



## WHEATLAND COUNTY

### Organizational Meeting Minutes

October 20, 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, Chief Administrative Officer  
M. Boscariol, GM of Community and Development Services  
M. Ziehr, GM of Transportation and Agriculture  
M. Desaulniers, Recording Secretary  
T. Buteau, GM of Corporate and Financial Services  
M. Maier, Communications Specialist

#### 1.    **CALL TO ORDER AND RELATED BUSINESS**

##### 1.1    Call to Order

Note: meetings are recorded and may be posted on social media.

Chief Administrative Officer B. Henderson called the meeting to order - time 9:00 A.M. [Note: All members of Council were present in person when the meeting commenced.]

CAO Henderson reviewed the process for the October 20, 2020 Wheatland County Organizational meeting. The meeting will be conducted in person and via conference call in accordance with the Municipal Government Act, Section 199. Public attendance at Council meetings will be facilitated through virtual means (conference call). [Note: a 'notice of meeting' was posted on the County website.]

##### 1.2    Voting Procedure Consensus

CAO Henderson reviewed the proposed voting procedures for the 2020 Wheatland County Organizational meeting:

*'Should there be more than one nomination for a position, a secret ballot would be taken with the candidate receiving the majority of the votes declared successful for the position (majority being four or more votes). In the case where a clear majority is not successful in the first vote, then the voting would continue on first and second choice only and the third and subsequent parties would be eliminated; this process would continue until a clear majority is successful.'*

Note: there was no objection from Council to the voting procedure.

##### 1.3    Nomination of the Reeve

##### 1.3.1   Nomination and Election

The Chief Administrative Officer (CAO) called for nominations for the position of Reeve for the ensuing year. Councillor Armstrong nominated Councillor Link. The CAO called for further nominations; no other

nominations were forthcoming. The CAO declared Councillor Link as Reeve for the ensuing year.

1.3.2 Oath of Office

Councillor Link took the Official Oath of Office as Reeve for Wheatland County and assumed the Chair.

1.4 Nomination of the Deputy Reeve

1.4.1 Nomination and Election

The Reeve called for nominations for the position of Deputy Reeve for the ensuing year. Councillor Wilson nominated Councillor Klassen. The Reeve called for further nominations; no further nominations were forthcoming. The Reeve declared Councillor Klassen as Deputy Reeve for the ensuing year.

1.4.2 Oath of Office

Councillor Klassen took the Official Oath of Office as Deputy Reeve for Wheatland County.

1.5 Adoption of the Agenda

**RESOLUTION ORG-2020-10-01**

Moved by ARMSTRONG

APPROVAL of the Wheatland County October 20, 2020 Organizational Meeting Agenda, as presented.

• Carried

1.6 Code of Conduct

1.6.1 Annual Review of the Code of Conduct Bylaw

Note: A copy of the Wheatland County 'Code of Conduct' Bylaw (2018-03) was included in the agenda information package for Council review. In accordance with Section 16.1, the bylaw shall be reviewed by Council on an annual basis at the Organizational meeting to ensure that the bylaw remains current and relevant to the County's operations.

**RESOLUTION ORG-2020-10-02**

Moved by WILSON

TO ACCEPT the Wheatland County 'Code of Conduct' Bylaw (2018-03) as information.

• Carried

1.6.2 Councillor Code of Conduct Agreement

Note: A copy of the of the Wheatland County Councillor Code of Conduct agreement was provided to each Councillor for signing. Reeve Link asked that each member of Council sign the agreement and return to Administration for filing.

1.7 Legislative Policies - Review

Note: a copy of the Wheatland County Legislative Policies (Section 5) was included in the agenda information package for Council review.

**RESOLUTION ORG-2020-10-03**

Moved by IKERT

TO ACCEPT, as information, the Wheatland County Legislative Policies - Section 5 (5.1.1 – Elected Officials Remuneration; 5.1.2 – Remuneration County Appointed Non-Elected Committee Member; 5.2 – County Property).

• Carried

## 2. ITEMS FOR DISCUSSION AND RELATED BUSINESS

### 2.1 2021 Draft Calendar - Re: Proposed Meeting Dates and Times

Note: Council was provided with a meeting/event calendar highlighting the 'proposed' meeting dates and times for the 2021 Wheatland County Regular Council meetings, Municipal Planning Commission meetings, and Agricultural Service Board meetings. The calendar also included the following: upcoming conferences/conventions; municipal election, and office closures.

#### **RESOLUTION ORG-2020-10-04**

Moved by BIGGAR

APPROVAL of the Wheatland County 'Meeting/Event' Calendar for 2021, as presented.

• Carried

### 2.2 Annual General Meeting

As information, CAO informed that the Annual General Meeting (AGM) in 2020 was cancelled due to the pandemic situation. Discussion ensued regarding hosting an AGM in 2021.

#### **RESOLUTION ORG-2020-10-05**

Moved by ARMSTRONG

APPROVAL that the 2021 Wheatland County Annual General Meeting be held in Rockyford, Alberta and scheduled when health/safety regulations allow.

• Carried

### 2.3 Banking

#### 2.3.1 Appointment of Signing Authorities

#### **RESOLUTION ORG-2020-10-06**

Moved by ARMSTRONG

APPROVAL to appoint the following as the signing authorities for Wheatland County: Reeve Link; Deputy Reeve Klassen; Councillor Ikert; Chief Administrative Officer; General Manager of Corporate and Financial Services; Manager of Financial Services.

• Carried

#### 2.3.2 Audit Services - Update

As information, CAO Henderson informed Council that in 2019, Wheatland County entered into a three-year agreement with MNP LLP for audit services (2019, 2020, 2021). Note: a motion regarding audit services was not required at this time.

## 2.4 Appointments to Committees/Boards

### 2.4.1 2020/21 Committee Appointments - Re: Working Copy

Council reviewed the 2020/21 Committees and Council representation on the various committees. Note: Council was provided with a 'working' copy of the committee list. As information, a description of each committee was included in the agenda information package and a copy of the previous term (2019/20) committee list was provided. Council agreed to remove the following from the committee list: Divisional Meetings; Bow River Basin Council, Red Deer River Watershed Alliance.

Note: During the review, secret ballots took place pertaining to the following: ASB Members-at-Large; Wheatland Regional Corporation. The ballots were counted by the CAO and Executive Assistant.

#### Secret Ballot - Re: Agricultural Service Board - Membership

In accordance with Bylaw 2019-29, members of the Board may consist of Council members and members-at-large and shall have either five, seven or nine voting members with a minimum of three Council members. Based on Council's decision regarding Board membership (7 Councillors & 2 members-at-large) and number of applications received, a secret ballot was undertaken to appoint one member-at-large to fill the vacant position. CAO Henderson presented the results of the secret ballot appointing Mr. Barry Van Laar as the successful applicant to the ASB Board as a member-at-large (note: three-year term expiring October 2023 in accordance with Bylaw 2019-29). Note: the term for the current member-at-large (Ms. Brittany Walker) representing ASB does not expire until October 2021.

#### Secret Ballot - Re: Wheatland Regional Corporation (WRC) - Council Representation

Due to number of interested Councillors, a secret was undertaken to determine the two primary representatives to the WRC (See Res. CM-2020-10-25). CAO Henderson presented the results of the secret ballot - Klassen and Ikert received the majority vote.

Note: during review of the committee list, the Council meeting recessed at 10:17 A.M. and resumed at 10:23 A.M.

#### **RESOLUTION ORG-2020-10-07**

Moved by WILSON

APPROVAL that Wheatland County Agricultural Service Board consist of nine voting members (all seven (7) members of Council and two (2) members-at-large) for the 2020/21 term.

• Carried

#### **RESOLUTION ORG-2020-10-08**

Moved by KOESTER

THAT the local Councillors be appointed as the County's representative to the Seed Cleaning Plants.

• Carried

**RESOLUTION ORG-2020-10-09**

Moved by WILSON

APPROVAL that Wheatland County representation to the Wheatland Housing Management Body consist of the following Councillors for the 2020/21 term: Biggar, Ikert, Koester, Link (alternate).

• Carried

**RESOLUTION ORG-2020-10-10**

Moved by IKERT

APPROVAL that Wheatland County representation to the Wheatland and Adjacent Districts Emergency Medical Services Association (WADEMSA) consist of the following Councillors for the 2020/21 term: Biggar, Koester, Klassen (alternate).

• Carried

**RESOLUTION ORG-2020-10-11**

Moved by KOESTER

APPROVAL that Wheatland County representation to the Wheatland Family & Community Support Services (WFCSS) consist of the following Councillors for the 2020/21 term: Biggar, Koester, Link (alternate).

• Carried

**RESOLUTION ORG-2020-10-12**

Moved by KOESTER

APPROVAL that Wheatland County representation to the Central Zone Rural Municipalities of Alberta (RMA) - District 2 consist of the following for the 2020/21 term: Reeve Link; Deputy Reeve Klassen (alternate).

• Carried

**RESOLUTION ORG-2020-10-13**

Moved by IKERT

THAT Wheatland County Council supports Reeve Amber Link putting her name forward for consideration as a candidate for the position of District 2 Director for the RMA Central Zone.

• Carried

**RESOLUTION ORG-2020-10-14**

Moved by KLASSEN

APPROVAL that Wheatland County representation to the Drumheller & District Solid Waste Management Association (DDSWMA) consist of the following Councillors for the 2020/21 term: Armstrong, Klassen (alternate).

• Carried

**RESOLUTION ORG-2020-10-15**

Moved by KLASSEN

APPROVAL that no elected Wheatland County officials be appointed to the Bow River Basin Council (BRBC). Further that Administration appoint staff to represent Wheatland County on the BRBC to monitor ongoing issues and keep Council apprised of any issues that may require advocacy.

• Carried

**RESOLUTION ORG-2020-10-16**

Moved by WILSON

APPROVAL that no elected Wheatland County officials be appointed to the Red Deer River Watershed Alliance (RDRWA). Further that Administration appoint staff to represent Wheatland County on the RDRWA to monitor ongoing issues and keep Council apprised of any issues that may require advocacy.

• Carried

**RESOLUTION ORG-2020-10-17**

Moved by KOESTER

THAT the local Councillors be appointed as the County's representatives to the Fire Protection Committee pertaining to the Fire Associations in Wheatland County.

• Carried

**RESOLUTION ORG-2020-10-18**

Moved by IKERT

APPROVAL that Wheatland County representation to the Strathmore Handi Bus Association consist of the following Councillors for the 2020/21 term: Wilson, Biggar (alternate).

• Carried

**RESOLUTION ORG-2020-10-19**

Moved by KOESTER

APPROVAL that Wheatland County representation to the Wheatland County Municipal Planning Commission consist of all members of Council for the 2020/21 term in accordance with Bylaw 2018-11.

• Carried

**RESOLUTION ORG-2020-10-20**

Moved by KLASSEN

APPROVAL that Wheatland County representation to the Strathmore & District Chamber of Commerce consist of the following Councillors for the 2020/21 term: Biggar, Ikert (alternate).

• Carried

**RESOLUTION ORG-2020-10-21**

Moved by WILSON

APPROVAL that Wheatland County representation to the Community Futures Wild Rose consist of the following Councillors for the 2020/21 term: Link, Biggar (alternate).

• Carried

**RESOLUTION ORG-2020-10-22**

Moved by BIGGAR

APPROVAL that Wheatland County representation to the Marigold Library Committee consist of the following Councillors for the 2020/21 term: Link, Biggar (alternate).

• Carried

**RESOLUTION ORG-2020-10-23**

Moved by WILSON

APPROVAL that Wheatland County representation to the Canadian Badlands consist of the following Councillors for the 2020/21 term: Wilson, Biggar, Koester.

• Carried

**RESOLUTION ORG-2020-10-24**

Moved by ARMSTRONG

APPROVAL that Wheatland County representation to the Strathmore Wheatland Addictions Team (SWAT) consist of the following Councillors for the 2020/21 term: Link, Wilson (alternate).

• Carried

**RESOLUTION ORG-2020-10-25**

Moved by WILSON

APPROVAL that Wheatland County representation to the Wheatland Regional Corporation (WRC) consist of the following Councillors for the 2020/21 term: Ikert, Klassen, Koester (alternate).

• Carried

**RESOLUTION ORG-2020-10-26**

Moved by BIGGAR

APPROVAL that Wheatland County representation to the Southern Alberta Energy from Waste Association (SAEWA) consist of the following Councillors for the 2020/21 term: Armstrong, Wilson (alternate).

• Carried

**RESOLUTION ORG-2020-10-27**

Moved by WILSON

APPROVAL that Wheatland County representation to the Wheatland Regional Partnership Committee consist of all members of Council for the 2020/21 term.

• Carried

**RESOLUTION ORG-2020-10-28**

Moved by KLASSEN

APPROVAL that Wheatland County representation to Alberta CARE consist of the following Councillors for the 2020/21 term: Armstrong, Klassen (alternate).

• Carried

**RESOLUTION ORG-2020-10-29**

Moved by WILSON

APPROVAL that Wheatland County representation to the Emergency Management Committee consist of the Reeve and Deputy Reeve for the 2020/21 term.

• Carried

**RESOLUTION ORG-2020-10-30**

Moved by IKERT

APPROVAL that Wheatland County representation to the Economic Development Board consist of the following Councillors for the 2020/21 term: Biggar, Wilson (alternate).

• Carried

**RESOLUTION ORG-2020-10-31**

Moved by BIGGAR

APPROVAL that Wheatland County representation to the Strathmore Recreation Facility Development Committee consist of the following Councillors for the 2020/21 term: Ikert, Biggar (alternate).

• Carried

**RESOLUTION ORG-2020-10-32**

Moved by WILSON

APPROVAL that Wheatland County representation to the Calgary Metropolitan Region Board Sub Committees (Land Use Committee and Intermunicipal Servicing Committee) consist of the following for the 2020/21 term: Deputy Reeve Klassen, Reeve Link (alternate).

• Carried



**RESOLUTION ORG-2020-10-33**

Moved by WILSON

APPROVAL that Wheatland County representation to the Calgary Metropolitan Region Board and Sub Committees (Advocacy Committee, Governance Committee) consist of the following for the 2020/21 term: Reeve Link, Deputy Reeve Klassen (alternate).

• Carried

**RESOLUTION ORG-2020-10-34**

Moved by WILSON

APPROVAL that Wheatland County representation to the Fire Board consist of the following Councillors for the 2020/21 term. Wilson, Link, Koester, Armstrong (alternate)

• Carried

2.4.2 Intermunicipal Development Plan (IDP) and Intermunicipal Collaboration Frameworks (ICF) - 2020/21 Committee Appointments

**RESOLUTION ORG-2020-10-35**

Moved by WILSON

APPROVAL that the Wheatland County Councillor appointments to the Intermunicipal Development Plan (IDP) and Intermunicipal Collaboration Frameworks (ICF) committees for 2020/21 remain the same as the previous term.

Further that the members appointed to Siksika IDP/ICF also represent Wheatland County in the development of a Memorandum of Understanding with Siksika Nation.

• Carried

2.4.3 Economic Development Board - Member Appointments

**RESOLUTION ORG-2020-10-36**

Moved by IKERT

THAT Council approve the appointment of Terri Kinsman and Christa Aleman to the Economic Development Board for a 2-year term expiring October 31, 2022.

• Carried

2.4.4 Subdivision and Development Appeal Board (SDAB) - Member Appointments

**RESOLUTION ORG-2020-10-37**

Moved by BIGGAR

THAT Council approve the appointment of the following individuals to the Subdivision and Development Appeal Board for a 3-year term expiring October 31, 2023: Ken Williams; George Szakaly.

• Carried

2.4.5 Community Enhancement Regional Board (CERB) - Member Appointments

In response to Council inquiries, CAO Henderson informed that this matter will be further investigated, and more information can be provided at the upcoming Council meeting regarding the County's recommendation and rationale for member appointments to CERB.

**RESOLUTION ORG-2020-10-38**

Moved by WILSON

THAT the following matter be deferred to the October 20, 2020 Wheatland County Regular Council meeting for further review and consideration: Community Enhancement Regional Board (CERB) - Member Appointments.

• Carried

2.4.6 Destruction of Ballots

**RESOLUTION ORG-2020-10-39**

Moved by ARMSTRONG

THAT the ballots be destroyed, pertaining to the secret ballots undertaken during the County's October 20, 2020 Organizational Meeting.

• Carried

2.5 Upcoming 2021 Conferences/Conventions

2.5.1 Rural Municipalities of Alberta 2021 Conventions

- Spring Convention - March 15-17, 2021 (Edmonton)
- Fall Convention - November 22-25, 2021 (Edmonton)

**RESOLUTION ORG-2020-10-40**

Moved by WILSON

APPROVAL for Wheatland County Council to attend the 2021 Rural Municipalities of Alberta (RMA) Spring and Fall Conventions.

• Carried

2.5.2 Federation of Canadian Municipalities (FCM) 20021 Convention

**RESOLUTION ORG-2020-10-41**

Moved by ARMSTRONG

THAT the following be included as a topic of discussion at a Wheatland County Planning & Priorities Session: Wheatland County Council attendance/representation at Federation of Canadian Municipalities (FCM) Conferences.

• Carried

2.6 Orientation Binder - Update

CAO Henderson informed Council that updates will be provided for their 'Councillor Orientation Binder'.

**3. ADJOURNMENT**

Link adjourned the Organizational Meeting - time 11:00 A.M.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

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Recording Secretary

Unapproved Copy