regional Partnership Meeting

Our scheduled presenters were unavailable. Further discussion regarding Canadian Badlands Tourism. Community updates from each municipality, with one key message emerging regarding the importance of preserving our history. We don’t think about it, but we’re making history now too.

January 21 Potential Industrial Development Meeting

Meeting to discuss a potential development and what Wheatland has to offer.

January 21 Provincial Agricultural Service Board Conference

Did you know Alberta is the only place to have Agricultural Service Boards? The Agricultural Service Board Grant (ASB) Program promotes long-term sustainability of the agriculture industry and rural communities and the development and delivery of environmental extension programming. ASBs are responsible for implementing and enforcing legislative requirements under the Agricultural Service Board Act, the Weed Control Act (WCA), the Agricultural Pests Act (APA), the Soil Conservation Act (SCA) and assist with the control of animal disease under the Animal Health Act (AHA). This year's ASB Conference Theme was Agriculture, Innovation, and Pioneers and was a celebration of the 75th Anniversary of ASBs, quite a milestone!

The Provincial ASB has a new website:

<https://agriculturalserviceboards.com/>

As well the Association of Alberta Agricultural Fieldmen have a great website at:

<https://aaaf.ab.ca/>

An informative fact sheet about ASBs:

<https://provincialagriculturalserviceboardcommittee.files.wordpress.com/2019/07/asb-factsheet-24sep18-1.pdf>

Welcoming remarks from Councillor Poole from the Town of Banff, who indicated he anticipates we'll likely be facing issues such as gene editing, automation, and climate change and encouraged us to bring the heart of the land to our deliberations.

Honourable John Barlow, MP for Foothills and Shadow Minister of Agriculture and Agri-Food, spoke of the dash in Agri-Food as a symbol of reconnecting Canadians to their food. He shared that 50% of our commodities are exported and are trusted globally, need to work on Canadian customers, room for everything (beef, peas, pulses, organics), need to champion ag industry here, also acknowledged mental health issues in agriculture. Reference the Barton Report.

Corey Beck, Provincial ASB Chair, brought greetings and recognized the work of ASBs across Alberta.

MLA for Banff-Kananaskis, Miranda Rosin, brought greetings from the province.

Association of Alberta Agricultural Fieldmen President, Sebastien Dutrisac, spoke of the dash between 1945-2020 as the 75 years of hard work ASBs have been doing in Alberta, through adversities and challenges, the boards have discovered solutions together and accomplished the seemingly impossible.

RMA President, Al Kemmere, brought greetings and an update regarding ag plastic recycling. He also pointed out there is an ASB in every rural municipality in Alberta, with 85% of the Alberta land base or 50 million acres under ASB jurisdiction.

January 22 Provincial Agricultural Service Board Conference

Presentation on the history of our Agricultural Service Boards (ASB) by Brent Hoyland.

As farming operations expanded in Alberta during the period from the 1920's to the 1940's, two significant production problems emerged. One was the introduction and spread of new weeds, and the other, wind drifting and water erosion of good agricultural land. Municipal governments became concerned; heavily infested or eroded land was unproductive and being abandoned, the taxes unpaid. Some municipalities met with the Department of Agriculture in a series of meetings in 1942, seeking ways and means of best coping with the situation. Both parties recognized and agreed that effective weed control and soil conservation measures could best be carried out by local governments because they were the closest to the problem. In 1943, through the efforts of Dr. O. S Longman, Deputy Minister of Agriculture and Arthur M. Wilson, Field Crops Commissioner and President of the Alberta Association of Municipal Districts, two municipalities - the M. D. of Red Deer and the M. D. of Conrich at Calgary - volunteered to set up special agricultural committees in an effort to find more effective ways of coping with the weed and soil problems. The committee concept proved to be far superior to anything that had been tried before. It created genuine interest among all municipalities. In 1944, the idea of committees or boards at a municipal level to provide service in the area of weed control particularly, through preventive means, was initiated by a resolution at the Municipal District Convention. The concept became the forerunner of the present Agricultural Service Board Act. The Agricultural Service Board Act was formulated and passed by the Provincial Legislature to become law in February, 1945. It was meant "to provide for extension of agricultural services in association with municipal authorities. "It provided for a cooperative and coordinated effort between the Department of Agriculture and Municipal or Improvement Districts in developing agricultural policies and programs which were deemed to be of mutual interest and concern. This legislation is unique in Canada in that it provides for supervision and reclamation of debilitated land due to weed infestations, soil erosion (water and wind) or other causes.

Wheatland County's ASB was formed February 22, 1946.

It's not a coincidence Alberta is rat free. We're also the only place to have Agricultural Service Boards. We can't underestimate the significant work that has been done by these boards and our critical Alberta Agricultural Fieldmen.

Everything is About to Change by Doug Griffiths – he previously wrote Rural Development Strategy report, he believes building communities is single most important work, outlined history from hunter/gatherers for 30,000 years, to the invention of the steam engine and Industrial Revolution to our current technology age. He predicts in 8 years 35% of vehicles will be autonomous, in 15 years, 85%. Gave example of northern Alberta oil sands mine using 1 autonomous truck for hauling sand and results were accident free and less expensive, soon converted all trucks. Spoke of importance of housing, jobs, aesthetic downtowns, and even access to childcare to economic development. Diverse boards make better decisions, "smartest" people is based on limited definition of smart (50 year old white males with MBAs). Referenced Institute of Corporate Directors as a resource. Stated ag is changing, values change, ideas and solutions are more important than titles, pointed to brewhouses, coffee shops, yoga, and local food. Projects are more important to younger generations than organizations. He stated you won't change consumer mindset so places like A&W are matching it, you can be mad and have honour and dignity, but no farm. Communities of the future will be walkable and beautiful. People work more on screens in isolation so in downtime people want to leave work and engage with people, whereas previously more work was done around people and we wanted to cocoon in downtime. Neighbourhoods and educations are moving online. Need to be relevant. Instagram.

We heard from a couple of cutting edge innovators in agriculture.

Cory Beaujot, Manager of Business Development with Seedmaster Manufacturing Inc. and DOT Technology Corp. presented on their family's automation technology.

In 2014, Norbert Beaujot started thinking about building an autonomous seeder and realized that if a powered platform could be adapted to facilitate other implements, it would have more value for farmers. Skilled farm labour is becoming harder to find every year, the capital cost of new equipment is extremely high, and used equipment depreciates quickly. Standardized autonomous power units are the ideal solution—they reduce labour costs and are less costly to purchase.

Equipment design is simplified by using more of, but smaller implements without the limitation of skilled labour. This, combined with the standardization of power platforms, provides significant capital cost advantages per acre while lowering the risk of equipment depreciating.

Imagine spending more time out of the cab, knowing that tasks are still being accomplished with absolute precision.

Imagine...

- Saving more than 20% on farm fuel, labour and equipment capital costs.
- Reducing your CO2 emissions by 20%.
- Gaining more than 20% on your equipment's future trade-in value.
- Easily and economically rescaling your equipment to your future farm size. (Small and large farms becoming more efficient and profitable.)
- Reducing overlap while improving turning and filling efficiencies.
- Simplified secure, cloud-based data storage.
- Stocking only one type of oil filter for all your farms power units.

The Dot Power Platform is a mobile diesel-powered platform designed to handle a large variety of implements commonly used in agriculture, mining and construction. Its U-shaped frame facilitates the direct loading of implements, so that, once loaded, the implement “becomes one” with the mobile powered platform. Dot's short- and long-range sensors make the power platform more accurate and attentive than any human. Dot constantly updates itself with images of the physical world around itself and processes the data at lightning speed. Capable of making decisions, Dot will send alerts to the farmer if it is unsure how to proceed. The farmer begins by using a computer program to generate a path plan for each field. From the approach, around the headlands, avoiding sloughs, power poles and other obstacles, the path plan covers every foot of on-field movement to sub-inch accuracy. Once the boundary and obstacle information is loaded, the path plan only takes about 15 seconds to be developed on our software. There are several ways to download precise boundaries and obstructions. The path plan must be farmer approved and can be altered at any time to satisfy changing field conditions.

<http://seedotrun.com/>

We also heard from Jonathan Gill with Hands Free Farm who shared how they “ripped the brains out of a drone and put them in a tractor”. “We just flipping did it.” he shared. Gill is a qualified robotic engineer specializing in mechatronic systems. Now working at Harper Adams University as a

researcher his main focus is aerial drone systems and their role within agriculture. Operation, design, and programming, not limited to aerial inspection, his focus has been directed to precise spraying operations with large drone systems. The 'Hands Free Hectare' which has been the boldest attempted fusing automation, agronomy and agriculture together operating drones and drone technology to achieve a world's first in 2017, from the projects 3 year success the land to plant and tend has grown from 1 Ha to 35 Ha, the first 'Hands Free Farm' started in 2019 this 3 year project is at the heart of his research. He is also a 2018 Nuffield Scholar with his report focusing on 'How we embrace Automation in agriculture'.

Automated machines growing the first arable crop remotely, without operators in the driving seats or agronomists on the ground. The Hands Free Hectare team has successfully harvested their second crop using their autonomous combine harvester and achieved unloading on the move for the first time with their ISEKI tractor. The world-first project, run by Harper Adams University and Precision Decisions, returned in November of last year after receiving funding from the AHDB to grow a crop of winter wheat, with the aim to improve the machinery's accuracy and so improve field coverage, ultimately leading to a more competitive yield.

Alongside harvest, the team invited Caroline Dawson from local catering company Fodder in the Field to cook fresh pizzas at the side of the hectare, using 'hands free' wheat from the field itself. "It was brilliant to have Caroline with us, milling the flour on site and making fresh pizzas throughout the day. It really demonstrated the field-to-fork food chain in operation; you can't beat eating a fresh pizza, while watching our autonomous combine continuing to harvest the crop in the hectare." Gill also brought a bottle of the world's first Hands Free Gin to auction at the conference.

<https://www.handsfree.farm/>

Review of the Report Card on the ASB Resolutions 2019.

<https://provincialagriculturalserviceboardcommittee.files.wordpress.com/2019/10/2019-report-card-on-the-resolutions-final-2.pdf?fbclid=IwAR1EkvNPiLDMHCDEuPXbd5bGy6VgVdOaKDsTOq7YefFYi1Mn95sOnjH8C4M>

Nick Saik, CEO of Know Ideas Media, presented Social Media for Farmers, which was so much more than I was expecting. He led with Farming Has A PR Problem. There are 2 approaches to communicating with public; Fight the battle or Engage. Can fight the battle with good tactics, but if all you do is react you won't deescalate the war. Engaging, in real life, is always better. In digital life we can support (retweeting, provide input to influencers). Farms have agronomy, marketing, and equipment strategies, they need engagement strategies too. It's not about converting your opponent, it's about the message you're sending. More emotional, fair minded, have a better argument. He emphasized analogies over analytics. Stories over facts. Because facts don't change minds. He also reminded us to practice charity every time. Always be more kind. Unflappably kind (which I love and aspire to). He taught about repositioning tactics, where marketers send messages about other products through statements like Maple Leaf's "We're for real" campaign, which implies everyone else is fake, A&W's marketing, and Organic Alberta. He spoke of Government of Alberta's issues with regulations, trade barriers, and public trust. He shared the following video to remind us of the importance of critical thinking:

<https://youtu.be/TijcoS8qHIE>

For a really great laugh and a brilliant way to draw attention to the importance of labelling and agriculture definitions, check out Nick's video Nut Milking Exposed:

<https://www.youtube.com/watch?v=JJCTIPWPntw>

January 23 Provincial Agricultural Service Board Conference

Animals We Eat: Essential on the Farm and the Plate by Nicolette Hahn Niman, a writer, attorney, and livestock rancher. She authored the books *Defending Beef: The Case for Sustainable Meat Production* (2014) and *Righteous Porkchop: Finding a Life and Good Food Beyond Factory Farms* (2009), as well as numerous essays. Niman spoke of need for domestic grazers (cattle) to act as a proxy for the previous large herds of grazers that have existed from prehistoric times. Further that ranching is likely a net positive operation in terms of environmental impact by being carbon negative and holding more water while also improving water quality.

Prairie Proud – It's Time To Get Loud and Proud About Alberta's Best

Graham Sherman is a self-professed "high level geek" who has used his love of technology to help him master the craft of brewing artisan beer. Together with his partner, Graham launched the Tool Shed Brewery four years ago, and has never looked back. Speaking on what it takes to be a successful entrepreneur, Graham's passion comes through in every talk. Prior to starting Tool Shed, Graham and his Tool Shed partner worked on contracts for the Canadian and US governments and military forces, installing encrypted, tactical communication networks. By day, they rolled around Afghanistan in armoured vehicles, "geeking out" in the world of satellite communications. By night, they aimed their obsessive, high-level thinking at mastering everyday tasks such as coffee, learning to control their homes in Canada remotely with their iPhones, and finally, perfecting batches of beer. Now sold in over 1000 locations in Western Canada, Tool Shed has its 15,000 square foot headquarters in Calgary, and the team behind the brand has also been nominated as Canadian Entrepreneur of the year, the world's most prestigious business award for entrepreneurs, with programs in 145 cities in 60 countries. They were also named as two co-winners of the "40 Under 40" recognition from Avenue magazine. Graham spoke of bringing people together, his love of hosting and serving, the secret to life = spending your days making people happy. He stated 1/100 jobs are thanks to beer. It took a lot of advocacy, but AGLC finally, in 2013, removed minimum brew standards that stopped craft brewers from successfully starting. Number of breweries went from 12 to 150 in Alberta. He reiterated everything is about stories.

The beer economy in Canada contributed \$13.6 billion to Canada's GDP in 2016. Economic return on craft beer is significant and with Alberta barley being the best in the world it's been a booming business here. For craft beer in Wheatland County visit Origin Malting and Brewing Co. in Strathmore. For more information on craft beer visit:

<http://alberta.beer/>

David Farran's passion for Eau Claire Distillery began with a sincere belief that Alberta's world class agricultural bounty should be the home to a strong distilling industry. When we ship our grain worldwide for spirits production, it seemed extraordinary that Alberta didn't have a craft distillery producing local, handcrafted spirits. Combined with deep historical roots in Alberta farming and ranching, David's hobby of farming with draft horses seemed to be a perfect combination – thus Eau Claire was born with an immediate pedigree – a true farm-to-glass, certified farm distillery, where grain was produced using 100 year old horse farming methods – a first in North America.

A strong takeaway message was a plea from David for government to listen to businesspeople and to adapt to change, if we can't help at the very least get out of the way of economic diversification. Graham and David received a standing ovation for their talk. It was interesting that we went from the future of farming automation yesterday to horse drawn ploughing today, there's room for both and both are intriguing stories.

Farming for the Future by Emmett Sawyer. We need to listen to our youth, they're the future of Alberta ag. Emmett grew up on his family's grain and cattle farm west of Acme, Alta. Emmett is

currently in his second year at the University of Lethbridge taking Agricultural Enterprise Management. Emmett is extremely passionate about the agriculture industry and considers himself to be an “Agvocate”. He loves to speak about agriculture and is a 4-H Alberta provincial public speaking champion as well as the Canadian Young Speakers for agriculture national public speaking champion. Emmett first got his start as an agriculture advocate by being apart of Ag More Than Evers media campaign titled “Be Somebody” where he was selected to be the face of youth in agriculture across Canada. Emmett is a proud 4-H Alumni as well as a L.E.A.D scholar. He is also a past delegate at the Youth Agriculture Summit that was held in Brazil this past November.

Emmett’s most recent adventure has been creating a podcast called “Ag Thoughts With Emmett” where he shares his thoughts and opinions on different agriculture issues. Emmett loves any opportunity to talk about all things related to agriculture from his personal perspective growing up on his family farm in the hopes he can be part of the conversation dispelling the myths running rampant through social media.

Kevin Hursh shared his predictions for the next decade of ag. From continued climate change panic (good reason to decrease emissions, but gotten to hysteria), increased value added, more black swan events and trade disruptions, increased interest rates, carbon tax keeping us from being competitive, to will glyphosate still be used? Escalating equipment and repair costs are a huge factor. Grain storage needs to be considered. Watch input costs through the year. Intercropping considerations. As an agrologist, journalist and farmer, Kevin Hursh is one of the best-known agricultural commentators in the country. Kevin and his wife Marlene run Hursh Consulting & Communications based in Saskatoon. Kevin writes a weekly newspaper column for The Western Producer and contributes to many other farm publications. He also serves as executive director of the Saskatchewan Mustard Development Commission, the Canary Seed Development Commission of Saskatchewan and the Inland Terminal Association of Canada. Kevin and Marlene own and operate Hursh Farms Inc. near Cabri in southwestern Saskatchewan growing a wide array of crops.

Agricultural Services Board Awards

January 24 Provincial Agricultural Service Board Conference

David Burdek, Assistant Deputy Minister of Alberta Agriculture & Forestry brought an update from the ministry. He highlighted the significance of the ag industry, both in employment and as an economic driver. He pointed to how central the pest control work of our Ag field men is to successful market access. He took questions about water act license delays, carbon tax advocacy, protecting our products from mislabeling, ag layoffs and the resulting research void, importance of local food, inclusion of ag in Alberta curriculum, grazing lease red tape, and where is the Minister?

AFSC provided information on how the unprecedented unharvested acres will be assessed. \$150 million has been paid in crop losses, with an additional \$300 million from hail. Also spoke to AgriStability benefits.

Anne Wasko, analyst, brought a cattle market update and outlook.

Record value of beef exports, all time projected high of \$4.5 billion. Smallest beef cow herd in 30 years. Largest Alberta cattle slaughter (federally inspected) since 2004.

Touched on significance of African Swine Fever, estimate 1/3 of global swineherd lost.

Demand - Canadian GDP is up, even with larger production demand remained strong, demand for AAA or higher (Choice) was strong leading to record premiums, beef exports up 12% and value up

20% in 2019. Imports continue to drop.

Cattle Price Outlook - starting similar to last year, futures are solid, but market will show us, cattle feeders lost leverage in 2019, but already significant improvement in 2020, barley prices stabilizing, cow prices gained strength in December, expect that to continue.

Risks include disease, trade, economic, and weather.

Strategy - Use price volatility and seasonality to your advantage when planning risk management, maximize market value.

Cow calf margins may be thinner, calf prices flat, but inputs are higher, consider input management.

Resolutions

Agricultural Service Boards are advisors to the Minister of Agriculture, the main way they fulfill this mandate is through resolution.

<https://agriculturalserviceboards.com/2020-resolutions-unapproved/>

- 94% Alberta Agriculture Website – Ropin’ The Web
- 86% Weed and Pest Surveillance and Monitoring Technology Grant
- 90% Clubroot Pathotype Testing
- 65% Education Campaign for the Cleanliness of Equipment for Industry Sectors
- 61% AFSC Clubroot
- 72% Beehive Depredation
- 73% Agricultural Related Lease Dispositions
- 80% Emergency Livestock Removal
- 90% Mandatory Agriculture Education in the Classroom
- 82% Reinstate a Shelterbelt Program
- 26% Compensation to Producers on Denied Land Access to Hunters *DEFEATED
- 84% Proposed Amendments to Part IV of the Federal Health of Animals Regulations
- 89% Canadian Product and Canadian Made

Emergent Resolutions

- 80% Review of Business Risk Management Programs
- 80% Initiate Agri-recovery Framework
- 89% Agri-invest and Agri-stability Changes

Visited booths at the tradeshow and chatted with several exhibitors, including AgSafe, cleanfarms, Government of Alberta Working Well program, Cows and Fish, Ducks Unlimited, and Farm Safety Centre.

January 23 Conference Call with RMA to update on Growth Management Board Resolution

RMA updated on action to date, they have sent a letter to the Minister and requested a meeting, meeting scheduled in a couple weeks, will update after that meeting. Province typically responds to Resolutions shortly before next conference, which would be near beginning of March, but responses are always provided. It’s been acknowledged there are differences between the boards. A need was identified to articulate issues more clearly, with no ambiguity, and to be coordinated. Only Minister can fix the Regulation. Updates from both northern region and southern region. Next steps were discussed.

January 25 Marigold Library Board Meeting

Financial statements were approved. Operating and Capital Budgets were approved, there's been a focus on finding efficiencies. Service population increased by 1%. Headquarters build update. Staff and Board Trustee Satisfaction survey review, 2019 Achievements, and updates.

January 27 Meeting with Western Irrigation District

Discussion of mutual concerns, solutions, opportunities and potential synergies.

January 28 Wheatland Family and Community Support Services

Funding agreement, photocopier, Reports from FCSSAA conference and AGM, 2020 Budget, Policy Update, Financials, Caregivers and 5 For Life.

January 29 Standard Intermunicipal Development Plan Open House

Representatives from Wheatland and the Village of Standard answered questions and shared information on the purpose of an IDP, which is to minimize land use and development conflicts, provide opportunities for collaboration and communication, and allow for the resolution of any conflicts that may arise.

Recent changes to the Municipal Government Act have mandated that municipalities sharing a common boundary must develop an Intermunicipal Development Plan in order to foster a collaborative planning approach for these lands. These plans must be in place by April 1, 2020. Intermunicipal Development Plans must promote consultation and cooperation between the participating municipalities regarding planning matters of joint interest within a defined planning area. They also provide a framework for processing development proposals, subdivision applications or concerns within this defined area.

January 31 CMRB Workshop 2

The purpose of Workshop #2 is to begin the process of exploring alternative growth scenarios for the Calgary Metropolitan Region. The input received at the workshop will be used to help guide the HDR|Calthorpe team in establishing alternative scenarios that can be evaluated using our analytical tools and compared with the Business-as-Usual (BAU) scenario.

Signature: Amber Link



WHEATLAND COUNTY

Councillor Monthly Report

Councillor: Scott Klassen

Division: 5

Reporting Period: January 2020

Report Date:

<u>Committees / Meetings / Events – Topics of Interest</u>
<p>Jan 7 2020 – Planning and Priorities at county office</p> <p>Jan 10 2020 – Meeting at Gowling’s with GFL and our legal counsel, discussed moving forward</p> <p>Jan 14 2020 – Council meeting at county office (recorded on county website),</p> <p>Jan 15 2020 – ASB meeting at county office (recorded on county website), afternoon meeting with MLA Aheer about rural crime in county, Wheatland housing, and various other issues, evening meeting again with Aheer, GFL, AB environment, and Reeve and D Reeve discussed issues and moving forward.</p> <p>Jan 16 2020 – CMRB land use and servicing meeting</p> <p>Jan 20 2020 – Wheatland Regional Partnership meeting in Standard, Canadian Badlands discussion, Wheatland housing, updates on municipal projects</p> <p>Jan 21-24 2020 - ASB conference in Banff</p> <p>Jan 27 2020 – WID lunch meeting in Strathmore</p>

Signature: _____



WHEATLAND COUNTY

Councillor Monthly Report

Councillor: Donna Biggar

Division: 3

Reporting Period: January 2020

Report Date:

Committees / Meetings / Events – Topics of Interest

6th – WADEMSA, number of calls 2019 – 3868, 2018 – 3845. Increase in standby events. Charity golf raised \$20,000.00 to Ladies Auxiliary and Victim Services. We are the only County that has CPR Lucas Machines in our Volunteer Fire Departments.

7th – Planning and Priorities, Staff brought forward a more efficient RFD (request for decision) procedure. This should save the applicant time and money. Review of the energy district was discussed. Discussion on water connection fee, more info needed from staff.

8th – Chamber of Commerce, Lunch & Learn – Customer Service- May, Chamber to use Strathmore theatre guild to re-in act service situations. Beautification Workshop – Feb. Meet Your Neighbor Festival – June 20th. Town of Strathmore issuing licenses at no charge this year.

14th – Council, Minutes and recording on County website.

15th – Ag Service Board, WC Mercantile was presented. Provincial Agriculture Tour 2020 to be held in Wheatland County

15th – Minister Aheer, discussions on rural crime, Carseland Post Office, Carseland Focus Group initiative on walking paths.

16th – WADEMSA, Union negotiations

20th – Municipal Planning Board, Minutes and recording on County website.

20th – Economic Development, WC Mercantile was introduced, a resource for small and large farms. Staff to introduce a procedure for signage in our county.

20th – Chamber of Commerce, sub-committee for Nominations of Directors – Rules and Procedures.

20th – Wheatland Regional Partnership, discussion was held on the future Wheatland Lodge. Letter was sent to Canadian Badlands, of concerns and invite to our next WRP meeting, April 20th.

21st- 24th – Ag Service Board Conference, very informative conference, Doug Griffith spoke on change and the future. Great presentation by Brent Hoyland on the history of Ag Service Board. Presentations on hands free farming using technology and drones. Another farming in the future using autonomous equipment. An amazing presentation done by 2 local entrepreneurs, Graham Sherman & David Farran.

27th – WID meeting

28th – WFCSS,

31st – Chamber of Commerce, Awards Night,

Relevance to/Impact on Municipality

Council Action Required

Signature: _____



WHEATLAND COUNTY

Councillor Monthly Report

Councillor: Tom Ikert

Division: 4

Reporting Period: January 2020

Reporting Date: January 31

Committees / Meetings / Events – Topics of Interest

January 7 Council Meeting (See County website for video)

January 9 Wheatland Housing

January 10 Wheatland Housing Meet with AHS (Amy Good)

January 15 ASB (See County website for video)

January 15 Wheatland Housing Meet with MLA's and MP Shields

January 15 Wheatland Housing Meet with MLA Aheer @ Council Chambers

January 20 MPC (See County website for video)

January 21-24 ASB Convention in Banff

January 27 Lunch meeting with WID

“Conservatives are people who love something actual and want to retain it” Roger Scruton

Signature: _____



WHEATLAND COUNTY

Councillor Monthly Report

Councillor: Glenn Koester

Division: 6

Reporting Period Jan. 1 to 26

Report Date: Jan. 26

Committees / Meetings / Events – Topics of Interest

- 6 WADEMSA AGM and regular board meeting
- 7 Planning and Priorities
- 9 WHMB regular board meeting
- 10 WHMB meeting with Amy Good AHS
- 14 Council
- 15 ASB
WHMB meeting with MLA Aheer, MLA Cooper, MLA Schow
Wheatland County and MLA Aheer
Rockyford IDP open house
- 16 WADEMSA Union meeting
- 17 WHMB building committee meeting
- 20 WHMB CAO review
WRP meeting at Standard
- 21-24 ASB conference

Ben Armstrong Division #7 January 2020 Report

Jan 7 -Council and Planning Priorities – see website for council

Jan 14 -Council – see website

Jan 15 -Ag Service – see website

Jan 15 -Meeting with ALUS on projects in County 1 -3 PM

Jan 15 -Meeting with Strathmore, Chestermere and West County MLA

Jan 20 -Regional Partnership in Standard (unable to attend)

Jan 21 -Ag Service Conference in Banff until 24th

Jan 24 -Left Ag Service Convention early on Friday to attend SAEWA Executive at Wheatland County (date changed from 13th to 24th)

Jan 27 -WID Dinner meeting at Strathmore

Jan 31 –SAEWA-Lethbridge (unable to attend – Jason Wilson to attend in my absence)

Respectfully submitted

Ben Armstrong

What lies ahead of us or what lies behind us is not as important as what lies within us.



WHEATLAND COUNTY

Where There's Room to Grow

Request for Decision

February 4, 2020

Resolution No. _____

Date Prepared January 24, 2020

Subject

Decision-making topic title

Chief Administrative Officer Report

Recommendation

Clear resolution answering – what/who/how/when

That Council accepts the 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

Administration

- Facilitated Planning and Priorities session on January 7th with Council and staff.
- Met with Lakes of Muirfield representative on January 9th to discuss wastewater solution options.
- Met with Transitional Solutions Inc. in for an interview on January 9th to discuss fire services within Wheatland County.
- Had various meetings with Gowlings WLG and Green for Life (January 10th, 15th, and 24th) regarding several issues, including removal plan, remediation plan, and future development permit for activities on the site. Also met with some residents who requested updates on the remediation plan.
- Meeting with HDR (Engineering Firm) on January 13th in relation to a potential development within Wheatland County near Gleichen. The potential development is a waste to energy incineration facility.
- Council meeting on January 14th.
- Met with a potential development consultant on January 15th. Administration worked on and released a Request for Proposal for the proposed development consultant to assist Wheatland County (Resolution 19-07-20).
- Met with MLA Leela Aheer (Chestermere-Strathmore) and Wheatland County Council on January 15th.
- Attended the Wheatland Regional Partnership meeting in Standard on January 20th.
- Participated in various conference calls during the month (RMA, CMRB, Dr. McCartney).

- Meeting with Jill Broderson and representatives from Canada Post on January 24th. Discussions were held on progress and potential options for Carseland Post Office.
- Lunch with the WID Board on January 27th.
- Attended Joint Health and Safety Committee meeting on January 30th.

Fire Services

- Assist and assigned workflow to Vern Elliott, Interim Fire Chief (contractor).
- Reviewed a report on current tower system within Wheatland County and AFFRCS technology.
- Reviewed position description for permanent Fire Chief position for Wheatland County.
- Debriefing exercise is being conducted for 2018 exercise on February 11th at 7 p.m.
- Moving forward with proposed Carseland Fire Hall construction in 2020.

Submitted by: Brian Henderson, CPA, CA

Reviewed by:



Position: Chief Administrative Officer



WHEATLAND COUNTY

Where There's Room to Grow

Request for Decision

February 4, 2020

Resolution No. _____

Date Prepared January 15, 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

- Finalizing the 2019 Assessment to be used for the 2020 property taxation.
- Assisting the Provincial Assessor's office regarding 8 designated industrial property tax roll numbers, subject to an appeal of the 2018 Assessment within Wheatland County's jurisdiction. The Municipal Government Board hearing is scheduled for March 16 to April 3, 2020 in Calgary.

Financial Services

- Accounting: Working papers for the year-end audit are being prepared. MNP LLP is scheduled to perform the 2019 year-end audit at the County from March 2, 2020 to March 13, 2020. The audited 2019 year-end financial statements will be presented to Council at the April 21, 2020 Council Meeting.
- Utilities: Staff processed January utility consumption and utility bills. Utility bills for January consumption were mailed in the first week of February.
- Taxes: Staff processed January TIPPS payments. Regular general ledger to sub-ledger balancing occurred, as well as answering various inquiries from the general public.
- GST: The 2019 Q4 GST return was filed.

People Services

- Review of HR inactive files with Integra to convert to electronic files.
- Recruitment and selection for GM of Corporate and Financial Services.
- Administrative Directives for Safety.
- 2019 Payroll Year End: LAPP, T4's, and WCB.
- Payroll Liability Account Reconciliations.


Information Technology Services

- Following Phase 1, Phase 2 of the record scanning project has been scheduled, which will cover digitally scanning June 2015 - 2019 Council Minutes, Municipal Planning, and Fire Services Minutes.
- The 2020 hardware refresh and meeting room upgrade projects are in the final phase of planning, with execution in early 2020.
- Continued remediation of Information Security items:
 - o Firewall service and remote access continues to be moved and will be completed by the end of January.
 - o Mobile Device Management and IT Directives using industry standards are still undergoing internal revisions.
 - o Two-factor authentication for Office 365 is near completion for admin office employees.
 - o Visitor passes are under design.
 - o A restructuring of the process to ensure successful file backups is under review.
- Laserfiche Business Process Automation projects:
 - o Fire Permit release for public use is planned for February 17th.
 - o Phase 3 of the HSE Incident Report Form Project is beginning January 15th.
 - o The Vehicle & Equipment Inspection Form Project has put Laserfiche development on hold in order to review a proposal from MRF to accomplish requirements within its software ecosystem. The County will be investing in MRF's AVL (vehicle location and sensor tracking) software beginning with the spray trucks for ASB.
- Records Management organization and Housekeeping Project Business Case has been drafted for review, including a detailed timeline of the project.

Submitted by: Vinod Jasra

Position: Manager of People Services

Reviewed by:


CAO



WHEATLAND COUNTY

Where There's Room to Grow

Request for Decision

February 4, 2020

Resolution No. _____

Date Prepared January 13, 2020

Subject

Decision-making topic title

Accounts Receivable Credit Requests for 2019 CVIP Inspections

Recommendation

Clear resolution answering – what/who/how/when

That Council directs staff to issue Accounts Receivable Credits for the CVIP Inspections for: Strathmore Handi-Bus Association, Dalum Fire Protection Association, and Hussar Rural Fire Association; in the amount \$3,713.00 for 2019. This amount will be recorded as in-kind contributions to the organizations.

CAO Comments

Any additional comments regarding the reason for the recommendation

N/A

RECOMMENDATION

Report/Document:

Attached

☐

Available

☒

None

☐

Key Issue(s) / Concepts Defined

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

Council requested that staff issue Invoices for the cost of all CVIP inspections performed for the Strathmore Handi-bus Association and the rural fire departments. In accordance with Council resolution No.10-750, staff prepared the invoices using the rate of \$93.92 per hour for the inspections.

Staff invoiced the CVIP Inspections to the Fire Associations and Strathmore Handi-Bus as follows:

Organization	Invoice #	\$
Dalum Fire Protection Association	2720	\$1,128.00
Strathmore Handi-Bus Association	2684	\$2,303.00
Hussar Rural Fire Association	2722	\$282.00
Total CVIP Inspections		\$3,713.00

It is recommended that Council continue to provide the CVIP inspections as an in-kind contribution and issue a credit invoice for these amounts to the Strathmore Handi-bus Association and the rural fire departments.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

N/A

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

N/A

IMPLICATIONS OF RECOMMENDATION**General**

Consequences to community, overall organization and/or other agencies

In-kind contributions provide indirect financial assistance for these organizations which maintain critical services to residents.

Organizational

Policy change or staff workload requirements

N/A

Financial

Current and/or future budget impact

The 2019 budget includes funding for in-kind contributions.

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: Rachel Hansen-Beaton

Accounts Receivable Clerk

Reviewed by:



CAOApproved by: Joel Chiasson for
Matthew Kurceba

Manager of Finance



WHEATLAND COUNTY

Where There's Room to Grow

Request for Decision

February 4, 2020

Resolution No. _____

Date Prepared January 20, 2020

Subject

Decision-making topic title

Safety Administrative Directive Update

Recommendation

Clear resolution answering – what/who/how/when

That Wheatland County Council approves the Safety Administrative Directive Update as information.

CAO Comments

Any additional comments regarding the reason for the recommendation

N/A

RECOMMENDATION

Report/Document:

Attached

☒

Available

☐

None

☐

Key Issue(s) / Concepts Defined

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

- On August 20, 2019, Council approved the rescindment of Safety Policies 10.1-10.14 with the stipulation that the policies would be replaced with internal Administrative Directives.
- Council requested that Safety Policy 10.1, outlining the organization's commitment to the health and safety of our employees, contractors, and the general public be revised and remain open to the public as Section 10 – Safety Policies, Safety Policy 10.1. On September 17, 2020, Council approved Safety Policy 10.1.
- Attached are Safety Administrative Directives 10.1.1-10.5.1 as information. The attached Safety Administrative Directives include:
 - 10.1.1 – Organizational Commitment and Responsibilities
 - 10.1.2 – Assignment of Responsibility for Health and Safety
 - 10.2.1 – Formal Hazard Assessments
 - 10.2.2 – Field Level Hazard Assessments
 - 10.3.1 – Hazard Control
 - 10.3.2 – Personal Protective Equipment (PPE)
 - 10.4.1 – Joint Work Site Health and Safety Committee
 - 10.5.1 – Orientations, Training and Qualifications
- The remaining Safety Administrative Directives 10.6.1-10.10.2 will be available prior to April 2020 and will include:

- 10.6.1 – Other Parties at or in the Vicinity of the Work Site
- 10.6.2 – Contractor Safety Management
- 10.7.1 – Inspections
- 10.8.1 – Emergency Response Planning and Procedures
- 10.8.2 – Emergency Response Plans (ERP's)
- 10.9.1 – Incident Investigation
- 10.9.2 – Unsafe Work Refusals
- 10.10.1 – Health and Safety Management System Administration
- 10.10.2 – Health and Safety Statistics

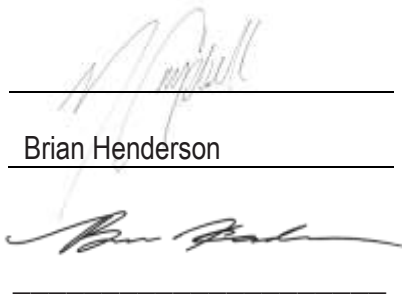
Submitted by: Natalie Campbell

Reviewed by: Vinod Jasra

Position: Health and Safety Officer

Position: Manager of People Services

CAO: Brian Henderson



SAFETY ADMINISTRATIVE DIRECTIVES

TABLE OF CONTENTS

SECTION 10.1 – MANAGEMENT LEADERSHIP AND ORGANIZATIONAL COMMITMENT

10.1.1 – Management Leadership and Organizational Commitment ---- 2

10.1.2 – Assignment of Responsibilities ----- 4

SECTION 10.2 – HAZARD ASSESSMENT

10.2.1 – Formal Hazard Assessments ----- 10

10.1.2 – Field Level Hazard Assessments ----- 13

SECTION 10.3 – HAZARD CONTROL

10.3.1 – Hazard Control ----- 16

10.3.2 – Personal Protective Equipment ----- 19

SECTION 10.4 – JOINT WORK SITE HEALTH AND SAFETY COMMITTEE

10.4.1 – Joint Work Site Health and Safety Committee ----- 25

SECTION 10.5 – QUALIFICATIONS, ORIENTATION AND TRAINING

10.5.1 – Qualification, Orientation and Training ----- 34

ADMINISTRATIVE DIRECTIVE SECTION 10.1.1	MANAGEMENT LEADERSHIP AND ORGANIZATIONAL COMMITMENT Page 1/2
Effective Date: January 20, 2020	

ORGANIZATIONAL COMMITMENT

Organizational commitment addresses the overall system within which a municipality's Health and Safety Management System (HSMS) must operate. The personal health and safety of each individual working for Wheatland County is an integral part of our operations and must be at the forefront of each decision made. Wheatland County will provide a physically, psychologically, and socially healthy and safe work environment for employees at all levels.

Wheatland County will implement Administrative Directives, in place of prior Safety Policies, to clearly outline the requirements and governance of our internal HSMS. Wheatland County will strive to always meet or exceed current Alberta Occupational Health and Safety Legislation.

Health and safety is a shared responsibility. Employees at all levels are expected to comply with legislation applicable to their position and with Wheatland County's Administrative Directives. Every task carried out by all levels of the organization must be performed with the utmost regard for safety; for ourselves, our fellow employees, our contractors, our visitors, and the communities in which we operate.

COUNCIL AND MANAGEMENT COMMITMENT

Council is committed to creating a healthy and safe environment for Wheatland County employees. Management must champion support for health and safety initiatives by actively promoting the values it has developed, being accountable for Wheatland County's overall safety initiatives and their successes and being actively involved in striving for a safe and healthy workplace for all staff.

Management will ensure the maintenance of a strong health and safety program, including all associated procedures, in an effort to proactively strive for safety excellence. Wheatland County management is responsible for ensuring that the HSMS is effective, suitable to current operations, and complies with applicable legislation. Management is also responsible for allocating the resources and support necessary to ensure the HSMS can be followed and is communicated successfully to all those within the scope of the system. Management will lead by example, ensuring that safety is at the forefront of all decisions made.

REFERENCES

- Alberta Occupational Health and Safety Act, Regulation, and Code
- Alberta Municipal Health and Safety Association Partnerships in Injury Reduction Certificate of Recognition Standards

DOCUMENT OWNER

Health and Safety

Prepared By:


Natalie Campbell, *Health and Safety Officer*



Date: January 20, 2020

Reviewed By:

Vinod Jasra, *Manager of People Services*



Date: January 20, 2020

Approved By:

Brian Henderson, *Chief Administrative Officer*



Date: January 20, 2020

ADMINISTRATIVE DIRECTIVE SECTION 10.1.2	ASSIGNMENT OF RESPONSIBILITIES Page 1/6
Effective Date: January 20, 2020	

PURPOSE

To outline the responsibilities and accountabilities of all levels of organization for the health and safety of all workers, contractors, visitors, and the public. Health and safety is a shared responsibility between all levels of the organization, and these responsibilities include:

Council

- Set policy that provides for a healthy and safe work environment
- Provision for health and safety initiatives that support the development and growth of the Wheatland County Health and Safety Management System
- Conduct all Wheatland County business in a safe manner

Chief Administrative Officer (CAO)

- Insist on safe performance throughout the organization by ensuring that health and safety is considered a priority in all duties carried out and all decisions made.
- Lead by example. Be an active part of Wheatland County's Health and Safety Management System by participating in site inspections annually, and as requested by management.
- Consider health and safety priorities when establishing budgets, administrative directives, and job descriptions.
- Hold managers accountable for their safety performance in annual performance reviews.
- Understand and enforce Wheatland County safety administrative directives, safe operating procedures, and Alberta Occupational Health and Safety Legislation.
- Diligently review inspection reports, incident investigation reports, Joint Work Site Health and Safety Committee meeting minutes, and health and safety summaries submitted by the Occupational Health and Safety Officer.
- Ensure that no Wheatland County employees are subjected to or participate in harassment or violence at the work site.

General Managers

- Allocate adequate human and financial resources to support the Health and Safety Management System.
- Lead by example. Demonstrate commitment to safety in the workplace by taking the lead in promoting and maintaining high safety standards.
- Actively participate in formal site inspections annually, and as requested by management.
- Provide information, instruction, and assistance to all supervisory staff in order to protect the health and safety of all our employees.

- Understand and enforce Wheatland County safety administrative directives, safe operating procedures, and Alberta Occupational Health and Safety Legislation relative to your department.
- Ensure that no employee under the manager's supervision are subjected to or participate in harassment or violence at the work site.
- Provide all supervisory staff with proper, well-maintained tools and equipment, plus any other additional personal protective devices that may be required.
- Monitor departments and projects and hold them accountable for individual safety performance. Review individual safety performance in annual performance reviews.
- Diligently review inspection reports, incident investigation reports, Joint Work Site Health and Safety Committee meeting minutes, and safety summaries submitted by the Occupational Health and Safety Officer.

Managers

- Understand and enforce Wheatland County safety administrative directives, safe operating procedures, and Alberta Occupational Health and Safety Legislation relative to your department.
- Ensure adequate resources are allocated to implement corrective actions arising from incident investigation reports and inspection reports. Ensure that direct reports are timely in completing any corrective actions assigned to your business unit.
- Ensure that no employees under the manager's supervision are subjected to or participate in harassment or violence at the work site.
- Hold employees accountable for their safety performance in annual performance reviews.
- Diligently review inspection reports, incident investigation reports, Joint Work Site Health and Safety Committee meeting minutes, and safety summaries submitted by the Occupational Health and Safety Officer.
- Participate in quarterly formal site inspections for the manager's area of authority.

Foremen/Supervisors

- Take all precautionary measures necessary to protect the health and safety of every employee under their supervision.
- Understand, monitor and enforce administrative directives, rules, and regulations associated with the health and safety program and current provincial Occupational Health and Safety Legislation relative to your department.
- Ensure that employees under supervision use applicable hazard controls, and properly use or wear personal protective equipment designated or provided by Wheatland County, or required to be used or worn under the Alberta Occupational Health and Safety Act, Regulation, and Code.
- Advise all employees under supervision of all known or reasonably foreseeable hazards to health and safety in the area where the employees are performing work.
- Ensure that no employee under supervision are subjected to or participate in harassment or violence at the work site.

- Conduct or have conducted by designate, an orientation for all new employees (within the first week of their employment - preferably the first day) and contractors at the beginning of each work season.
- Advise all workers of any potential or actual hazards.
- Ensure that all workers are educated to work in a safe manner and that all workers use all required hazard controls to protect their health and safety.
- Ensure all contractors have been approved by management.
- Identify and correct unsafe work practices as soon as noted.
- Ensure employees have the proper training, certification, and experience to perform required tasks including, but not limited to, the safe use and operation of County vehicles and equipment and ensure all employees are always following all safety laws.
- Provide information, safety training, competency assessments, and job specific training as required.
- Arrange for medical treatment as required, in case of injury or illness, including transportation to a doctor or hospital, as necessary.
- Report all incidents immediately to the Occupational Health and Safety Officer and start the investigation on site. Management will be included in the investigation and review of the incident. The Occupational Health and Safety Officer will complete the incident investigation.
- Ensure Incident Reports are completed for all incidents and near misses.
- Initiate maintenance of vehicles, equipment, and tools as per the preventative maintenance directive.
- Do not allow defective or damaged equipment or tools to be operated. When defects arise, ensure that the equipment and tools are taken out of service immediately.
- Monitor operator driving skills as an ongoing informal safety evaluation.
- Conduct Toolbox Talk Safety Meetings and record minutes.
- Conduct on-going informal safety inspections of work sites to eliminate any new unidentified hazards and to ensure existing hazard controls are working.
- Perform Field-Level Hazard Assessments (FLHAs) as specified in the hazard assessment directive and record and communicate all identified hazards to all workers on site.
- Demonstrate commitment to safety in the workplace by taking the lead in promoting and maintaining high safety standards.

Employees

- Take reasonable care to protect the health and safety of themselves and any other persons at or in the vicinity of the work site where the employee is working.
- Read, understand, and comply with Wheatland County Health & Safety Program, Safe Operating Procedures, Safe Work Practices, and crew-specific procedures.
- At all times, when the nature of the work requires, use all devices and personal protective equipment designated and provided for the employee's protection by Wheatland County or as required by the Alberta Occupational Health and Safety Act, Regulation, or Code.

- Refrain from causing or participating in harassment or violence.
- Report a concern about a harmful worksite act, condition or hazard that occurs, exists, or has existed at the work site to their Supervisor/Foreman as soon as possible.
- Report all near misses, incidents, and injuries to their Supervisor/Foreman as soon as possible.
- Refuse to work or to do particular work at a work site if the employee believes on reasonable grounds that there is a dangerous condition at the work site or that the work constitutes a danger to the employee's health and safety or the health and safety of another worker or another person.
- Operate County vehicles and equipment (if applicable) in a safe and responsible manner, following all traffic laws and speed limit signs.

Occupational Health and Safety Officer

- Update and maintain the Wheatland County Health and Safety Management System.
- Coordinate the Health and Safety Program throughout the organization in accordance with Wheatland County Safety Policy and current provincial health and safety legislative and insurance requirements.
- Initiate annual audit of the Health and Safety Management System.
- Suggest and initiate ongoing safety education programs, training, and seminars.
- Provide safety resources.
- Review incident, inspection, and hazard assessment reports to ensure recommended corrective actions and measures will help prevent similar incidents from recurring.
- Maintain appropriate health and safety documentation to comply with legislation and auditing requirements.
- Make available quarterly and annual safety performance reports to Council, CAO, management, supervisors, and employees.
- Ensure safety issues are addressed at Joint Work Site Health and Safety Committee Meetings.
- Prepare and submit annual budget requirements for the Health and Safety Management System.
- Ensure safety bulletins, posters, information, and safety regulations are distributed to all County facilities.

Joint Work Site Health and Safety Committee (JWSHSC)

- Receipt, consideration, and disposition of concerns and complaints respecting the health and safety of workers.
- Participate in the identification of hazards to workers or other persons arising out of or in connection with activities at the work site.
- Develop and promote measures to protect the health and safety of persons at the work site and check the effectiveness of such measures.
- Cooperate with an officer exercising duty under the Alberta Occupational Health and Safety Act, Regulations, or Code.

- Develop and promote programs for education and information concerning health and safety.
- Make recommendations to management regarding the health and safety of workers.
- Inspect the work site prior to each on-site JWSHSC meeting.
- Participate in investigations of serious injuries and incidents at the work site.
- Participate in at least 16 hours of safety-related training per year.

Contractors/Sub-Contractors

- Read, understand, and comply with Wheatland County Health and Safety Program or the companies own Health and Safety Program while working for the County as well as with project-specific Alberta Occupational Health and Safety Legislation.
- Ensure that every work site or work process under the contractor's control does not create a risk to the health and safety of any person. Take every reasonable precaution to protect the health and safety of all workers, County employees, and the general public.
- Provide and wear all appropriate personal protective equipment as required by the Wheatland County Safety Program, or by the contractors own Health and Safety Program (when Prime Contractor status is assigned to the project).
- Report hazards, near misses, accidents, and injuries to your Wheatland County project representative as soon as possible.
- Contractors and sub-contractors are responsible for maintaining their own equipment, vehicles, WCB coverage and liability insurance, unless otherwise specified.

Visitors

- Sign-in and acknowledge the Wheatland County Visitor Safety Orientation upon arrival to Wheatland County work sites.
- Follow the instructions of the Wheatland County liaison when on Wheatland County work sites.
- Wear Personal Protective Equipment, as required.
- Follow the Wheatland County Health and Safety Policy and Manual and abide by the Alberta Occupational Health and Safety Act, Regulation, and Code.
- Report any unsafe conditions, acts, or injuries noted on Wheatland County property.

Wheatland County employees at all levels are responsible and accountable to ensure the health and safety of themselves and all other employees, contractors, and members of the public at or in the vicinity of our works sites. This will be achieved by utilizing safety resources provided by Wheatland County to the maximum extent possible and by ensuring compliance with all applicable government legislation.

REFERENCES

- Alberta Occupational Health and Safety Act, Regulation, and Code

- Alberta Municipal Health and Safety Association Partnerships in Injury Reduction Certificate of Recognition Standards

DOCUMENT OWNER

Health and Safety

Prepared By:

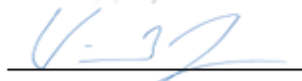
Natalie Campbell, *Health and Safety Officer*



Date: January 20, 2020

Reviewed By:

Vinod Jasra, *Manager of People Services*



Date: January 20, 2020

Approved By:

Brian Henderson, *Chief Administrative Officer*



Date: January 20, 2020

SAFETY ADMINISTRATIVE DIRECTIVE SECTION 10.2.1	FORMAL HAZARD ASSESSMENTS Page 1/3
Effective Date: January 20, 2020	

PURPOSE

The purpose of this directive is to control the loss of human and material resources by identifying, assessing, and correcting unsafe acts and conditions.

ADMINISTRATIVE DIRECTIVE

A critical step in continually improving the Health and Safety Management System is to determine what hazards, existing or potential, are present on the work site. Wheatland County will implement Formal Hazard Assessments as a tool to assist in the identification of work site hazards. Formal Hazard Assessments are critical for ensuring that adequate control measures are in place. It is through the control of identified hazards that the frequency and severity of incidents are reduced, resulting in a parallel reduction in human and financial loss.

Formal Hazard Assessments are performed by the appropriate employee with assistance from the Occupational Health and Safety Officer and a member of the Joint Work Site Health and Safety Committee. The Formal Hazard Assessments will be documented and maintained in the health and safety personnel files. Formal Hazard Assessments will also be made available to supervisors for review during a Toolbox Talk safety meeting and for ease of availability for workers to review at any time.

Wheatland County will maintain a comprehensive program of hazard assessments to include all vehicles, equipment, and processes within the municipality. Hazard assessments must include what the hazard is, potential risk, and actions proposed to correct the hazard.

PROCEDURE

Formal Hazard Assessments will be developed by:

1. Inventorying all jobs/positions organization wide.
2. Inventorying all tasks associated with each job and/or position.
3. Engaging employees to assist in identifying any health or safety hazards known to be associated with the job task. Physical, chemical, biological, and psychological hazards will be considered on a job task level.
4. Evaluating the identified hazards associated with the job tasks according to risk. Wheatland County uses a 15-point Risk Assessment Matrix comprising of probability, frequency, and severity, each comprised of 5-point scale. 1 point is considered low probability, low frequency or low severity. 5 points is considered high probability, high frequency, or high severity. The sum of the points awarded

to the probability, frequency, and severity equals the Risk Ranking for the job task, with 3-6 points being Low Risk, 7-11 points being Medium Risk, and 12 Points and higher being High Risk.

5. Assigning known controls to the hazards associated with the job tasks in an effort to reduce the risk associated with the tasks. Additional information on hazard control can be found in Safety Administrative Directive 3.1 – Hazard Control.
6. Implementing the selected controls. Communicate the hazards to all employees affected and ensure that they are able to follow the controls.
7. Identifying a target date for all identified controls to be implemented.
8. Re-assessing the identified hazards associated with the job tasks once the controls are in place. It is our intention that the implementation of controls will reduce the Risk Ranking.
9. Assigning a timeframe for the control to be implemented in.
10. Assigning responsibility for the implementation of the controls.
11. Reviewing and revising the formal hazard assessments as needed.

Any hazards ranked as High Risk are considered Critical Tasks. Wheatland County will strive to eliminate or substitute all Critical Tasks in an effort to reduce an employee's exposure to High-Risk job tasks. If the task cannot be eliminated or substituted, Wheatland County will implement the hierarchy of controls: engineering controls, administrative controls, and finally, personal protective equipment as a last line of defense.

REVIEW OF FORMAL HAZARD ASSESSMENTS

Wheatland County formal hazard assessments are to be reviewed, at a minimum, every three (3) years to ensure the identified hazards are relevant to current operations. Formal Hazard Assessments will also be reviewed when changes are made to operations or work-related processes, when an employee changes position, when a new work process is introduced, when field-level hazard assessments identify a new hazard, when an inspection identifies a new hazard, and/or when an incident investigation identifies a new hazard.

DEFINITIONS

"Hazard" means a situation, condition, or thing that may be dangerous to health or safety

REFERENCES

- Alberta Occupational Health and Safety Code, Part 2, Hazard Assessment, Elimination and Control
- Wheatland County Formal Hazard Assessment Form and Matrix

DOCUMENT OWNER

Health and Safety

Prepared By:

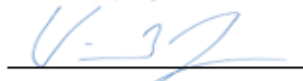
Natalie Campbell, *Health and Safety Officer*



Date: January 20, 2020

Reviewed By:

Vinod Jasra, *Manager of People Services*



Date: January 20, 2020

Approved By:

Brian Henderson, *Chief Administrative Officer*



Date: January 20, 2020

SAFETY ADMINISTRATIVE DIRECTIVE SECTION 10.2.2	FIELD LEVEL HAZARD ASSESSMENTS Page 1/3
Effective Date: January 20, 2020	

PURPOSE

The purpose of this directive is to control the loss of human and material resources by identifying, assessing, and correcting unsafe acts and conditions while on site.

ADMINISTRATIVE DIRECTIVE

A critical step in continually improving our Health and Safety Management System is to determine what hazards, existing or potential, are present at the work site. The identification of hazards on the worksite allows Wheatland County to focus efforts in the right areas, and develop worker training, inspections, and emergency response plans that are specific to the hazards on the work site. Wheatland County will implement Field Level Hazard Assessments (FLHA) as a tool to assist in the identification of work site hazards in real time on our work sites.

Hazardous conditions are required to have a mitigation plan in place that either eliminate the hazard or implement a suitable control to minimize worker risk. Whenever possible, a hazard should always be eliminated or controlled directly at the source. FLHA's exist to assist employees in controlling hazards as they exist in real time on active work sites.

FLHA's are considered informal (documented) Hazard Assessments that are a worker-led evaluation of the intended work activity, work area, products, tools, or any other thing that could jeopardize the worker's health and safety or have a negative impact on the environment. Employees will take the necessary steps to reduce or eliminate any hazards identified during a FLHA prior to performing their routine duties and will report any such hazard to their supervisor.

FLHA's are to be performed prior to work starting at a site, or at a site when conditions change or when non-routine work is added. They should be led by the supervisor/foreman on site and all employees on the work site must be included in the completion and communication of the FLHA.

FLHA forms will be used primarily by employees in Public Works and Agriculture and Environment. Administration staff will also be required to complete FLHA forms when they travel from their regular work area to perform site inspections or attend site meetings. Completion of the form is required prior to beginning work at a site, at a site when conditions change, or when non-routine work is added.

FLHA's exist to flag hazards identified at the location (e.g. overhead powerlines, poor lighting, wet surfaces, extreme temperatures, the presence of wildlife) or hazards that are

introduced by a change at the work site (e.g. scaffolding, unfamiliar chemicals, introduction of new equipment). Any hazards identified in the FLHA are to be eliminated or controlled before work begins or continues.

PROCEDURE

1. Identify the tasks that will take place on site that day. Consider the nature of the work that is being performed and who is scheduled to be doing it. This includes assessing which workers are on site but may also include any other workers who may be scheduled to arrive on site later that day.
2. Identify all hazards associated with the day's tasks. Consider what type of materials are being used at the work site, what kind of equipment is or is expected to be on site, and if there are there any environmental conditions such as rain, mud, or wind that could affect the site. People on site should also be a consideration. Identify the level of skill and experience of the person, if they are competent in performing their work, if they are on long shifts and if they are under pressure or on a tight schedule. The identification of hazards includes analyzing the worksite and intended activities and asking the following questions:
 - What can happen?
 - What can it affect?
 - How likely is it to happen?
 - What can I do to prevent it?
3. Eliminate or control the hazards that have been identified. All of the hazards identified should be either eliminated or controlled before work proceeds. Whenever possible, try to eliminate hazards. If hazards cannot be eliminated, they must be controlled.
4. Communicate the hazards and follow the controls. Ensure that all affected workers are aware of and understand the hazards identified and are able to implement and follow the controls. Have all affected workers review and sign the completed FLHA.
5. Repeat FLHA's when there are changes to the work site. Ensure that the FLHA is dated so it can be retained as a record.

DEFINITIONS

"Hazard" means a situation, condition, or thing that may be dangerous to health or safety

REFERENCES

- Alberta Occupational Health and Safety Code, Part 2, Hazard Assessment, Elimination and Control
- Wheatland County Field Level Hazard Assessment Form

DOCUMENT OWNER

Health and Safety

Prepared By:

Natalie Campbell, *Health and Safety Officer*



Date: January 20, 2020

Reviewed By:

Vinod Jasra, *Manager of People Services*



Date: January 20, 2020

Approved By:

Brian Henderson, *Chief Administrative Officer*



Date: January 20, 2020

SAFETY ADMINISTRATIVE DIRECTIVE SECTION 10.3.1	HAZARD ELIMINATION AND CONTROL Page 1/3
Effective Date: January 20, 2020	

PURPOSE

The purpose of this directive is to eliminate, or control hazards identified in formal hazard assessments and field level hazard assessments in an effort to ensure that workers can perform their jobs within safe and healthy operating limits. Hazard assessments exist to reduce the loss of human and material resources by eliminating or controlling unsafe acts and conditions by implementing engineering, administrative, and personal protective equipment controls.

ADMINISTRATIVE DIRECTIVE

Hazardous conditions are required to have a mitigation plan in place that either eliminates the hazard or implements a suitable control to minimize worker risk. The controls applied to a hazardous condition must reduce the overall risk exposure down to the lowest level. All identified hazards must have recommended controls that assign responsibility to who will implement the controls and a timeframe for when the control will be implemented.

Wheatland County's hazard control methods will take into consideration:

- The tasks the worker is expected to perform.
- The environment the worker is expected to perform it in.
- The tools, equipment, or objects required to perform the task.
- The culture of the organization in which the worker performs the task.

Wheatland County will strive to eliminate all hazards from the workplace. In instances where elimination is not possible, Wheatland County will implement the "hierarchy of controls" in a continued effort to make the workplace safer. There are 3 types of hazard control in the hierarchy method:

1. Engineering
2. Administrative
3. Personal protective equipment (PPE)

It is most common that a combination of controls will be implemented to control one hazard.

Engineering controls will strive to eliminate or physically control the hazard. For example:

- Engineered guards over a saw blade.
- Automated ventilation systems to ensure a certain level of air quality.
- Adjustable workstations to allow for optimal range of capabilities.

Whenever possible, a hazard should always be eliminated or controlled directly at the source. In situations where it may not be practical for engineering controls to be used, a combination of other controls can be used such, as administrative controls and personal protective equipment.

Administrative controls do not physically control the hazard; instead, these controls manage how hazardous work is done. These controls can be thought of as procedures for how to perform the work as safely as possible. For example:

- Job rotation to reduce the amount of time workers are exposed to a hazard, such as noise.
- Safe operating procedures to outline the safest way to perform a certain duty, such as a ground disturbance event.
- Signage to identify that the work area may be hazardous.

Personal protective equipment (PPE) is utilized to reduce the effect, or severity, of exposure to a hazard and is implemented only to supplement engineering and administrative controls as a final line of defense. PPE does not attempt to physically control the hazard or manage exposure to the hazard. For example:

- Hard hats to protect from overhead hazards.
- Hearing protection to reduce the effects of loud work areas.
- Fall protection to reduce the severity of a fall from heights.

Formal Hazard Assessments and Field Level Hazard Assessments both have areas where workers can include which controls will be used to control the identified hazards. Workers must consider how the controls will be implemented, what barriers might arise as controls are implemented, and how to overcome them.

Following the sequence of the hazard assessment can assist in the implementation of appropriate controls:

1. Identify the hazards that may be present.
2. Assess the identified hazards to determine the risk they pose to workers.
3. Eliminate the hazard(s), if possible.
4. Control any remaining hazards that could result in injury or illness.

Failure to comply with Wheatland County hazard control measures may result in disciplinary action pursuant to Human Resources Policy 6.6.3 - Progressive Discipline.

DEFINITIONS

“Hazard” means a situation, condition or thing that may be dangerous to health or safety

REFERENCES

- Alberta Occupational Health and Safety Code, Part 2, Hazard Assessment, Elimination and Control

DOCUMENT OWNER

Health and Safety

Prepared By:

Natalie Campbell, *Health and Safety Officer*



Date: January 20, 2020

Reviewed By:

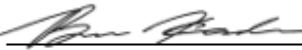
Vinod Jasra, *Manager of People Services*



Date: January 20, 2020

Approved By:

Brian Henderson, *Chief Administrative Officer*



Date: January 20, 2020

SAFETY ADMINISTRATIVE DIRECTIVE SECTION 10.3.2	PERSONAL PROTECTIVE EQUIPMENT Page 1/6
Effective Date: January 20, 2020	

PURPOSE

Wheatland County is committed to ensuring the health, safety, and protection of employees, contractors, visitors, and the public while engaged in work on active sites. Wheatland County will adhere to the *Alberta Occupational Health and Safety Act, Part 2, Hazard Assessment, Elimination and Control* by ensuring that hazard appropriate personal protective equipment is used as a final line of defense against identified hazards. Wheatland County will strive to protect employees from workplace hazards by first implementing the hierarchy of controls (elimination, engineering, and administrative controls) and finally utilizing personal protective equipment as a last line of defense. This directive will outline requirements of personal protective equipment use, care, maintenance, and limitations

GUIDELINES/PROCEDURES

If hazard assessments deem that the use of personal protective equipment (PPE) is necessary on our work sites, or if PPE is required while conducting County business at another employer's worksite that requires the use of PPE, the County shall ensure that the employee(s):

1. Wear PPE that has been deemed suitable for the identified hazards and that protects the employee from the hazards.
2. Properly use and wear PPE.
3. Check that PPE is in a condition to suitably perform the function and purpose for which it was designed.
4. Receive training in the correct use, care, limitations and maintenance of the equipment.

The employee will:

1. Wear and use the equipment as required by the hazard assessment.
2. Wear and use the equipment in accordance with training received.
3. Inspect the equipment before each use.
4. Use equipment only to perform the function for which it was designed.

Wheatland County will ensure that the use of PPE does not itself endanger the worker.

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

EYE PROTECTION

Tasks that may put employee's eyes in danger of being injured or irritated at a work site

require the worker to wear eye protection that meets *Canadian Safety Association (CSA) Standard Z94.3-07, Eye, and Face Protectors*. Eye protection will be selected to ensure that it is appropriate for the work being done and the hazard involved.

Eye protection is required by all employees in the following areas while work is in progress:

- a. Public works mechanic shop
- b. Public works welding shop (specialized eye protection required)
- c. Public works shop while the following tools are in use: bench grinder, drill press, acetylene torch
- d. Agricultural services shop while the following tools are in use: bench grinder, drill press, acetylene torch
- e. Agricultural services shop while the following tasks are being performed: mixing chemical (goggles)
- f. Outside of vehicles and equipment in construction zones
- g. While operating chainsaws or performing tree trimming
- h. While operating weed trimmers
- i. Any other areas as designated by the supervisor

Wheatland County will supply CSA approved clear and tinted eye protection, as well as any specialized full-face eye protection, for all work for which it is required.

Prescription eyewear may be worn if it is designated safety eyewear and also meets the requirements of *CSA Standard Z94.3-07, Eye and Face Protectors* and is appropriate to the work and the hazards involved. Prescription safety eyewear having glass lenses are not permitted for use if there is a danger of impact, unless worn behind an additional pair of safety glasses that meet *CSA Standard Z94.07*.

Alberta Eye Safe Program

Wheatland County has enrolled in the Alberta Eye Safe Program for those workers who require prescription eye protection to safely perform their job. This program allows for a maximum of \$400.00 (CDN) every two calendar years for any permanent employee requiring prescription safety glasses. For example, if you receive a pair at any time in 2020, you will not be eligible for another pair until 2022. Permanent Wheatland County employees, upon application to the Health & Safety Officer, with final approval from the Manager of People Services, may become eligible for up to \$400 CDN dollars (tax included) every second calendar year for reimbursement of one pair of prescription safety eyewear that meets CSA standards. Eligibility begins for those employees that have completed their probationary period. Employees must receive prior authorization from the Health & Safety Officer and Manager of People Services following their probationary period (no retroactive payments will be made).

Under this program the following conditions apply:

1. Should the safety glasses become lost or damaged, the employee is responsible for the full cost of any replacement outside of the two-year term.

2. The County will continue to provide other types of standard, non-prescription safety glasses at no cost to the employee.
3. The employee shall maintain the safety glasses in accordance with the manufacturer's recommended handling procedure to minimize excessive or premature wear.

Should the employee damage, lose, or require replacement of their prescription safety eyewear outside of the two-year rotation, they are able to purchase their own prescription safety eyewear at a discounted price through the Wheatland County Eye Safe Program without reimbursement from Wheatland County.

Prescription eyewear damaged during routine work, as a part of the worker's role at Wheatland County, will be assessed for replacement outside of the two-year term on a case-by-case basis.

FOOT PROTECTION

CSA approved footwear must be worn where the potential hazard of falling, rolling, crushing, or penetrating materials exist, or when performing hot work. Footwear shall be worn at any time appropriate to the hazard and by all employees in the following areas:

- a. Public works shop areas, excluding reception and the Foremen's open meeting area
- b. Agriculture and environment shop, excluding reception and office areas
- c. Wheatland County yard, excluding walking from building to building for meeting purposes (sturdy, closed toed shoes must be worn)
- d. Satellite shops
- e. Waste transfer sites
- f. Active construction or surfacing sites
- g. Any other areas as designated by the supervisor

Safety Footwear Program

Wheatland County continually supports the Health and Safety of all employees. In the spirit of nurturing the development of the Safety culture within the organization, Wheatland County has established a Safety Footwear Program.

Wheatland County will take reasonable steps to enforce the use of required safety footwear in compliance with this program. Certain operations within the organization require select staff to wear workplace safety footwear. Proper Hazard Assessments must be completed and identify the requirement for safety footwear under the nature of this program. If the established control measures identify the requirement for safety footwear, then CSA approved safety footwear will be eligible for this program. Footwear that is not considered safety related, will not be eligible under this program.

Permanent Wheatland County employees, upon application to the Health & Safety Officer, with final approval from the Manager of People Services, may become eligible for

up to \$200 CDN dollars (tax included) per annual calendar year for reimbursement of one pair of safety footwear that meets CSA standards. Eligibility begins for those employees that have completed their probationary period. Employees must receive prior authorization from the Health & Safety Officer and Manager of People Services following their probationary period (no retroactive payments will be made).

Wheatland County employees of a non-permanent or seasonal status, who have identified a requirement for work related safety footwear, may apply to become eligible for the Safety Footwear Program in the second year of employment with the County. Seasonal staff are only eligible for this program once every two calendar years (i.e. if you receive reimbursement for safety footwear in 2020, you are not again eligible for reimbursement until 2022). Employees must receive prior authorization from the Health & Safety Officer and Manager of People Services.

Unused amounts cannot be carried over and future funds or amounts may not be accessed in advance to increase your reimbursable amount. Footwear that is ruined or damaged due to an unusual work situation requiring replacement may be reviewed and considered on a case by case basis. Employees that have safety footwear that has sustained wear and tear and wish to apply for new safety footwear in a new year under the Safety Footwear Program, will be reviewed and considered on a case by case basis.

Eligible employees must complete and submit a pre-approved Safety Footwear Program authorization form along with the original itemized store receipt. Footwear that does not meet CSA standards will not be eligible for reimbursement.

HEAD PROTECTION

CSA approved industrial headwear (head protection) will be worn if there is a foreseeable danger of injury to a worker's head at a work site and there is a significant possibility of lateral impact to the head. Head protection (such as hard hats and hard hats with face shields for chain saw use) will be issued to all employees who may be required to wear head protection in the performance of their duties.

CSA approved head protection will be worn under the following circumstances:

- a. Installing culverts
- b. Swamper for backhoe or excavator
- c. Working in a trench
- d. Loading and unloading of bridge materials
- e. Loading and unloading with the crane on a picker truck
- f. Operating a chain saw
- g. Flagging if there is a hazard to the employee's head (e.g. active construction site)
- h. Mechanical work beside or under large equipment where falling object hazards are present
- i. Working on an all-terrain vehicle or equipment similar in nature
- j. Any other areas as designated by the supervisor

Any worker utilizing an all-terrain vehicle must wear a safety helmet approved to one of the following standards:

- a. U.S.A. Federal Motor Vehicle Safety Standard FMVSS 218, *Motorcycle helmets* 1993 OCT
- b. BSI Standard BS 6658: 05, *Specification for Protective Helmets for Vehicle Users*
- c. Snell Memorial Foundation Standard M2005, *2005 Helmet Standard for Use in Motorcycling*

LIMB AND BODY PROTECTION

Limb and body protection shall be worn if there is danger that a worker's hand, arm, leg, or torso may be injured. Limb and body protection must be properly fitting and appropriate to the work being performed, the work site, and the hazards identified.

Retro-reflective safety vests shall be worn by employees in or during the following circumstances:

- a. Wheatland County yards
- b. Construction areas
- c. Areas where active traffic is present
- d. While performing duties in the County shops, parking lot, or along the roadway
- e. Operation of light or heavy equipment

Retro-reflective safety vests will be issued to employees who may be required to wear them in the performance of their duties. Employees are responsible for maintaining the safety vest in a condition that is suitable for the intended purpose of high visibility. Safety vests that have become compromised or have lost their high visibility must be replaced. Red retro-reflective surveyor's safety vests will be issued to managers, supervisors, foremen, and sub-foremen to allow for easy identification on active work sites.

High-visibility, yellow, retro-reflective coveralls shall be worn by employees performing flagging duties for the purpose of traffic control. Retro-reflective coveralls will be issued to employees who may be required to wear them in the performance of their duties. Employees are responsible for maintaining the retro-reflective coveralls in a condition that is suitable for the intended purpose of high visibility.

Coveralls with retro-reflective striping will be issued to employees who may be required to wear them in the performance of their duties at the discretion of the employee's foreman or supervisor.

Grey coveralls will be worn by Wheatland County mechanics for easy identification on active work sites.

Skin protection in the form of, but not limited to, sunscreen, insect repellent, gloves, aprons, and arm protectors suitable for the purpose shall be issued to all employees.

Employees must wear skin protection when:

- a. Performing duties using harmful substances or where there is a possibility of exposure to harmful substances that pose a health hazard for injuring the skin, or absorption through the skin, that may adversely affect the employee's health
- b. There is a hazard of injury to the worker (e.g. corrosion, severe irritation)

Flame resistant coveralls will be issued to and worn by welders or others engaged in hot work. These positions must ensure that clothing underneath the coveralls are flame resistant or natural fibers that will not melt when exposed to heat.

RESPIRATORY PROTECTIVE EQUIPMENT

Respiratory protection approved by NIOSH (National Institute for Occupational Safety and Health) or CSA Standards shall be issued and worn as determined by the position hazard assessment if a hazard exists to the employee as an airborne contaminant exceeding the occupational exposure limit, airborne biohazardous materials, or the atmosphere has or may have an oxygen concentration of less than 19.5 percent by volume.

Detailed respirator selection, use, care, maintenance, and limitations can be found in the Wheatland County Respiratory Protection Code of Practice.

HEARING PROTECTION

All reasonably practicable measures will be taken to reduce the noise in areas where workers are exposed to noise in excess of 85dBA. Hearing protection meeting CSA Standard Z94.2-02, *Hearing Protection Devices*, such as ear plugs and ear muffs, will be supplied by Wheatland County and worn by employees when: a hazard exists, as deemed necessary by a supervisor, when employees are exposed to noise levels at or above 85 dBA for 8 hours, or at exposure limits as per Alberta Occupational Health and Safety Code, Schedule 3, Table 1.

Supervisors are responsible for ensuring that affected workers wear the required hearing protection equipment.

Audiometric testing shall be conducted on employees deemed exposed to excess noise levels as per Alberta Occupational Health and Safety Code Part 16.

REFERENCES

- Alberta Occupational Health and Safety Act, Regulations and Code.

DOCUMENT OWNER

Health and Safety

Prepared By:

Natalie Campbell, *Health and Safety Officer*

Date: January 20, 2020

Reviewed By:

Vinod Jasra, *Manager of People Services*

Date: January 20, 2020

Approved By:

Brian Henderson, *Chief Administrative Officer*

Date: January 20, 2020

24

SAFETY ADMINISTRATIVE DIRECTIVE SECTION 10.4.1	JOINT WORK SITE HEALTH AND SAFETY COMMITTEE (JWSHSC) Page 1/9
Effective Date: January 20, 2020	

PURPOSE

The purpose of this policy is to establish a Joint Work Site Health and Safety Committee (JWSHSC) pursuant to Section 3 of the Alberta Occupational Health and Safety Act. The requirements for the establishment of a JWSHSC are detailed in this document (Schedule A). Duties of the JWSHSC are prescribed by Section 3 of the OHS Act and Section 13 of the OHS Code and include, but are not limited to, receipt and disposition of concerns and complaints, development and promotion of measures to protect, and making recommendations to the employer regarding the health and safety of workers.

ADMINISTRATIVE DIRECTIVE AND TERMS OF REFERENCE

The JWSHSC plays a key role in establishing strong communication links between management teams and department staff to ensure that all County employees are responsible and accountable for safety. In cooperation with Council, the CAO, management, and all workers, the Committee will foster, create, and maintain a safe and healthy environment for all County employees. The JWSHSC functions as a steering committee, accountable to the CAO. The Committee extends an outreach to Wheatland County employees through various working groups that provide a broad base of health and safety participation and representation from across Wheatland County. The JWSHSC's objectives are proactive safety excellence, ensuring a safe and healthy workplace.

Membership

The JWSHSC represent workers for all relevant occupational health and safety concerns at the work site and reflects the various workers that are present at the work site. The Committee will be composed of employee members (non-management) and employer members (management).

The JWSHSC must consist of at least 4 workers, of whom at least half are employee members. The employee members will be selected from each department as per Schedule B. Additional employee representation can be requested and approved by the JWSHSC, if required.

There will be two employer members at every Committee meeting: a rotating General Manager on a monthly basis and an appointed manager serving as an employer member. Wheatland County's Health & Safety Officer shall provide ongoing support to the Committee, as an ex-officio member. Additionally, the CAO and Manager of People Services will be encouraged to attend as ex-officio members.

The Committee shall have two Co-Chairs; one chosen by the employer members on the committee and the other chosen by the employee members on the committee. The selection of Co-Chairs shall occur every two years, at the regular January meeting. Co-Chairs shall serve a two-year term and may be reappointed to serve subsequent terms. Co-Chairs shall alternate in serving as chair at meetings of the JWSHSC and shall participate in all decisions of the committee.

Senior management shall appoint a Recording Secretary to attend meetings, distribute the agenda, and prepare the minutes for each meeting.

Committee member names and contact information shall be clearly posted at every work site.

Membership Term

JWSHSC members should typically serve a two (2) year term and may continue to serve on the Committee until their successors are selected or appointed. Members also have the right to leave the Committee prior to serving a 2-year term, contingent on the member finding a permanent replacement and approved by the JWSHSC.

If a member is absent for a meeting, they should find an alternate who, in the absence of the appointed member, will have voting privileges and may fully participate in Committee activities.

Terms of membership for voting members should be staggered, so that approximately one third of the members fulfill their term in any given year. This approach provides continuity yet allows opportunity for new members.

Each work site will nominate an employee representative based on interest in safety and years of experience or knowledge in safety. The prospective member must be approved by the JWSHSC. If a committee member is a seasonal employee, the employee will have the same term as non-seasonal employees and will continue their term upon return to work.

Ex-officio members have no specific term, and alternates may be designated to attend meetings.

Appointment of members shall occur in January of each year, to provide for a December-January overlap of newly appointed and retiring members. The Co-Chairs are responsible for contacting the work site with the expiring membership term in December, to solicit their selection for new members.

Once the work site has nominated an employee representative, the Committee will accept the nomination and appointment to the Committee. If more than one employee from a work site is nominated, the JWSHSC will ask the work site to vote on an employee representative to sit on the Committee.

Roles and Responsibilities

The Committee members shall:

- Receive and address concerns and complaints regarding the health and safety of workers
- Participate in the identification of hazards to workers or other persons arising out of, or in connection with, activities at the work site
- Develop and promote measures to protect the health and safety of persons at the work site and monitor effectiveness of such measures
- Develop and promote programs for education and information concerning health and safety, and monitor effectiveness of such measures
- Cooperate with a provincial OH&S Officer exercising duty under the OH&S Act, the OH&S Regulations, and/or the OH&S Code
- Make recommendations to the employer respecting the health and safety of workers
- Inspect the work site at regular intervals
- Participate in investigations of serious injuries and incidents at the work site in accordance with section 40 of the Alberta OH&S Act, as adequately trained
- Maintain accurate records that relate to the following:
 - Incidents and injuries
 - Receipt of concerns and complaints
 - Actions taken to resolve concerns and complaints
 - Work refusals
 - Work site inspections
 - Recommendations made
 - Other matters relating to committee duties
- Ensure confidentiality of records where sensitive subject matter may be prevalent
- Be prepared for the meetings as per the agenda and ensure that their selected alternate, if needed, is updated with any given related information and advised of their duties and responsibilities
- Develop and revise procedures necessary to carry out the Committee's functions, taking into account the guidelines of the Occupational Health and Safety Act, Regulations, and Code.
- Attend safety training, seminars and conferences applicable to individual roles on the JWSHSC

Schedule of Meetings

The Committee will meet once per month, and additionally as requested by the Co-Chairs or as required by a provincial OH&S Officer.

The schedule of regular meeting dates and times will be established each December for the following calendar year by the Recording Secretary. Should additional meetings be required, reasonable notice will try to be provided to Committee members. Meetings may be re-scheduled as agreed to by the members.

Meetings shall be held, and any duties of committee members carried out, during

normal business working hours.

Meetings shall be held at rotating work sites and should endeavor to include a formal inspection of the work site in an effort to remain compliant with Section 198 of the Alberta OH&S code. These site inspections are to be completed in conjunction with the regularly scheduled JWSHSC meeting. A minimum of 5 site inspections per year must be completed by the JWSHSC.

Agenda

The Recording Secretary, with the assistance of the Co-Chairs, shall prepare and distribute the agenda for regularly scheduled meetings. Every effort will be made to distribute the agenda to members at least 3 working days prior to the meeting. Any member may place items on the agenda for discussion at a Committee meeting. When possible, members should advise the Safety Officer, Recording Secretary, and Co-Chairs in advance of the meeting to allow relevant documentation to be circulated with the agenda.

Attendance at Meetings

All members shall make an effort to attend all regularly scheduled JWSHSC meetings. If a member cannot attend a regularly scheduled meeting, they are required to find a suitable alternate and inform the Co-Chairs of their absence prior to the scheduled meeting.

Decision-making

The Committee will seek to operate by consensus amongst the voting members, without the need for formal votes. Critical recommendations to Wheatland County and other significant decisions may, however, warrant a formal vote by confidential ballot. Voting may also be necessary if the voting members cannot reach consensus on a matter. Any member may request a formal vote on a matter before the Committee.

Whenever practical, the intent to request a formal vote should be declared to the Co-Chairs in advance of a meeting, so that the agenda may advise members accordingly. Voting members must be present in order to exercise voting privileges.

When advanced notice of a vote has been given and a sufficient number of members are present to establish a quorum, a motion will be carried when supported by one-half plus one of the members present.

Issuing Formal Recommendations

Formal recommendations created by the JWSHSC are given to the employer by the Co-Chairs in accordance with the procedure outlined in this document. Recommendations must be in writing and submitted using the JWSHSC Recommendation Form (Appendix A). Recommendations must be made when:

- There are no established health and safety procedures
- Requests for corrective action have not been addressed

- Safety concerns cannot be resolved by the JWSHSC
- Following up on critical injuries
- Following up on unresolved inspection items.

Reporting and Resolution of Health and Safety Concerns

When the JWSHSC makes a recommendation to Wheatland County, it must be in writing and delivered via e-mail from the Co-Chairs to the appropriate General Manager and the Wheatland County Health and Safety Officer. The written communication must outline that the employer has 30 days to rectify the issue or issue a written response to the JWSHSC, as outlined below. All received recommendations will be documented and tracked by the Health and Safety Officer to ensure proper action taking and record keeping.

When the JWSHSC brings a health and safety matter to the attention of the employer and makes a recommendation to remedy the matter, the following requirements must be met:

- If the matter can be resolved by the employer within 30 days, the employer must do so and inform the JWSHSC of their ability to resolve the concern in writing.
- If the matter cannot be resolved by the employer within 30 days, then the employer must respond in writing stating how and when the concern will be addressed, including:
 - A timetable for implementing changes to address the matter
 - Any interim control measures that the employer will implement to address the matter
- If the employer disagrees with any recommendations or does not accept or believe there are any health and safety concerns, the employer must give written reasons why it disagrees with any recommendations or does not accept or believe there are any health or safety concerns.

If the parties cannot resolve a concern after the provision of written reasons by the employer, any party may refer to a Provincial OH&S Officer. This process does not limit the right of a worker to refer a health and safety concern to a Provincial OH&S Officer.

Quorum

Quorum of a JWSHSC is one-half plus one of its members if:

- Both Employee and Employer Representatives are present; and
- At least one-half of those present are Employee Representatives.

Minutes

Minutes of all Committee meetings will be kept in writing by the Recording Secretary (appointed by Wheatland County senior management). For each discussion item, the Committee recommendation, person, or group responsible for the task and a target completion date shall be recorded. Meeting minutes will be prepared and distributed

as follows:

- Within 5 working days following a meeting, the appointed Recording Secretary shall provide the draft minutes to the Co-Chairs and Safety Officer for review.
- Within 7 days following the meeting, the minutes shall be distributed to all Wheatland County staff and shall be posted on Wheatland County's Health and Safety bulletin boards at each work site.

The Committee shall approve all minutes at the next regular meeting for which the minutes were produced. Any changes necessary to the minutes shall be noted by the Recording Secretary in the following minutes. Minutes shall be kept for a minimum of 2 years and be readily available for inspection by a JWSHSC member or a Provincial OH&S Officer.

Training of the Committee Members and Representatives

Committee members shall receive training regarding the duties and functions of the Committee. The employer shall allow a member or representative to take time away from regular duties to attend health and safety programs, seminars, or courses. All JWSHSC members must complete the following training:

- The Canadian Centre for Occupational Health and Safety introductory course endorsed by the Government of Alberta to help JWSHSC members learn about their roles and responsibilities
- Applicable training for JWSHSC Co-Chairs will be available through approved organizations
- Leadership for Health and Safety Excellence offered through AMHSA

Additional training may be required based on specific JWSHSC requirements as they become available.

REFERENCES

- Alberta Occupational Health and Safety Act, Part 3, Sections 16-30
- Alberta Occupational Health and Safety Act, Part 5, Section 40
- Alberta Occupational Health and Safety Code, Part 13, Sections 196-202

DOCUMENT OWNER

Joint Work Site Health and Safety Committee Co-Chairs

Prepared By:

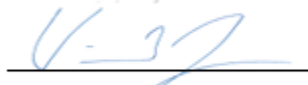
Natalie Campbell, *Health and Safety Officer*



Date: January 20, 2020

Reviewed By:

Vinod Jasra, *Manager of People Services*



Date: January 20, 2020

Approved By:

Brian Henderson, *Chief Administrative Officer*



Date: January 20, 2020

Schedule “A”
Alberta Occupational Health and Safety JWSHSC Committee Requirements

LOCATION	STAFF	REQUIREMENTS Minimum OH&S standards	COMMITTEE Min. requirement per OH&S
Wheatland County	38-45 workers (Administration) 3-6 workers (ASB) 55-90 workers (Public Works)	One Committee	One Committee – Members Selected as per Schedule “B”

Schedule “B”
Selection of JWSHSC Members

There will be one overarching Joint Work Site Health and Safety Committee with the designated member from each department in attendance.

LOCATION/DEPARTMENT	STAFF	REQUIREMENTS Minimum OH&S standards
Administration	38-45 workers	Three Members
Agricultural Services Board	3-6 workers	One Member
Public Works Operations	10-15 workers	One Member
Construction Operations	3-18 workers	One Member
Hamlet Operations	10-15 workers	One Member
Grader Operations	10-15 workers	One Member
Surfacing/Bridge Operations	10-15 workers	One Member
Gravel Operations	10-12 workers	One Member
Wheatland County Fire Services	See Schedule “C”	

Schedule “C”
Fire Services

There will be one overarching Joint Work Site Health and Safety Committee with the designated member from each department in attendance.

LOCATION/DEPARTMENT	STAFF	REQUIREMENTS Minimum OH&S standards
Wheatland West	20-30 workers	One Member
Carseland Hall	9-15 workers	One Member
Gleichen Hall	10-15 workers	One Member
Hussar Hall	10-15 workers	One Member
Rosebud Hall	20-25 workers	One Member
Dalum Hall	15-22 workers	One Member

Appendix “A”

JWSHSC RECOMMENDATIONS

Location/ Department:	
Worksite(s):	
Co-Chairs Submitting the Recommendation on Behalf of the JWSHSC	
Worker Member Co-Chair:	
Employer Member Co-Chair:	
Recommendations and Analysis	
Identified Hazard/ Concern:	
Recommendation:	
Reason(s):	
Alternatives and/ or Options:	
Relevant Specifications:	
Time Frame for Action:	
Supporting Documentation Attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Appendix “A” (Continued)

Management Response	
Department Management Name:	
Recommendation Date:	
<input type="checkbox"/> Management agrees and will implement the recommendation according to the date specified below <input type="checkbox"/> Management agrees with alternative solution outlined below, or <input type="checkbox"/> Management disagrees with the recommendation for the reason outlined below:	
Recommendation will be implemented by the following date:	
Date:	
Signature of Co-Chair:	

SAFETY ADMINISTRATIVE DIRECTIVE SECTION 10.5.1	ORIENTATION, TRAINING, AND QUALIFICATIONS Page 1/4
Effective Date: January 20, 2020	

PURPOSE

The purpose of this directive is to ensure all Wheatland County employees are adequately trained, suitably qualified, and hold enough experience to perform their job in a healthy and safe manner. This directive will also set the framework for orientating workers to Wheatland County's health and safety expectations with the objective of enabling the County to meet its employer obligations under Alberta Occupational Health and Safety Legislation and to facilitate a safe and healthy work environment.

ADMINISTRATIVE DIRECTIVE

Wheatland County will strive to ensure that employees have the knowledge, training, and resources required to perform their jobs safely, ultimately reducing the risk of incidents and injuries. Reviewing worker qualifications and providing workers with training and orientations are essential to ensure employees perform their job tasks in a safe and healthy manner. Whenever work exists that could be hazardous to an employee's health or safety, workers need to be competent, or perform work only under a supervisor who is competent. A competent worker is one who is adequately qualified, suitably trained and has sufficient experience to safely perform their assigned work without supervision or with only a minimum level of supervision.

Orientations

Health and Safety Orientations are mandatory for all Wheatland County employees. Whether working in the administration office or operating heavy equipment in the field, work at Wheatland County must always be conducted in a safe manner. The purpose of the orientation is to introduce Wheatland County's safety culture and provide information to demonstrate the County's expectations in supporting a safe and healthy worksite.

Orientations for new and transferred employees will include:

- Health and Safety Policies, Administrative Directives, procedures, and rules
- Reporting of incidents, injuries, near misses, spills, hazards, and hazardous conditions
- Refusing work where imminent danger to the employee's life or health exists
- Worker's Rights under Alberta Occupational Health and Safety Legislation (right to know, right to participate, right to refuse dangerous work)
- Hazard identification, assessment, and reporting
- Critical tasks and hazards
- Emergency Response Plans and emergency supplies
- Rules of enforcement and the progressive disciplinary process
- Workplace Violence and Harassment Policies

Supervisors are responsible for ensuring that all new or transferred employees receive a health and safety orientation prior to starting. Supervisors will coordinate the safety orientation with the People Services Department to ensure it is scheduled prior to the employee beginning regular duties.

Training

Training of employees is critical in ensuring that they are able to identify and control the hazards associated with their job. Wheatland County will provide all required safety training for employees at all levels of organization. Safety training will include courses put on by a third-party training provider, courses put on by an in-house training provider, or as job-specific training, such as vehicle and equipment operation training.

Job-specific training will occur when an employee is a new employee, an existing employee is assigned new tasks, or an operational change affects an employee's work (i.e. using a new piece of equipment). Job-specific training must include a practical demonstration to confirm that employees have acquired the necessary knowledge or skill related to the subject-matter. Practical demonstrations may also be suitable for office-based staff (i.e. for computer work). Supervisors are responsible for ensuring competency of employees who receive job-specific training.

All Wheatland County employees are required to hold, at a minimum:

- WHMIS 2015 Training
- Formal Hazard Assessment Acknowledgment

All Wheatland County supervisors and managers are required to hold, at a minimum, one of the following:

- Leadership for Safety Excellence
- Supervisory and/or Managerial Training (i.e. Canadian Training Resources Leadership Conference for Supervisors and Managers)

Additional training listed below will be delivered on a position-specific, as required, basis:

- Standard First Aid with CPR
- Emergency First Aid with CPR
- Ground Disturbance II Supervisory
- Transportation of Dangerous Goods (TDG)
- Chainsaw Training Level II
- Chainsaw Training Level III
- Commercial Vehicle Operation Training (Hours of Service, Weights and Dimensions, Cargo Securement, Daily Pre-Trip Inspection)
- Confined Space Entry and Monitor
- H2S Alive
- Forklift Operation Training
- Skid-Steer Operation Training
- Truck-Mounted Crane Training
- Overhead Crane Training

- Rigging Training
- Any other training as outlined by the Alberta Occupational Health and Safety Act, Regulation or Code

Refresher training will be provided every three (3) years or as prescribed by the training provider.

Competency Assessments

Formal, documented competency assessments must be completed by the supervisor for any new or re-assigned worker that operates County heavy equipment as a function of their position.

This can include, but is not limited to, the operation of the following:

- Grader, for the purpose of road maintenance
- Grader, for the purpose of road building
- Dozer
- Scraper
- Packer
- Track-Hoe
- Back-Hoe
- Quad-Track
- Loader
- Tractor, for the purpose of road building
- Tractor, for the purpose of agriculture and environment functions
- ATV, for the purpose of agriculture and environment functions
- ATV, for the purpose of snow removal
- Snowplow
- Any other piece of equipment deemed necessary by the supervisor

Informal, non-documented competency assessments are to be completed for all other job functions for all roles during the employee's initial probationary period, as identified in the job description and as required by the supervisor.

Qualifications

Employee qualifications will be considered as a function of Human Resources. Required qualifications for each position at Wheatland County are outlined in the position job description. New employee qualifications will be checked by Human Resources prior to the hiring of new employees. Once new employees are on-boarded, copies of their qualifications (i.e. degrees, diplomas, certificates, trade certificates, driver's license, apprenticeship program, etc.) will be kept in the Human Resources personnel files.

REFERENCES

- Alberta Occupational Health and Safety Act, Regulations and Code

DOCUMENT OWNER

Health and Safety

Prepared By:

Natalie Campbell, *Health and Safety Officer*



Date: January 20, 2020

Reviewed By:

Vinod Jasra, *Manager of People Services*



Date: January 20, 2020

Approved By:

Brian Henderson, *Chief Administrative Officer*



Date: January 20, 2020



WHEATLAND COUNTY

Where There's Room to Grow



Request for Decision

February 4, 2020

Resolution No. _____

Date Prepared January 15, 2020

Subject

Decision-making topic title

Community and Development Services Department Report

Recommendation

Clear resolution answering – what/who/how/when

RECOMMENDATION: That Council accepts the December 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
CAO

COMMUNITY SERVICES

- Staffed worked on the planning and various logistics for Holiday Train Event held in Gleichen.
- Attended five community meetings.
- Contractor working on placing new cladding on the Cheadle outdoor rink.
- Continued working on community engagement strategy/plan on the Open Space, Recreation and Culture master plan.

ECONOMIC DEVELOPMENT

- Various events took place in December in which the Economic Development Officer helped to plan and promote. The events included:
 - CP Holiday Train stopped at Gleichen/Siksika
 - The Alberta Open Farms Days Winter pilot
 - Rogers Hometown Hockey
- December provided the opportunity for the WC social promotions online to market events and introduce itself and begin to build a following for future marketing of other events and initiatives.
- Applied for the CARES grant, which revolves around support for funding of a user-generated content tool called CrowdRiff. This tool will provide the County with the ability to build a much stronger and engaging photo and video library for marketing visitation and development story for the WC and Wheatland County.
- In conjunction with the Community Services division, we met with the Rosebud RCES group to discuss economic development and community services strategies within the hamlet. The Economic Officer also met with his counterpart from Drumheller to discuss opportunities in collaboration relating to economic development.

GIS

- The replacement order of 1,708 faded rural address signs has been received. Once we have it organized, we may offer residents the option to pick up the signs to replace on their own during winter season (TBD if this will be offered). Installation of these signs will likely begin in spring and run through the summer.

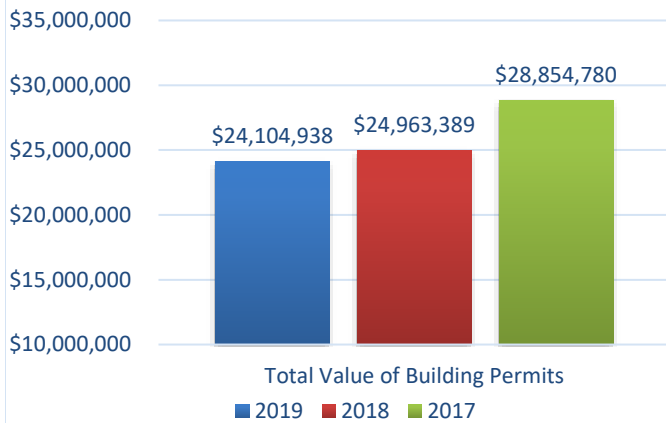
PLANNING, DEVELOPMENT & SAFETY CODES

- Safety Codes Technician has started to file the building and private sewage permits into the land files from 2016 and move the 2019 into boxes to store in the vault in preparation of the new year.
- Update from the Planning & Priorities Meeting held January 7th, 2020 include Home Based Business section will be amended; sea can stacking going from 2 to 4 in Industrial General; Dwelling, Accessory will remain a discretionary use; Cannabis Retail Sales as a discretionary use in the same land use districts as Liquor Sales with the suggested setbacks as the Provincial minimums; review the Land Use Bylaw's Energy District which regulates Wind and Solar energy developments.
- Planning staff will also be adjusting how they present bylaw readings to Council. Council will be given basic information to consider for first reading, staff won't perform an in-depth policy analysis until second and third reading. If an application doesn't follow policy, the applicant will be asked to provide studies or reports after first reading has been granted. This new process is expected to save staff, Council and the applicant resources and money.

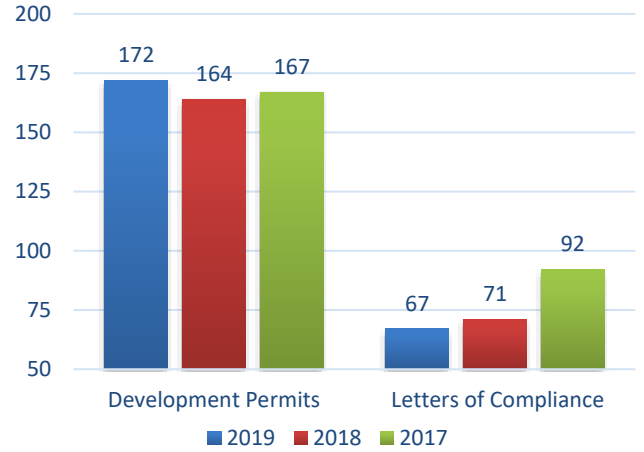
	Dec 2019	2019 YTD	2018 YTD	2017 YTD
	Deemed Complete	Deemed Complete	Deemed Complete	Deemed Complete
<u>Planning</u>				
Redesignation Applications	0	14	14	24
Subdivision Applications	0	21	27	22
Area Structure Plans	0	0	0	0
Area Concept Plans/Other	0	0	0	1
<u>Safety Codes</u>				
Building Permits				
Residential	3	75	107	107
Multi Family/Commercial/ Industrial/Other	0	27	20	21
Total Residential Value	\$315,000	\$12,815,950	\$19,007,558	\$21,774,579
Total Multi Family/ Industrial/Other Value	\$0	\$11,288,988.00	\$5,955,831	\$7,080,201
Total Combined Value	\$315,000	\$24,104,938	\$24,963,389	\$28,854,780
Total Building Permits	3	102	127	128
Electrical Permits	14	154	158	157
Plumbing Permits	1	75	74	78
Gas Permits	6	103	125	124
Private Sewage Permits	2	28	43	38
Total Permits Processed	26	462	527	525

	Dec 2019	2019 YTD	2018 YTD	2017 YTD
	Received & Reviewed	Received & Reviewed	Received & Reviewed	Received & Reviewed
<u>Development</u>				
Development Permits	3	172	164	167
Certificates of Compliance	2	67	71	92

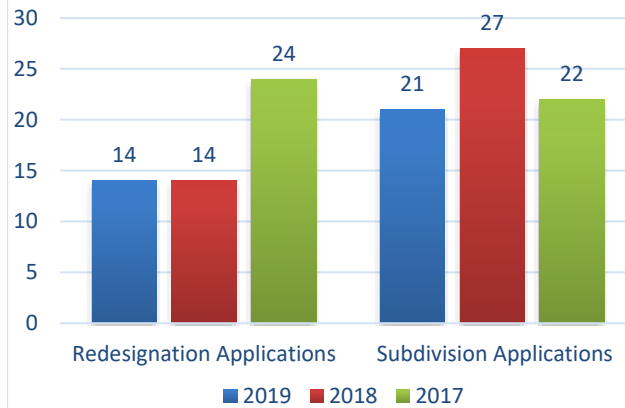
Total Value of Building Permits Issues - YTD December



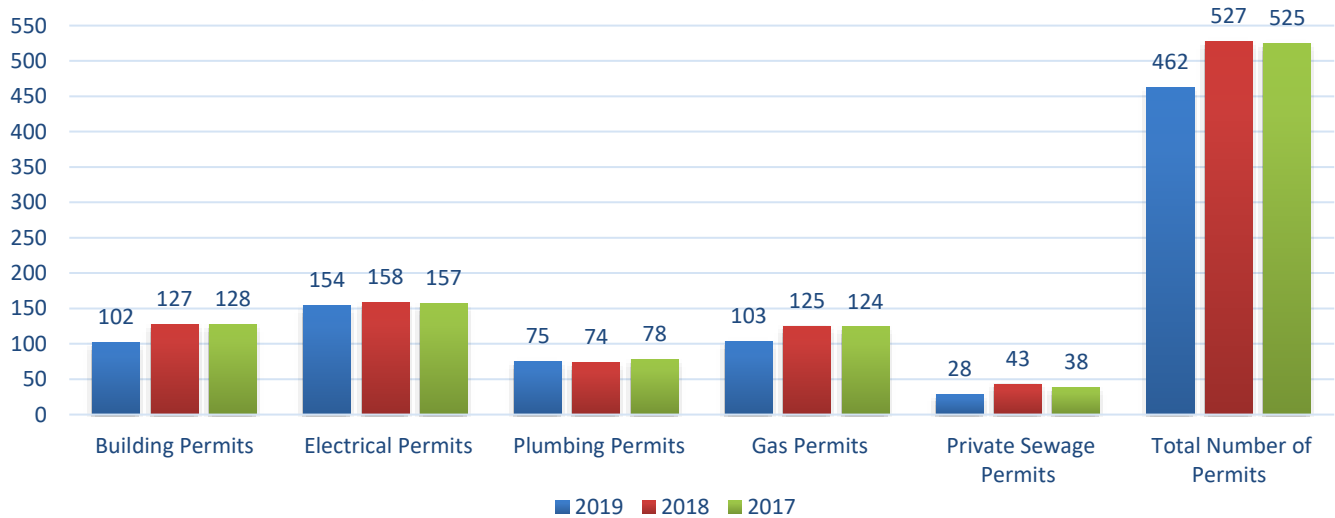
Development - YTD December



Planning - YTD December

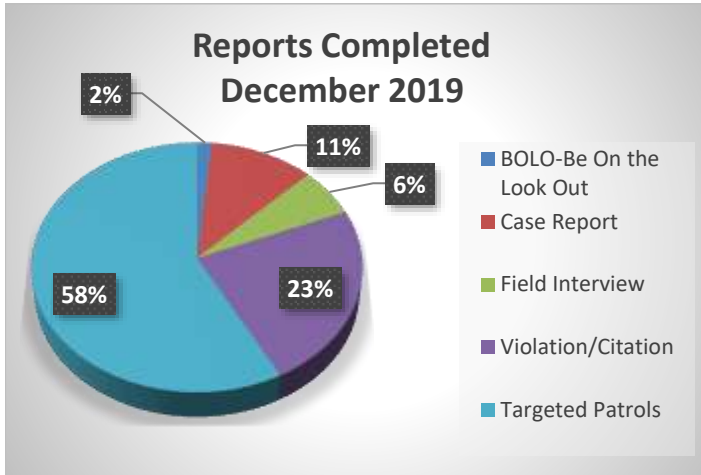


Safety Codes Permits - YTD December

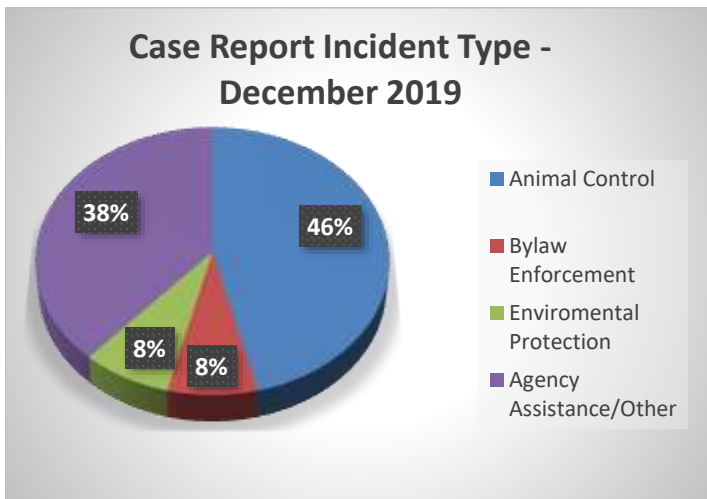


PROTECTIVE SERVICES

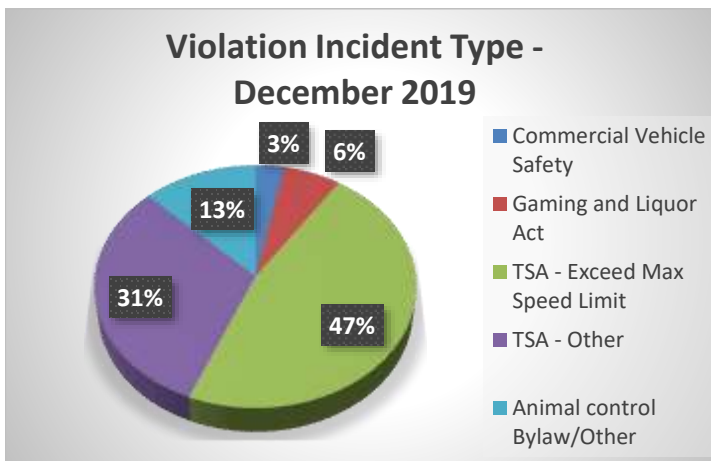
- The department assisted with the CP Rail Holiday train event in Gleichen.
- Officers went to Kneehill County to attend an Emergency Management symposium. There was good relationship building at this event with neighbouring municipalities.
- Officers continue to focus their patrols in the rural areas.
- Remember that winter driving is still in focus, and that to drive to the conditions, make sure that you have a safety kit in your vehicle.



Reports Completed - December 2019		
Type	#	%
BOLO-Be On the Look Out	2	2%
Case Report	14	11%
Field Interview	8	6%
Violation/Citation	30	23%
Targeted Patrols	74	58%
Total	128	100%



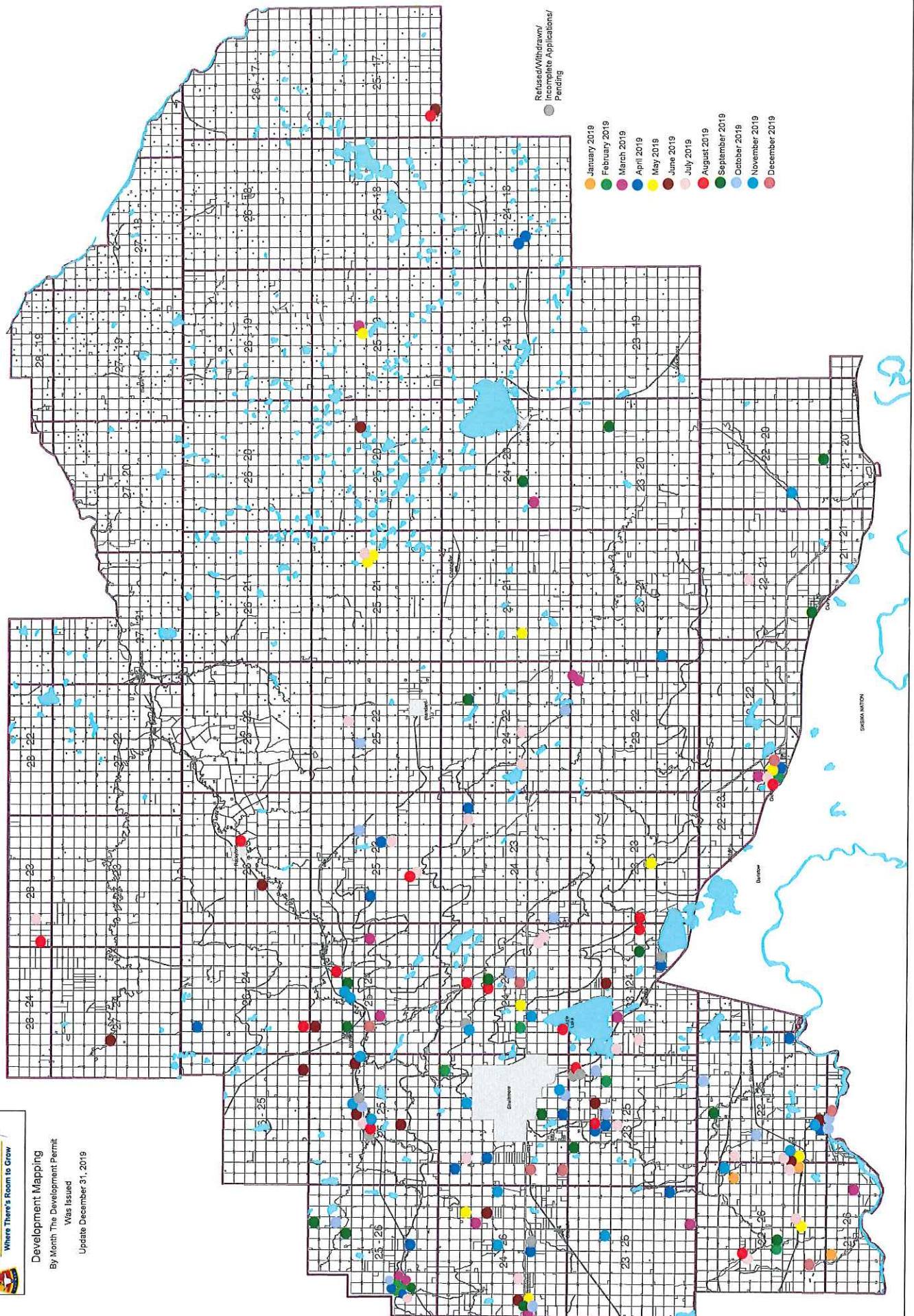
Case Report Incident Type December 2019		
Type	#	%
Animal Control	12	46%
Bylaw Enforcement	2	8%
Damage to County Property	0	0%
Environmental Protection	2	8%
Agency Assistance/Other	10	38%
Total	26	100%



Violation Incident Type December 2019		
Type	#	%
Commercial Vehicle Safety	1	3%
Gaming and Liquor Act	2	6%
TSA - Exceed Max Speed Limit	15	47%
TSA - Other	10	31%
Animal control Bylaw/Other	4	13%
Vehicle Equipment Regulations	0	0%
Total	32	100%



Development Mapping
By Month The Development Permit
Was Issued
Update December 31, 2019

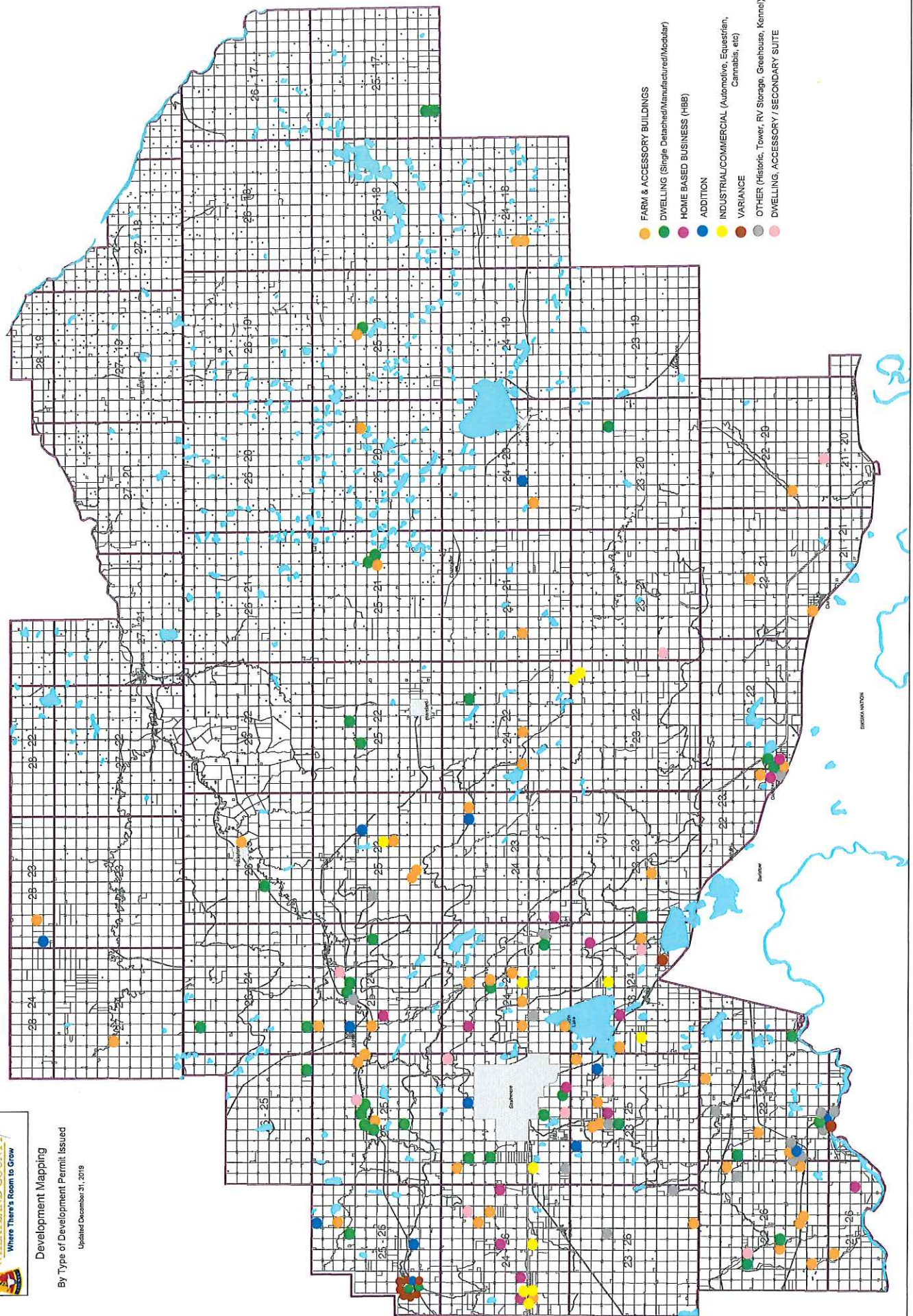




Development Mapping

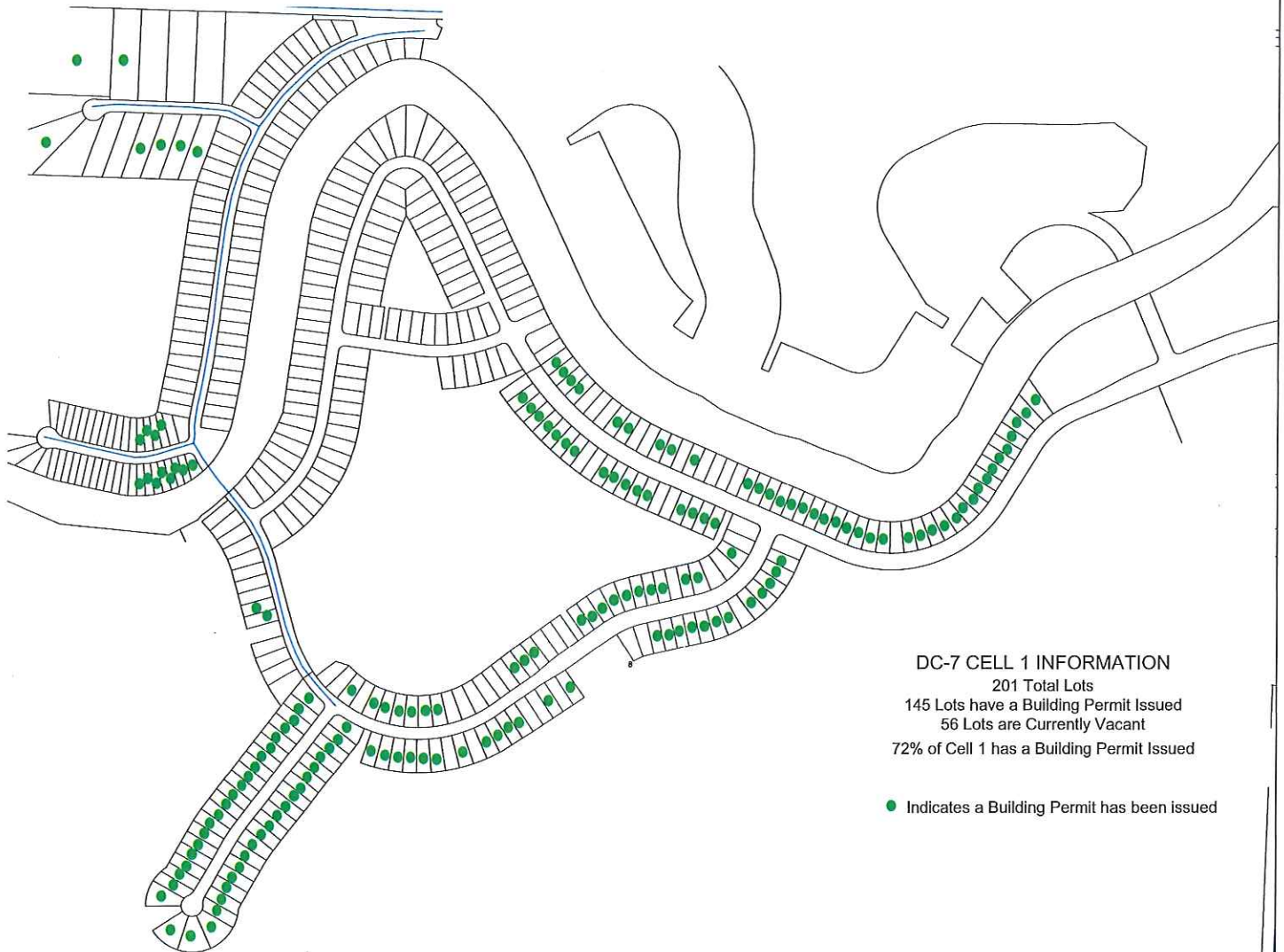
By Type of Development Permit Issued

Updated December 31, 2019





Lakes of Muirfield - Development Progress Map



INFORMATION AS OF DECEMBER 31, 2019



WHEATLAND COUNTY

Where There's Room to Grow



Request for Decision

February 4, 2020

Resolution No. _____

Date Prepared January 19, 2020

Subject

Crime Prevention through Environmental Design (CPTED) Audit of the Carseland Fire Hall

Recommendation

Clear resolution answering – what/who/how/when

THAT Council accept the Crime Prevention through Environmental Design (CPTED) Audit conducted by the Protective Services Division of Community and Development Services as information.

CAO/GM Comments

This presentation is a standard template for our public outreach and used as an education tool for County residents.

RECOMMENDATION

Report/Document: Attached ☒ Available ☐ None ☐

Key Issue(s) / Concepts Defined

Crime Prevention through Environmental Design (CPTED) is the most effective use of the built environment that can reduce the fear of crime in a community or an establishment; and further improve quality of life.

The principles of CPTED are Natural Surveillance, Territorial Reinforcement, Access Control and Maintenance.

Protective Services conducted a CPTED audit of the County owned Carseland Fire Hall after a criminal break-in. The results of this audit are presented for information.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

N/A

Strategic Relevance

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

Submitted
by:



Kris Permann,
Senior Peace Officer

Reviewed
by:



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



Brian Henderson, CPA, CA
Chief Administrative Officer



WHEATLAND COUNTY

Where There's Room to Grow



CPTED Audit Carseland Fire Hall

Conducted on January 08-09, 2020





Crime Prevention Through Environmental Design (CPTED)

- What is CPTED?
 - The science around the design and effective use of physical space to lead to a reduction in both the incidence and fear of crime.
 - CPTED seeks to reduce both opportunity and the number of targets for criminals.
 - Legitimate users of a space are actively encouraged, opportunities for observation are increased, and potential offenders are made to feel uncomfortable.

Process



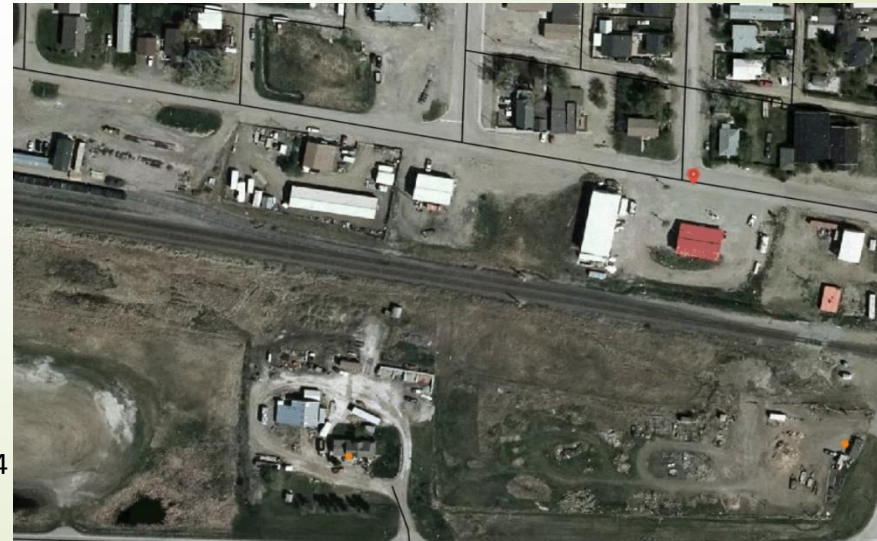
- Background investigation
 - Known history
 - Previous victimization
 - Known issues
- Site Visit
 - Exterior examination
 - Interior examination
 - Immediate area examination
- Analysis of Findings
- Reporting



History & Audit Catalyst

- Relevant History
 - Original Building
 - Type of structure: Quonset
 - Built in 1987
 - Houses fire apparatus, meeting room, & administration
- Catalyst for Audit
 - Break and enter/ theft of equipment: November 2019
 - Access gained through front door during the night hours
 - Local gas station victimized during same transaction
 - Theft of parts from VX vehicle in storage: January 2020

Natural Surveillance



Natural Surveillance: Daylight



Natural Surveillance: Night



Natural Access Control

- Pertinent Roads
 - Railway Avenue
 - Main Street
- Large parking surface
 - Signed for Emergency Vehicles
 - No other defining features

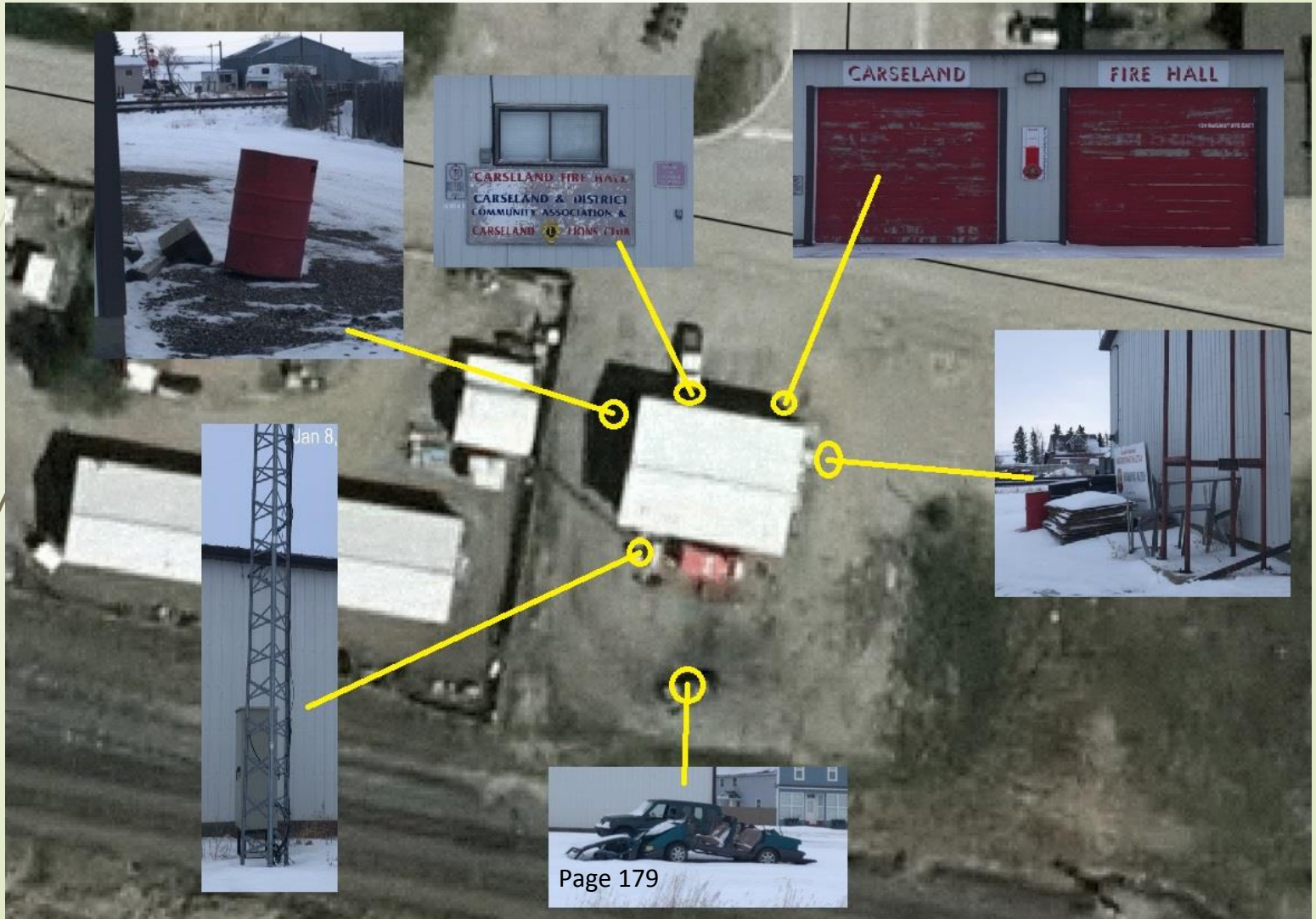


Territorial Reinforcement

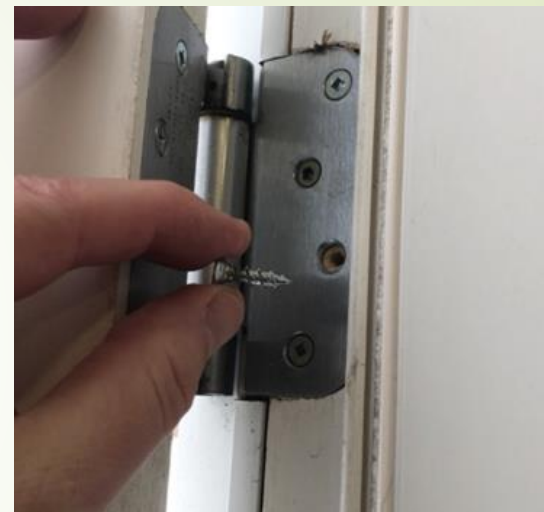
- Signage adequate to identify building purpose
- Reinforcement: virtually none
 - No fencing on front, east side or rear of property
 - No signs on property other than the signs affixed to building identifying the building as the fire hall
 - Parking restriction signs are placed solely on the building
- Fence delineating neighbouring property on the west side
- Curb delineates road from parking lot
- Nothing visible that differentiates the neighbouring property to the east



Maintenance: Exterior



Maintenance: Door



Maintenance: Window



Maintenance: Interior



Maintenance: Overhead Doors





Considerations

➤ EXTERIOR

- Consider improving maintenance of the building
 - Painting overhead doors and signs that are faded and chipped
 - Replace window with a more contemporary model
- Consider improving security of the perimeter of building
 - Replace hollow exterior door with solid core door
 - Strengthen door security by using more robust screws
 - Increase intensity of current exterior light
 - Install lighting for the remaining perimeter
- Consider securing access to the critical infrastructure
 - Install protective fencing around the communications tower
- Consider improving the territorial reinforcement of the property
 - Install fencing or decorative vegetation

➤ INTERIOR

- Consider installing motion sensor light for the immediate entrance
- Consider installing automatic overhead door opener



WHEATLAND COUNTY

Where There's Room to Grow

Request for Decision

February 4, 2020

Resolution No. _____

Date Prepared January 21, 2020

Subject

Decision-making topic title

DP 2020-002 The purpose of this application is to allow for an employee dwelling to be located on the upper floor of the existing golf course clubhouse.

Location: Plan 061 4100, Block 8, Lot 1, Lakes of Muirfield, Hamlet of Lyalta

Recommendation

Clear resolution answering – what/who/how/when

RECOMMENDATION: That Council choose Option #1, to approve DP 2020-002.

Resolution 1: THAT Council approve DP 2020-002 for a Dwelling, Employee subject to conditions noted in Appendix A.

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

On January 14, 2020, the applicants received approval for an amendment to the Direct Control 7 District (DC-7, Cell 4) of the Land Use Bylaw to allow Dwelling, Employee as a discretionary use in the district.

The applicant would now like to apply for a Development Permit for a 1500 sq. ft. residence to be located on the upper floor of the Golf Course Clubhouse in order to provide accommodation for the owners.

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

MUNICIPAL DEVELOPMENT PLAN (MDP):

Section 3.6.1 Residential Development Objectives

LAKES OF MUIRFIELD AREA STRUCTURE PLAN:

Section 5.2 Land Use Policies

LAND USE BYLAW (LUB) 2016-01:

3.2.1 Development Authority

9.2.8 Direct Control District, Discretionary Use

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:

Staff proposes the following 3 possible options for Council to consider:

Option #1: THAT Council approve DP 2020-002:

Resolution 1: THAT Council approve DP 2020-002 for a Dwelling, Employee subject to conditions noted in Appendix A.

Option #2: That Council refuse DP 2020-002 with reasons given.Option #3: That Council provide an alternative recommendation.**RECOMMENDATION:**

That Council choose Option #1 to approve DP 2020-002 for a Dwelling, Employee subject to conditions noted in Appendix A of the Development Permit Report based on the following:

- The proposed Dwelling, Employee aligns with 3.61 of the MDP.
- The recent Land Use Bylaw amendment to allow the use in the DC-7 district signifies a general support for a Dwelling, Employee within Cell 4.
- The proposed Dwelling, Employee fits with the context of the area, which is primarily residential and provides support to the golf course.
- With the stated conditions of approval, the Development Authority has determined that the proposal complies with intent of the County's Land Use Bylaw rules and regulations.
- The applicant will be required to obtain the required safety code permits.

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

Advise applicant of the decision.

Submitted
by:



Suzanne Hayes
Development Officer

Reviewed
by:



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



Brian Henderson, CPA, CA
CAO



WHEATLAND COUNTY

Where There's Room to Grow



DEVELOPMENT PERMIT REPORT

Wheatland County Council
February 4, 2020

Development Permit Number: DP 2020-002

PROPOSAL: Dwelling, Employee

LEGAL DESCRIPTION: Plan 061 4100, Block 8, Lot 1

LOCATION: Muirfield Golf Course, Hamlet of Lyalta

PARCEL SIZE: 69.0 ha (170.51 acres)

ZONING: Direct Control 7, Cell 4 (DC-7, Cell 4)

DETAILS OF PROPOSAL:

On January 14, 2020, the applicants received approval for an amendment to the Direct Control 7 District (DC-7, Cell 4) of the Land Use Bylaw to allow Dwelling, Employee as a discretionary use in the district.

The applicant would now like to apply for a Development Permit for a 1500 sq. ft. residence to be located on the upper floor of the Golf Course Clubhouse in order to provide accommodation for the owners.

The Land Use Bylaw Defines a Dwelling, Employee as follows:

***Dwelling, Employee** means a dwelling unit that is an accessory use, intended for occupation by an employee of the principal use, such as a caretaker, manager, or watchman. It cannot be rented out to a non-employee of the principal use which is an industrial or commercial business. If a Dwelling, Employee is a Manufactured, Moved-On or Modular Dwelling, the applicable regulations of that particular dwelling type shall apply.*

The applicant has been in discussions with staff to determine what safety code requirements will be necessary to accommodate the proposed residence.

A Dwelling, Employee is a Discretionary Use in the Direct Control 7 District (DC-7, Cell 4). The Development Authority for discretionary use applications in Direct Control districts is Council.

RELEVANT POLICY/LEGISLATION

CALGARY METROPOLITAN REGIONAL BOARD (CMRB):

The application falls outside of the CMRB plan area, no review by the Board is required.

MUNICIPAL DEVELOPMENT PLAN (MDP):

The proposed Dwelling, Employee aligns with Section 3.6.1 of the MDP as it ensures that Wheatland residents have access to a range of affordable housing types, and a diversity of housing choices, to accommodate all stages of life. It also allows for residents to work in close proximity to their place of residence.

AREA STRUCTURE PLANS:

The application falls within the Lakes of Muirfield Area Structure Plan. 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 Development Approvals Authority. The Land Use Bylaw amendment recently approved indicates that the Development Authority (Council) was satisfied that no ASP amendment was required at that time. Staff are satisfied that this application meets the intent of the ASP and no amendment of the ASP is proposed.

LAND USE BYLAW (LUB):

3.2.1 Development Authority

- a) Council with respect to all Development Permit applications for Discretionary Uses within Direct Control Districts and with respect to Development Permit applications for Permitted uses within Direct Control Districts which involve variance requests in excess of 10% of the relevant numerical value, unless otherwise specified with the Direct Control District;

Definition:

Dwelling, Employee means a dwelling unit that is an accessory use, intended for occupation by an employee of the principal use, such as a caretaker, manager, or watchman. It cannot be rented out to a non-employee of the principal use which is an industrial or commercial business. If a Dwelling, Employee is a Manufactured, Moved-On or Modular Dwelling, the applicable regulations of that particular dwelling type shall apply.

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	Dwelling, Employee 
Essential Public Service	Golf Course
Sign	

CIRCULATION COMMENTS:

AGENCY CIRCULATION	
Western Irrigation District	No Concerns (as per LUB Amendment Circulation).
Alberta Health Services	Summary: (as per LUB Amendment Circulation) If the dwelling is to be used as an employee residence, the owners must meet the upkeep and condition of properties used for accommodation purposes.
INTERNAL CIRCULATION	
Internal File Review	No Comments Received at the time of this report.
NEIGHBOUR CIRCULATION	
To adjacent neighbors	No Comments Received at the time of this report.

OPTIONS:

Staff proposes the following 3 possible options for Council to consider:

Option #1: THAT Council approve DP 2020-002:

Resolution 1: THAT Council approve DP 2020-002 for a Dwelling, Employee subject to conditions noted in Appendix A.

Option #2: THAT Council refuse DP 2020-002 with reasons given.

Option #3: THAT Council provide an alternative recommendation.

RECOMMENDATION:

That Council choose Option #1 to approve DP 2020-002 for a Dwelling, Employee subject to conditions noted in Appendix A of the Development Permit Report based on the following:

- The proposed Dwelling, Employee aligns with 3.61 of the MDP.
- The recent Land Use Bylaw amendment to allow the use in the DC-7 district signifies a general support for a Dwelling, Employee within Cell 4.
- The proposed Dwelling, Employee fits with the context of the area, which is primarily residential and provides support to the golf course.
- With the stated conditions of approval, the Development Authority has determined that the proposal complies with intent of the County's Land Use Bylaw rules and regulations.
- The applicant will be required to obtain the required safety code permits.

Appendix A:

1. This Development Permit is issued solely for the purpose of an employee dwelling to be located above the existing golf course club house - Defined as a Dwelling, Employee.
2. No variance has been granted.
3. Development shall proceed according to Direct Control 7 District, Cell 4 (DC-7, Cell 4) District requirements and the applicant must comply with all applicable provisions of the Wheatland County Land Use Bylaw.
4. No permanent development shall occur on or over any utility right of way or easement.

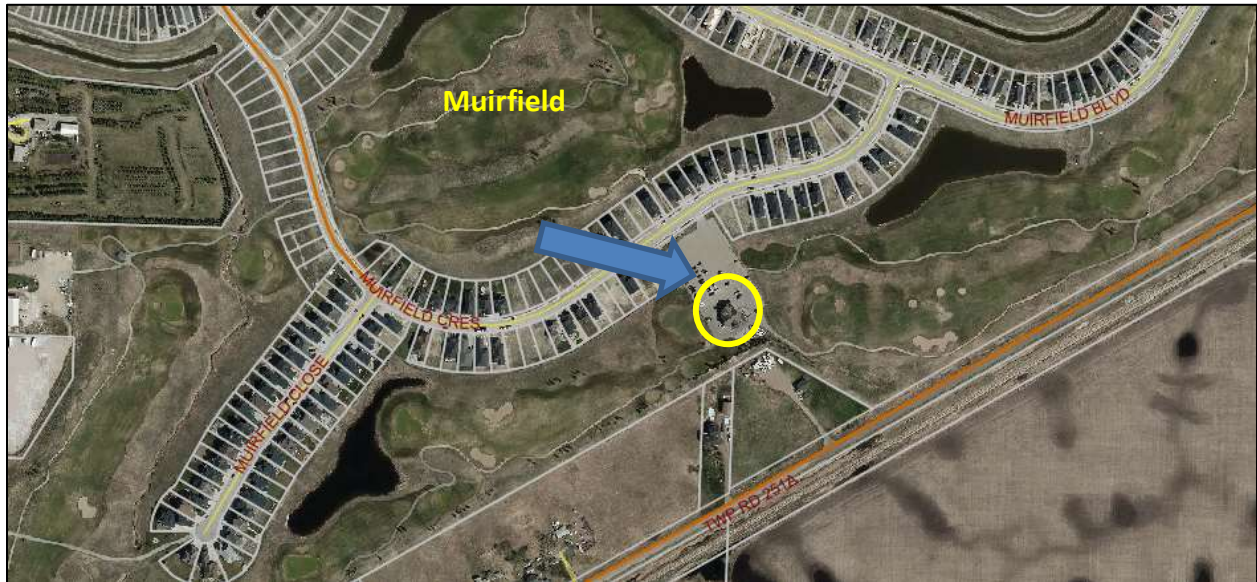
NOTES:

- ALL CONSTRUCTION SHALL CONFORM TO ALBERTA SAFETY CODE REGULATIONS.
- DEVELOPMENT SHALL MEET ALL PROVINCIAL AND FEDERAL LEGISLATION.
- DEVELOPER SHALL ADHERE TO LAKES OF MUIRFIELD ARCHITECTURAL CONTROLS.



Suzanne Hayes, Development Officer

Appendix B: Location Plan



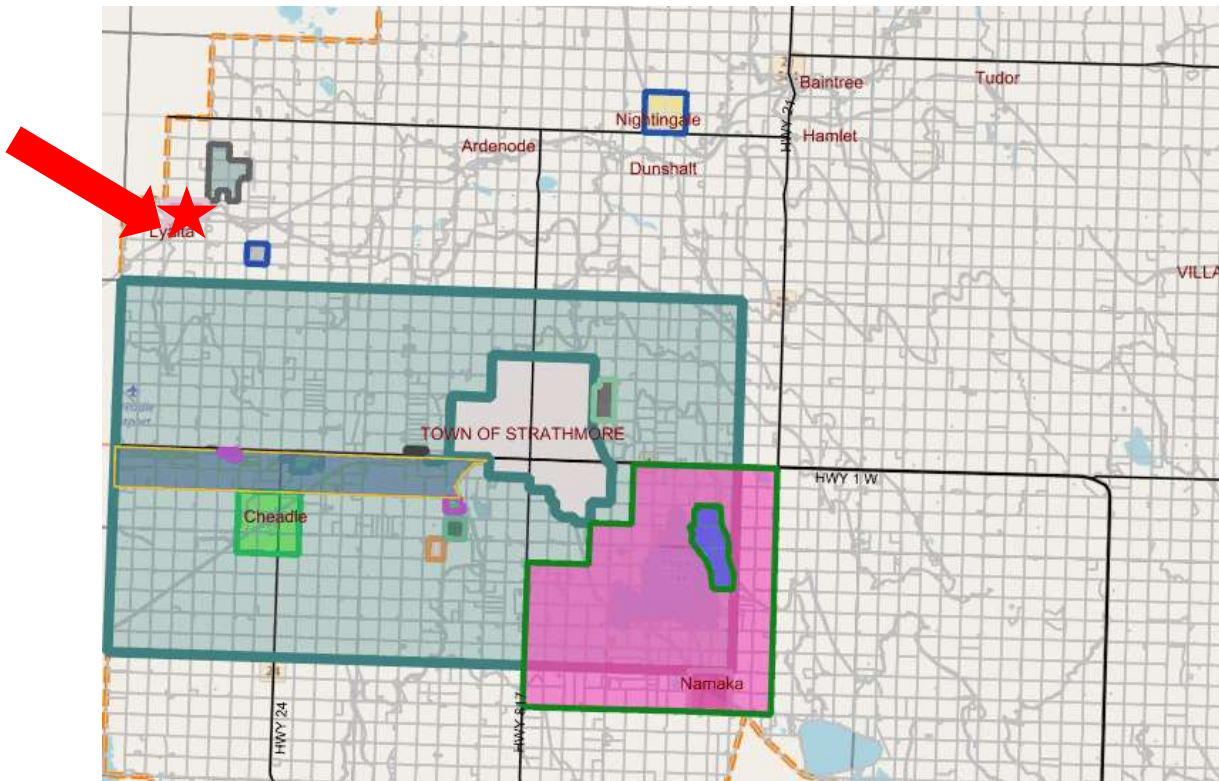
Appendix C: Aerial Photo



Appendix D: Site Plan



Appendix E: CMRB and Area Structure Plans



Appendix F: Circulation Area



Appendix G: Photos





WHEATLAND COUNTY

Where There's Room to Grow



Request for Decision

February 4th, 2020

Resolution No. _____

Date Prepared January 22, 2020

Subject

Decision-making topic title

General Manager of Transportation and Agriculture Report for activities that occurred in January 2020.

Recommendation

Clear resolution answering – what/who/how/when

That Council accepts the General Manager of Transportation and Agriculture, January 2020 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

Construction Crew will move to Ridgeland to strip for the next crush once the reclaiming work is done at the Larsen pit. The gravel crew is stockpiling at Chancellor then they'll move to Thurn's to stockpile at Gramm's and Carbon Corner. Surfacing Crew is sanding and cutting brushes where needed along with winging back some of the surfaced roads.

The Hamlet and Utilities / WTS

Snow plowing, sanding, street clearing and snow pile hauling is underway throughout all hamlets. Equipment is being serviced and the fueling of backup gensets is complete. Fortis is on site trenching in power for new yard light install in Rosebud and in Standard there was a 20-foot section of fence damaged from a vehicle sliding off the road.

Capital Works

RFQ for Gleichen Arena Upgrades was posted on APC with a mandatory site walk through scheduled for January 22, 2020, closes February 6, 2020.

CSMI

Partners are continuing to review and negotiate the future cooperative agreements. CIMA is preparing a proposal and cost to review the engineering design of the CSMI project.

Land

- RR 270 road widening acquisition payouts being issued as plan is now registered.
- Coordinating legal review of new agreements for gravel crushing and janitorial services.
- Assembling information and reports required by P&D for Sandum gravel pit.
- Assisting WRC consultant with routing challenges for Rosebud leg.
- Collecting and analyzing data in preparation of approaching private owners for land acquisitions for municipal purposes (not roads).
- 2019 road construction land disturbance drawings have now been received – will collect crop data and prepare payment requests for A/P.

Facilities

- New water filtration system installed for the Admin, Public Works, ASB.
- Fire Alarm inspection scheduled for January 29, 2020.
- New LED lights to be installed in pole shed.
- Annual maintenance completed for Security System.
- Furnace venting repairs at Gleichen Water Treatment Plant.
- Floors were cleaned and waxed over the Christmas break at Admin, ASB, Public Works.

Gravel / Roads

- A letter of intent was sent out to the successful proponent, Sage Management Ltd.
- Waiting for contractor to sign the Aggregate Crushing Service Agreement.
- Coordinating the placement of traffic counters with Public Works and Peace Officers in specific roads where speeding may be an issue.
- Gravel report with all information regarding the Sandum Pit will be submitted as part of the re-designation application for the future gravel Pit.
- Working on Tender for Line Painting.
- Attending Roadata Conference on January 23

Wheatland Regional Water

- Dealing with frozen water and sewer services mostly inside homes.
- We have updated Operations Programs for Speargrass and Rosebud.
- We participated in an annual compliance inspection for Speargrass and some administrative risks were identified.
- We worked a skeleton crew over Christmas and there were very few issues.
- We delivered dripper notices to residents of Speargrass.

Agriculture & Environment Report

- 2019 Environmental Update publication being completed in-house. Expected to go to print in early February.
- Upcoming events: Ranching Opportunities Feb 13th - Olds College, Jim Gerrish Grazing Workshop Feb 14th - Wheatland County; Shelterbelt Workshop Feb 22nd Wheatland County, Emergency Livestock Response Producer Meeting Feb 25th – Wheatland County, Farmer Pesticide Certificate Training Feb 27th - Wheatland County, Emergency Livestock Response Course Training March 14-15 & April 4-5, Working Well Workshop March 26th - Wheatland County, Farm Transition Workshop March 30th - Carseland.

Submitted By: Cindy Sweere
Administrative Assistant



Reviewed By: Mike Ziehr
General Manager of Transportation & Agriculture

Brian Henderson, CPA, CA
Chief Administrative Officer





WHEATLAND COUNTY Request for Decision

February 4, 2020

Resolution No. _____

Date Prepared January 22, 2020

Subject

Decision-making topic title

Alberta Community Partnership grant application on behalf of CSMI.

Recommendation

Clear resolution answering – what/who/how/when

THAT Council approve administration to submit a 2020/21 Alberta Community Partnership grant application as the managing partner in support of the CSMI regional stormwater management project.

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 ACP Intermunicipal Collaboration grant was identified by the CSMI partners as a potential funding opportunity to complete the remaining planning and implementation tasks for this project as shown in the November 2019 - Update table.

November 2019 - Update

Task	Budget Allocation ¹	P&I Cash Flow			
		2018	2019	2020	2021
Implement Governance Structure and Agreements	\$75,000	\$41,600	\$36,573	\$0	\$0
Regulatory Communication and Stakeholder Consultation	\$200,000	\$145,600	\$40,141	\$14,259	\$0
Developing a Regional Collaborative Rate Structure	\$75,000	\$0	\$0	\$75,000	\$0
Analyzing Construction Stages, Modeling, Proposed Infrastructure Timing, Land Absorption, Adequate Outlet ⁴	\$220,000	\$156,400	\$63,600	\$0	\$0
Preliminary Design and Costing	\$300,000	\$208,200	\$58,302	\$33,498	
Developing a Water Quality Monitoring Program	\$50,000	\$35,400	\$0	\$14,600	\$0
Developing a Rural Best Management Practice Initiative ²	\$10,000	\$0	\$0	\$10,000	\$0
Climate Change Modelling ²	\$40,000	\$40,000	\$0	\$0	\$0
Developing Stormwater Management Policies	\$100,000	\$0	\$0	\$100,000	\$0
Regulatory Application Filing and First Nation Consultation ³	\$250,000	\$0	\$0	\$200,000	\$50,000
Total Eligible Planning and Implementation Costs	\$1,320,000	\$627,200	\$198,616	\$447,357	\$50,000

The objective of the Alberta Community Partnership (ACP) is to improve the viability and long-term sustainability of municipalities. The maximum grant amount is \$200,000.00.

Intermunicipal Collaboration project applications are due by January 20 of the current program year. After internal discussions Wheatland County offered to champion the application on behalf of the CSMI group. An application was submitted on January 16, 2020 in order to meet the deadline.

This RFD is to meet the council resolution requirement of the application as per the excerpt below taken from the ACP Program Guidelines.

“The application must include a certification that council resolutions supporting the project are in place. Partnerships that do not have the required council resolutions in place prior to the application deadline must provide confirmation of their resolutions to Municipal Affairs via email to acp.grants@gov.ab.ca by March 2, 2020.”

Relevant Policy / Practices / Legislation

Cite existing policies, practices and/or legislation

N/A

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 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

Decrease costs to the CSMI partners.

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
CAO





WHEATLAND COUNTY

Where There's Room to Grow

Request for Decision

February 4, 2020

Date Prepared January 23, 2020

Subject

Decision-making topic title

Correspondence / Information

Recommendation

Clear resolution answering – what/who/how/when

That Council accepts as information correspondence received from the following:

- **Alberta Municipal Affairs (Office of the Minister) – Re: Assessment**
- **Alberta Municipal Affairs (Office of the Minister) – Re: 2020 Integration of Designated Industrial Property Assessment**
- **Alberta Justice and Solicitor General (Office of the Minister) – Re: Police Costing Model**
- **Village of Rockyford – Re: CRISP Grant Expenditures 2019**
- **Canadian Badlands – Re: Sponsorship Opportunity**

CAO Comments

Any additional comments regarding the reason for the recommendation

RECOMMENDATION

Report/Document:

Attached

☒

Available

☐

None

☐

Follow-up Action / Communications

Timelines, decision-making milestones and key products

Submitted by: Brian Henderson

Reviewed by:

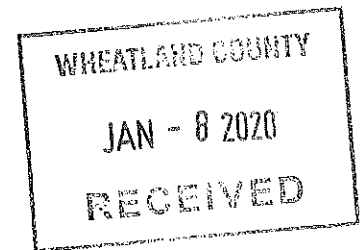


Position: Chief Administrative Officer



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*



AR99379

January 2, 2020

Reeve Amber Link
Wheatland County
242006 RR243, Highway 1, RR 1
Strathmore AB T1P 1J6

Dear Reeve Link,

As you may know, the assessment models for wells, pipelines and machinery and equipment, which are used to determine the assessed values of these assets for taxation purposes, have not been updated since 2005. Over the past year, Municipal Affairs has been working on a review of the assessment models to ensure new technology is accounted for, current cost structures and industry practices are reflected, and result in a fair and transparent relative distribution of taxation.

The technical phase of the assessment model review, which included input from working groups of external subject matter experts, has now concluded. The initial results from the technical phase of the review indicate potentially significant shifts in assessment. As assessment changes can have consequential impacts to both municipalities and the oil and gas industry, I have determined additional engagement with industry and municipal associations is required before any final determinations are made.

Our aim is to ensure any changes resulting from the assessment model review do not have an adverse impact on the competitiveness of our energy sector or the viability of our rural municipalities. It is my intention this more robust stakeholder engagement be carried out in early 2020, with final decisions on the assessment model review to be made in spring. As a result, the changes to the assessment models will need to be deferred until the 2021 municipal tax year.

In the absence of new assessment models, assessment year modifiers (AYMs) need to be established for the 2020 tax year. These modifiers are similar to a consumer price index, and are used to adjust the property assessments for regulated industrial property from the base cost year in order to reflect current values. To support the budgeting process municipalities are undertaking, attached are the approved AYM for the 2019 Assessment Year (2020 Tax Year).

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In addition, a reduction in assessment for shallow gas assets will be applied for 2020 in order to continue the same magnitude of tax relief provided under the Shallow Gas Tax Relief Initiative (SGTRI) for 2019, and enable transition to the new assessment models for 2021. These wells and associated pipelines will receive a 35 per cent property assessment reduction for the 2020 tax year. It is my intention to apply the same criteria for this assessment reduction as were used to determine eligibility for tax relief under the SGTRI; there are approximately 70,000 wells and associated pipelines in Alberta meeting these criteria. As education tax credits will not be provided as they were under the SGTRI for 2019, municipalities will need to absorb the impact of this reduction in assessment.

Municipal Affairs is completing the annual updates to the Alberta Minister's Guidelines for taxation in 2020 to include the annual change to the AYMs, as well as the changes to the shallow gas assessments.

Further details on the engagement with municipal associations and industry organizations regarding the assessment model review will be provided by early January, 2020.

If you have any concerns regarding these changes, please contact Ethan Bayne, Assistant Deputy Minister, Municipal Assessment and Grants, at 780-415-1717, or ethan.bayne@gov.ab.ca.

Yours very truly,


Kaycee Madu
Minister

Attachment – Assessment Year Modifier (AYM) Tables

cc: Honourable Sonya Savage
Minister of Energy

Honourable Dale Nally
Associate Minister of Natural Gas

Paul Wynnyk
Deputy Minister, Municipal Affairs

Ethan Bayne
Assistant Deputy Minister, Municipal Assessment and Grants

Attachment – Assessment Year Modifier (AYM) Tables

Property Type	2018 Assessment Year (2019 Tax Year) AYM	2019 Assessment Year (2020 Tax Year) AYM	Percent Change
Wells	1.200	1.192	-0.67
Pipelines	1.019	1.024	0.49
Electric Power Systems	1.470	1.471	0.07
Telecommunication Carriers	1.150	1.154	0.35
Cable Distribution Undertakings	1.389	1.394	0.36
Railway	1.410	1.460	3.55
Machinery & Equipment	1.40	1.41	0.71
Farm land (Dry Arable, Dry Pasture, Woodlot)	1.00	1.00	0
Farm land (Irrigated Arable)	1.03	1.03	0

January 10, 2020

Mr. Brian Henderson
Interim Chief Administrative Officer
Wheatland County
242006 RR243, Highway 1, RR 1
Strathmore, Alberta T1P 1J6

(0349)



Brian.Henderson@wheatlandcounty.ca

Dear Brian Henderson:

Re: Wheatland County - 2020 Integration of Designated Industrial Property Assessment

As you are aware, January 1, 2018 the responsibility for the assessment of properties defined as Designated Industrial Properties (DI properties) was transferred from municipalities to the provincial assessor (PA).

Municipal Affairs worked in consultation with industry, municipalities, and assessors to develop a strategy to effectively manage the transition. Centralization includes a hybrid delivery model that involves some municipalities maintaining the assessment function for DI properties under the guidance of the PA.

As part of the transition to a centralized delivery model for all DI properties, a number of contracts will be terminated in each year as we move forward. Your municipality is **not** on the list of municipalities being integrated for 2020. It is our intention that the remaining municipalities will be integrated in 2021. Once we finalize the integration schedule, we will notify municipalities so they are able to plan accordingly.

For those municipalities that are not being integrated in 2020, a contract extension will be required. In the coming weeks we will be in contact with you to discuss the extension in more detail. We ask that you start thinking about what the estimated costs for 2021 to provide the DI property assessment function for 2021.

Thank you for your continued cooperation and assistance provided to us during this transition. We look forward to a strong relationship with you as we progress through our next steps in the centralization of the DI property assessment processes.

.../2

Page 2

Wheatland County - 2020 Integration of Designated Industrial Property Assessment

If you have any questions on this matter please feel free to contact me anytime at 780 427-8962 or ken.anderson@gov.ab.ca

Yours truly,



Ken Anderson
Manager of Transitional Initiatives
Centralized Industrial Property Assessment
Assessment Services Branch
Municipal Assessment and Grants



ALBERTA
JUSTICE AND SOLICITOR GENERAL

Office of the Minister
MLA, Calgary - Elbow

AR 36472

JAN 20 2020

Al Kemmere
President
Rural Municipalities of Alberta
2510 Sparrow Drive
Nisku AB T9E 8N5

Dear Mr. Kemmere:

Thank you for your correspondence about Rural Municipalities of Alberta's (RMA) review of the cost model in October 2019 and the RMA's requests for changes to the new police funding model in December 2019. Equitable and sustainable funding for police services and public safety measures is important for all Albertans. I would like to take this opportunity to share my thoughts on the requests of the RMA.

On RMA's request to delay implementation of the model until 2021:

Small and rural communities, with some exceptions, will begin contributing a portion of their front-line policing costs in 2020. This new cost-sharing partnership will bring small and rural municipalities into line with larger communities and cities. To give communities time to adjust, the new funding model is being phased in: communities will contribute 10 per cent of policing costs in 2020, followed by 15 per cent in 2021, 20 per cent in 2022, and 30 per cent in 2023. Communities will also no longer be billed for the full-time enhanced policing positions that they have previously funded, as the government will be absorbing this cost.

The new funding model regulation is expected to take effect on April 1, 2020. As a result, the province, within our fiscal year, intends to provide an invoice to municipalities for policing costs for the full provincial fiscal year. My colleagues in Municipal Affairs affirm that municipalities will still have to accrue an appropriate amount for policing costs in their 2020 statements. We have also been advised that given the limited timeline, municipalities will have a cash flow problem if the provincial policing invoice was due prior to December 31, 2020.

When making this decision, my ministry was informed that many municipalities would have to borrow money, draw down on reserves (if reserves were available), or make other spending adjustments in their budget to pay the 2020/2021 provincial policing invoice. The advice received is that, by delaying the billing, it allows municipalities to include the actual expenditure in their 2021 annual budget and this would provide time to make adjustments on taxes to collect the revenue required to pay the invoice. In effect, we hope that this billing schedule will provide the opportunity to include the expenditure in the 2021 budget and give time to develop cash management strategies to mitigate the impacts to reserve balances and operational borrowing. I sincerely hope that this timing will alleviate some of the concerns regarding the police funding model's impact on municipal budget planning for 2021.

.../2

On RMA's request to increase annual cost portions on January 1, rather than April 1:

It is my desire to make this process easy for municipalities during the invoicing and budget planning processes. Please see my thoughts on implementation above to this point.

On RMA's request to provide each municipality impacted by the model with a breakdown of costs, data to support subsidy allocations, and a ministry contact person for questions:

On December 6, 2019, ministry staff contacted stakeholders from the engagement process on the funding model and provided them with spreadsheets that detail how the invoice will be calculated for each municipality. The information in this spreadsheet and email will help municipalities appropriately budget in the coming year. Any questions regarding the funding model can continue to be directed to the ministry engagement team, via email at JSG.PSDEngagement@gov.ab.ca.

On RMA's request to rescind the arbitrary and unfair exclusion of rural municipalities from the detachment subsidy:

Currently, municipal districts and counties are not eligible for the subsidy. This is due to the fact that almost all of these municipalities have one or more detachments within their boundaries. When determining eligibility for the detachment subsidy, potential barriers to equitable distribution were discovered when devising a method to distribute the detachment subsidy amongst regions in municipal districts and counties, if we were also crediting the towns in the municipal district or county with no detachment. Subsequently, it was decided that the subsidy would only be offered to towns, villages, and summer villages.

The regulation will undergo periodic review and this method of subsidy distribution can be re-examined at that period, in which time, perhaps, a new way of applying the subsidy can be developed.

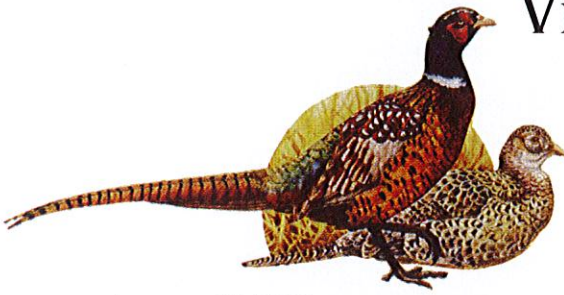
Thank you again for the opportunity to respond to the RMA's requests and to answer outstanding questions from the police funding model engagement.

Sincerely,



Doug Schweitzer
Minister of Justice and Solicitor General

cc: Tasha Blumenthal, Director of External Relations & Advocacy, Rural Municipalities of Alberta



Village of Rockyford

Box 294, Rockyford, Alberta T0J 2R0
Telephone: (403) 533-3950
Fax: (403) 533-3744
Email: villageofrockyford@gmail.com

January 16, 2020

Wheatland County
242006 Rg. Rd. 243
Hwy 1 RR1
Strathmore, AB
T1P 1J6

RE: CRISP Grant Expenditures 2019

The Village of Rockyford used the accumulated CRISP grant funding for new sidewalks on Main Street; new streetlights on Main Street; a Kubota mower and a John Deere mower. The sidewalks and streetlights were done at a cost of \$274,513; the Kubota mower was \$24,000 and the John Deere mower was \$1,800.

Thank you for providing the opportunity for our Village to better our community.

Regards,

Elaine Macdonald, CLGM
Municipal Administrator
Village of Rockyford

Canadian Badlands Tourism Development Conference
'ISN'T IT TIME . . . YOU TELL YOUR STORY!'

Sponsorship Opportunity

March 4 - 6, 2020

Travelodge Strathmore

Strathmore, AB



Sponsorship Contribution

This year we welcome our host, **Wheatland County**, to contribute as a Silver Sponsor for our 2020 Canadian Badlands Tourism Development conference. The Networking Cocktail Reception will be held in the County at the Rocking R Guest Ranch, as well as involvement from other local businesses and farms in the area.

Your involvement would include website, written and digital recognition, signage, a complimentary registration and participation in a sponsors VIP reception prior to the Gala.

Canadian Badlands Tourism Conference

With a vision to develop the Canadian Badlands as a major iconic tourism destination in Alberta, the 2020 Canadian Badlands Tourism Development Conference theme will be 'ISN'T IT TIME . . . YOU TELL YOUR STORY!'. Once again, it will provide the opportunity for stakeholders to learn about tourism initiatives, share information about programs, discover ways to enhance business and establish relationships with provincial and municipal representatives, business leaders, tourism representatives and others. The purpose of the conference is to further the understanding of the role of Canadian Badlands Tourism and to communicate the significant impact it provides to all those involved in the tourism and hospitality sectors in the region. The objective of the conference is to provide workshops and activities that will engage participants and provide practical tools to:

- Heighten Canadian Badlands brand identity with municipal leaders, tourism and hospitality operators.
- Create opportunities to partner with businesses and co-ordinate tourism package offerings.
- Identify new tourism products and enhance current offerings.
- Improve market-readiness among Canadian Badlands tourism operators.
- Encourage collaboration among communities in order to achieve our common goal of tourism development.

Silver Sponsorship Opportunity for \$5,000

- Logo and recognition on the CBT website;
- Logo on all conference materials including print and digital signage at the event;
- Invitation to attend sponsor VIP reception prior to Gala;
- A complimentary registration;
- Verbal recognition.

Complete conference details will be posted on <http://www.cblconference.com> as they are confirmed.