



WHEATLAND COUNTY

Regular Council Meeting Minutes

May 5, 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. Boscarol, 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 May 5, 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 virtual meeting' was posted on the County website.]

[Note: Wheatland County staff members joined and left at various times during the meeting.]

1.2 Adoption of Agenda

RESOLUTION CM-2020-05-01

Moved by ARMSTRONG

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

Under Agenda Item 2.2 - Unfinished Business or Business Arising

2.2.1 - Discussion - Re: In-Person Council Meetings

2.2.2 - Ratify Meetings/Events - Council Participation

Under Agenda Item 3.6 - Division 6 Councillor Report

- Addendum to Report - Wheatland Housing Management Body
Correspondence

Under Agenda Item 6 - Closed Session (In Camera)

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

• Carried

1.3 Adoption of Minutes

1.3.1 Regular Council Meeting Minutes - April 21, 2020

RESOLUTION CM-2020-05-02

Moved by WILSON

APPROVAL of the April 21, 2020 Wheatland County Regular Council meeting minutes, as presented.

• Carried

- 1.3.2 Public Hearing Minutes (April 21, 2020) - Re: Bylaw 2020-11, Bylaw 2020-12, & Bylaw 2020-13

RESOLUTION CM-2020-05-03

Moved by IKERT

APPROVAL of the April 21, 2020 Wheatland County Public Hearing minutes, as presented, for Bylaws 2020-11, 2020-12, & 2020-13.

• Carried

- 1.3.3 Special Council Meeting Minutes - April 24, 2020

RESOLUTION CM-2020-05-04

Moved by BIGGAR

APPROVAL of the April 24, 2020 Wheatland County Special Council meeting minutes, as presented.

• Carried

2. ITEMS FOR DISCUSSION AND RELATED BUSINESS

- 2.1 Bylaw Readings and Public Hearings

RESOLUTION CM-2020-05-05

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 2020-02 - Re: Land Redesignation Bylaw

Public Hearing – Bylaw 2020-02 (LU2020-01)

A Bylaw for the purpose of amending the Land Use Bylaw No. 2016-01 to redesignate +/- 5.0 acres within Plan 101 1307, Block 1, Lot 2 from Industrial General District to Commercial Highway District in order to facilitate the development of a service station and fast food restaurants within the West Highway 1 Area Structure Plan. A copy of the request for decision and supporting documentation was included in the agenda information package for Council review.

RESOLUTION CM-2020-05-06

Moved by IKERT

SECOND READING of Bylaw 2020-02, this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate

5 acres within Plan 101 1307, Block 1, Lot 2, from Industrial General District to Commercial Highway District as shown on the attached Schedule 'A'.

• Carried

RESOLUTION CM-2020-05-07

Moved by WILSON

THIRD AND FINAL READING of Bylaw 2020-02, this being a bylaw for the purpose of amending Land Use Bylaw No. 2016-01 to redesignate 5 acres within Plan 101 1307, Block 1, Lot 2, from Industrial General District to Commercial Highway District as shown on the attached Schedule 'A'.

• Carried

2.1.2 Bylaw 2020-16 - Re: Road Closure Bylaw

Public Hearing – Bylaw 2020-16 (Road Closure)

A Bylaw for the closure and disposal to the applicant, the adjacent owner, of a portion of undeveloped Road Plan 8459Q lying within NE-7-22-26-W4. A copy of the request for decision and supporting documentation was included in the agenda information package for Council review.

Note: Bylaw 2020-16 (Road Closure) to be forwarded to the Minister of Transportation for approval prior to further readings of the bylaw.

2.1.3 Bylaw 2020-17 - Re: Animal Control Bylaw

On behalf of the Protective Services Department, K. Permann (Senior Community Peace Officer) presented Bylaw 2020-17 - Animal Control Bylaw. This bylaw provides provisions for 'Emotional Support Animals Within Hamlets'. Note: final approval of Bylaw 2020-17 would repeal the current Bylaw 2016-02. Discussion followed regarding guidelines/regulations; staff informed that the proposed changes to the bylaw was reviewed by the County's legal counsel.

RESOLUTION CM-2020-05-08

Moved by KOESTER

FIRST READING of Bylaw 2020-17; this being a bylaw of Wheatland County, cited as the 'Animal Control Bylaw', to provide for the licensing, regulation and control of dogs and other animals within Wheatland County.

• Carried

RESOLUTION CM-2020-05-09

Moved by WILSON

SECOND READING of Bylaw 2020-17; this being a bylaw of Wheatland County, cited as the 'Animal Control Bylaw', to provide for the licensing, regulation and control of dogs and other animals within Wheatland County.

• Carried

RESOLUTION CM-2020-05-10

Moved by BIGGAR

THAT permission be granted to hold Third and Final Reading of Bylaw 2020-17.

• Carried Unanimously

RESOLUTION CM-2020-05-11

Moved by IKERT

THIRD AND FINAL READING of Bylaw 2020-17; this being a bylaw of Wheatland County, cited as the 'Animal Control Bylaw', to provide for the licensing, regulation and control of dogs and other animals within Wheatland County.

• Carried

2.1.4 Bylaw 2020-22 - Re: Tax Penalty, Interest and Monthly Payment

In follow-up to a previous resolution of Council, CAO B. Henderson presented Bylaw 2020-22 - Tax Penalty, Interest and Monthly Payment Bylaw. CAO Henderson informed Council that the penalty dates for 2020 should be September 1st and December 1st, therefore requested that the proposed bylaw be approved with the following amendment to section 2(a): change date from the 30th day of November to the 1st day of December.

RESOLUTION CM-2020-05-12

Moved by BIGGAR

FIRST READING of Bylaw 2020-22, as amended, this being a Bylaw of Wheatland County, in the Province of Alberta, to establish a Tax Penalty, Interest and Monthly Payment Bylaw.

Note: Amendment to Point 2(b) - s/b 1st day of December

• Carried

RESOLUTION CM-2020-05-13

Moved by KLASSEN

SECOND READING of Bylaw 2020-22, this being a Bylaw of Wheatland County, in the Province of Alberta, to establish a Tax Penalty, Interest and Monthly Payment Bylaw.

• Carried

RESOLUTION CM-2020-05-14

Moved by WILSON

THAT permission be granted to hold third and final reading of Bylaw 2020-22.

• Carried Unanimously

RESOLUTION CM-2020-05-15

Moved by IKERT

THIRD AND FINAL READING of Bylaw 2020-22, this being a Bylaw of Wheatland County, in the Province of Alberta, to establish a Tax Penalty, Interest and Monthly Payment Bylaw.

• Carried

2.2 Unfinished Business or Business Arising

2.2.1 Discussion - Re: In Person Council Meetings

A discussion ensued regarding the following topics: virtual meetings vs. in person meetings; public participation; adhering to Provincial and Alberta Health Services regulations; physical distancing. Currently, the Wheatland County Council meetings and committee meetings have been conducted via teleconference. Upon discussion, Reeve Link requested that County Administration look into the logistics required to facilitate in-person meetings and provide a report back to Council.

2.2.2 Ratify Meetings/Events - Council Participation

Reeve Link requested that Council consider ratifying meetings/events that she participated in during the month of April (Note: a list of the meetings/events was circulated to Council prior to the meeting). In addition, it was also requested that the budget meeting, special council meeting, and the RMA Resolutions teleconference be included for ratification. Discussion ensued regarding the following: value of participating in additional meetings and compensation; Councillor remuneration; process for approving additional items; decision making outside of a Council meeting (consensus or majority vote).

RESOLUTION CM-2020-05-16

Moved by ARMSTRONG

THAT Council ratify the participation of Wheatland County Council representation at the following meetings/events during the month of April:

- April 1 - Budget Meeting
- April 2 – Teleconference meeting with multiple regional municipalities and WC Infinite Possibilities Regional Business Collaboration Teleconference
- April 3 – CMRB COVID-19 Discussion Videoconference, AHS Calgary Zone COVID-19 Community Conversation, Teleconference with Member of Parliament, Honourable Martin Shields
- April 9 – Teleconference meeting with multiple regional municipalities, WC Infinite Possibilities Regional Business Collaboration Teleconference, AHS Calgary Zone, RMA Member Webinar - Running Effective Virtual Meetings for Mayors, Reeves & CAOs and RMA Member Virtual Meeting
- April 16 – Teleconference meeting with multiple regional municipalities and WC Infinite Possibilities Regional Business Collaboration Teleconference

- April 23 – Teleconference meeting with multiple regional municipalities and WC Infinite Possibilities Regional Business Collaboration Teleconference
- April 24 - Special Council Meeting, RMA Resolutions Teleconference
- April 30 – Teleconference meeting with multiple regional municipalities and WC Infinite Possibilities Regional Business Collaboration Teleconference

Note: Councillor Koester requested a recorded vote.
In Favour - Link, Klassen, Wilson, Biggar, Ikert, Armstrong
Opposed - Koester

• Carried

3. COUNCILLOR REPORTS AND RELATED BUSINESS

3.1 Reeve's Report

Reeve Link presented highlights from the 'Reeve's Report'. Note: a copy of the report was included in the agenda package; the report highlighted events/meetings for the month of April 2020. Note: An addendum to the Reeve's Report is included under agenda item 3.1.1 - Marigold Library System.

RESOLUTION CM-2020-05-17

Moved by LINK

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

• Carried

3.1.1 Addendum to Reeve's Report

As information, an addendum to the Reeve's Report included the following Marigold Library System documents: 2019 Annual Report; Wheatland County Power of Your Library Card 2019; Value of Your Investment 2019 (Carseland, Gleichen, Hussar, Rockyford, Standard, & Strathmore).

3.2 Deputy Reeve's Report

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

RESOLUTION CM-2020-05-18

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 April 2020 was not available in the agenda package. Councillor Wilson presented a verbal report highlighting the following: Strathmore Handi-bus Association, Planning & Priorities Session.

RESOLUTION CM-2020-05-19

Moved by WILSON

ACCEPTANCE of the Division 1 Councillor Report, as presented.

• Carried

3.4 Division 3 Councillor Report

Councillor Biggar presented highlights from the 'Division 3 Councillor Report'. Note: a copy of the report was included in the agenda package; the report highlighted events/meetings for the month of April 2020.

RESOLUTION CM-2020-05-20

Moved by BIGGAR

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

• Carried

3.5 Division 4 Councillor Report

Councillor Ikert informed that a copy of the 'Division 4 Councillor Report' for the month of April 2020 was included in the agenda package; the report highlighted events/meetings. Councillor Ikert informed that the report should have included the following: Wheatland Housing Management Body (April 23rd).

RESOLUTION CM-2020-05-21

Moved by IKERT

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

• Carried

3.6 Division 6 Councillor Report

Councillor Koester presented highlights from the 'Division 6 Councillor Report'. Note: a copy of the report was included in the agenda package; the report highlighted events/meetings for the month of April 2020. As information, Councillor Koester informed of the following: Rosebud Theater dependent on donations due to the current economic situation; condition of Twp. Rd. 263 (AR133). Discussion ensued.

Addendum to the Division 6 Councillor Report

Councillor Koester informed that the Wheatland Housing Management Body is requesting a 'letter of support' for the Town of Strathmore to put forward an application to the Province to support and accommodate a shovel ready project for a Seniors Facility as well as an area Hospice. Note: a copy of the correspondence was provided to Council for their review. Discussion ensued.

RESOLUTION CM-2020-05-22

Moved by KOESTER

APPROVAL that Wheatland County provide a 'Letter of Support' to the Wheatland Housing Management Body regarding the Seniors Facility and area Hospice project.

• Carried

RESOLUTION CM-2020-05-23

Moved by KOESTER

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

• Carried

3.7 Division 7 Councillor Report

A copy of the 'Division 7 Councillor Report' for the month of April 2020 was included in the agenda package; the report highlighted events/meetings. In addition, Councillor Armstrong provided an update regarding the following: operations - Drumheller & District Solid Waste Management Association; Southern Alberta Energy from Waste Association.

RESOLUTION CM-2020-05-24

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 April 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.

In addition to the report, CAO B. Henderson informed Council that odour complaints have been received in relation to the Green for Life (GFL) facility; County Administration will investigate this matter with GFL. The County Public Works Department will be addressing maintenance on Range Road 250, south of the facility.

RESOLUTION CM-2020-05-25

Moved by KOESTER

THAT Council accepts the Chief Administrative Officer report as information.

• Carried

4.1.2 2020 Fall Central (District 2) Rural Municipalities of Alberta General Meeting

Wheatland County is the host municipality for the 2020 Fall Central (District 2) Rural Municipalities of Alberta General Meeting scheduled for October 2, 2020. CAO B. Henderson presented a request for decision requesting Council direction regarding preferred location and venue (first option and alternate option). Discussion ensued.

RESOLUTION CM-2020-05-26

Moved by BIGGAR

APPROVAL for Wheatland County Administration to proceed with reserving the Rosebud Hall as the venue of Council's choosing to

host the 2020 Fall Central (District 2) Rural Municipalities of Alberta General Meeting on October 2, 2020.

FURTHER, approval for administration to pursue reserving the Cheadle Hall as the alternate location of Council's choosing should the first location be unable to accommodate the 2020 Fall Central (District 2) Rural Municipalities of Alberta General Meeting on October 2, 2020.

• Carried

4.1.3 Wheatland County Policy Restructure

CAO B. Henderson presented a request for decision pertaining to the proposed changes to the structure of Wheatland County's policies. A review of the proposed policy structure was provided on page 155 & 156 of the agenda package.

RESOLUTION CM-2020-05-27

Moved by ARMSTRONG

APPROVAL of the proposed changes to the structure of Wheatland County's policies contained in the attached document to accommodate the dissolution of Section 3 – General Policies.

• Carried

4.2 Corporate and Financial Services

4.2.1 Corporate & 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-2020-05-28

Moved by IKERT

THAT Council accepts Corporate and Financial Services Report as information.

• Carried

4.2.2 Unaudited Financial Statements as of March 31, 2020

On behalf of the Department, CAO B. Henderson presented the County's Unaudited Statement of Financial Position and Unaudited Statement of Operations as of March 31, 2020.

RESOLUTION CM-2020-05-29

Moved by BIGGAR

ACCEPTANCE of the Unaudited Financial Statements as of March 31, 2020 as information.

• Carried

4.2.3 Safety Administrative Directive Update: Safety Directives 10.6 – 10.10

On behalf of the Department, CAO B. Henderson presented the request for decision providing an update on the Safety Administrative Directives. Note: Safety Administrative Directives included the following: 10.6.1 - Other Parties at or in the Vicinity of the Worksite; 10.7.1 - Inspections; 10.8.1 - Emergency Preparedness and Response; 10.9.1 - Incident Investigation; 10.9.2 - Work Refusals; 10.10.1 - System Administration.

RESOLUTION CM-2020-05-30

Moved by KLASSEN

ACCEPTANCE of the 'Safety Administrative Directive' Update, as information, as presented with the request for decision.

• Carried

4.3 Community and Development Services

4.3.1 Community & Development Services Report

General Manager M. Boscariol provided highlights from 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. Discussion ensued regarding the following topic: effects of pandemic on operations of municipal parks/playgrounds.

RESOLUTION CM-2020-05-31

Moved by ARMSTRONG

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

• Carried

4.3.2 Subdivision Extensions

On behalf of Community & Development Services, General Manager M. Boscariol presented the request for decision for subdivision time extension. A brief discussion followed.

RESOLUTION CM-2020-05-32

Moved by BIGGAR

APPROVAL of the subdivision time extension request for conditionally approved subdivision applications SD2016-17 (Rosebud River Ridge), SD2016-20 (Route 24), and SD2019-10 to October 1, 2020; based on the information provided in the request for decision.

• Carried

4.3.3 2020-2024 Capital Budget Revision - Re: Speargrass Recreational Area Project

On behalf of the Department, D. Rimes (Community Services Coordinator) presented a request for decision to reallocate the Speargrass Recreational Area Project work from 2021 to 2020.

RESOLUTION CM-2020-05-33

Moved by BIGGAR

APPROVAL that Wheatland County revise the 2020-2024 Capital Budget to reallocate the Speargrass Recreational Area Project work from 2021 to 2020; 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 highlights from 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; CSMI (Cooperative Stormwater Management Initiative); Facilities; Gravel/Roads; Land; Wheatland Regional Water; Agriculture & Environment Report. Discussion ensued.

In addition to the report, discussion ensued regarding the following issues:

- Maintenance on Range Road 175 by Outside Party - General Manager Ziehr informed that an Access & Road Use Agreement was obtained.
- Sidewalk Program - no budget for 2020; tendering process for projects; possibility of utilizing local contractors in future.
- Township Road 263 (AR133) - poor road condition, provincial jurisdiction.

RESOLUTION CM-2020-05-34

Moved by KOESTER

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

• Carried

5. CORRESPONDENCE / INFORMATION

Prior to review of the correspondence/information items under agenda item 5.1, Reeve Link requested that Council include the Wheatland County correspondence to the Premier as an addition to the agenda.

RESOLUTION CM-2020-05-35

Moved by IKERT

APPROVAL that the meeting agenda be amended to include the following addition: Wheatland County April 23rd correspondence to the Premier of Alberta.

• Carried

RESOLUTION CM-2020-05-36

Moved by WILSON

APPROVAL that Wheatland County ratify the County's correspondence to the Hon. J. Kenney (Premier of Alberta), dated April 23, 2020, regarding 'golf courses'.

• Carried

5.1 Correspondence & Information Items

Council reviewed the correspondence/information items listed in the request for decision under item 5.1. Discussion ensued; the following was noted:

- General Manager M. Boscariol informed that the Bylaw for the Intermunicipal Development Plan (Wheatland County / Kneehill County) will be brought back to Council for consideration regarding third reading of the bylaw.
- Reeve Link requested that Council consider recognizing National Public Works Week.

RESOLUTION CM-2020-05-37

Moved by BIGGAR

APPROVAL that Wheatland County designate May 17th - May 23rd, 2020 as National Public Works Week.

• Carried

RESOLUTION CM-2020-05-38

Moved by ARMSTRONG

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

- Southern Alberta Energy from Waste Association – Re: Briefing Update 04.2020
- APWA Alberta Chapter (April 14/20) Correspondence – Re: National Public Works Week (May 17-23, 2020)
- Kneehill County (April 14/20) Correspondence – Re: Proposed Additional Changes to the Intermunicipal Development Plan

• Carried

6. CLOSED SESSION (IN CAMERA)

Note: During the regular Council meeting, a closed session was held. 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, a separate dial up number would be provided to the participants.

Participants in the closed session included the following: all members of Council, Chief Administrative Officer, General Manager of Community & Development Services, General Manager of Transportation & Agriculture.

RESOLUTION CM-2020-05-39

Moved by LINK

THAT the meeting go into 'closed session' (in camera) - time 12:35 P.M., pertaining to the following:

Legal Matter (FOIP Act - Sec. 16) - Re: ASB Building Expansion
Labour Matter (FOIP Act - Sec. 17) - Re: Organizational Chart
Legal Matter (FOIP Act - Sec. 16) - Re: Lakes of Muirfield

• Carried

RESOLUTION CM-2020-05-40

Moved by LINK

THAT the meeting come out of 'closed session' - time 1:44 P.M.

• Carried

6.1 Motions Arising from Closed Session

Note: Councillor Armstrong left the meeting following the closed session due to other commitments.

RESOLUTION CM-2020-05-41

Moved by WILSON

APPROVAL of the contract release payment to Knibb Developments Ltd. in the amount of \$170,792.07 (inclusive of GST) for hard costs and loss of profit. Further, that this payment constitutes a full and final settlement and releases the County in the matter.

• Carried

RESOLUTION CM-2020-05-42

Moved by BIGGAR

APPROVAL of the revisions to the Organizational Chart – Section 1.6 of the Organizational Policies and the Pay Structure – Section 6.2.1 of the Human Resources Policies.

• Carried

7. **ADJOURNMENT**

RESOLUTION CM-2020-05-43

Moved by WILSON

THAT the meeting adjourn - time 1:58 P.M.

• Carried

Reeve

Chief Administrative Officer

Recording Secretary