



## WHEATLAND COUNTY

### Regular Council Meeting Minutes

April 7, 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

B. Henderson, Chief Administrative Officer  
M. Boscariol, GM of Community and Development Services  
M. Ziehr, GM of Transportation and Agriculture  
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.

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

Reeve Link informed that the April 7, 2020 Regular Wheatland County Council meeting will be conducted via conference call in accordance with the Municipal Government Act, Section 199. Reeve Link reviewed the process for the meeting. [Note: a 'notice of meeting change' was posted on the County website.]

[Note: Councillor Koester joined the meeting at 9:04 A.M.; Deputy Reeve Koester joined the meeting at 9:22 A.M.]

[Note: Several Wheatland County staff joined and left at various times during the meeting. M. Williams (Planner II) was present when the meeting was called to order.]

##### 1.2 Adoption of Agenda

[Note: Councillor Koester joined the meeting during adoption of the agenda - time 9:04 A.M.]

#### **RESOLUTION CM-2020-04-01**

Moved by IKERT

APPROVAL of the agenda, as presented, with the following addition(s):

*Under Agenda Item 2.2 - Unfinished Business or Business Arising*

2.2.1 - Ratify Council Attendance - Re: Meetings/Events (March)

2.2.2 - Item for Discussion - Re: Procurement Practices

*Under Agenda Item 6 - Closed Session (In Camera)*

Legal Matter (FOIP Act - Sec. 16) - Re: Lakes of Muirfield

• Carried

1.3 Adoption of Minutes

1.3.1 Regular Council Meeting Minutes - March 3, 2020

**RESOLUTION CM-2020-04-02**

Moved by ARMSTRONG

APPROVAL of the March 3, 2020 Wheatland County Regular Council meeting minutes, as presented.

• Carried

1.3.2 Public Hearing Minutes (March 3, 2020) - Re: Bylaws 2019-35, 2020-10, 2020-07, & 2020-08

**RESOLUTION CM-2020-04-03**

Moved by WILSON

APPROVAL of the March 3, 2020 Wheatland County Public Hearing minutes, as presented, for Bylaws 2019-35, 2020-10, 2020-07, & 2020-08.

• Carried

1.3.3 Regular Council Meeting Minutes - March 24, 2020

**RESOLUTION CM-2020-04-04**

Moved by ARMSTRONG

APPROVAL of the March 24, 2020 Wheatland County Regular Council meeting minutes, as presented.

• Carried

1.3.4 Public Hearing Minutes (March 24, 2020) - Re: Bylaws 2019-12, 2020-01, 2020-04, 2019-33, 2020-14, & 2019-40

**RESOLUTION CM-2020-04-05**

Moved by IKERT

APPROVAL of the March 24, 2020 Wheatland County Public Hearing minutes, as presented, for Bylaws 2019-12, 2020-01, 2020-04, 2019-33, 2020-14, & 2019-40.

• Carried

**2. ITEMS FOR DISCUSSION AND RELATED BUSINESS**

2.1 Bylaw Readings

2.1.1 Bylaw 2019-36 - Re: 1st Reading

Land Use Bylaw Amendment - Speargrass

On behalf of the Community & Development Services Department, M. Williams (Planner II) presented information pertaining to Bylaw 2019-36 (note: a copy of the request for decision and supporting documentation was included in the agenda information package).

[Note: M. Williams (Planner II) left the meeting following presentation and decision for Bylaw 2019-36]

**RESOLUTION CM-2020-04-06**

Moved by BIGGAR

FIRST READING of Bylaw 2019-36, this being the bylaw for the purpose of amending Land Use Bylaw 2016-01 to update Speargrass Low Density Residential District and Speargrass Medium Density Residential District regarding Dwelling, Secondary Suites, RV storage, and Fences.

• Carried

**RESOLUTION CM-2020-04-07**

Moved by ARMSTRONG

THAT a Public Hearing for Bylaw 2019-36 be scheduled for May 19, 2020 at 9:00 A.M. in Wheatland County Council Chambers.

• Carried

2.2 Unfinished Business or Business Arising

2.2.1 Council Attendance - Re: Meetings / Events

**RESOLUTION CM-2020-04-08**

Moved by WILSON

THAT Council ratify the attendance and/or participation of Wheatland County Council representation at the following meetings/events during the month of March:

- March 4-6 - Canadian Badlands Tourism Development Conference
- March 5 - Meeting with Siksika Nation Chief and Council
- March 17 - COVID-19 AHS Update for Municipal Mayors and Reeves by RMA, AUMA, and AHS.
- March 26 - Teleconference with Member of Parliament, Honourable Martin Shields, Town of Drumheller with Neighbouring Municipalities Conference Call - COVID-19, and Wheatland County and Infinite WC Economic Development Teleconference.

• Carried

2.2.2 Item for Discussion - Re: Procurement Practices

Members of Council presented their views/opinions on the following: COVID-19 pandemic and it's effect on the current and future Canadian economy; recommendation for changes to the County's procurement practices (purchasing of goods and services). Discussion ensued. As information, Reeve Link referenced the County's Procurement Policy - Section 3.1 (Sustainable Ethical Procurement Policy for Goods and Services).

**RESOLUTION CM-2020-04-09**

Moved by IKERT

APPROVAL that Wheatland County Administration review the Wheatland County Procurement Policy (General Policy Section 3.1 - Sustainable Ethical Procurement Policy for Goods and Services)

and provide a recommendation to Council regarding procurement practices.

• Carried

### 3. COUNCILLOR REPORTS AND RELATED BUSINESS

#### 3.1 Reeve's Report

Reeve Link presented the 'Reeves Report' for the month of March 2020 (note: a copy of the report is included in the agenda package); the report highlighted events/meetings. As information, Reeve Link informed Council that she has contacted the Town of Strathmore to discuss regional collaboration; Council will be updated on this matter. In addition to the report, Reeve Link informed Council that the Wheatland Family & Community Support Services (WFCSS) has requested additional funding (note: a copy of the request and supporting documentation is included in the agenda package). Discussion ensued.

#### **RESOLUTION CM-2020-04-10**

Moved by LINK

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

• Carried

#### **RESOLUTION CM-2020-04-11**

Moved by LINK

APPROVAL that Wheatland County provide the required municipal contribution (\$55,539.50) and additional funding support (\$33,323.70) to the Wheatland Family & Community Support Services (WFCSS) for a total amount of \$88,863.20 for 2020; based on the information provided (March 26, 2020 WFCSS correspondence & supporting documentation).

• Carried

#### 3.2 Deputy Reeve's Report

Deputy Reeve Klassen informed Council that a copy of the 'Deputy Reeve's Report' for the month of March 2020 is included in the agenda package; the report highlighted events/meetings.

#### **RESOLUTION CM-2020-04-12**

Moved by KLASSEN

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

• Carried

#### 3.3 Division 1 Councillor Report

The 'Division 1 Councillor Report' for the month of March 2020 was not available in the agenda package. Councillor Wilson presented a verbal report highlighting the following: Strathmore Handi-bus Association (re: current operations); Agricultural Service Board meeting tentatively planned for April.

#### **RESOLUTION CM-2020-04-13**

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 March 2020 is included in the agenda package; the report highlighted events/meetings. As information, Reeve Link informed Council that Councillor Biggar is the newly appointed president of Canadian Badlands Tourism.

**RESOLUTION CM-2020-04-14**

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 March 2020 is included in the agenda package; the report highlighted events/meetings. Discussion ensued regarding membership in the Calgary Metropolitan Region Board (CMRB). In response to a request for information, CAO Henderson informed that the cost for Wheatland County to participate as a member of the CMRB in 2018 & 2019 is approximately \$250,000.

**RESOLUTION CM-2020-04-15**

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 March 2020 is included in the agenda package; the report highlighted events/meetings. As information, Councillor Koester provided an update regarding the operations of WADEMSA and Wheatland Housing during the pandemic.

**RESOLUTION CM-2020-04-16**

Moved by KOESTER

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

• Carried

3.7 Division 7 Councillor Report

The 'Division 7 Councillor Report' for the month of March 2020 was not available in the agenda package. Councillor Armstrong presented a verbal report highlighting the following: Southern Alberta Energy from Waste Association (update - grant application); Drumheller & District Solid Waste Management Association (current operations).

**RESOLUTION CM-2020-04-17**

Moved by ARMSTRONG

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

• Carried

#### 4. DEPARTMENT REPORTS AND RELATED BUSINESS

##### 4.1 Chief Administrative Officer

###### 4.1.1 Chief Administrative Officer Report

B. Henderson presented the Chief Administrative Officer Report for the month of March 2020 (note: a copy of the report was included in the agenda information package for Council review). The report provided updates/highlights on the following departments: Administration and Fire Services. As information, CAO Henderson noted that Administration is in the process of reviewing the Wheatland County General Policies, which includes the procurement policy.

###### **RESOLUTION CM-2020-04-18**

Moved by BIGGAR

That Council accepts the Chief Administrative Officer report as information.

• Carried

##### 4.2 Corporate and Financial Services

###### 4.2.1 Corporate and Financial Services Report

On behalf of the Department, 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).

###### **RESOLUTION CM-2020-04-19**

Moved by KOESTER

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

• Carried

###### 4.2.2 Assessment 101

D. Klem (Senior Assessor) presented the 'Assessment 101' report to Council; the report highlighted information on the following: Assessment Class Definitions, Key Dates for Assessment Preparation of Land & Improvements; Linear Property; Designated Industrial Property; Alberta Linear Property Assessment System - 2020 Tax Year Change Report; Comparison Report - 2018 Compared to 2019 Assessment; Graph - 5 Year Comparison by % of Assessment Class (2015-2019). Note: a copy of the report was provided to Council prior to the meeting.

###### **RESOLUTION CM-2020-04-20**

Moved by KOESTER

TO ACCEPT the 'Assessment 101' presentation and supporting document, as information.

• Carried

#### 4.3 Community and Development Services

##### 4.3.1 Community and 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-2020-04-21**

Moved by IKERT

THAT Council accepts the Community and Development Services Report as information.

• Carried

##### 4.3.2 Appointment of Assessment Review Board Clerk

##### **RESOLUTION CM-2020-04-22**

Moved by ARMSTRONG

THAT Council appoints Cindy Ramsay as Assessment Review Board Clerk effective April 7<sup>th</sup>, 2020.

• Carried

##### 4.3.3 Carseland Fire Hall - Update

General Manager M. Boscariol provided an update on the 'Carseland Fire Hall' (note: a copy of the department report was included in the agenda information package).

##### **RESOLUTION CM-2020-04-23**

Moved by BIGGAR

TO ACCEPT the Department Report - Carseland Fire Hall Update, as information.

• 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; Facilities; Gravel/Roads; Wheatland Regional Water; Agriculture & Environment Report. As information, General Manager Ziehr provided highlights on the following: current operations of the public works and agricultural services departments; informed that the Consultant's Engineering report has been received regarding the 'Carseland Train Whistle Cessation'.

##### **RESOLUTION CM-2020-04-24**

Moved by BIGGAR

That Council accepts the General Manager of Transportation and Agriculture Report as information.

• Carried

#### 4.4.2 Cost Sharing Agreement - Highway 901/817 Intersection Lighting

##### **RESOLUTION CM-2020-04-25**

Moved by BIGGAR

APPROVAL That Wheatland County enter into a Memorandum of Agreement with Alberta Transportation for cost sharing of lighting at the intersection of Hwy 901 and Hwy 817. Further, that the cost sharing will be at a 50/50 ratio and the municipality's share of this funding shall not exceed \$30,000.

• Carried

## 5. **CORRESPONDENCE / INFORMATION**

### 5.1 Correspondence and Information Items

##### **RESOLUTION CM-2020-04-26**

Moved by ARMSTRONG

APPROVAL that Wheatland County provide dust control on portions of Christian Ave. West & 9th Ave. East (Village of Standard); further that approval includes cost associated with equipment and manpower only. Note: cost of the product (Calcium Chloride) and gravel would be the responsibility of the Village of Standard.

• Carried

##### **RESOLUTION CM-2020-04-27**

Moved by IKERT

TO ACCEPT the following items as information; as provided in the request for decision:

- STARS (Shock Trauma Air Rescue Service Foundation) Correspondence, dated March 26, 2020 – Re: COVID-19 Pandemic
- Village of Standard Correspondence, dated March 5, 2010 – Re: Request for Dust Control

• Carried

## 6. **CLOSED SESSION (IN CAMERA)**

Note: during the regular Council meeting, Members of Council declared that they are in a private (secure) location for the purpose of participating in the closed session. For the purpose of conducting the closed session, CAO Henderson informed that a separate dial up number would be provided to the participants. Prior to the closed session, the meeting recessed for a short break (time 11:55 A.M to 12:04 P.M.).

The closed session included the following participants:

- 1st Item (Labour Matter) - All Members of Council & Chief Administrative Officer
- 2nd Item (Legal Matter) - All Members of Council, General Manager of Community & Development Services, & General Manager of Transportation & Agriculture.

##### **RESOLUTION CM-2020-04-28**

Moved by KLASSEN



THAT the meeting go into 'closed session' (in camera) - time 12:05 P.M.,  
pertaining to the following:  
Labour Matter (FOIP Act - Sec. 16) - Re: Strategic Priorities  
Legal Matter (FOIP Act - Sec. 16) - Re: Lakes of Muirfield

• Carried

**RESOLUTION CM-2020-04-29**

Moved by LINK

THAT the meeting come out of 'closed session' - time 12:54 P.M.

• Carried

**7. ADJOURNMENT**

**RESOLUTION CM-2020-04-30**

Moved by KOESTER

THAT the meeting adjourn - time 12:55 P.M.

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Reeve

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Chief Administrative Officer

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Recording Secretary