1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. MINUTES APPROVAL
   3.1 Minutes of Council for Public Works December 11, 2018 Meeting

4. REPORTS
   4.1 Public Works Report December 2018
       Delores DeBlois, Neil Powell
   4.2 Service Request Management Report December 2018
       Delores DeBlois, Neil Powell

5. DELEGATION - 9:30 AM - Eric Hofbauer
   5.1 Request for Refund of Garbage Pick-up Fee
       Barb Wolter, Eric Hofbauer
   5.2 2018 Fall Gravel Program Reserve Transfer Amendment - Report

6. UNFINISHED BUSINESS

7. NEW BUSINESS
   7.1 GP Road Inspections – Contract Renewal - Report
       Dea Rosenthal, Delores DeBlois, Neil Powell
   7.2 Proposed Bylaw 2019/03 Rescinding Bylaw 2018/50 Waste Management - Report
       Neil Powell
   7.3 Proposed Bylaw 2019/04 Rescinding Bylaw 2018-36 – Fees and Charges - Report
       Neil Powell, Verna Lonsdale
   7.4 Quotation for Supply of Grinder Pump Packages - Report
       Neil Powell
7.5 Staff Additions

7.6 Rescind Policy No. 40.3.1 - User Fee for Adjacent Municipalities - Report

7.7 Rescind Policy 40.3.2 – Keys to Solid Waste Facilities - Report

7.8 Amendments to Solid Waste Management Policy 40.3.3 - Report

7.9 Amendments to Garbage Pick-up Services Within Hamlets and Subdivisions Policy 40.3.4 - Report

7.10 Amending Roll-off Bin Usage Policy 40.3.5 - Report

8. INFORMATION ITEMS

9. ADJOURN
The Council for Public Works meeting for the County of Wetaskiwin No. 10 was called to order by Reeve T. Van de Kraats in the Council Chambers, of the County of Wetaskiwin Administration office, commencing at 9:02 a.m. on Tuesday, December 11th, 2018.

Present were:

- CAO
  - Rod Hawken

- Councillor
  - Bill Krahn
  - Dale Woitt
  - Josh Bishop
  - Ken Adair
  - Kathy Rooyakkers

- Councillor (Reeve)
  - Terry Van de Kraats

- Director of Public Works
  - Neil Powell

- Recording Secretary
  - Verna Lonsdale

**Resolution #PW20181211.1001**

MOVED: by Councillor K. Adair that the agenda be approved as presented.

**Carried Unanimously**

**Resolution #PW20181211.1002**

MOVED: by Councillor J. Bishop to approve the minutes for the Council Public Works Meeting held Tuesday, November 13th, 2018 as presented.

**Carried Unanimously**

The 2018 Municipal Capital and Operating Budget was reviewed and approved by Council at the April 17, 2018 budget meeting. (Ref. Resolution #CG20180417.2004). The Business Plan for Business Unit 3201 PW Administration action states "Effectively manage the finances and resources of Public Works Administration", therefore Neil Powell, Director of Public Works presents the Public Works report for the month of November 2018.

**DIRECTORS REPORT**

- A good part of November was dedicated to the 2019 Budget and long term capital plans. This includes discussions of select programs at the annual Strategic Planning Sessions and consultation with our Engineers.
- The STIP applications for the G3 Resource road and three affected bridges have been submitted to Alberta Transportation. Negotiations are proceeding with the landowners regarding right of way acquisition. It is expected that news of the STIP application will be received in April, 2019.
The 2018 Road Construction Project(s) are now in winter shutdown. This means that some of the work will carry over to 2019 for completion. Notably, work on the Battle Lake Trail and TWP RD 480 have both been shut down for the season. A “winter shutdown” traffic accommodation plan will be implemented to deal with traffic on these two projects over the winter months. The County is finalizing details with the Contractor and the plan is expected to be in place by the end of November 2018.

Administration is working with WSP Engineering in regards to the Hamlet Stormwater Study. This study should be completed in 2018 and provides a drainage assessment of all the Hamlets. This information will support the overall Hamlet Infrastructure - Five Year Plan which will be developed throughout 2019.

Phase 2 of the South Regional Pigeon Lake Wastewater System is primarily complete. The supply of power was delayed considerably, however it is now projected that Fortis and the WWREA will have power to the site by the end of December 2018. Full commissioning of the station will be completed in January 2019.

Work is proceeding on the sewage collection forcemain in the subdivisions of Village Creek Estates and Crystal Keys. The work is expected to be primarily complete December 2018.

Shop Foreman Report:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Make/Model</th>
<th>Work Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>MG1416</td>
<td>Caterpillar160M Grader</td>
<td>Warranty work to replace starter.</td>
</tr>
<tr>
<td>MG1614</td>
<td>Volvo G960B Grader</td>
<td>Warranty work to replace steering column gas shock.</td>
</tr>
<tr>
<td>MG0413</td>
<td>Volvo G976 Grader</td>
<td>Prepare grader for buy back, as per sales agreement.</td>
</tr>
</tbody>
</table>

Prepare New Vehicles for County Service:

- T7118 - 2018 Chevrolet 3500 4x4

Commercial Vehicle Inspections:

- T3107 - 2007 International SF647
- T3014 - 2014 Kenworth T800
- T6409 - 2009 International 5900 Tri-drive

Utilities Foreman Report:

- The Gwynne Truck Fill changes are complete. Overhead discharge piping is now in the center of the driveway. Truck Fill Customers are responsible for their own extension piece to bridge the gap from the bottom of the discharge hose to the top of their tank.
- The Gwynne Water Meter change program is complete. All water meters in Gwynne are now working. The old water meters were sent to Accu-Flo for warranty replacement or repair.
- A faulty 4” check valve was replaced on Distribution Pump #1 at the Gwynne Pump House.
- The exterior lights at the Gwynne Pump House were repaired.
- The Gwynne Lift Station was repaired. A contactor panel had corroded and was inoperable. Contactor panel was replaced and the station was put back in service.
- Mulhurst Lagoon discharge was completed. The Acute Trout Lethality Tests yielded excellent results and the discharge was deemed non lethal.
- Falun Lagoon discharge was completed. New frost boxes were installed over the discharge valve, inlet manhole and overflow manhole.
- South Side Lift Station #1 Muffin Monster was sent to Aquatech Services in Cochrane. It was determined a chain had jammed the unit. The unit is currently being repaired. Darcy with Mequipco will
be coming to site to review the Muffin Monster maintenance procedures as well as to troubleshoot the Muffin Monster fault panel and determine why the panel never alerted operators of the jam.

- The hoisting device for the gantry crane at South Side Lift Station #1 was sent out for inspection and determined damaged beyond repair. The County will order a new hoist in the new year to install the Muffin Monster.
- Nikor Electric installed the generator load shedding device at the Village Lane Condos Water Treatment Plant. This will prevent the wastewater grinder pumps from overloading the generator while utility power is off and consequently shutting the generator down.
- Village Lane Condos Water Treatment Plant and Sunset Harbour Water Treatment Plant will be added to the Alberta Environment and Parks Online Water Monitoring Reporting System.
- Contravention #346791: The Dorchester Water Treatment Plant was broken into. Two 240V construction heaters were stolen. Dorchester group will be installing security at the plant.
- Utilities has been experiencing on-going issues with SCADA system at Southside Lift Station #1, Southside Lift Station #2, and the Mulhurst Lagoon. Software licenses expired and needed to be renewed. The SCADA system is an on-going project with WSP.
- Utilities has been experiencing on-going issues with the Winfield Chlorine Analyzer. WJF Instrumentation has been working with the County to sort out the issue. It appears to be related to the building grounding. Dart Electric is assisting with trouble shooting.
- Utilities has corrected our Well Monitoring program to meet AEP Well Monitoring Standards under our Licenses to Divert Water. Previously the pump on/off status was never recorded while measuring well depth. It is required to measure the well depth while the well pump is on. The operators will now be taking the well readings while the well pump is on and off and will calculate a well draw down from these readings.
- Village Creek Estates pressure test was completed on Friday, November 23, 2018. This sewer line has passed the pressure test. The allowable leakage was nine liters and we had lost six liters during the test.
- Kimto was on site November 29, 2018. A walk-through of the Lakedell, Mulhurst, and Winfield Transfer stations were done and deficiencies lists made. Kimto will be sending the County a quote to fix up these sites.
- The phone line at the Silver Beach #3 lift station was found to be faulty. Telus was contacted and the phone line was repaired. The lift station alarm panel is operational again.

Road Foreman Reports:
Division 1-5:

- Fall Graveling:
  - Division 1 97% complete
  - Division 2 100% complete
  - Division 3 32% complete
  - Division 4 68% complete
  - Division 5 not started
  - Division 6 not started
  - Division 7 not started

- Brushing completed:
  - RGE RD 251 from TWP RD 470 to TWP RD 472 fence line to fence line only
  - RGE RD 234 from HWY 611 to TWP RD 442
  - TWP RD 235 from HWY 613 to RGE RD 463 some trees left due to resident concerns
  - RGERD 460 from TWP RD 465 to TWP RD 466 on south side up to the fence line
  - RGE RD 224 from TWP RD 450 to TWP RD 450.5
• Tires from Lakedell 4-H Tire Round Up taken for recycling
• Continued efforts on numerous occasions throughout the month to address freezing rain on both gravel and paved surfaces.
• Crews continuing to address work orders, brushing, sign maintenance and road side cleanup.

Division 6-7:
• Snow plow and sand
• Scrape ice from hills and intersections
• Brushing RGE RD 33, RGE RD 20, TWP RD 463, RGE RD 44 and TWP RD 460.5.

Right of Entry Agreements:
The following Right of Entry Agreements were signed in November:
  ◦ Myrick Rosser - SW 4-45-22 W4M - to allow the County crews to brush fence line, push up the trees and burn the debris.
  ◦ Barb Glaser - SE 5-47-25 W4M - to allow County to access the property to remove black dirt pile and rock piles.
  ◦ Pine Haven - NE/SE 18-46-23 W4M - to allow the County crews to brush fence line and pile wood and debris.
  ◦ Pine Haven - NW/SW 17-46-23 W4M - to allow the County crews to brush fence line and pile wood and debris.
  ◦ Russell Gamey - NW 31-45-26 W4M - to allow the County crews to brush fence line and pile wood and debris.
  ◦ Dale & Shirley Havanka - NE/NW 31-45-26 W4M - to allow the County crews to brush fence line and pile wood and debris.
  ◦ Rick Dietz - NE 22-45-26 W4M - to allow the County crews to brush fence line and pile wood and debris.
  ◦ M & H Brunken Farms - NW 11-47-25 W4M - to allow the County crews to brush fence line and pile wood and debris.
  ◦ Elsie Stephan - NE 22-45-26 W4M (453078 RGE RD 262) - to allow the County crews to brush fence line and pile wood and debris.

Solid Waste Report:
October Haul Totals

<table>
<thead>
<tr>
<th>Weight (kgs)</th>
<th>User</th>
<th>Loads</th>
<th>Weight (kgs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bearhills</td>
<td>244</td>
<td>4</td>
<td>14,800</td>
</tr>
<tr>
<td>Hilgartner</td>
<td>166</td>
<td>2</td>
<td>7,560</td>
</tr>
<tr>
<td>Lakedell</td>
<td>1,018</td>
<td>13</td>
<td>71,688</td>
</tr>
<tr>
<td>Millet</td>
<td>994</td>
<td>7</td>
<td>43,900</td>
</tr>
<tr>
<td>Peace Hills</td>
<td>263</td>
<td>3</td>
<td>11,580</td>
</tr>
<tr>
<td>Winfield</td>
<td>400</td>
<td>9</td>
<td>24,378</td>
</tr>
<tr>
<td>Buck Lake</td>
<td>936</td>
<td>18</td>
<td>71,921</td>
</tr>
<tr>
<td>Gwynne</td>
<td>456</td>
<td>9</td>
<td>27,640</td>
</tr>
<tr>
<td>Mulhurst</td>
<td>662</td>
<td>15</td>
<td>44,933</td>
</tr>
<tr>
<td>Recycling/Ag. Plastics</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Totals</td>
<td>5,139</td>
<td>80</td>
<td>318,400</td>
</tr>
<tr>
<td>Mattresses</td>
<td></td>
<td></td>
<td>25</td>
</tr>
</tbody>
</table>
Road Use Agreements:

<table>
<thead>
<tr>
<th></th>
<th>Initiated</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wellsite &amp; Access</td>
<td>24</td>
<td>20</td>
</tr>
<tr>
<td>Pipeline Crossing</td>
<td>8</td>
<td>5</td>
</tr>
<tr>
<td>Seismic</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Farming</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Gravel Pit</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Contaminated Haul</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Log Haul</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Hauler</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Temporary Water</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Power Line</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Sewage</td>
<td>38</td>
<td>7</td>
</tr>
<tr>
<td>Special</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Integrity Dig</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Concrete</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Road Maintenance</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Water Well</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>85</strong></td>
<td><strong>44</strong></td>
</tr>
</tbody>
</table>

GP Road Inspections:

There were 9 pre, 11 post inspections reported by Chris Patten for the month of November. Ms. Patten also completed 44 approach inspections for new approaches installed by Alberta Products Pipeline Ltd. (TransNorthern Pipelines) - Special Pipeline Project.

Administration recommended that Council approve the Public Works Report for November 2018 as presented.

A discussion ensued on the SCADA system, the Gwynne bulk water system and the Muffin Monster.

Resolution #PW20181211.1003

MOVED: by Councillor K. Rooyakkers that Council approve the Public Works Report for November 2018 as presented.

Carried Unanimously

The 2018 Municipal Capital and Operating Budget was reviewed and approved by Council at the April 17, 2018 budget meeting. (Ref. Resolution #CG20180417.2004).

The Business Plan for Business Unit 3205 PW Maintenance action 1.3.1.1 states "Effectively manage the finances and resources of Public Works Administration", therefore Neil Powell, Director of Public Works presented the Public Works Service Request Management report for the month of November as follows:

Public Works Service Request

Division One:

SRM 1663 - Assigned

- Requested by Councillor B. Krahn on behalf of Dennis Buskas that the culvert on RGE RD 230 near TWP 442 should be investigated as there is a substantial amount of water backing up.
- **PW COMMENT:** In August 2018, the County will investigate the issue and report back as per the SRM. Our investigation will look...
at the existing culvert(s) at the Buskas property and of those road crossings located upstream and downstream. The area has been surveyed and reviewed by staff. A report on the investigation will be developed in early 2019.

SRM 1712 - Assigned
- Requested by Councillor B. Krahn
- Please review the size of culverts on TWP 450 between NE-35-44-23 W4M (Kokas) and SE-2-45-3 W4M (Kakoschke).
- PW COMMENT: This has been investigated and will be addressed in 2019.

SRM 1871 - Closed
- Requested by Councillor B. Krahn that Administration investigate the approach off HWY 822 near Jarvis Grant's property at SW 27-44-23 W4M.
- PW COMMENT: Administration contacted J. Grant, Development Officer, who informed that the approach was installed as an access to a gravel pit located at NW 27-44-23 W4M - Northwest 27 Ag Ventures. Alberta Transportation has signed off on the approval of this approach, as the approach is off HWY 822, which falls under their jurisdiction. Further details regarding the approach are in the "D" Land File #546.00.

Division Two:
No SRM's to Report

Division Three:
No SRM's to Report

Division Four:
SRM 1854 - Pending
- Requested by Councillor J. Bishop to install an opposing yield sign at the intersection of TWP RD 472 and RGE RD 263.
- Administration has been requested to investigate and provide comment.
- PW COMMENT: This site is under investigation and a recommendation will be forthcoming.

SRM 1855 - Pending
- Requested by Councillor J. Bishop to investigate the need for a stop sign at the intersection of TWP RD 474 and RGE RD 263.
- There is currently a Dead End/No Exit sign posted and a Curve Ahead sign posted just south of the speed curve.
- PW COMMENT: Traffic Control Device Bylaw does not indicate that a stop sign was posted there previously. This site is under investigation and a recommendation will be forthcoming.

Division Five:
SRM 1876 - Pending
- Requested by Councillor K. Adair, who was contacted by Cliff Stone.
- Mr. Stone would like to bring to attention the terrible condition of RGE RD 281. This road is almost impassable and has been that way for some time.
- Mr. Stone would also like to know the status of the fence line clearing NW 24 45 28 W4M as well as the status of the culvert at lowering or leveling NE 23 45 28 W4M.
- PW COMMENT: The Road Foreman reports that RGE RD 281 is fine; the culvert does not need to be lowered as the infrastructure is not compromised. With regard to the brushing, there is a small pile of ash and wire that will be cleaned up.

Division Six:
No SRM's to Report

Division Seven:
No SRM's to Report
Administration recommended that Council approve the Service Request Management Report for November 2018 as presented.

**Resolution #PW20181211.1004**

MOVED: by Councillor J. Bishop that Council approve the Service Request Management Report for November 2018 as presented.

Carried Unanimously

---

**November 2018 - Project Costing Report**

The 2018 Municipal Capital and Operating Budget was reviewed and approved by Council at the April 17, 2018 budget meeting. ([Ref. Resolution #CG20180417.2004](#)).

The Business Plan for Business Unit 3201 PW Administration action states "Effectively manage the finances and resources of Public Works Administration", therefore the following Project Costing Report, current to November 30, 2018 is presented for Council review.

**Public Works Expense Budget:**

Overall $17,615,328 representing 76.5% of the total budget of $23,024,561 has been expensed, further detailed:

- 3201 Administration Budget: $2,832,950 with $2,181,854 expended to date (77% of the budget).
- 3202 Fleet Management Budget: $4,033,341 with $2,261,110 expended to date (56% of the budget).
- 3203 Funded Projects Budget: $4,228,520 with $2,730,755 expended to date (64.5% of the budget).
- 3204 Patrol Operators Budget: $2,500,532 with $2,371,888 expended to date (95% of the budget).
- 3205 Road Maintenance Budget: $2,444,758 with $2,532,757 expended to date (103% of the budget).
- 3206 Road Construction Budget: $2,959,812 with $1,673,905 expended to date (56.6% of the budget).
- 3207 Road Oiling Budget for 2018: $892,000 with $531,361** expended to date (59.5% of the budget).
- 3208 Gravel Budget: $3,132,648 with $3,331,698 expended to date (106% of the budget). Includes Fall Gravelling numbers.

Note: At the July 17, 2018 Council for Public Works meeting Council approved the over expenditure of $65,000 in Division 6 Gravel and authorized a $65,000 transfer from the Gravel Contingency. ([Ref. Resolution PW20180717.1007](#)).

**Utilities Expense Budget:**

- 4000 Utility Services budget: $142,050 with $157,450 expended to date (111% of the budget).
- 4100 Water Services budget: $275,950 with $253,737 expended to date (90.7% of the budget).
- 4200 Wastewater Services budget: $10,153,940 with $5,431,968 expended to date (53.4% of the budget).
- 4300 Solid Waste Management budget: $1,118,955 with $972,364 expended to date (86.9% of the budget).

Administration recommended that Council accept the Public Works and Utilities - Project Costing Report to November 30, 2018 as presented.

A discussion ensued on hiring a mulcher versus brushing with County equipment and the cost comparison of the two options.

**Resolution #PW20181211.1005**

MOVED: by Councillor B. Krahn that Council accept the Public Works and Utilities - Project Costing Report to November 30, 2018 as presented.

Carried Unanimously
Summer Village
IDP
(Issue #20181205001)
File #: 4503-06-01

Eric Hofbauer, Director of Finance entered the meeting at 9:15 a.m.

The Intermunicipal Development Plan is an agreement between the County of Wetaskiwin, Summer Village of Crystal Springs, Summer Village of Grandview, Summer Village of Poplar Bay and the Summer Village of Norris Beach with the effective date of the amended agreement January 1, 2013 and the effective term ending December 31, 2022. The agreement includes Land Use Development, General Road Maintenance, Capital Road upgrades and Annexation. The agreement states that the parties must meet to review the agreement every four years commencing in the year 2014 or at any time with unanimous agreement of the Municipalities.

There are four (4) roads that receive surface treatment that are included under this agreement in accordance with Appendix “A” - Map 2 and Appendix “B” for road descriptions as follows:

a. Norris Beach/Village Road - Gravel with Dust control application
b. Lakedell Road
   Crystal Springs Road - Dust Control for 800 metres from Hwy 13 heading north, Cold Mix for the remaining 1800 metres.
c. Rabbit Trail - Gravel surface
d. Provincial Park Road - Hot mix surface (pavement overlay completed by Resolution No. PW20170718.1011).

In accordance with Section 22 of the IDP Agreement, the County maintains the roads and by October 31st of each year, provides the Summer Villages with the current year's maintenance program as well as the proposed maintenance program for the following year. The County will also provide recommendations for the 10 year Capital Plan for the Summer Villages to review.

Capital cost sharing is based on the operating cost sharing formula. The required maintenance cost contribution for a particular year will be determined by taking the average of the maintenance costs in the previous three years for that particular road. The subsequent amount to be contributed will be split between the appropriate municipalities according to the cost sharing percentages in accordance with Appendix “C” as follows:

1. Norris Beach Range Road 11: Cost sharing percentages: Norris Beach = 33.33%; Crystal Springs = 33.33%; County = 33.33%
   a. Length of this road: Approx. 1.2 kms
   b. Maximum Target Maintenance Reserve: $30,000.00
2. Lakedell/Crystal Springs Road: Cost sharing percentages: Grandview = 33.33%; Crystal Springs = 33.33%; County = 33.33%
   a. Length of this road: Approx. 2.6 kms
   b. Maximum Target Maintenance Reserve: $30,000.00
3. Rabbit Trail Road: Cost sharing percentages: Poplar Bay = 33.33%; Grandview = 33.33%; County 33.33%
   a. Length of this road: Approx. 3 kms in total
   b. Maximum Target Maintenance Reserve: $15,000.00
4. Provincial Park Road: Cost sharing percentages: Poplar Bay = 50%; County = 50%
   a. Length of this road: Approx. 1.75 kms
   b. Maximum Target Maintenance Reserve: $60,000.00

Capital projects require individual response or approval from all Councils. The County of Wetaskiwin appointed members on the IDP Committee are Reeve T. Van de Kraats and Councillor K. Adair as
well as the Chief Administrative Officer, Assistant Chief Administrative Officer and one staff member (Director of Public Works) Ref. Resolution CO20181016.1037.

The County provided the 5 year IDP Capital and Maintenance costs to the Summer Villages within the agreement and is also provided for Council's review. The Summer Villages responded with a letter stating they would like to discuss:

1. Lakedell Road:
   a. Look at alternative treatments (ie: soil cement) for the first .8 km of the road from Highway 13 to the transfer station. The Summer Villages do not believe that paving the entire road is necessary or feasible at this time.
   b. Look at alternative treatments for calcium chloride being used on the first .8 km.

2. Range Road 11 - Bridge File 7312:
   a. In last year's communication to the County of Wetaskiwin (letter provided for Council's review), the Summer Villages inquired into the possibility of obtaining grants for the Bridge File. The Summer Villages request that the County consider seeking grants for this project.

3. Rabbit Run Road:
   a. The Summer Villages request that dust control not be used on Rabbit Run road.

4. All Roads:
   a. The Summer Villages are requesting that the County provide maintenance costs for the past three years, as well as the current reserve balances for each road. Other than these comments, the Summer Villages had no concerns with the operating budget and suggest that capital budget numbers remain unchanged as a placeholder in the event that grants may become available.

The current reserve balances for the following roads in the agreement is provided for Council's review as follows and will be provided to the Summer Villages:

<table>
<thead>
<tr>
<th>3 Year Maintenance Costs</th>
<th>PW5508</th>
<th>PW5509</th>
<th>PW5510</th>
<th>PW5604</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norris Beach Rd</td>
<td>9,442.02</td>
<td>9,614.56</td>
<td>344.37</td>
<td>5,390.35</td>
</tr>
<tr>
<td>Lakedell Rd</td>
<td>11,746.23</td>
<td>54,247.33</td>
<td>0</td>
<td>4,481.23</td>
</tr>
<tr>
<td>Rabbit Trail Rd</td>
<td>5,558.71</td>
<td>6,411.68</td>
<td>0</td>
<td>5,818.22</td>
</tr>
<tr>
<td>Provincial Park Rd</td>
<td>3,056.88</td>
<td>3,853.62</td>
<td>0</td>
<td>2,819.98</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IDP Reserves as of December 6th, 2018</th>
<th>Norris Beach Rd</th>
<th>Lakedell Rd</th>
<th>Rabbit Trail Rd</th>
<th>Provincial Park Rd</th>
</tr>
</thead>
<tbody>
<tr>
<td>$9,244.62</td>
<td>$19,334.75</td>
<td>$4,823.05</td>
<td>$0.46</td>
<td></td>
</tr>
<tr>
<td>-$2,614.00</td>
<td>-$17,388.00</td>
<td>-$180.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

Budgeted Reductions to be completed at year end.

The entire IDP will be under review in 2019 along with the development of the Intermunicipal Collaborative Framework (ICF).

Administration recommended that Council accept the update on the Intermunicipal Development Plan (IDP) between the Summer Villages
A discussion ensued on the maintenance of Range Road 11 and 12; possible grant funding under the STIP program for bridge upgrades on the Norris Beach road) and confirmation that work on the sewer lines are nearing completion.

Administration will co-ordinate a meeting with the IDP Committee and the Summer Villages to review the InterMunicipal Development Plan.

Resolution #PW20181211.1006

MOVED: by Councillor K. Adair that Council accept the update on the Intermunicipal Development Plan (IDP) between the Summer Villages of Crystal Springs, Grandview, Poplar Bay and Norris Beach and the County of Wetaskiwin as information.

2018 Fall Gravel Program Reserve Transfer

The County currently performs the majority of its Graveling program in the winter months of January and February. The debate among Administration, Council and the public exists regarding the benefits of winter graveling versus non-winter graveling. At the September 11, 2018 Public Works Council meeting, via Resolution No. PW20180911.1011, Council approved Administration to commence the Fall Graveling program for Divisions 1 through 4 which is work scheduled for 2019, and authorize the transfer of $600,000 from the affected Divisional Operating Reserves in 2018, with the equivalent amounts returned in Budget 2019.

2018 Fall Gravel Summary of Costs

<table>
<thead>
<tr>
<th>Division</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division 1</td>
<td>$221,090.15</td>
</tr>
<tr>
<td>Division 2</td>
<td>$173,750.70</td>
</tr>
<tr>
<td>Division 3</td>
<td>$94,058.16</td>
</tr>
<tr>
<td>Division 4</td>
<td>$96,650.63</td>
</tr>
<tr>
<td>Total Costs</td>
<td>$585,549.64</td>
</tr>
</tbody>
</table>

Current Gravel Reserves by Division

<table>
<thead>
<tr>
<th>Division</th>
<th>Reserve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division 1</td>
<td>$126,798.45</td>
</tr>
<tr>
<td>Division 2</td>
<td>$74,266.15</td>
</tr>
<tr>
<td>Division 3</td>
<td>$244,793.29</td>
</tr>
<tr>
<td>Division 4</td>
<td>$174,434.19</td>
</tr>
<tr>
<td>Division 5</td>
<td>$0</td>
</tr>
<tr>
<td>Division 6</td>
<td>$0</td>
</tr>
<tr>
<td>Division 7</td>
<td>$8,535.88</td>
</tr>
<tr>
<td>Total Gravel Reserve</td>
<td>$628,827.96</td>
</tr>
</tbody>
</table>

There is currently $628,827.96 in reserves to cover the total cost of $585,549.64 for the Fall Gravel Program. This issue is being brought before Council as there are two alternatives to account for these costs.

Option 1

Administration can proceed with Resolution No. PW20180911.1011 as approved, where Council had previously authorized the transfer of $600,000 from the affected Divisional Operating Reserves in 2018, with the equivalent amounts to be transferred back to reserves as an expense in Budget 2019. If the Fall Graveling Program continues into future years, this option will require reserve transfers each December and January and essentially create a yearly system of borrowing from the future year.
**Option 2**
Council can resolve to reduce gravel reserves by $585,549.64 to cover the cost of the Fall Gravel Program in 2018. Moving forward this would allow Administration to budget current year gravel expenses with current year tax support, thus eliminating the required use of reserves.

Administration recommended Council:
1. approve to combine all divisional gravel reserves in the amount of $628,827.96 into a single gravel reserve.
2. approve to reduce gravel reserves by $585,549.64 to cover the cost of the Fall Gravel Program in 2018.

**Resolution #PW20181211.1007**
MOVED: by Councillor J. Bishop that Council approve to combine all divisional gravel reserves in the amount of $628,827.96 into a single gravel reserve.

Carried Unanimously

**Resolution #PW20181211.1008**
MOVED: by Councillor K. Adair that Council approve to reduce gravel reserves by $585,549.64 to cover the cost of the Fall Gravel Program in 2018.

Carried Unanimously

---

**2019 Building Maintenance Budget**
(issued #20181129001)

Pursuant to the Municipal Government Act, Statutes of Alberta 2000 "Budgets - Section 242" states:

"Adoption of operating budget

242(1) Each council must adopt an operating budget for each calendar year.
2(2) A council may adopt an interim operating budget for part of a calendar year.
3(3) An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted."

Each December Administration presents Council with a recommendation to approve an Interim Budget to enable spending in the new calendar year until the final budget is approved in the Spring of each year. Building Maintenance staff are better able to complete these projects during the months of January to April before the summer projects begin. Below is the 2019 Building Maintenance budget:

**Administration Building**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insulation</td>
<td>$10,000</td>
</tr>
<tr>
<td>Air Conditioners (obsolete by 2020)</td>
<td>$17,500</td>
</tr>
<tr>
<td>Replace Ducting and Exhaust Fans</td>
<td>$15,000</td>
</tr>
<tr>
<td>Replace Flooring in Reception Area</td>
<td>$15,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$57,500</strong></td>
</tr>
</tbody>
</table>

**Public Works Shop Building**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welding &amp; Wash Bay Furnaces</td>
<td>$8,000</td>
</tr>
<tr>
<td>CPO Furnace</td>
<td>$7,500</td>
</tr>
<tr>
<td>Gate for Yard (Gwynne)</td>
<td>$20,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$35,500</strong></td>
</tr>
</tbody>
</table>
Council Public Works Meeting, Tuesday, December 11th, 2018

**Cold Storage Facility**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Floors</td>
<td>$30,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$30,000</td>
</tr>
</tbody>
</table>

**Total Building Maintenance Budget for 2019**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Building</td>
<td>$57,500</td>
</tr>
<tr>
<td>Public Works Shop</td>
<td>$35,500</td>
</tr>
<tr>
<td>Cold Storage</td>
<td>$30,000</td>
</tr>
<tr>
<td><strong>Total Building Maintenance</strong></td>
<td>$123,000</td>
</tr>
</tbody>
</table>

The 2018 budget for Building Maintenance was $147,500. The current balance in reserves is $218,841.25 which does not include a budgeted reduction of $50,000 in 2018. The updated 3-5 year maintenance plans for the facilities will be brought forward in 2019 during the final budget approval.

Administration recommended Council accept the 2019 Building Maintenance Plan totaling $123,000 for information and that it be brought forward to the interim budget for approval December 18, 2018.

A discussion ensued on what plan is in place, what is the benefit and cost of installing flooring in the cold storage building and insulation in the Administration building. An update will be provided to Council at the December 18th, 2018 Council General meeting.

**Resolution #PW20181211.1009**

MOVED: by Councillor K. Adair that Council accept the 2019 Building Maintenance Plan totalling $123,000 for information and that it be brought forward to the interim budget for approval December 18, 2018. Carried Unanimously

3201: PW Admin - Proposed Ten Year Capital Fleet Plan and 2019 Annual Capital Fleet Budget (Issue #20181025001) File #: 5153-00

Each year, Administration reviews and develops an annual Capital Fleet Plan and a Ten Year Capital Fleet Plan. The objective is to meet with each Department head to determine what's required for existing and future operational needs. The 2019 Capital Fleet Plan and the Ten Year Capital Fleet Plan are proposed in December so that if approved, Administration can move forward with the procurement of the equipment in a timely fashion.

**BACKGROUND:**

In 2006, Administration set upon a plan to implement a system to develop a Fleet Management program where the purchase of new and used equipment was part of a well-developed fleet capital and operations plan. The overall goal was to properly assign equipment costs to activities so that the true cost of each activity was represented in each department budget.

At that time, the following guiding principles were adopted by Council:

**Capital Assets:**

- Create a Capital Asset Reserve;
- Develop Capital Recovery rates and charge Users for the provided equipment. Capital Recovery rates are to be determined by (initial book value less expected residual value) divided by its useful life, then allocated on a monthly or hourly basis. Users are defined as internal departments requiring the provision of equipment from Fleet.
- Capital recovered for each piece of equipment is to be individually tracked and added to the Capital Asset Reserve;
- New purchases are to come directly from Operations (i.e. tax support);
- Replacement equipment is to be funded by its accumulated
contribution to Capital Reserve. If there is a deficit in the replacement of a unit (i.e. Cost exceeds accumulated Capital) then the balance is to be funded by Operations (i.e. tax support);
• The total Contribution to the Capital Asset Reserve is to be set at $950,000 per year;
• On years where accumulated capital held in the Capital Asset Reserve does not cover the cost of equipment purchases, the balance is contributed through Operations (i.e. tax support).

Operations:
• Develop Operating Recovery rates and charge Users for the provided equipment. Operating Recovery rates are to be determined by a unit’s annual operating costs divided by its expected annual hours of use.
• Operating expenses includes all those costs to keep and operate a piece of equipment. These include fuel and oil, parts and supplies, labour for repairs, contracted services and communication costs.

The guiding principles affecting this department are as follows:

• Fleet is a service; it’s mandate is to provide safe and well maintained equipment to its Users;
• Equipment is owned by Fleet and rented to the Users;
• Users are County Departments that require equipment to supplement their operations;
• How Fleet is managed over time is wholly dependent on the needs of the Users. The existence of any piece of equipment is directly in response to County needs;
• The need and continued support for any piece of equipment is dictated by activity. If there is no activity, then there is no need for the equipment;
• It is up to each Department to determine the economic feasibility of renting equipment from Fleet versus other sources (i.e. contracted to third parties);
• The cost to own and operate a piece of equipment will be fully reflected in the Capital Recovery and Operating Recovery rates;
  ◦ Capital Recovery rates are to be determined by (initial book value less expected residual value) divided by its useful life, then allocated on a monthly, daily or hourly basis.
  ◦ Operating Recovery rates are to be determined by a unit’s annual operating costs divided by its expected annual hours of use. These include fuel and oil, parts and supplies, labour for repairs, contracted services and communication costs.
• The goal of 3202: Fleet Management is to have no direct tax support. Annual revenues and expenses should balance with no direct tax support.

The following is the proposed 2019 Capital Fleet Plan for Public Works Admin (3201):

Each December, Administration presents Council with a recommendation for an interim budget to enable spending in the new calendar year pending final budget approval.

Pursuant to Section 242 of the Municipal Government Act, it states:
"(1) Each council must adopt an operating budget for each calendar year.
(2) A council may adopt an interim operating budget for part of a calendar year.
(3) An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted".
Certain items over and above regular operating expenditures require approval prior to final budget approval in order to fulfill Council's direction through the strategic planning process.

Capital equipment purchasing is undertaken through the Public Works Department for all departments within the County. Through the Strategic Planning process, Council has identified grader replacement on a 5 year rotation. The interim budget also includes the purchase of light vehicles due to the production schedule of new vehicles for the upcoming year and present year vehicles no longer available for order. Tendering earlier in the year enables the County to enter into a more competitive market.

**Fleet Capital Asset Program - 2019 Summary**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>COST</th>
<th>SALVAGE VALUE</th>
<th>From Capital Asset Reserve</th>
<th>NET COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>MG0214 Dispose &amp; Replace 2014 Volvo G960 Grader</td>
<td>$460,000</td>
<td>-$191,500</td>
<td>-$239,592</td>
<td>$28,908</td>
</tr>
<tr>
<td>MG1614 Dispose &amp; Replace 2014 Volvo G960 Grader</td>
<td>$460,000</td>
<td>-$191,500</td>
<td>-$228,680</td>
<td>$39,820</td>
</tr>
<tr>
<td>MG1106 - Dispose 2006 Cat Grader</td>
<td></td>
<td>-$60,000</td>
<td></td>
<td>-$60,000</td>
</tr>
<tr>
<td>MG0813 Dispose 2013 John Deere 870GP Grader</td>
<td></td>
<td>-$95,000</td>
<td></td>
<td>-$95,000</td>
</tr>
<tr>
<td>T3107 Dispose &amp; Replace 2007 International IHC Roll off Truck</td>
<td>$225,000</td>
<td>-$35,000</td>
<td>-$234,003</td>
<td>-$44,003</td>
</tr>
<tr>
<td>T0415 Dispose &amp; Replace 2015 Chevy Tahoe SUV</td>
<td>$70,000</td>
<td>-$5,000</td>
<td>-$41,673</td>
<td>$23,327</td>
</tr>
<tr>
<td>T0613 Replace 2013 Ford F150; Re-assign T0613 to replace T4511</td>
<td>$38,000</td>
<td></td>
<td>-$23,925</td>
<td>$14,075</td>
</tr>
<tr>
<td>T1508 Dispose 2008 Ford F150 &amp; Replace with New SUV</td>
<td>$40,000</td>
<td>-$1,000</td>
<td>-$41,770</td>
<td>-$2,770</td>
</tr>
</tbody>
</table>

Administration is seeking approval of the 2019 Ten Year Capital Plan with a copy provided for Council review, noting that the Capital Asset Reserve totals shown in the proposed 2019 Capital Budget have been estimated to the end of 2018. On an annual basis, Administration reviews the life expectancy of each item on the capital plan and all changes are noted below.

The proposed 10 Year Capital Plan includes the following updates:

- Updating all costs for purchase and trade-in values
- Revising replacement dates to reflect actual usage and vehicle/equipment condition
- Additions to the Fleet to meet the objectives prescribed in the Strategic Business Plan.
T2010 Replace with new 3 Ton 4x4; Re-assign T2010 to Utilities $50,000 -$45,694 $4,306
T3206 Dispose 2006 Ford F150 & Replace with T5915 -$1,000 -$1,000
T4011 Dispose 2011 Dodge 1/2 ton & Re-assign T1209 to replace T4011 -$1,000 -$1,000
T4511 Dispose 2011 Dodge 1/2 ton; Replace with T0613 -$1,000 -$1,000
T4914 Replace 2014 Dodge 3/4 ton; T4914 replaces T6008 $42,000 -$34,049 $7,951
T5105 Dispose 2005 MC 3/4 ton & Replace with T5707 -$1,000 -$1,000
T5511 Dispose & Replace 2011 Dodge 3/4 ton c/w front plow $42,000 -$1,500 -$32,261 $8,239
T5707 Replace 2007 Ford F250 & Move T5707 to replace T5105 $42,000 -$44,824 -$2,824
T5915 Replace 2015 Dodge 1500 & Move to T5915 to replace T3206 $38,000 -$15,440 $22,560
T6008 Dispose 2008 F350 & Replace with T4914 -$1,000 -$1,000
TR0104 Dispose & Replace 2004 50' lowboy triaxle heavy duty trailer $180,000 -$10,000 -$75,678 $94,322
TR1509 Replace with new equipment trailer & move TR1509 to Utilities $30,000 -$18,266 $11,734
L0299 Replace 1999 John Deere 644H Loader & keep L0299 for spare $325,000 -$204,715 $120,285
L0415 Replace 2016 skid steer & Move L0415 to Utilities $145,000 -$29,114 $115,886
L0513 Dispose & Replace 2013 skid steer c/w brusher head $185,000 -$10,000 -$103,599 $71,401
Replace front plow, hardware & rigging for T3612 $20,000 $20,000
Replace soil conditioner $13,500 $13,500
Replace welding bay crane & hardware $32,000 $32,000
TOTALS $2,292,500 -$605,000 -$1,384,169 $302,831
To Capital Asset Reserves -
Total Contribution to Capital From Operation Budget $302,831

The public works fixed asset reserve balance is estimated as follows:


Administration recommended that Council accept the 3201: PW Admin-Proposed 2019 Fleet Capital Budget as information and that it be brought forward to the interim budget approval at the Council General December 18, 2018 meeting and that Council adopt the proposed 10 Year (2019-2028) Fleet Capital Plan as presented.

A discussion ensued on the value of warranty work and that Council would like to see a dollar value reflected in the monthly Public Works report.
Resolution #PW20181211.1010
MOVED: by Councillor J. Bishop that Council accept the 3201: PW Admin- Proposed 2019 Fleet Capital Budget as information and that it be brought forward to the interim budget approval at the Council General December 18, 2018 meeting.

Carried Unanimously

At the November 2018 Strategic Planning Sessions for 2019 Budget, Council reviewed the County’s Core values and Business Plan for Public Works bridges and funded projects. Each year Administration presents Council with recommendation for an interim budget to enable spending in the new calendar year pending approval of the final budget.

Pursuant to Section 242 of the Municipal Government Act, it states:

(1) Each council must adopt an operating budget for each calendar year.
(2) A council may adopt an interim operating budget for part of a calendar year.
(3) An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted”.

Certain items over and above regular operating expenditures require Council approval prior to final budget approval so that Council’s direction provided via the Strategic Planning process can be implemented. A spreadsheet and maps are provided for Council review.

The County has received the following amounts annually over the past five years from Clearwater County based on the inter-municipal agreement between the two rural municipalities:

- 2013 - $465,864.31
- 2014 - $478,916.38
- 2015 - $530,610.60
- 2016 - $659,160.28
- 2017 - $601,288.79
- 2018 - $815,024.90

Council has chosen to split the allocation of the Clearwater funds with 50% being allocated to Division 7 projects and the balance being allocated to general municipal operations.

<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
<th>Location</th>
<th>To Reserve</th>
<th>Total</th>
<th>Grant Revenue</th>
<th>From Reserve</th>
<th>Other Revenue or Grant</th>
<th>Net Tax Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>PWCW3700</td>
<td>Clearwater Misc.</td>
<td>Div. 7</td>
<td>$225,881</td>
<td>$225,881</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>- - Future 3203 Projects</td>
<td>All Divisions</td>
<td></td>
<td>$146,230</td>
<td>$146,230</td>
<td>$146,230</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PWCW3757</td>
<td>Clearwater</td>
<td>RR 75 from T451.25-H13</td>
<td>$19,533</td>
<td>-19,533</td>
<td>-19,533</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PWCW3758</td>
<td>Clearwater</td>
<td>T464-R22-R73</td>
<td>$11,925</td>
<td>-11,925</td>
<td>-11,925</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PWCW3759</td>
<td>Clearwater</td>
<td>R470 from R73-R75.5</td>
<td>$8,633</td>
<td>-8,633</td>
<td>-8,633</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PWCW3760</td>
<td>Clearwater</td>
<td>R75-T470-R75.7</td>
<td>$6,066</td>
<td>-6,066</td>
<td>-6,066</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PW3009 MSI</td>
<td>Harlot Stormwater Study</td>
<td>Harlonts</td>
<td>$75,000</td>
<td>$75,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Project Code</td>
<td>Project Description</td>
<td>Location</td>
<td>Total Cost 2018</td>
<td>Total Cost 2019</td>
<td>Change</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------</td>
<td>----------</td>
<td>----------------</td>
<td>----------------</td>
<td>--------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PW3104</td>
<td>Gwynne Slide</td>
<td>Div 1 and 3</td>
<td>$3,764,200</td>
<td>$4,439,200</td>
<td>$675,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PW3107</td>
<td>G3 Resource Rd</td>
<td>TR 462A</td>
<td>$48,000</td>
<td>$48,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PW3205</td>
<td>Access Rd - Wotashawn Ag Society</td>
<td>SE of Millet</td>
<td>$40,000</td>
<td>$40,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PW3206</td>
<td>Grade, Base, and Pave: RR 242 and TR 472</td>
<td>Div 1 and 3</td>
<td>$1,150,000</td>
<td>$1,150,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PW3302</td>
<td>SE and Area Drainage Study</td>
<td>Div 1 and 3</td>
<td>$15,000</td>
<td>$15,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PW3303</td>
<td>SE and Area Stormwater Upgrades</td>
<td>Div 1 and 3</td>
<td>$165,000</td>
<td>$165,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PW3555 MSI</td>
<td>Mulhurst Bay Pavement Upgrades</td>
<td>Mulhurst Bay</td>
<td>$326,000</td>
<td>$326,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PW3639 MSI</td>
<td>Winfield Pavement Upgrades</td>
<td>Winfield</td>
<td>$800,000</td>
<td>$800,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PW3736 MSI</td>
<td>Buck Lake Pavement Upgrades</td>
<td>Buck Lake and Area</td>
<td>$1,075,000</td>
<td>$1,075,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BRIDGE WORK**

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Project Description</th>
<th>Location</th>
<th>Total Cost 2018</th>
<th>Total Cost 2019</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>PWBFMSC</td>
<td>Misc Bridge Work</td>
<td>Various</td>
<td>$32,520</td>
<td>$32,520</td>
<td></td>
</tr>
<tr>
<td>Various Bridge Files</td>
<td>2019 Bridge Maintenance Contract</td>
<td>Various Sites</td>
<td>$265,000</td>
<td>$265,000</td>
<td></td>
</tr>
<tr>
<td>DRP BF75450</td>
<td>Bridge Replacement</td>
<td>RR 70A</td>
<td>$794,650</td>
<td>$794,650</td>
<td></td>
</tr>
<tr>
<td>LRP BF7312,1332,72592</td>
<td>Bridge Replacements</td>
<td>G3 Resource Rd</td>
<td>$905,000</td>
<td>$678,750</td>
<td>$226,250</td>
</tr>
<tr>
<td>FGT BF71375, BF8191</td>
<td>Bridge Replacements</td>
<td>Div 7 and Div 3</td>
<td>$1,700,000</td>
<td>$1,575,000</td>
<td>$125,000</td>
</tr>
</tbody>
</table>

**Total** | $372,111 | $10,615,601 | $8,044,200 | $316,750 | $1,419,651 | $835,000 |

This proposed 2019 budget represents total expenditures of $10,615,601 with revenues of $9,780,601. This nets a total tax support of $835,000.

Administration recommended that Council accept the 3203: Funded Projects - Proposed 2019 Budget as information and that it be brought forward to the interim budget approval at the Council General December 18, 2018 meeting.

**Resolution #PW20181211.1011**

MOVED: by Councillor K. Rooyakkers that Council accept the 3203: Funded Projects - Proposed 2019 Budget as information and that it be brought forward to the interim budget approval at the Council General December 18, 2018 meeting.

**Carried Unanimously**
At the November 2018 Strategic Planning Sessions for 2019 Budget Deliberations, Council reviewed the County's Core values and Business plan for 3205: Road Construction. Administration noted that the current tax support is good but there is mounting inflationary pressures to increase the annual tax support allocation of $1,769,000. Council also provided direction to move away from Divisional budgeting and to develop a plan based on an overall County approach to address roads in greatest need of upgrades. The requirement to manage projects based on divisional allocation and available reserves - is no longer required.

Each December, Administration presents Council with a budget recommendation to enable spending in the new calendar year pending final budget approval. Administration has developed the proposed 2019 Road Construction Budget for Council review. Once the interim budget is approved, Administration will proceed with design, tender and construction as outlined in the Purchasing/Tendering Policy.

Due to the transition from divisional to non divisional budgeting, the 5 Year (2019-2023) Construction Plan is limited to work in 2019 and part of 2020. Administration will present a complete 5 Year Construction Plan in November 2019; a plan that will be non-divisional and incorporate information derived from the Rural Road Study and other road asset management data to arrive at the best recommendations.

Pursuant to Section 242 of the Municipal Government Act, it states:

"(1) Each council must adopt an operating budget for each calendar year.
(2) A council may adopt an interim operating budget for part of a calendar year.
(3) An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted".

### Proposed 2019 Road Construction Projects

<table>
<thead>
<tr>
<th>Division</th>
<th>Project #</th>
<th>Description</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PW61000</td>
<td>Transfer to Reserve</td>
<td>$43,846</td>
</tr>
<tr>
<td>1</td>
<td>PW61064</td>
<td>Gravel 2018 Project</td>
<td>$26,424</td>
</tr>
<tr>
<td>1</td>
<td>PW61065</td>
<td>Shoulder Pull and Subgrade Stabilization (1.75 miles)</td>
<td>$200,444</td>
</tr>
<tr>
<td>2</td>
<td>PW62050</td>
<td>Clay Cap, Shoulder Pull &amp; Ditching (4 miles)</td>
<td>$686,000</td>
</tr>
<tr>
<td>3</td>
<td>PW63000</td>
<td>Transfer $116,714 to Reserve</td>
<td>$116,714</td>
</tr>
<tr>
<td>3</td>
<td>PW63062</td>
<td>Subgrade Stabilization (1 mile)</td>
<td>$136,000</td>
</tr>
<tr>
<td>4</td>
<td>PW64000</td>
<td>Transfer to Reserve</td>
<td>$235,830</td>
</tr>
<tr>
<td>4</td>
<td>PW64056</td>
<td>Gravel 2018 Project</td>
<td>$16,884</td>
</tr>
<tr>
<td>5</td>
<td>PW65000</td>
<td>Transfer to Reserve</td>
<td>$67,278</td>
</tr>
<tr>
<td>5</td>
<td>PW65054</td>
<td>Shoulder Pull &amp; Ditching - 2018 Project</td>
<td>$185,436</td>
</tr>
<tr>
<td>6</td>
<td>PW66000</td>
<td>Transfer $53,380 to Reserve</td>
<td>$170,094</td>
</tr>
<tr>
<td>6</td>
<td>PW66053</td>
<td>Battle Lake Trail - Grading &amp; Other Work - 2018 Project</td>
<td>$172,902</td>
</tr>
<tr>
<td>6</td>
<td>PW66054</td>
<td>Slope Repair and Guardrail Installation - 2018 Project</td>
<td>$151,632</td>
</tr>
<tr>
<td>7</td>
<td>PW67060</td>
<td>Shoulder Pull, Clay Cap &amp; Drainage (6 miles)</td>
<td>$1,125,800</td>
</tr>
<tr>
<td>7</td>
<td>PW67061</td>
<td>Subgrade Stabilization - Tamarack</td>
<td>$287,000</td>
</tr>
</tbody>
</table>
This proposed 2019 budget represents total project expenditures of $2,988,522 with revenues of $1,853,286 (from Reserve). A total tax support of $1,768,998 is required which is a 0% increase from the 2018 budget.

Administration recommended that Council accept the 3206: Road Construction - Proposed 2019 Budget as information and that it be brought forward to the interim budget approval at the Council General December 18, 2018 meeting and that Council adopt the proposed 5 Year (2019-2023) Construction Plan as presented.

A discussion ensued on the Division 7 Clearwater reserves and why this reserve would not be consolidated into the other divisional gravel reserves.

Resolution #PW20181211.1012
MOVED: by Councillor D. Woitt that Council accept the 3206: Road Construction - Proposed 2019 Budget as information and that it be brought forward to the interim budget approval at the Council General December 18, 2018 meeting.

Resolution #PW20181211.1013
MOVED: by Councillor J. Bishop that Council adopt the proposed 5 Year (2019-2023) Construction Plan as presented.

Carried Unanimously

At the November 2018 Strategic Planning Session for 2019 Budget Deliberations, Council reviewed the County’s Core Values and the Public Works Business Plan for Paved Roads. Administration has developed the 2019 Budget preparation based on the discussion at the Strategic Planning Workshop and is now presenting the proposal for Council’s review, discussion and approval.

Each December, Administration presents Council with a recommendation for an interim budget to enable some spending in the new calendar year until the final budget is approved.

Pursuant to Section 242 of the Municipal Government Act, it states:
"(1) Each council must adopt an operating budget for each calendar year.
(2) A council may adopt an interim operating budget for part of a calendar year.
(3) An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted".

### Proposed 2019 Projects under 3207: Paved Roads

<table>
<thead>
<tr>
<th>Project #</th>
<th>Project Description</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>PW71025</td>
<td>Fog Coat &amp; Leveling ~ Old HWY 13A (North of Gwynne) ~ 3,030 M</td>
<td>$69,200</td>
</tr>
<tr>
<td>PW72052</td>
<td>ACP Repairs (in house) Springtree Park</td>
<td>$22,500</td>
</tr>
<tr>
<td>PW72053</td>
<td>Fog Coat ~ Hillside Estates (TWP 474 to RGE RD 241) ~ 800 M</td>
<td>$6,500</td>
</tr>
<tr>
<td>PW72054</td>
<td>Fog Coat ~ Grandview Heights (TWP 472- HWY 814) ~ 1,600 M</td>
<td>$11,700</td>
</tr>
<tr>
<td>PW73031</td>
<td>Fog Coat &amp; Leveling ~ TWP 461A from RGE RD 252 to 254.75 ~ 4,552M</td>
<td>$31,112</td>
</tr>
<tr>
<td>Project Number</td>
<td>Description</td>
<td>Budget Amount</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>PW74061</td>
<td>Spot Repairs (in house) Carry over from 2018</td>
<td>$42,000</td>
</tr>
<tr>
<td></td>
<td>(Bevetta)</td>
<td>from Reserves</td>
</tr>
<tr>
<td>PW74062</td>
<td>Spot Repairs (in house) Carry over from 2018</td>
<td>$33,000</td>
</tr>
<tr>
<td></td>
<td>(Pineridge Downs)</td>
<td>from Reserves</td>
</tr>
<tr>
<td>PW74064</td>
<td>Fog Coat &amp; Leveling - TWP 464 - RGE RD 242</td>
<td>$27,530</td>
</tr>
<tr>
<td></td>
<td>Nordic Place &amp; Fairview Heights</td>
<td></td>
</tr>
<tr>
<td></td>
<td>~ 5,520 M</td>
<td></td>
</tr>
<tr>
<td>PW74065</td>
<td>Fog Coat ~ Pineridge Downs (TWP 475 to RGE RD 243)</td>
<td>$13,576</td>
</tr>
<tr>
<td></td>
<td>~ 2,050 M</td>
<td></td>
</tr>
<tr>
<td>PW75062</td>
<td>Repairs to Mulhurst Estates</td>
<td>$444,882</td>
</tr>
<tr>
<td></td>
<td>Transfer to Reserves</td>
<td></td>
</tr>
<tr>
<td>PW75063</td>
<td>Level &amp; Chip - Wicked Witch TWP 463 west to HWY</td>
<td>$45,000</td>
</tr>
<tr>
<td></td>
<td>780 ~ 565 M</td>
<td></td>
</tr>
<tr>
<td>PW70001</td>
<td>Miscellaneous Oiling Projects ~ Various Locations</td>
<td>$103,000</td>
</tr>
<tr>
<td></td>
<td>in the County</td>
<td></td>
</tr>
</tbody>
</table>

This proposed 2019 budget represents total expenditures of $405,118 and a net transfer to reserves of $369,882. This nets a total tax support of $775,000, which is a 0% increase from the 2018 budget.

Administration recommended that Council accept the 3207: Paved Roads - Proposed 2019 Budget as information and that it be brought forward to the interim budget approval at the Council General December 18, 2018 meeting.

A discussion ensued on the County's responsibility to continue upgrading roads within subdivisions.

**Resolution #PW20181211.1014**

MOVED: by Councillor K. Rooyakkers that Council accept the 3207: Paved Roads - Proposed 2019 Budget as information and that it be brought forward to the interim budget approval at the Council General December 18, 2018 meeting.

Carried Unanimously

**3208: Gravelling - Proposed 2019 Budget**

(Problem #20181025005)

At the November 2018 Strategic Planning Sessions for 2019 Budget Deliberations, Council reviewed the County’s Core values and Business plan for 3206: Gravelling. Council provided direction to move away from Divisional budgeting and to develop a plan based on an overall County approach to address roads in greatest need of gravelling. The requirement to manage the gravelling program based on divisional allocation and available reserves - is no longer required.

Each December, Administration presents Council with a budget recommendation to enable spending in the new calendar year pending final budget approval. Administration has developed the proposed 2019 Gravelling Budget for Council review. Once the interim budget is approved, Administration will proceed with the Winter Gravelling Program.

Pursuant to Section 242 of the Municipal Government Act, it states:

"(1) Each Council must adopt an operating budget for each calendar year.

(2) A Council may adopt an interim operating budget for part of a calendar year.

(3) An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted".
Preparing the proposed graveling budget includes a detailed analysis of the roads by the Patrol Operators, Foremen and Management. Administration presents a detailed gravel program for 2019 showing each section of road proposed for gravel and associated costs for Council's review.

Council's past direction has been to balance the annual Gravel Budget to ensure consistency from year to year. The priority of the Gravelling budget is placed on gravel road maintenance and continuing with the standard of completing 1/3 of the gravelled road infrastructure on an annual basis.

The proposed Gravelling budget for 2019 is a total tax support of $2,468,697, which is status quo with the 2018 Gravel Budget. This total is comprised of $2,483,697 for gravel, loading and trucking; a transfer of $15,000 from Reserves, and an additional overhead cost of $142,754 for the following:

- Year End Inventory Survey
- Gravel checker
- Master Gravelling

Administration recommended that Council accept the 3208: Gravelling - Proposed 2019 Budget as information and that it be brought forward to the interim budget approval at the Council General December 18, 2018 meeting.

A discussion ensued on showing the unit price of the gravel stockpiles and where the gravel is hauled from.

**Resolution #PW20181211.1015**

MOVED: by Councillor J. Bishop that Council accept the 3208: Gravelling - Proposed 2019 Budget as information and that it be brought forward to the interim budget approval at the Council General December 18, 2018 meeting.

Carried Unanimously

**4200: Wastewater Services - Proposed 2019 Budget**

At the November 2018 Strategic Planning Sessions for 2019 Budget Council reviewed the County’s Core values and Business Plan for Wastewater services and projects. Each year Administration presents Council with recommendation for an interim budget to enable spending in the new calendar year until the final budget is approved.

Pursuant to Section 242 of the Municipal Government Act, it states: "(1) Each council must adopt an operating budget for each calendar year.
(2) A council may adopt an interim operating budget for part of a calendar year.
(3) An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted”.

Administration presented Council with recommendation for an interim budget to enable spending in the new calendar year until the final budget is approved.

Pursuant to Section 242 of the Municipal Government Act, it states:
(1) Each council must adopt an operating budget for each calendar year.
(2) A council may adopt an interim operating budget for part of a calendar year.
(3) An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted.
Certain items over and above regular operating expenditures require approval prior to final budget approval in order to fulfill Councils direction through the Strategic Planning process. A spreadsheet is attached for Council review.

<table>
<thead>
<tr>
<th>Project</th>
<th>Operations</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSUT0010</td>
<td>South Side Sewer - Lift Station #1</td>
<td>$34,940</td>
</tr>
<tr>
<td>SSUT0020</td>
<td>South Side Sewer - Lift Station #2</td>
<td>$27,090</td>
</tr>
<tr>
<td>SSUT0030</td>
<td>South Side Sewer - Admin</td>
<td>$125,000</td>
</tr>
<tr>
<td>SSUT0040</td>
<td>South Side Sewer - Lagoon</td>
<td>$17,016</td>
</tr>
<tr>
<td>SSUT0050</td>
<td>South Side Sewer - Truck Dump</td>
<td>$804</td>
</tr>
<tr>
<td>SSUT0060</td>
<td>South Side Sewer - Transmission Main</td>
<td>$25,704</td>
</tr>
</tbody>
</table>

**SOUTH SIDE SEWER TOTAL** $230,554

<table>
<thead>
<tr>
<th>Project</th>
<th>Operations</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTS01101</td>
<td>Sewer - Gwynne</td>
<td>$42,100</td>
</tr>
<tr>
<td>UTS05101</td>
<td>Sewer - Mulhurst Collection</td>
<td>$109,500</td>
</tr>
<tr>
<td>UTS05103</td>
<td>Sewer - Falun</td>
<td>$31,600</td>
</tr>
<tr>
<td>UTS05104</td>
<td>Mulhurst Lagoon (50% NEPL Cost Share)</td>
<td>$10,234</td>
</tr>
<tr>
<td>UTS05105</td>
<td>Mulhurst #1 Lift Station</td>
<td>$42,960</td>
</tr>
<tr>
<td>UTS05106</td>
<td>Mulhurst #2 Lift Station (50% NEPL Cost Share)</td>
<td>$33,580</td>
</tr>
<tr>
<td>UTS05108</td>
<td>Mulhurst Dumping Station (50% NEPL Cost Share)</td>
<td>$110,800</td>
</tr>
<tr>
<td>UTS05109</td>
<td>South Side Sewer - Maintenance</td>
<td>$6,730</td>
</tr>
<tr>
<td>UTS05150</td>
<td>Westerose Dumping Station</td>
<td>$61,380</td>
</tr>
<tr>
<td>UTS05501</td>
<td>Dorchester Development Inc. Sewer</td>
<td>$21,600</td>
</tr>
<tr>
<td>UTS06101</td>
<td>Sewer - Winfield</td>
<td>$202,000</td>
</tr>
<tr>
<td>UTS07101</td>
<td>Sewer - Alder Flats</td>
<td>$61,000</td>
</tr>
<tr>
<td>UTS09130</td>
<td>Sewer General System</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

**TOTAL SEWER OPERATIONS** $743,484

<table>
<thead>
<tr>
<th>Project</th>
<th>Operations</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTC07102</td>
<td>Alder Flats Sewer Collection</td>
<td>$1,104,220</td>
</tr>
</tbody>
</table>

**TOTAL SEWER CAPITAL** $1,104,220

**TOTAL SEWER BUDGET 2018** $1,847,704

The proposed 2019 Wastewater budget includes $1,847,704 in expenses offset by matching revenues of $1,847,704 for zero tax support. This matches the 2018 budget for total tax support.

Administration recommended that Council accept the proposed 2019 Wastewater Services Budget as information.

**Resolution #PW20181211.1016**

MOVED: by Councillor K. Adair that Council accept the proposed 2019 Wastewater Services Budget as information.

**Carried Unanimously**

As opportunities and challenges arise in the course of County operations, there comes a need to adjust and amend short and long term capital plans. Many of the influencing factors include operational needs of each County department, Council direction and policy, budget, gaining efficiencies and overall performance of the equipment. Fleet regularly evaluates the performance of the equipment with respect to how it serves the department Users as well as how best to manage new
equipment purchases, department transfer of assignments and the salvage of units once they have come to the end of their service life. The challenge with new additions to Fleet is that there is no build up of funds in the Capital Asset Reserve. The two options available to fund new additions is to fund from operations (i.e. tax support) or draw from the Capital Asset Reserve. Since 2006, the County has committed funds to develop the Capital Asset Reserve whereby a total tax support commitment of $950,000 was dedicated to new purchases and cash additions to the asset reserve. This has been very successful to where at the end of 2017, the reserve had a balance of $11,373,000. In 2018, the current capital recovery from the use of the Fleet equipment is approximately $1,951,470 versus the actual incurred net capital cost of $986,639. This means that the Capital Asset Reserve will grow and total approximately $12,337,739 at the end of 2018. This report will examine a list of proposed new equipment which is intended to address the needs of the User Department's as well as provide a description of why the unit is requested for operations. All are dependent on final budget approval.

**AG Service Board:**
The AG Service Department is proposing to add two additional weed inspectors to their crew and operations. To accommodate the personnel, Fleet is proposing the provision of two new light duty 4x4 trucks. These trucks are additional to Fleet but will not be purchased as brand new units. It is proposed that Fleet seek out and source two good used units for approximately $20,000 each. The purchase of these units is dependent upon approval of the two new weed inspectors in the ASB department.

**Public Works:**
- A new skid steer is proposed for the West End operations as their existing skid steer (L0416) will be assigned to Utilities. Utilities will use the skid steer to serve the nine transfer stations and maintain the sites with grading, waste relocation and general operations.
- A new contour packer is proposed as part of Fleet's plan to introduce a new contour packer every year until all eight County graders are supplied. This addition will bring the total to 4 and is typically coordinated with the replacement of motor graders. The contour packers have been effective in maintaining and compacting fresh bladed gravel on the roadway and will be implemented as part of normal gravelled road maintenance activities.
- West End operations is requesting two new attachments for a skid steer. A brush mower and box blade are attachments that will assist in small brushing jobs and in frost boil repairs.
- West End operations is requesting the addition of a new truck and trailer to address gravelling needs in subdivisions. The new 5th wheel truck and clam dump will allow for more efficient gravelling of the many subdivisions in Divisions 6 and 7. The subdivisions make it difficult for a truck and pup configuration to operate as overhead power lines make the spread of gravel uneven and hazardous to the public. A clam dump trailer will not have to deal with overhead powerlines and the spreads can be done quickly, evenly and efficiently. Currently, box dumps are often in large piles that have to be spread evenly by a motor grader, adding to the cost of the gravel spread. This does not necessitate an additional truck driver as current operators will choose the most suitable truck and trailer combination for the job.
- It is proposed to purchase a new rubber tired excavator. This unit will address many of the maintenance needs and issues throughout the County in regards to ditch and culvert maintenance. The County has thousands of culverts that are not performing to their fullest capacity due to damage and siltation. The new excavator can quickly mobilize and travel down the roadways and address these maintenance needs. Because the
unit can easily travel, it does not have to be loaded and unloaded on a truck and trailer, thereby saving on mobilization costs. The unit can also enter areas where a steel track excavator cannot (e.g. paved roads). Proposed work includes culvert maintenance, brushing, ditching, slope repair etc. No additional labour is required as existing personnel will be employed to operate the machine.

- The County has hundreds of intersections and thousands of signs. The majority of these signs are regulatory traffic control and their care and maintenance should be a high priority given their importance towards public safety. Currently, the County does not do a great job at installing and maintaining it's signs. Issues such as poor installation, location, elevation, condition and effectiveness are very prevalent. Much of the work to improve road signing efforts includes education of the county work force, establishing standards for location, elevation and materials, and implementing procedures to steadily improve the quality of the program. This can be considered a service upgrade but with the proper equipment and training, it is expected that one person can handle the workload for the County overall. To assist the signing program, it is proposed to purchase a new Sign Truck that will be outfitted with a crane and winch. The crane will be outfitted with an auger which will help the operator to quickly drill a hole for a 4x6 treated wooden post (currently, all post holes are dug by hand). The truck will be outfitted with a tool box and deck to carry materials, hand tools, brushing and grass removal equipment, hardware and sign storage. Currently, the County employs many various employees to undertake sign maintenance and installation and is somewhat inefficient and disjointed. It is proposed to assign one of the existing seasonal staff members to undertake the work assignment. The Sign Truck operator will also be assigned to assist Utilities in the repair and maintenance of their many water and wastewater pumps which have to be hoisted out of wet wells or out of a water treatment plant.

Emergency Services:

- Emergency Services is requesting a new addition to their fleet. It is a command support vehicle for Emergency Response and will be funded from the Millet Fire Capital Reserve.

**PROPOSED NEW ADDITIONS TO FLEET - 2019**

<table>
<thead>
<tr>
<th>UNIT NUMBER</th>
<th>DESCRIPTION</th>
<th>DEPT.</th>
<th>COST</th>
<th>SALVAGE VALUE</th>
<th>From Capital Asset Reserve</th>
<th>NET COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW</td>
<td>2 ~ Used Light Duty 4x4 Trucks ($20,000 each)</td>
<td>ASB</td>
<td>$40,000</td>
<td>-$40,000</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>NEW</td>
<td>Skid Steer</td>
<td>WIN</td>
<td>$145,000</td>
<td>-$145,000</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>NEW</td>
<td>Contour tow behind packer</td>
<td>PW</td>
<td>$30,000</td>
<td>-$30,000</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>NEW</td>
<td>Brush mower (small brushing jobs) for skid steer</td>
<td>WIN</td>
<td>$7,700</td>
<td>-$7,700</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>NEW</td>
<td>Box blade (for frost boils) 84&quot; for skid steer</td>
<td>WIN</td>
<td>$3,200</td>
<td>-$3,200</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>NEW</td>
<td>23,000 lb - Padfoot packer</td>
<td>WIN</td>
<td>$200,000</td>
<td>-$200,000</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
NEW  Tridem Clam Dump (west end)  WIN  $80,000  -$80,000  $0
NEW  5th Wheel Truck (West End)  WIN  $175,000  -$175,000  $0
NEW  15 Ton Rubber Tired Excavator  PW  $300,000  -$300,000  $0
NEW  19,000 lb 4x4 Sign Truck  PW  $250,000  -$250,000  $0
NEW  Command Support Vehicle for Millet Fire Dept (Funds From Millet Fire Capital Reserves Acct)  FIRE  $65,000  -$65,000  $0

SUBTOTAL:  Vehicles, Machinery and Equipment  $1,295,900  $0  -$1,295,900  $0

To Capital Asset Reserves  - -
Total Contribution to Capital  $1,295,900

FINANCIAL DISCUSSION:
As discussed above, the Capital Asset Reserve is expected to grow to $12,337,739 at the end of 2018. The options to purchase new additions to Fleet is either by tax support or via the Capital Asset Reserve. A few of the possibilities include:

1. Fund completely through the Capital Asset Reserve. This will draw down the reserve by $1,295,900 with an approximate remaining balance of $10,611,600; or
2. Fund partially with tax support and Capital Asset Reserve.
   1. Tax Support of $347,169 (Note: when added to the 2019 Fleet Capital Plan, the tax support would total $650,000 ($302,831+$347,169));
   2. Capital Asset Reserve of $947,831 for a total of $1,295,900; or
3. A percentage allocation of Option 2 when considering the overall tax support in 2019; or
4. Scrap the Plan altogether.

Administration recommended that Council approve a Capital Plan in which new additions to Fleet are funded through a combination of tax support and a draw from the Capital Asset Reserve (Options 2 or 3).

Administration recommended that Council accept the 3201: PW Admin - Proposed 2019 Capital Fleet Plan - New Equipment to Plan as information and that it be brought forward to the interim budget approval at the Council General December 18, 2018 meeting.


A discussion ensued on the possibility of outfitting all County motor graders with contour packers in 2019. Administration will present additional information to Council at the December 18, 2018 General meeting.
Resolution #PW20181211.1017
MOVED: by Councillor J. Bishop that Council accept the 3201: PW Admin - Proposed 2019 Capital Fleet Plan - New Equipment to Plan as information and that it be brought forward to the interim budget approval at the Council General December 18, 2018 meeting.

Carried Unanimously

Adjourn

Resolution #PW20181211.1018
MOVED: by Councillor K. Rooyakkers that the meeting adjourn at 11:45 a.m.

Carried Unanimously

__________________________________________________
REEVE

__________________________________________________
CHIEF ADMINISTRATIVE OFFICER

MINUTES APPROVED:
Ref: Resolution #
Public Works Report
December 2018

Meeting Date (Report Reference Only): 2019/01/29
Meeting (Report Reference Only): Council Public Works

Background

The 2019 Interim Municipal Capital and Operating Budget was reviewed and approved by Council at the December 18, 2018 budget meeting. (Ref. Resolution #CG20181218.1028)

Business Plan for Business Unit 3201 PW Administration action states “Effectively manage the finances and resources of Public Works Administration”, therefore Neil Powell, Director of Public Works presented the Public Works Report for the month of December 2018 as follows:

DIRECTORS REPORT

December included snow plowing activities by the Patrol operators and sanding and plowing with the sand trucks. There were intermittent days of warmer temperatures that caused slick and icy conditions. It takes the County approximately 3 days to cover all of areas after a winter snow storm.

- Many residents complained that the snow was not removed within one day. It was explained to them that it does take time to get to all of the areas with the primary roads being cleared before the subdivisions and dead end roadways are cleared.
- A few residents called to complain about the cancellation of the County’s driveway plowing service program which was ended for the winter of 2018/19 and beyond.

A good part of December was dedicated to the 2019 Budget and capital plans. This includes initial project start-up meetings with staff and with our Engineers. Many of the projects include:

- Hamlet Infrastructure Plan
- Pavement Management System
- Bridge Replacements and Maintenance
- Road Upgrades

The 2018 Road Construction Project(s) are now in winter shutdown. The remaining work will carry over to 2019 for completion. Notably, work on the Battle Lake Trail and TR 480 are shut down for the season. A "winter shutdown" traffic accommodation plan will be implemented to deal with traffic on these two projects over the winter months.
Phase 2 of the South Regional Pigeon Lake Wastewater System is primarily complete. The supply of power is now in place and full commissioning of the station will be completed by the end of January 2019. It is expected that wastewater from the Summer Villages of Grandview and Poplar Bay will be flowing mid-summer of 2019. Until then, Lift Station 3 will be on standby.

Work is proceeding on the sewage collection forcemain in the subdivisions of Village Creek Estates and Crystal Keys. The work was primarily complete December 2018 with site servicing and site cleanup scheduled for spring/summer of 2019. There were few complaints with this contractor and work.

- Prepared and submitted a Request for Quotation (RFQ) from local suppliers for the supply of 88 sewage grinder pump packages. The RFQ deadline is January 17, 2019 and delivery was stipulated for March 15, 2019. Once received, the County will coordinate the delivery and installation of the grinder pumps to the residents of Village Creek Estates and Crystal Springs.
- Under the Local Improvement Plan (LIP), the cost of the pumps will be added to the overall project (capital) costs which form the Local Improvement Tax.

Public Works – Fleet Capital
The following list of equipment was approved by Council through the interim budget and purchased through Executive Limitations Policy 1905:

- Monroe Front Plow for T3612 ~ Commercial Trucks $13,120, plus GST
- Five (5) Contour Packers ~ Tom Cat Sales $27,385 for each unit, plus GST
- Soil Conditioner ~ Big Foot Enterprises $12,680, plus GST
- Brush Mower ~ Big Foot Enterprises $7,700, plus GST
- Box Blades ~ Big Foot Enterprises $3,150, plus GST.

SHOP FOREMAN REPORT

<table>
<thead>
<tr>
<th>Unit Model</th>
<th>Make/Model</th>
<th>Work Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>MG1416</td>
<td>Caterpillar 160M Grader</td>
<td>Replace fuel pump.</td>
</tr>
</tbody>
</table>

Commercial Vehicle Inspections:
- TR3915 – 2015 Centerline Tridem Clam
- T1102 – 2002 GMC TC7H042

UTILITIES FOREMAN REPORT
-Dart Electric installed a new starter for the fire pump at the Winfield Water Treatment Plant.
- WSP was on site to assess the Winfield Lagoon Liner and is working on a plan for a repair. They believe gas is building up below the liner causing the liner to lift which reduces the capacity of the lagoon cell.

- Sit down meeting with Kyle Dorchester to discuss the Water Treatment Plant. A scale was purchased to more accurately measure chlorine dosage. Other topics discussed were:
  - The need for an alarm system to monitor critical parameters (Free Chlorine residual, Distribution System Pressure, Intrusion)
  - Engineer Approved drawings for Water Treatment Plant (including engineer approved design changes)
  - Exterior lighting
  - Back up heater (electric)
  - Back up Generator
  - Improved communication with County Utilities Department
  - Improved housekeeping of the contractors that enter the Water Treatment Plant
  - Generate a list of seasonal residents – sign in / sign out sheet for winter so we can keep track of which residents will be around for winter. This way residents that leave can have their water shut off to prevent a freeze up and line break.

- Hach was on site to perform the annual calibration of the Pocket Colorimeters

- Contravention Reference # 347400 Dorchester – “Over Dosing of Chlorine” – due to improper measuring techniques (Gauge Board and stick) the operators had calculated a false high chlorine dosage (16mg/L – maximum is 12.36mg/L). A scale was purchased to prevent this happening in the future.

- Contravention Reference #347464 Lake View Subdivision (Mulhurst) – “THM Sampling not congruent with Production well” Operators would rotate the production well and stand by well month on month off. This resulted in different wells being run when THM sampling was performed, skewing results. Operators will be using only the production well unless an emergency.

- Contravention Reference # 347470 Lakeview Subdivision (Mulhurst) – “Improper Use of Stand-by well” – previously, the operators would rotate the wells month on, month off. This is an incorrect procedure as one well is rated as a production well and the other is rated as stand by. Operators will be using only the production well unless there is an emergency.

- Contravention Reference #347471 Village Lane Condos – “Improper Use of Stand-by well” – previously, the operators would rotate the wells month on, month off. This is an incorrect procedure as one well is rated as a production well and the other is rated as stand by. Operators will be using only the production well unless there is an emergency.
-Contravention Reference # 347646 Winfield – “Water Outage” – UPS (uninterruptable power source) failed, which took the plant PLC offline. Residents ran out of water at 11:30pm December 15 2018. Operators restored service by running plant in manual. The UPS has been replaced and the plant PLC is working again.

-Contravention Reference # 347752 Winfield – “Data Logger Failure – Missed Sampling” The Chlorine Analyzer Data Logger stopped working in July 2017. This was not reported correctly and resulted in the plant being in contravention of Code of Practice for Waterworks Systems Using High Quality Ground Water Table 5-2 “Chlorine Residual” (c) Continuous Monitoring Requirements. If continuous monitoring requirements could not be met the operators should have followed grab sampling requirement. Operators are now taking Daily water distribution system samples to satisfy requirements.

-Contravention Reference # 347812 Dorchester – “Water Line Break, Reservoir CT not met” A resident who left for winter - left their water on. The line froze and broke resulting in a line leak. This leak drained the reservoir and the daily requirement for CT was not met as water left the reservoir faster than we could guarantee disinfection.

-An application for a License to Divert Water for Winfield Water Treatment Plant for “Well #5” was never submitted when the well was drilled in 2017. An application has been sent in (Dec 28, 2018) to add this well to the current License to Divert.

-Utilities Department has been receiving odor complaints at the intersection of Range Road 10 and West Acreage Road. The County is working with MPE to look at some odor control units for the manhole at that corner.

-Utilities Department has updated the Water Monitoring Reporting for the Sunset Harbour and Village Lane Condos Water Treatment plant. We are currently working on updating Mulhurst WTP, Gwynne Pump House, and Winfield WTP.
ROAD FOREMAN REPORTS

Division 1-5
-Fall/Winter Gravelling
  Division 1: 97% complete
  Division 2: 100% complete
  Division 3: 32% complete
  Division 4: 68% complete
  Division 5: not started
  Division 6: not started
  Division 7: not started

Brushing completed at the following locations:
- RGE RD 273 South of TWP RD 454
- TWP RD 454 from RGE RD 262 - ½ mile to west and some of the corner to improve sight lines
- TWP RD 472 and RGE RD 252
- TWP RD 472 and RGE RD 254
- TWP RD 454 and RGE RD 264
- RGE RD 254 just north of TWP RD 470
- 60th Avenue west of 50th Street (RGE RD 10) in Mulhurst
- Corner of RGE RD 264 and TWP RD 473
- Brushing Started:
  - RGE RD 255 North of HWY 13
  - RGE RD 241 East of RGE RD 23-Signed and Barricaded Bridge File 8191; rating the bridge to 10 tonne;
    (RGE RD 262 North of TWP RD 452)

-Tires from Lakedell 4-H Tire Round-up taken for recycling
-Continued efforts on numerous occasions throughout the month to address freezing rain on both gravel and paved surfaces.
-Crews continuing to address work orders, brushing, sign maintenance, plowing/sanding and road side cleanup.

Division 6-7
-Snowplow and sand
-Scratch hills and intersections
-Brushing RGE RD 20, South of HWY 771
-Spot brushing various locations
-Demolish, haul away and burn the building from Battle Lake campground
-Inventory
RIGHT OF ENTRY AGREEMENTS
The following Right of Entry Agreements were signed in the month of December 2018:

- Steven Schmidt - to allow the County crew to brush fence line and pile wood and debris at NE 20-45-26 W4M.

- Wayne Westendorf - to allow the County crew to brush fence line and pile wood and debris at NE 5-47-25 W4M.

- Quentin & Bart Bolstad - to allow the County crew to brush fence line and pile wood and debris at SE 12-44-23 W4M.

- Rosebriar Farms Ltd. – to allow the County crew to brush fence line and pile wood and debris at the following locations:
  - NE/NW 1-44-23 W4M
  - NW 6-44-22 W4M

- V & S Pohl Holdings Ltd. - to allow the County crew to brush fence line and pile wood and debris at the following locations:
  - NW 17-46-24 W4M
  - SW 17-46-25 W4M.

- Gerard and Jose Bles (Bles Seed Potatoes Ltd.) - to allow the County and Contractors to enter onto the lands for the purpose of completing gravel source testing, including testing by drill or excavator at SE 17-47-24 W4M.

- John Crandall Sr. - to allow the County crew to brush fence line and pile wood and debris at SE 19-46-25 W4M.

SOLID WASTE REPORT

November Haul Totals

<table>
<thead>
<tr>
<th>User</th>
<th>Weight (Kgs)</th>
<th>Loads Weight (Kgs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bearhills</td>
<td>205</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13,640</td>
</tr>
<tr>
<td>Hilgartner</td>
<td>156</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6,610</td>
</tr>
<tr>
<td>Lakedell</td>
<td>692</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td></td>
<td>56,942</td>
</tr>
<tr>
<td>Millet</td>
<td>895</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>44,473</td>
</tr>
<tr>
<td>Peace Hills</td>
<td>233</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3,870</td>
</tr>
<tr>
<td>Winfield</td>
<td>287</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16,669</td>
</tr>
<tr>
<td>Buck lake</td>
<td>663</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>44,823</td>
</tr>
<tr>
<td>Gwynne</td>
<td>286</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18,670</td>
</tr>
<tr>
<td>Mulhurst</td>
<td>431</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>28,153</td>
</tr>
<tr>
<td>Recycling/Ag. Plastics</td>
<td>3</td>
<td>4,990</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---</td>
<td>------</td>
</tr>
<tr>
<td>Totals</td>
<td>63</td>
<td>239,110</td>
</tr>
<tr>
<td>Mattresses</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>
# ROAD USE AGREEMENTS

## December 2018

<table>
<thead>
<tr>
<th>Category</th>
<th>Initiated</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wellsite &amp; Access</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Pipeline Crossing</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Seismic</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Farming</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Contaminated Haul</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Log Haul</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hauler</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Temporary Water</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Sewage</td>
<td>0</td>
<td>11</td>
</tr>
<tr>
<td>Integrity Dig</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Concrete</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Road Maintenance</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Water Well</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Gravel Pit</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Special</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>24</strong></td>
<td><strong>34</strong></td>
</tr>
</tbody>
</table>

## 2018 SUMMARY OF ROAD USE AGREEMENTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Initiated</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wellsite &amp; Access</td>
<td>195</td>
<td>161</td>
</tr>
<tr>
<td>Pipeline Crossing</td>
<td>69</td>
<td>67</td>
</tr>
<tr>
<td>Seismic</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Farming</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Contaminated Haul</td>
<td>18</td>
<td>16</td>
</tr>
<tr>
<td>Log Haul</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>Hauler</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Temporary Water</td>
<td>22</td>
<td>19</td>
</tr>
<tr>
<td>Sewage</td>
<td>53</td>
<td>39</td>
</tr>
<tr>
<td>Integrity Dig</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Concrete</td>
<td>10</td>
<td>9</td>
</tr>
<tr>
<td>Road Maintenance</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Water Well</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td>Powerline</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Gravel Pit</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Special</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>438</strong></td>
<td><strong>377</strong></td>
</tr>
</tbody>
</table>
There were 547 permits issued by Roadata regarding use of County of Wetaskiwin roads within the month of November and 474 permits issued by Roadata in the month of December.

There were 356 TRAVIS-MJ permits issued in November 2018 for a total of $5,162.00 and 357 TRAVIS-MJ permits issued in December 2018 for a total of $5,176.50.

GP ROAD INSPECTIONS
There were 1 pre, 4 post inspections reported by Chris Patten for the month of December. Ms. Patten also completed 7 approach inspections for new approaches installed by Alberta Products Pipeline Ltd. (TransNorthern Pipelines) - Special Pipeline Project.

Recommendations
Administration recommends that Council approve the Public Works Report for December 2018 as presented.

Recommended Resolution
MOVED: by Councillor ** to approve the Public Works Report for December 2018 as presented.
Public Works - Service Request Management Report
December 2018

Meeting Date (Report Reference Only): 2019/01/29
Meeting (Report Reference Only): Council Public Works

Background

The 2019 Interim Municipal Capital and Operating Budget was reviewed and approved by Council at the December 18, 2018 budget meeting. (Ref. Resolution #CG20181218.1028)

The Business Plan for Business Unit 3205 PW Maintenance action 1.3.1.1 states “Effectively manage the finances and resources of Public Works Administration”, therefore Neil Powell, Director of Public Works presented the Public Works Service Request Management report for the month of December 2018 as follows:

Public Works Service Request

Division One:

SRM 1663 - Assigned
- Requested by Councillor B. Krahn on behalf of Dennis Buskas that the culvert on RGE RD 230 near TWP 442 should be investigated as there is a substantial amount of water backing up.
- PW COMMENT: In August 2018, the County will investigate the issue and report back as per the SRM. Our investigation will look at the existing culvert(s) at the Buskas property and of those road crossings located upstream and downstream. The area has been surveyed and reviewed by staff. A report on the investigation will be developed in early 2019.

SRM 1712 - Assigned
- Requested by Councillor B. Krahn
- Please review the size of culverts on TWP 450 between NE-35-44-23 W4M (Kokas) and SE-2-45-3 W4M (Kakoschke).PW
- PW COMMENT: This has been investigated and will be addressed in 2019.

Division Two:
No SRM's to Report
Division Three:
No SRM's to Report

Division Four:
SRM 1854 - Pending
- Requested by Councillor J. Bishop to install an opposing yield sign at the intersection of TWP RD 472 and RGE RD 263.
- Administration has been requested to investigate and provide comment.
- PW COMMENT: This site is under investigation and a recommendation will be forthcoming.

SRM 1855 - Pending
- Requested by Councillor J. Bishop to investigate the need for a stop sign at the intersection of TWP RD 474 and RGE RD 263.
- There is currently a Dead End/No Exit sign posted and a Curve Ahead sign posted just south of the speed curve.
- PW COMMENT: Traffic Control Device Bylaw does not indicate that a stop sign was posted there previously. This site is under investigation and a recommendation will be forthcoming.

Division Five:
SRM 1876 - Pending
- Requested by Councillor K. Adair, who was contacted by Cliff Stone.
- Mr. Stone would like to bring to attention the terrible condition of RGE RD 281 and claims the road is almost impassable and has been that way for some time.
- Mr. Stone would also like to know the status of the fence line clearing NW 24 45 28 W4M as well as the status of the culvert lowering or leveling at NE 23 45 28 W4M.
- PW COMMENT: The Road Foreman reports that RGE RD 281 is fine; the culvert does not need to be lowered as the infrastructure is not compromised. With regard to the brushing, there is a small pile of ash and wire that has been cleaned up.

Division Six:
No SRM's to Report

Division Seven:
No SRM's to Report

**Recommendations**

Administration recommends that Council approve the Service Request Management Report for December 2018 as presented.

**Recommended Resolution**
MOVED: by Councillor ** to approve the Service Request Management Report for December 2018 as presented.
<table>
<thead>
<tr>
<th>RequestId</th>
<th>Status</th>
<th>Request</th>
<th>Location</th>
<th>AssignedToName</th>
<th>DateResolved</th>
<th>DateReported</th>
</tr>
</thead>
<tbody>
<tr>
<td>1663</td>
<td>Assigned</td>
<td>A call came in from Councillor B. Krahn informing that Dennis Buskas thinks a new culvert may be needed on RGE RD 230 near TWP 442. There is a substantial amount of water backing up.</td>
<td>RGE RD 230 and TWP 442 - Dennis Buskas</td>
<td>Powell, Neil</td>
<td>04/24/18 1:30PM</td>
<td></td>
</tr>
<tr>
<td>1712</td>
<td>Open</td>
<td>Requested by Councillor B.Krahn that the size of culverts on TWP 450 between NE-35-44-23W4 (Kokas) and SE-2-45-3W4 (Kakoschke) be reviewed.</td>
<td>Review Culvert sizes on TWP RD 250 between NE-35-44-23W4 (Kokas) and SE-2-45-3W4 (Kakoschke).</td>
<td>Perrin, Tim</td>
<td>05/14/18 3:30PM</td>
<td></td>
</tr>
<tr>
<td>1854</td>
<td>Open</td>
<td>Request from Councillor J. Bishop for an opposing yield sign at the intersection of TWP RD 472 and RGE RD 263. Please investigate and provide comment regarding the need for an additional yield sign at this intersection.</td>
<td>TWP RD 472 and RGE RD 263</td>
<td>Perrin, Tim</td>
<td>10/17/18 1:30PM</td>
<td></td>
</tr>
<tr>
<td>1855</td>
<td>Open</td>
<td>Councillor J. Bishop has informed that a stop sign may be required at the intersection of TWP RD 474 and RGE RD 263. Review of webmap shows two signs: No Exit (or Dead End) Curve Ahead sign (south of the intersection) Traffic Control Device Bylaw does not authorize a stop sign at this intersection. Please investigate the need for signage at this intersection.</td>
<td>TWP RD 474 and RGE RD 263</td>
<td>Perrin, Tim</td>
<td>10/17/18 1:30PM</td>
<td></td>
</tr>
<tr>
<td>1876</td>
<td>Assigned</td>
<td>Councillor K. Adair was contacted by Cliff Stone who would like to bring to attention the terrible condition of RGE RD 281. This road is almost impassable and has been that way for some time - before the end of August. Mr. Stone would also like to know the status of the fence line clearing NW 24 45 28 W4M, as well as the status of the culvert at lowering or leveling NE 23 45 28 W4M.</td>
<td>RGE RD 281 - NE/NW 23 45 28 W4M - Cliff Stone.</td>
<td>Powell, Neil</td>
<td>11/23/18 8:45AM</td>
<td></td>
</tr>
</tbody>
</table>
Request for Refund of Garbage Pick-up Fee

Meeting Date (Report Reference Only): 2019/01/29

Meeting (Report Reference Only): Council Public Works

Background

On November 7, 2018 the Utilities Department was contacted by Kathy Goble regarding her properties at Mulhurst Bay. Currently they own 2 properties which are being charged garbage collection fees; however one of the lots is vacant (Utility Account 273356.01). Mrs. Goble requested that the fees no longer be levied against the vacant lot; and further requested refund of fees paid since inception of charges in January 2009.

Section 3 Collection, subsection 3.a of the Waste Management By-law 2008/73 states:

*Mandatory fees will be charged to every lot eligible to receive the service; with the exception of vacant property. Vacant properties shall be defined as a property with no improvements or structure capable of occupancy (i.e. holiday trailers shall be considered as an improvement). Accounts receivable invoices will be sent out every second month according to the utility billing schedule.*

It is the responsibility of the landowner to report any changes in the use of their land. There is no correspondence on file prior to this request.

Since the recent changes to the waste management by-law, there have been 37 service disconnects for garbage pickup County wide.

Alternatives

Administration provides the following options for Council consideration:

1. Deny request for refund;

2. Refund requested in the amount of $1,180.00

3. Provide partial refund of Council's consideration.
Recommendations

That Council deny the request from Kathy Goble (Utility Account 273356.01) to be refunded $1,180.00 for garbage fees dating back to January 2009.

Recommended Resolution

That Council deny the request from Kathy Goble (Utility Account 273356.01) to be refunded $1,180.00 for garbage fees dating back to January 2009.
December 31, 2018

Notice to County Residents

RE:  WASTE MANAGEMENT BY-LAW
     GARBAGE PICK UP SERVICES

Due to recent changes to the Waste Management By-law, please be advised that unauthorized travel trailers and recreational vehicles on lots within the County will no longer be charged garbage pick-up fees of $10.00 per month. As such, this service will no longer be provided.

If the travel trailer or recreational vehicle is approved by development permit, or if there is a dwelling on the property, garbage pick-up service and fees associated become mandatory.

Please review your current bill and advise of any discrepancies. Should you have any questions or require clarification please contact Barb Wolter at 780-352-3321 ext. 2287 or by email bwolter@county.wetaskiwin.ab.ca.

Yours truly,

Rod Hawken
County Administrator

:bew
December 31, 2018

Notice to County Residents

**RE: WASTE MANAGEMENT BY-LAW GARBAGE PICK UP SERVICES**

Due to recent changes to the Waste Management By-law, please be advised that unauthorized travel trailers and recreational vehicles on lots within the County will no longer be charged garbage pick-up fees of $10.00 per month. As such, this service will no longer be provided. If the travel trailer or recreational vehicle is approved by development permit, or if there is a dwelling on the property, garbage pick-up service and fees associated become mandatory.

As a landowner, you will be responsible for any bills incurred to October 31, 2018; however you will no longer be receiving (every second month) billing for garbage pick-up services. Please note that as a landowner you will continue to be able to access the transfer stations.

If there is a credit on your account a refund will be forwarded to you shortly.

Please let us know if you believe you received this letter in error. Should you have any questions or require clarification please contact Barb Wolter at 780-352-3321 ext. 2287 or by email bwolter@county.wetaskiwin.ab.ca.

Yours truly,

Rod Hawken
County Administrator

:bew
Hi Barb,

Further to our conversation this morning, I am requesting a refund on the payment of garbage pick up fees for 1402 Highland Road, Account number 273356.01.

We have paid fees of $120 a year since January 2009. Therefore I am requesting a refund of $1180.

Thank you.
Kathy Goble
(780) 435-1778
2018 Fall Gravel Program Reserve Transfer Amendment - Report

Meeting Date (Report Reference Only): 2019/01/29
Meeting (Report Reference Only): Council General

Background

The County currently performs the majority of its Graveling program in the winter months of January and February. At the September 11, 2018 Public Works Council meeting, via Resolution No.PW20180911.1011, Council approved Administration to commence the Fall Graveling program for Divisions 1 through 4 which is work scheduled for 2019, and authorize the transfer of $600,000 from Operating Reserves in 2018. The equivalent amounts would then be returned to reserves as an operating expense in the 2019 budget.

At the December 11th, 2018 Council Public Works Meeting, Council approved to reduce gravel reserves by $585,549.64 to cover the costs of the Fall Gravel Program in 2018 as per Resolution No.PW20181211.1008, that were presented to Council. Due to administrative oversight, the total cost of the 2018 Fall Gravelling Program reported to Council did not include all of the costs of the Program. The amended costs of the 2018 Fall Gravelling program total $637,874.33.

2018 Fall Gravel

Summary of Adjusted Costs

<table>
<thead>
<tr>
<th>Division</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division 1</td>
<td>$229,146.85</td>
</tr>
<tr>
<td>Division 2</td>
<td>$188,285.90</td>
</tr>
<tr>
<td>Division 3</td>
<td>$111,555.96</td>
</tr>
<tr>
<td>Division 4</td>
<td>$108,885.62</td>
</tr>
<tr>
<td>Total Costs</td>
<td>$637,874.33</td>
</tr>
</tbody>
</table>

There is currently $628,827.96 in reserves to cover the total cost of the Fall Gravel Program, which would not sufficiently fund the 2018 Fall Gravel Program. A reduction of Gravel
Contingency in the amount of $9,046.37 would be needed in addition to the reserve transfer. The Gravel Contingency as at December 31, 2018 was $301,291.33.

Recommendations

Administration recommends that Council approve to reduce gravel reserves by $628,827.96, as amended, and to use $9,046.37 of Gravel Contingency to cover the cost of the Fall Gravel Program in 2018.

Recommended Resolution

that Council approve to reduce gravel reserves by $628,827.96 and reduce Gravel Contingency by $9,046.37, as amended, to cover the cost of the Fall Gravel Program in 2018.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Entity</th>
<th>Control</th>
<th>Service</th>
<th>#Trans</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEN 131 EMPLOYEE BENEFITS</td>
<td>PWB1445</td>
<td>0.000</td>
<td>0.000</td>
<td>6</td>
<td>19.35</td>
</tr>
<tr>
<td></td>
<td>PWB1446</td>
<td>0.000</td>
<td>0.000</td>
<td>6</td>
<td>27.63</td>
</tr>
<tr>
<td></td>
<td>PWB1447</td>
<td>0.000</td>
<td>0.000</td>
<td>7</td>
<td>116.22</td>
</tr>
<tr>
<td></td>
<td>PWB1448</td>
<td>0.000</td>
<td>0.000</td>
<td>7</td>
<td>43.05</td>
</tr>
<tr>
<td></td>
<td>PWB1450</td>
<td>0.000</td>
<td>0.000</td>
<td>6</td>
<td>19.35</td>
</tr>
<tr>
<td></td>
<td>PWB1451</td>
<td>0.000</td>
<td>0.000</td>
<td>6</td>
<td>5.52</td>
</tr>
<tr>
<td></td>
<td>PWB1452</td>
<td>0.000</td>
<td>0.000</td>
<td>6</td>
<td>27.63</td>
</tr>
<tr>
<td></td>
<td>PWB1453</td>
<td>0.000</td>
<td>0.000</td>
<td>6</td>
<td>5.52</td>
</tr>
<tr>
<td></td>
<td>PWB1454</td>
<td>0.000</td>
<td>0.000</td>
<td>6</td>
<td>16.59</td>
</tr>
<tr>
<td></td>
<td>PWB1455</td>
<td>0.000</td>
<td>0.000</td>
<td>6</td>
<td>22.10</td>
</tr>
<tr>
<td></td>
<td>PWB1456</td>
<td>0.000</td>
<td>0.000</td>
<td>6</td>
<td>81.81</td>
</tr>
<tr>
<td></td>
<td>PWB1457</td>
<td>0.000</td>
<td>0.000</td>
<td>6</td>
<td>13.84</td>
</tr>
<tr>
<td>** Totals for Activity 131 EMPLOYEE BENEFITS**</td>
<td></td>
<td>0.000</td>
<td>0.000</td>
<td>76</td>
<td>399.61</td>
</tr>
</tbody>
</table>

| EQMT 268 C10 EQUIPMENT COSTS (FY) | PWB1445 | 0.000  | 0.000  | 1     | 357.00 |
|                                    | PWB1446 | 0.000  | 0.000  | 1     | 510.00 |
|                                    | PWB1447 | 0.000  | 0.000  | 4     | 1,698.00 |
|                                    | PWB1448 | 0.000  | 0.000  | 2     | 714.00 |
|                                    | PWB1449 | 0.000  | 0.000  | 1     | 153.00 |
|                                    | PWB1450 | 0.000  | 0.000  | 1     | 307.00 |
|                                    | PWB1451 | 0.000  | 0.000  | 1     | 102.00 |
|                                    | PWB1452 | 0.000  | 0.000  | 1     | 510.00 |
|                                    | PWB1453 | 0.000  | 0.000  | 1     | 306.00 |
|                                    | PWB1454 | 0.000  | 0.000  | 1     | 408.00 |
|                                    | PWB1455 | 0.000  | 0.000  | 4     | 999.00 |
|                                    | PWB1456 | 0.000  | 0.000  | 1     | 510.00 |
| ** Totals for Activity 268 C10 EQUIPMENT CD** | | 91.500  | 0.000  | 20    | 6,930.00 |

| SAL 111 SALARIES & BENEFITS | PWB1445 | 0.000  | 0.000  | 3     | 135.93 |
|                            | PWB1446 | 0.000  | 0.000  | 3     | 194.19 |
|                            | PWB1447 | 0.000  | 0.000  | 4     | 561.32 |
|                            | PWB1448 | 0.000  | 0.000  | 3     | 226.31 |
|                            | PWB1449 | 0.000  | 0.000  | 1     | 77.33 |
|                            | PWB1450 | 0.000  | 0.000  | 3     | 135.93 |
|                            | PWB1451 | 0.000  | 0.000  | 3     | 38.84 |
|                            | PWB1452 | 0.000  | 0.000  | 3     | 194.19 |
|                            | PWB1453 | 0.000  | 0.000  | 4     | 141.95 |
|                            | PWB1454 | 0.000  | 0.000  | 3     | 116.52 |
|                            | PWB1455 | 0.000  | 0.000  | 3     | 155.35 |
|                            | PWB1456 | 0.000  | 0.000  | 3     | 320.28 |
|                            | PWB1457 | 0.000  | 0.000  | 4     | 226.02 |
| ** Totals for Activity 111 SALARIES & BENEFITS** | | 64.000  | 0.000  | 42    | 2,566.16 |

| TONN 534 GRAVEL MATER AL | PWB1439 | 1,353.6200 | 0.000 | 37 | 15,724.75 |
|                         | PWB1440 | 347.8600  | 0.000 | 10 | 4,041.02 |
|                         | PWB1441 | 695.8400  | 0.000 | 20 | 8,083.43 |
|                         | PWB1442 | 1,072.0200 | 0.000 | 30 | 12,453.45 |
|                         | PWB1443 | 386.1200 | 0.000 | 39 | 16,102.29 |
|                         | PWB1444 | 880.0800 | 0.000 | 25 | 10,233.72 |
|                         | PWB1445 | 881.6800 | 0.000 | 27 | 10,242.30 |
|                         | PWB1446 | 1,172.5400 | 0.000 | 36 | 13,621.18 |
|                         | PWB1447 | 403.7000 | 0.000 | 11 | 4,689.69 |
|                         | PWB1448 | 142.2600 | 0.000 | 5  | 1,652.60 |
|                         | PWB1449 | 622.8800 | 0.000 | 18 | 7,235.87 |
### Summary by Activity/Entity Report

**Project Costing System**

**2018/10/01 - 2018/12/31**

#### Activity: TRUK 265 INDEPENDENT TRUCK COSTS

<table>
<thead>
<tr>
<th>Entity</th>
<th>Control</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
<td>Units</td>
<td>Trans</td>
</tr>
<tr>
<td><strong>Total for Activity 265 INDEPENDENT TRUCK</strong></td>
<td>3,091.0000</td>
<td>14,783.1000</td>
</tr>
<tr>
<td><strong>Total for The Report</strong></td>
<td>18,723.1400</td>
<td>14,783.1000</td>
</tr>
</tbody>
</table>

---

**End of Report**
### Summary by Activity/Entity Report

**Date:** 2018/10/01 - 2018/12/31

<table>
<thead>
<tr>
<th>Activity</th>
<th>Entity</th>
<th>Control</th>
<th>Service</th>
<th>#Trans</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BEN 131 EMPLOYEE BENEFITS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PW2308</td>
<td>R241(T72-T747) 1 MILE</td>
<td>.0000</td>
<td>.0000</td>
<td>8</td>
<td>190.34</td>
</tr>
<tr>
<td>PW2309</td>
<td>T475(R235-R240) 1 MILE</td>
<td>.0000</td>
<td>.0000</td>
<td>8</td>
<td>6.59</td>
</tr>
<tr>
<td>PW2310</td>
<td>R233(T73, 5-T475) 1.5 MILES</td>
<td>.0000</td>
<td>.0000</td>
<td>8</td>
<td>6.59</td>
</tr>
<tr>
<td>PW2311</td>
<td>R234(T70-T474, 75) 5 MILES</td>
<td>.0000</td>
<td>.0000</td>
<td>8</td>
<td>33.01</td>
</tr>
<tr>
<td>PW2312</td>
<td>T474(H14-R233) 3 MILES</td>
<td>.0000</td>
<td>.0000</td>
<td>8</td>
<td>23.11</td>
</tr>
<tr>
<td>PW2313</td>
<td>T472(R232-R233) 1 MILE</td>
<td>.0000</td>
<td>.0000</td>
<td>8</td>
<td>142.84</td>
</tr>
<tr>
<td>PW2314</td>
<td>T470(R232-R233) 1.25 MILES</td>
<td>.0000</td>
<td>.0000</td>
<td>7</td>
<td>136.48</td>
</tr>
<tr>
<td>PW2318</td>
<td>R222(T70-T481) 7 MILES</td>
<td>.0000</td>
<td>.0000</td>
<td>7</td>
<td>89.87</td>
</tr>
<tr>
<td>PW2321</td>
<td>T473(H22-R231) 1 MILE</td>
<td>.0000</td>
<td>.0000</td>
<td>7</td>
<td>35.88</td>
</tr>
<tr>
<td><strong>Totals for Activity 131 EMPLOYEE BENEFIT</strong></td>
<td></td>
<td>.0000</td>
<td>.0000</td>
<td>70</td>
<td>666.71</td>
</tr>
</tbody>
</table>

| **EQNF 268 C10 EQUIPMENT COSTS (FY)** |        |         |         |        |        |
| PW2308                         | R241(T72-T473) 1 MILE | .0000 | .0000 | 7 | 3,094.00 |
| PW2309                         | T475(R235-R240) 1 MILE | 1.0000 | .0000 | 1 | 102.00 |
| PW2310                         | R235(T73, 5-T475) 1.5 MILES | 1.0000 | .0000 | 1 | 102.00 |
| PW2311                         | R234(T70-T474, 75) 5 MILES | 6.0000 | .0000 | 1 | 612.00 |
| PW2312                         | T474(H14-R233) 3 MILES | 3.5000 | .0000 | 1 | 357.00 |
| PW2313                         | T472(R232-R233) 1 MILE | 33.0000 | .0000 | 6 | 2,346.00 |
| PW2314                         | T470(R232-R233) 1.25 MILES | 33.0000 | .0000 | 8 | 2,016.00 |
| PW2318                         | R222(T70-T481) 7 MILES | 22.0000 | .0000 | 4 | 1,284.00 |
| PW2321                         | T473(H22-R231) 1 MILE | 10.0000 | .0000 | 2 | 595.00 |
| **Totals for Activity 268 C10 EQUIPMENT CO** |        | .0000 | .0000 | 31 | 10,508.00 |

| **SAL 111 SALARIES & BENEFITS** |        |         |         |        |        |
| PW2308                         | R241(T72-T473) 1 MILE | 27.0000 | .0000 | 5 | 1,026.25 |
| PW2309                         | T475(R235-R240) 1 MILE | 1.0000 | .0000 | 3 | 38.84 |
| PW2310                         | R235(T73, 5-T475) 1.5 MILES | 1.0000 | .0000 | 3 | 38.84 |
| PW2311                         | R234(T70-T474, 75) 5 MILES | 6.0000 | .0000 | 4 | 245.75 |
| PW2312                         | T474(H14-R233) 3 MILES | 3.5000 | .0000 | 3 | 135.92 |
| PW2313                         | T472(R232-R233) 1 MILE | 21.0000 | .0000 | 6 | 808.53 |
| PW2314                         | T470(R232-R233) 1.25 MILES | 17.5000 | .0000 | 5 | 679.35 |
| PW2318                         | R222(T70-T481) 7 MILES | 11.0000 | .0000 | 4 | 427.98 |
| PW2321                         | T473(H22-R231) 1 MILE | 5.0000 | .0000 | 3 | 188.60 |
| **Totals for Activity 111 SALARIES & BENEFIT** |        | .0000 | .0000 | 36 | 3,590.06 |

| **T6HN 334 GRAVEL MATERIAL** |        |         |         |        |        |
| PW2306                         | R241(T7481-H814) 2 MILES | 112.0000 | .0000 | 18 | 8,169.00 |
| PW2307                         | T480(R240-H814) 2 MILES | 603.2000 | .0000 | 18 | 8,129.63 |
| PW2308                         | R241(T72-T473) 1 MILE | .0000 | .0000 | 1 | 3,778.98 |
| PW2309                         | T475(R235-R240) 1 MILE | 238.7000 | .0000 | 7 | 2,325.60 |
| PW2310                         | R235(T73, 5-T475) 1.5 MILES | 474.7600 | .0000 | 15 | 6,986.59 |
| PW2311                         | R234(T70-T474, 75) 5 MILES | 1,356.6200 | .0000 | 38 | 15,759.59 |
| PW2312                         | T474(H14-R233) 3 MILES | 927.5400 | .0000 | 26 | 10,775.05 |
| PW2313                         | T472(R232-R233) 1 MILE | .0000 | .0000 | 1 | 1,436.62 |
| PW2314                         | T470(R232-R233) 1.25 MILES | 271.6000 | .0000 | 8 | 3,155.12 |
| PW2315                         | R225(T70-T472) 2 MILES | 489.3400 | .0000 | 15 | 5,684.57 |
| PW2316                         | R240(R224-H842) 2 MILES | 621.6400 | .0000 | 17 | 7,221.45 |
| PW2317                         | R223(T780-T481) 1 MILE | 293.0200 | .0000 | 9 | 3,403.96 |
| PW2318                         | R222(T7480-T481) 7 MILES | 1,774.8000 | .0000 | 54 | 26,856.06 |
| PW2319                         | T474(R222-R223) 1 MILE | 305.7800 | .0000 | 9 | 3,552.18 |
| PW2320                         | T470(R221-R223) 2 MILES | 457.7400 | .0000 | 13 | 5,317.49 |
| PW2321                         | T473(H22-R231) 1 MILE | 415.3600 | .0000 | 13 | 6,063.42 |
| **Totals for Activity 334 GRAVEL MATERIAL** | 8,837.2600 | .0000 | 262 | 120,922.81 |

| **TRUK 265 INDEPENDENT TRUCK COSTS** |        |         |         |        |        |
| PW2306                         | R241(T7481-H814) 2 MILES | 324.0000 | .0000 | 18 | 3,163.93 |
| PW2307                         | T480(R240-H814) 2 MILES | 315.0000 | .0000 | 18 | 3,074.28 |
| PW2308                         | T475(R235-R240) 1 MILE | 112.0000 | .0000 | 7 | 1,136.37 |
| PW2310                         | R235(T73, 5-T475) 1.5 MILES | 259.0000 | .0000 | 15 | 2,381.90 |
## Project Costing System

### Summary by Activity/Entity Report
2018/10/01 - 2018/12/31

<table>
<thead>
<tr>
<th>Activity</th>
<th>Entity</th>
<th>Control</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>PWB2311</td>
<td>R234(T470-T474, 75)</td>
<td>5 MILES</td>
<td>Units: 834.0000</td>
</tr>
<tr>
<td>PWB2312</td>
<td>T474(H14-R233)</td>
<td>3 MILES</td>
<td>Units: 633.0000</td>
</tr>
<tr>
<td>PWB2315</td>
<td>R222(T470-T472)</td>
<td>2 MILES</td>
<td>Units: 321.0000</td>
</tr>
<tr>
<td>PWB2316</td>
<td>T480(R224-H22)</td>
<td>2 MILES</td>
<td>Units: 468.0000</td>
</tr>
<tr>
<td>PWB2317</td>
<td>R233(T480-T481)</td>
<td>1 MILE</td>
<td>Units: 270.0000</td>
</tr>
<tr>
<td>PWB2318</td>
<td>R222(T470-T481)</td>
<td>7 MILES</td>
<td>Units: 1,095.0000</td>
</tr>
<tr>
<td>PWB2319</td>
<td>T470(R222-R223)</td>
<td>1 MILE</td>
<td>Units: 243.0000</td>
</tr>
<tr>
<td>PWB2320</td>
<td>T470(R221-R223)</td>
<td>2 MILES</td>
<td>Units: 291.0000</td>
</tr>
<tr>
<td>PWB2321</td>
<td>T473(HR22-R231)</td>
<td>1 MILE</td>
<td>Units: 282.0000</td>
</tr>
</tbody>
</table>

** Totals for Activity 265 INDEPENDENT TRUC 5,447.0000 | 8,565.6600 | 250 | 52,598.32 |

** Totals for The Report 14,533.7600 | 8,565.6600 | 649 | 188,285.90 |

---

---

---

---

---

---
### Project Costing System

**Summary by Activity/Entity Report**

**2018/10/01 - 2018/12/31**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Entity</th>
<th>Control</th>
<th>Service</th>
<th>#Trans</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEN 131 EMPLOYEE BENEFITS</td>
<td>PVR3425</td>
<td>T454(A) R252-R253</td>
<td>1.5 MILES</td>
<td>.0000</td>
<td>113.38</td>
</tr>
<tr>
<td></td>
<td>PVR3430</td>
<td>R251(T454-H43)</td>
<td>4 MILES</td>
<td>.0000</td>
<td>25.12</td>
</tr>
<tr>
<td></td>
<td>PVR3432</td>
<td>T460(T245-R250)</td>
<td>1 MILE</td>
<td>.0000</td>
<td>115.98</td>
</tr>
<tr>
<td></td>
<td>PVR3433</td>
<td>R244(T464, 25-T470)</td>
<td>1.75 MILES</td>
<td>.0000</td>
<td>210.56</td>
</tr>
<tr>
<td></td>
<td>PVR3434</td>
<td>T454(R250, 5-R251)</td>
<td>.5 MILE</td>
<td>.0000</td>
<td>82.53</td>
</tr>
<tr>
<td><strong>Totals for Activity 131 EMPLOYEE BENEFITS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>547.57</td>
</tr>
<tr>
<td>EQHF 268 C10 EQUIPMENT COSTS (PV)</td>
<td>PVR3425</td>
<td>T454(A) R252-R253</td>
<td>1.5 MILES</td>
<td>28.0000</td>
<td>1,636.00</td>
</tr>
<tr>
<td></td>
<td>PVR3430</td>
<td>R251(T454-H43)</td>
<td>4 MILES</td>
<td>7.0000</td>
<td>416.50</td>
</tr>
<tr>
<td></td>
<td>PVR3432</td>
<td>T460(T245-R250)</td>
<td>1 MILE</td>
<td>27.0000</td>
<td>1,561.50</td>
</tr>
<tr>
<td></td>
<td>PVR3433</td>
<td>R244(T464, 25-T470)</td>
<td>1.75 MILES</td>
<td>53.0000</td>
<td>3,206.00</td>
</tr>
<tr>
<td></td>
<td>PVR3434</td>
<td>T454(R250, 5-R251)</td>
<td>.5 MILE</td>
<td>23.0000</td>
<td>3,368.50</td>
</tr>
<tr>
<td><strong>Totals for Activity 268 C10 EQUIPMENT CO</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8,188.50</td>
</tr>
<tr>
<td>SAL 111 SALARIES &amp; BENEFITS</td>
<td>PVR3425</td>
<td>T454(A) R252-R253</td>
<td>1.5 MILES</td>
<td>14.0000</td>
<td>543.77</td>
</tr>
<tr>
<td></td>
<td>PVR3430</td>
<td>R251(T454-H43)</td>
<td>4 MILES</td>
<td>3.5000</td>
<td>132.01</td>
</tr>
<tr>
<td></td>
<td>PVR3432</td>
<td>T460(T245-R250)</td>
<td>1 MILE</td>
<td>13.5000</td>
<td>532.77</td>
</tr>
<tr>
<td></td>
<td>PVR3433</td>
<td>R244(T464, 25-T470)</td>
<td>1.75 MILES</td>
<td>27.5000</td>
<td>1,056.54</td>
</tr>
<tr>
<td></td>
<td>PVR3434</td>
<td>T454(R250, 5-R251)</td>
<td>.5 MILE</td>
<td>11.5000</td>
<td>433.77</td>
</tr>
<tr>
<td><strong>Totals for Activity 111 SALARIES &amp; BENEFITS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,688.86</td>
</tr>
<tr>
<td>TOHN 534 GRAVEL MATERIAL</td>
<td>PVR3425</td>
<td>T454(A) R252-R253</td>
<td>1.5 MILES</td>
<td>.0000</td>
<td>4,647.36</td>
</tr>
<tr>
<td></td>
<td>PVR3426</td>
<td>R254(T455, 5-H43)</td>
<td>2.5 MILES</td>
<td>747.0600</td>
<td>10,068.51</td>
</tr>
<tr>
<td></td>
<td>PVR3427</td>
<td>R255(H43-T470)</td>
<td>4 MILES</td>
<td>1,188.0800</td>
<td>16,012.36</td>
</tr>
<tr>
<td></td>
<td>PVR3428</td>
<td>T464(T245-R255)</td>
<td>1 MILE</td>
<td>268.9600</td>
<td>3,624.90</td>
</tr>
<tr>
<td></td>
<td>PVR3429</td>
<td>R244(T464-T470)</td>
<td>2 MILES</td>
<td>613.8600</td>
<td>8,273.29</td>
</tr>
<tr>
<td></td>
<td>PVR3430</td>
<td>R251(T454-H43)</td>
<td>4 MILES</td>
<td>1,169.2600</td>
<td>17,010.43</td>
</tr>
<tr>
<td></td>
<td>PVR3431</td>
<td>T455, S1(R251-R252)</td>
<td>1 MILE</td>
<td>474.3400</td>
<td>6,392.90</td>
</tr>
<tr>
<td></td>
<td>PVR3432</td>
<td>T460(T245-R250)</td>
<td>1 MILE</td>
<td>336.1000</td>
<td>3,904.41</td>
</tr>
<tr>
<td></td>
<td>PVR3433</td>
<td>R244(T464, 25-T470)</td>
<td>1.75 MILES</td>
<td>480.0600</td>
<td>5,576.76</td>
</tr>
<tr>
<td></td>
<td>PVR3434</td>
<td>T454(R250, 5-R251)</td>
<td>.5 MILE</td>
<td>182.2800</td>
<td>2,117.52</td>
</tr>
<tr>
<td><strong>Totals for Activity 534 GRAVEL MATERIAL</strong></td>
<td></td>
<td></td>
<td></td>
<td>5,460.0000</td>
<td>77,628.44</td>
</tr>
</tbody>
</table>

**Truk 265 Independent Truck Costs**

**PVR3426**

<table>
<thead>
<tr>
<th>Description</th>
<th>Units</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>R254(T455, 5-H43)</td>
<td>2.5 MILES</td>
<td>369.0000</td>
</tr>
<tr>
<td>R255(H43-T470)</td>
<td>4 MILES</td>
<td>720.0000</td>
</tr>
<tr>
<td>T464(T245-R255)</td>
<td>1 MILE</td>
<td>152.0000</td>
</tr>
<tr>
<td>R254(T464-T470)</td>
<td>2 MILES</td>
<td>370.0000</td>
</tr>
<tr>
<td>R251(T454-H43)</td>
<td>4 MILES</td>
<td>509.0000</td>
</tr>
<tr>
<td>T455, S1(R251-R252)</td>
<td>1 MILE</td>
<td>210.0000</td>
</tr>
</tbody>
</table>

**Totals for Activity 265 Independent Truck**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,330.0000</td>
<td>4,461.5600</td>
</tr>
</tbody>
</table>

**Totals for The Report**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7,998.0000</td>
<td>4,461.5600</td>
</tr>
</tbody>
</table>

---

*End of Report*
### Activity Summary by Activity/Entity Report

**Project Costing System**

**Control and Service Costs**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Entity</th>
<th>Control</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Units</td>
<td>Units</td>
<td>#Trans</td>
</tr>
<tr>
<td><strong>BEN 131 EMPLOYEE BENEFITS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PWB4380</td>
<td>T480 (R251-R252) 1 MILE</td>
<td>.0000</td>
<td>.0000</td>
</tr>
<tr>
<td>PWB4383</td>
<td>R244(T470-T470, 6) .60 MILES</td>
<td>.0000</td>
<td>.0000</td>
</tr>
<tr>
<td>PWB4385</td>
<td>T475.5(R243-R243.5) .50 MILES</td>
<td>.0000</td>
<td>.0000</td>
</tr>
<tr>
<td>PWB4386</td>
<td>R243(T470-T471) 1 MILE</td>
<td>.0000</td>
<td>.0000</td>
</tr>
<tr>
<td><strong>Totals for Activity BEN 131 EMPLOYEE BENEFITS</strong></td>
<td>.0000</td>
<td>.0000</td>
<td>32</td>
</tr>
<tr>
<td><strong>EQUIP 268 CLO EQUIPMENT COSTS (PLY)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PWB4380</td>
<td>T480 (R251-R252) 1 MILE</td>
<td>36.0000</td>
<td>.0000</td>
</tr>
<tr>
<td>PWB4383</td>
<td>R244(T470-T470, 6) .60 MILES</td>
<td>16.0000</td>
<td>.0000</td>
</tr>
<tr>
<td>PWB4385</td>
<td>T475.5(R243-R243.5) .50 MILES</td>
<td>16.0000</td>
<td>.0000</td>
</tr>
<tr>
<td>PWB4386</td>
<td>R243(T470-T471) 1 MILE</td>
<td>17.5000</td>
<td>.0000</td>
</tr>
<tr>
<td><strong>Totals for Activity EQUIP 268 CLO EQUIPMENT COSTS</strong></td>
<td>87.5000</td>
<td>.0000</td>
<td>16</td>
</tr>
<tr>
<td><strong>SAL 111 SALARIES &amp; BENEFITS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PWB4380</td>
<td>T480 (R251-R252) 1 MILE</td>
<td>19.0000</td>
<td>.0000</td>
</tr>
<tr>
<td>PWB4383</td>
<td>R244(T470-T470, 6) .60 MILES</td>
<td>10.0000</td>
<td>.0000</td>
</tr>
<tr>
<td>PWB4385</td>
<td>T475.5(R243-R243.5) .50 MILES</td>
<td>9.5000</td>
<td>.0000</td>
</tr>
<tr>
<td>PWB4386</td>
<td>R243(T470-T471) 1 MILE</td>
<td>9.5000</td>
<td>.0000</td>
</tr>
<tr>
<td><strong>Totals for Activity SAL 111 SALARIES &amp; BENEFITS</strong></td>
<td>48.0000</td>
<td>.0000</td>
<td>21</td>
</tr>
<tr>
<td><strong>TOHN 534 GRAVEL MATERIAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PWB4377</td>
<td>R253(T470-T471) 2 MILES</td>
<td>592.5800</td>
<td>.0000</td>
</tr>
<tr>
<td>PWB4378</td>
<td>T472(R251-R253) 2 MILES</td>
<td>597.6400</td>
<td>.0000</td>
</tr>
<tr>
<td>PWB4379</td>
<td>T474(R250-R252) 2 MILES</td>
<td>633.9600</td>
<td>.0000</td>
</tr>
<tr>
<td>PWB4380</td>
<td>T480 (R251-R252) 1 MILE</td>
<td>.0000</td>
<td>.0000</td>
</tr>
<tr>
<td>PWB4381</td>
<td>R250(T480-T474) 2 MILES</td>
<td>618.7400</td>
<td>.0000</td>
</tr>
<tr>
<td>PWB4382</td>
<td>R243(T470-T471) 4 MILES</td>
<td>1,183.0000</td>
<td>.0000</td>
</tr>
<tr>
<td>PWB4383</td>
<td>R243(T470-T470, 6) .60 MILES</td>
<td>.0000</td>
<td>.0000</td>
</tr>
<tr>
<td>PWB4384</td>
<td>R243(T470-T471) 2 MILES</td>
<td>597.5800</td>
<td>.0000</td>
</tr>
<tr>
<td>PWB4385</td>
<td>T475.5(R243-R243.5) .50 MILES</td>
<td>.0000</td>
<td>.0000</td>
</tr>
<tr>
<td>PWB4386</td>
<td>R243(T470-T471) 1 MILE</td>
<td>.0000</td>
<td>.0000</td>
</tr>
<tr>
<td>PWB4387</td>
<td>R243(T472-T473.75) 1.75 MILES</td>
<td>530.6400</td>
<td>.0000</td>
</tr>
<tr>
<td><strong>Totals for Activity TOHN 534 GRAVEL MATERIAL</strong></td>
<td>4,764.1400</td>
<td>.0000</td>
<td>155</td>
</tr>
<tr>
<td><strong>TRUK 265 INDEPENDENT TRUCK COSTS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PWB4377</td>
<td>R253(T470-T471) 2 MILES</td>
<td>352.0000</td>
<td>592.5800</td>
</tr>
<tr>
<td>PWB4378</td>
<td>T472(R251-R253) 2 MILES</td>
<td>352.0000</td>
<td>597.6400</td>
</tr>
<tr>
<td>PWB4379</td>
<td>T474(R250-R252) 2 MILES</td>
<td>430.0000</td>
<td>633.9600</td>
</tr>
<tr>
<td>PWB4380</td>
<td>R250(T480-T474) 2 MILES</td>
<td>420.0000</td>
<td>618.7400</td>
</tr>
<tr>
<td>PWB4381</td>
<td>R243(T474-T470) 4 MILES</td>
<td>627.0000</td>
<td>1,193.0000</td>
</tr>
<tr>
<td>PWB4382</td>
<td>R243(T470-T471) 2 MILES</td>
<td>375.0000</td>
<td>597.5800</td>
</tr>
<tr>
<td>PWB4387</td>
<td>R243(T472-T473.75) 1.75 MILES</td>
<td>247.0000</td>
<td>530.6400</td>
</tr>
<tr>
<td><strong>Totals for Activity TRUK 265 INDEPENDENT TRUCK COSTS</strong></td>
<td>2,703.0000</td>
<td>4,764.1400</td>
<td>151</td>
</tr>
</tbody>
</table>

**End of Report**
GP Road Inspections – Contract Renewal - Report

Meeting Date (Report Reference Only): 2019/01/29
Meeting (Report Reference Only): Council Public Works

Background

GP Road Inspections was contracted in 2007 to conduct all (pre, post) inspections for approach installations and major equipment moves for well-site access. Inspection fees charged by GP Road Inspections are recuperated by Roadata Services Ltd and reimbursed back to the County. Over the years, Administration has worked closely with GP Road Inspections ensuring that County road infrastructure is protected against various heavy haul industries.

The following inspections were reported by GP Road Inspections for the one year period – January to December 2018:

<table>
<thead>
<tr>
<th>Pre-Inspections</th>
<th>Post-Inspections</th>
<th>Approaches</th>
<th>Alberta Products Pipeline Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>106</td>
<td>132</td>
<td>4</td>
<td>67</td>
</tr>
</tbody>
</table>

The existing services agreement expires on February 28, 2019. On January 11, 2019, Administration met with Ms. Christine Patten operating as GP Road Inspections. Ms. Patten expressed interest in entering into a new two (2) year services agreement for the period March 1, 2019 to February 28, 2021. A 10% rate increase has been requested due to inflationary expenses such as fuel and truck maintenance. GP Road Inspections has been operating under the same rate since the beginning of 2013. The conditions and scope of work outlined in the contract are to remain status quo with the existing contract.

Current contract rates versus 10% rate increase:

<table>
<thead>
<tr>
<th>Zone/Description</th>
<th>Current Rate</th>
<th>Proposed Rate (10% Increase)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zone 1 - West of HWY 22 to County Border</td>
<td>$101.12</td>
<td>$111.23</td>
</tr>
<tr>
<td>Zone 2 - HWY 20 to HWY 22</td>
<td>$89.88</td>
<td>$98.87</td>
</tr>
</tbody>
</table>
Zone 3 - HWY 771 to HWY 20 | $101.12 | $111.23
Zone 4 - HWY 2 to HWY 771 | $112.35 | $123.59
Zone 5 – RGE RD 240 to HWY 2 | $134.82 | $148.30
Zone 6 - Wetaskiwin/Camrose Border to RGE RD 240 | $146.06 | $160.67
Well site and access approach inspections – all zones. | $52.50 | $57.75

Roadata is contracted by the County of Wetaskiwin to issue permit approvals through the TRAVIS System and administers pre and post road inspection requirements and fee collection. Currently, the County charges $225 for a pre-inspection and $225 for a post-inspection. All expenses regarding pre and post road inspections are recovered through fees charged back to the parties receiving a permit.

**Alternatives**

Administration provides the following options for Council consideration:

**Option One:**
That Council direct Administration to issue a Request for Proposal for Inspection Services with respect to road and approach inspections regarding well-site access within the County of Wetaskiwin.

**Option Two:**
That Council approve a new two (2) year contract with GP Road Inspections, effective March 1, 2019 to February 28, 2021, with the rates to remain status quo.

Current contract rates:
- Zone 1 - West of HWY 22 to County Border - $101.12 per inspection
- Zone 2 - HWY 20 to HWY 22 - $89.88 per inspection
- Zone 3 - HWY 771 to HWY 20 - $101.12 per inspection
- Zone 4 - HWY 2 to HWY 771 - $112.35 per inspection
- Zone 5 – RGE RD 240 to HWY 2 - $134.82 per inspection
- Zone 6 - Wetaskiwin/Camrose border to RGE RD 240 - $146.06 per inspection.

- All well site and access approach inspections are to be completed for the cost of $52.50 per inspection regardless of zone.

**Option Three:**
That Council approve a new two (2) year contract with GP Road Inspections, effective March 1, 2019 to February 28, 2021, with 10% rate increases.

Contract rates for new contract:
- Zone 1 - West of HWY 22 to County Border - $111.23 per inspection
- Zone 2 - HWY 20 to HWY 22 - $98.87 per inspection
- Zone 3 - HWY 771 to HWY 20 - $111.23 per inspection
- Zone 4 - HWY 2 to HWY 771 - $123.59 per inspection
- Zone 5 - RGE RD 240 to HWY 2 - $148.30 per inspection
- Zone 6 - Wetaskiwin/Camrose border to RGE RD 240 - $160.67 per inspection.
- All well site and access approach inspections are to be completed for the cost of $57.75 per inspection regardless of zone.

Recommendations

Due to the past working relationship with GP Road Inspections and their provision of a good and valued service, Administration recommends that Council approve Option 3, thus entering into a new two (2) year services agreement inclusive of a 10% rate increase. The term of the agreement shall be two years, March 1, 2019 to February 28, 2021.

Recommended Resolution

That Council approve a new two (2) year services agreement with GP Road Inspections, effective March 1, 2019 to February 28, 2021, inclusive of a 10% rate increase.

New contract rates:
- Zone 1 - West of HWY 22 to County Border - $111.23 per inspection
- Zone 2 - HWY 20 to HWY 22 - $98.87 per inspection
- Zone 3 - HWY 771 to HWY 20 - $111.23 per inspection
- Zone 4 - HWY 2 to HWY 771 - $123.59 per inspection
- Zone 5 - RGE RD 240 to HWY 2 - $148.30 per inspection
- Zone 6 - Wetaskiwin/Camrose border to RGE RD 240 - $160.67 per inspection.
- All well site and access approach inspections are to be completed for the cost of $57.75 per inspection regardless of zone.
This Agreement made this _______ day of ____________________, A.D. 2017.

BETWEEN: 

The County of Wetaskiwin No. 10 
a municipal Corporation under the 
laws of the Province of Alberta 
(hereinafter referred to as the “County”)

OF THE FIRST PART

AND:

Chris Patten 
Operating as GP Road Inspection 
A body corporate under the laws of the 
Province of Alberta 
(hereinafter referred to as “the Contractor”)

OF THE SECOND PART

CONTRACT ROAD INSPECTION AND APPROACH INSPECTION AGREEMENT

WHEREAS the CONTRACTOR wishes to provide to the County and the County wishes to acquire from the Contractor road inspections and approach inspections.

NOW THEREFORE THE PARTIES agree as follows:

1. INTERPRETATIONS

1.1 Definitions
1.1.1. “Agreement” and “herein” shall mean this agreement between the County and the Contractor, and shall include the recitals, schedules and the Contract Documents.
1.1.2. “Contract Documents” shall mean the Contract Agreement.
1.1.3. “Parties” shall mean the Parties to this Agreement.

1.2 Headings
1.2.1. The division of this Agreement into articles and paragraphs and the insertion of headings are for convenience of reference only and shall not affect the construction or interpretation of this Agreement.

1.3 Gender
1.3.1. All references to any person in the Agreement shall be read with such changes in number and gender as context requires.

1.4 Canadian Money
1.4.1. All statements or references to dollar amounts in this Agreement shall mean lawful money of Canada.
1.5 **Governance**
1.5.1. This Agreement shall be governed by the laws of the Province of Alberta.

1.6 **Inconsistency or Conflict between Contract Documents**
1.6.1. In the event of any inconsistency or conflict between the provisions of the Contract Documents, the provisions of the Contract Agreement shall take precedence and govern.

2. **SCOPE OF WORK**

2.1 **Contractor**
2.1.1. The Contractor agrees to provide all equipment, skilled labor, insurance, laptop computer with air card, telephone; complete with air time and toll charges, transportation and any other requirements incidental to the contract which may be necessary to perform road inspections and approach inspections of roads located within the County of Wetaskiwin, the location of which is generally identified on the Zone Table attached hereto as Schedule “A”, and in accordance with the terms and conditions of the Contract Documents. The Contractor is to communicate with permit holders to facilitate timely road inspections and negotiate repairs as required.

2.2 **Hours of Work**
2.2.1 Work performed under this Agreement shall normally take place during daylight hours only, unless otherwise directed by the County or its representative.
2.2.2 The County does not warrant the number of inspections or hours to be worked. The Contractor will be paid for inspections as per the Zone Table as specified in Schedule A.

3. **TERM OF AGREEMENT**

3.1 The term of this agreement shall be for a period of two (2) years from March 1, 2017 up to and including February 28, 2019.

4. **PAYMENT**

4.1 **Units of Work**
4.1.1. The Contractor shall supply the County with a detailed invoice within five (5) days following the last day of the proceeding month and payment will be compensated as per zone rates, or as otherwise mutually agreed upon between the Contractor and the Director of Public Works.
Hours of Work
4.1.2. The Contractor shall be available on a call out basis in the event of emergencies, including road damage or inclement weather.
4.1.3. The Contractor shall commence and discontinue work upon the direction of the Director of Public Works or his designate.
4.1.4. The Contractor shall provide the Director of Public Works or his designate a contact phone number for call back to the worksite and shall ensure that the operator is at the worksite within four (4) hours from the time a call back phone call is made to the contact phone number.

4.2 Payment Schedule
4.2.1. Payment for work will be made to the Contractor monthly, upon receipt of Contractor approved invoice which is to include the following information;
  4.2.1.1. Date and time worked
  4.2.1.2. Legal land location
  4.2.1.3. Zone number
  4.2.1.4. Type of Inspection Completed
  4.2.1.5. Pre-Inspection
  4.2.1.6. Post-Inspection
  4.2.1.7. Major Move
  4.2.1.8. Approach
  4.2.1.9. Letter of clearance in applicable industry from Workers’ Compensation

4.3 Reporting
4.3.1. The Contractor shall log onto Roadata Website for online reporting following each inspection.
4.3.2. A Monthly Summary Report which is to include the number and type of inspections in each zone and a Damage Report including documented actions, gravel values and grader requirements to facilitate repairs shall be submitted to the County monthly.

5. Independent Contractor
5.1. The Contractor agrees that it shall be considered to be an independent contractor, as defined by current Occupational Health and Safety Regulations, and the Contractor shall have a safety program in place to meet current County of Wetaskiwin minimum standards. In no way does this contract create an employee/employer relationship. The Contractor will remain an independent separate from the County of Wetaskiwin No.10.

6. Geographic Positioning System
6.1. The County reserves the right to install Geographic Positioning System (GPS) on the vehicle owned by the Contractor at any time to monitor the location of, date and time worked of the Contract inspector.
7. **PRIORITY OF CONTRACTOR**
   7.1. The Contractor agrees that road inspections and approach inspections of County roads pursuant to this Agreement shall be the first and primary obligation of the Contractor, and shall take precedence of any other obligation which the Contractor may have.

8. **EQUIPMENT OPERATION**

   **8.1. Safety**
   8.1.1. The Contractor shall be responsible for the provision and proper use of any and all safety devices including personal protective equipment for the operator and warning signs reasonable in the circumstances, which without limiting the generality of the foregoing, shall include the use of any and all safety devices including warning signs which the County or its representative deem necessary. The Contractor shall adhere to the provisions of the Alberta Traffic Safety Act.

   **8.2. Mobile Telephone**
   8.2.1. The Contractor shall provide a cell phone. The installation and rental fees will be the responsibility of the Contractor. The operator shall make contact by phone or radio to the area maintenance Foreman from the worksite on a daily basis to report road conditions and any possible damages incurred by major move.

9. **ASSUMPTION OF LIABILITY, WAIVER AND INDEMNITY**

   **9.1. Damage**
   9.1.1. The Contractor shall be responsible for any damage to any property resulting from work of services being performed pursuant to this Agreement which, without limiting the generality of the foregoing, shall include County roads.

   **9.2. No Claims Against the County**
   9.2.1. The Contractor shall not make any claim against the County, its elected officials, officers, employees, servants, agents, contractors, and rate-payers, which without restricting the generality of the foregoing, shall include any claim founded in contract or negligence with respect to any occurrence, incident, accident or event relating to the Agreement or the subject matter thereof.
9.3. **Indemnification**

9.3.1. The Contractor shall indemnify and save harmless the County, its elected officials, officers, employees, servants, agents, contractors, and rate-payers, which without limiting the generality of the foregoing, shall include the costs of legal defense, with respect to any suit, proceeding, claim or demand made or brought by a third party, which without restricting the generality of the foregoing shall include any suit, proceeding, or demand founded in contract or in negligence arising out of any occurrence, incident, accident, or event relating to the Agreement or the subject matter thereof.

10. **INSURANCE**

10.1. The Contractor shall, at his own expense, provide the following insurance;

10.1.1. Insurance against loss or damage to the equipment of the Contractor of an amount of not less than Two Million Dollars ($2,000,000.00) and type to cover any and all equipment used pursuant to this Agreement;

10.1.2. With the Contractor solely responsible for all deductible amounts under these insurance policies.

11. **WORKERS’ COMPENSATION BOARD**

11.1. The Contractor shall maintain an account, in good standing with the Workers’ Compensation Board of Alberta and shall provide, prior to the commencement of the work herein, and upon completion of the work herein, a letter of good standing from the Workers’ Compensation Board of Alberta, stating account number and expiry date.

12. **COMMENCEMENT AND DISCONTINUANCE OF WORK**

12.1. The Contractor shall commence and discontinue work and services as contemplated in the Agreement only upon the direction of the Director of Public Works or his representative. Hours of work and location of required work shall be regulated solely by the direction of the Director of Public Works or his designate.

13. **FAILURE TO PROVIDE SERVICES / TERMINATION OF AGREEMENT**

13.1. Failure to provide services provided for in this Agreement to the satisfaction of the County may at the sole and absolute discretion of the County or its representatives result in the termination of this Agreement as follows;
13.1.1. The County may terminate this Agreement at anytime without penalty upon giving the Contractor seven (7) days written notice of such termination;

13.1.2. Upon termination of the Agreement, the Contractor shall not perform any further work in connection with the Agreement except to advise the County of the work completed to the termination date.

13.2. Rights and Obligations
13.2.1. In the event of termination of the Agreement all rights and obligations pursuant to the Agreement of the parties that have accrued to the date of termination shall remain in full force and effect.

13.3. Contractor’s Termination
13.3.1. The Contractor may terminate this Agreement upon giving thirty (30) days written notice to the County.

14. ASSIGNMENT
14.1. This Agreement shall not be assigned by the Contractor in whole or in part without the prior written permission of the County.

15. NOTICE

15.1. Any notice, or other communication or instrument required or permitted to this Agreement shall be in writing and shall be delivered personally or may be mailed by prepaid registered mail addressed as follows or may be forwarded by electronic facsimile;

In the case of notice or communication to the County;

Neil Powell, Director, Public Works
County of Wetaskiwin No. 10
Box 6960, Wetaskiwin, Alberta, T9A 2G5
Telephone: (780)361-6230
Fax: (780)352-3486

Notice to the Contractor;

Chris Patten – GP Road Inspection
R.R. 1
Winfield, Alberta T0C 2X0

15.2 Change of Address
15.2.1 Either party may change its mailing or delivery address by giving notice to the other party.
15.3 Mailed Notice
15.3.1 Every notice mailed at any post office in Canada by prepaid registered post in an envelope addressed to the Party to whom the notice is directed shall be deemed to have been given to and received by the addressee the seventh (7th) business day following the mailing, except where there exists a labor strike or other postal interruption resulting in interference with normal mail delivery to the addressee, in which case notice or other communication shall be in writing and shall be delivered to the party at the stated address and such notice shall be effective only if and when actually delivered, or if notice is delivered by electronic communication, it shall be deemed to have been delivered and received upon electronic notification that the message has been successfully sent.

16. MISCELLANEOUS

16.1 Licenses, Consents and Other Approvals
16.1.1 The Contractor shall obtain all necessary licenses, consents and governmental and other approvals which are required to successfully comply with the terms and conditions of this Agreement.

16.2 Performance of Reasonable Acts
16.2.1 Each of the parties shall perform such acts as may be reasonable required to carry out the purposes, intentions and provisions of this Agreement.

16.3 Waiver of Default
16.3.1 Any condiment, excusing or ignorance by either party of any default, breach or nonobservance by either party at any time or times in respect of any term, covenant, or condition, or any matter contained in this Agreement shall not operate as a waiver of any subsequent default, breach or nonobservance so as to defeat or effect in any way the rights of either party in respect of any subsequent default, breach or nonobservance. No term, covenant or condition shall be deemed to have been waived unless such waiver be in writing and signed on behalf of the party so waiving same.

16.4 Freedom of Information
16.4.1 The records stipulated in this Agreement as being required to be maintained by the Contractor may be subject to the protection and access provisions of the Freedom of Information and Protection of Privacy Act. Should the County receive a request for any of these records that are in the custody of the Contractor, it will be the responsibility of the Contractor to provide the records, at the Contractor’s expense, to the County within thirty (30) calendar days of receipt of the written request for the records by the County.
16.5. **Whole Agreement**

16.5.1. Subject to an agreement in writing between the parties to the contrary, the Contract Documents contain the whole of the terms and conditions between the County and the Contractor. There are no other warranties, representations, conditions or collateral agreements, except as set forth in the Contract Documents which, without limiting the generality of the foregoing shall mean that no verbal agreement or conversation with any elected official, officer, employee or agent of the County shall affect or modify any of the terms or conditions contained in the Contract Documents.

16.6. **Enurement**

16.6.1. This Agreement shall be binding upon and ensure to the benefit of the parties hereto and their respective successors and permitted assigns.

17. **EXECUTION**

**IN WITNESS WHEREOF** this Agreement has been executed by the parties effective the date and year first above written notwithstanding the actual date or dates of the execution.

**County of Wetaskiwin No. 10**

__________________________________________
WITNESS

Per: ____________________________
Reeve

**County of Wetaskiwin No. 10**

__________________________________________
WITNESS

Per: ____________________________
County Administrator

**Contractor**

__________________________________________
WITNESS

Per: ____________________________
Chris Patten – GP Road Inspection
## Schedule "A"

### Area Zones 1 – 6:

<table>
<thead>
<tr>
<th>ZONES</th>
<th>Description</th>
<th>Cost per Inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>West of HWY 22 to County Border</td>
<td>$101.12</td>
</tr>
<tr>
<td>2</td>
<td>HWY 20 to HWY 22</td>
<td>$89.88</td>
</tr>
<tr>
<td>3</td>
<td>SH 771 to HWY 20</td>
<td>$101.12</td>
</tr>
<tr>
<td>4</td>
<td>HWY 2 to SH 771</td>
<td>$112.35</td>
</tr>
<tr>
<td>5</td>
<td>RR 240 to HWY 2</td>
<td>$134.82</td>
</tr>
<tr>
<td>6</td>
<td>Wetaskiwin/Camrose Border to RR 240</td>
<td>$146.06</td>
</tr>
</tbody>
</table>

All wellsite and access approach inspections are to be completed for the cost of $52.50 per inspection regardless of zone.
This Agreement made this _____ day of ____________________, A.D, 2019.

BETWEEN: The County of Wetaskiwin No. 10
a municipal Corporation under the
laws of the Province of Alberta
(hereinafter referred to as the "County")

OF THE FIRST PART

AND:

Chris Patten
Operating as GP Road Inspection
A body corporate under the laws of the
Province of Alberta
(hereinafter referred to as “the Contractor”)

OF THE SECOND PART

CONTRACT ROAD INSPECTION AND APPROACH INSPECTION AGREEMENT

WHEREAS the CONTRACTOR wishes to provide to the County and the County wishes to acquire from the Contractor road inspections and approach inspections.

NOW THEREFORE THE PARTIES agree as follows:

1. INTERPRETATIONS

1.1 Definitions
1.1.1. “Agreement” and “herein” shall mean this agreement between the County and the Contractor, and shall include the recitals, schedules and the Contract Documents.
1.1.2. “Contract Documents” shall mean the Contract Agreement.
1.1.3. “Parties” shall mean the Parties to this Agreement.

1.2 Headings
1.2.1. The division of this Agreement into articles and paragraphs and the insertion of headings are for convenience of reference only and shall not affect the construction or interpretation of this Agreement.

1.3 Gender
1.3.1. All references to any person in the Agreement shall be read with such changes in number and gender as context requires.

1.4 Canadian Money
1.4.1. All statements or references to dollar amounts in this Agreement shall mean lawful money of Canada.
1.5 Governance
1.5.1. This Agreement shall be governed by the laws of the Province of Alberta.

1.6 Inconsistency or Conflict between Contract Documents
1.6.1. In the event of any inconsistency or conflict between the provisions of the Contract Documents, the provisions of the Contract Agreement shall take precedence and govern.

2. SCOPE OF WORK

2.1 Contractor

2.1.1. The Contractor agrees to provide all equipment, skilled labor, insurance, laptop computer with air card, telephone; complete with air time and toll charges, transportation and any other requirements incidental to the contract which may be necessary to perform road inspections and approach inspections of roads located within the County of Wetaskiwin, the location of which is generally identified on the Zone Table attached hereto as Schedule “A”, and in accordance with the terms and conditions of the Contract Documents. The Contractor is to communicate with permit holders to facilitate timely road inspections and negotiate repairs are required.

2.2 Hours of Work

2.2.1 Work performed under this Agreement shall normally take place during daylight hours only, unless otherwise directed by the County or its representative.

2.2.2 The County does not warrant the number of inspections or hours to be worked. The Contractor will be paid for inspections as per the Zone Table as specified in Schedule A.

3. TERM OF AGREEMENT

3.1 The term of this agreement shall be for a period of two (2) years from March 1, 2019 up to and including February 28, 2021.

4. PAYMENT

4.1 Units of Work

4.1.1. The Contractor shall supply the County with a detailed invoice within five (5) days following the last day of the proceeding month and payment will be compensated as per zone rates, or as otherwise mutually agreed upon between the Contractor and the Director of Public Works.
Hours of Work

4.1.2. The Contractor shall be available on a call out basis in the event of emergencies, including road damage or inclement weather.

4.1.3. The Contractor shall commence and discontinue work upon the direction of the Director of Public Works or his designate.

4.1.4. The Contractor shall provide the Director of Public Works or his designate a contact phone number for call back to the worksite and shall ensure that the operator is at the worksite within four (4) hours from the time a call back phone call is made to the contact phone number.

4.2 Payment Schedule

4.2.1. Payment for work will be made to the Contractor monthly, upon receipt of Contractor approved invoice which is to include the following information;
   4.2.1.1. Date and time worked
   4.2.1.2. Legal land location
   4.2.1.3. Zone number
   4.2.1.4. Type of Inspection Completed
   4.2.1.5. Pre-Inspection
   4.2.1.6. Post-Inspection
   4.2.1.7. Major Move
   4.2.1.8. Approach
   4.2.1.9. Letter of clearance in applicable industry from Workers’ Compensation

4.3 Reporting

4.3.1. The Contractor shall log onto Roadata Website for online reporting following each inspection.

4.3.2. A Monthly Summary Report which is to include the number and type of inspections in each zone and a Damage Report including documented actions, gravel values and grader requirements to facilitate repairs shall be submitted to the County monthly.

5. INDEPENDENT CONTRACTOR

5.1. The Contractor agrees that it shall be considered to be an independent contractor, as defined by current Occupational Health and Safety Regulations, and the Contractor shall have a safety program in place to meet current County of Wetaskiwin minimum standards. In no way does this contract create an employee/employer relationship.

The Contractor will remain an independent separate from the County of Wetaskiwin No.10.
6. GEOGRAPHIC POSITIONING SYSTEM

6.1. The County reserves the right to install Geographic Positioning System (GPS) on the vehicle owned by the Contractor at any time to monitor the location of, date and time worked of the Contract inspector.

7. PRIORITY OF CONTRACTOR

7.1. The Contractor agrees that road inspections and approach inspections of County roads pursuant to this Agreement shall be the first and primary obligation of the Contractor, and shall take precedence of any other obligation which the Contractor may have.

8. EQUIPMENT OPERATION

8.1. Safety

8.1.1. The Contractor shall be responsible for the provision and proper use of any and all safety devices including personal protective equipment for the operator and warning signs reasonable in the circumstances, which without limiting the generality of the foregoing, shall include the use of any and all safety devices including warning signs which the County or its representative deem necessary. The Contractor shall adhere to the provisions of the Alberta Traffic Safety Act.

8.2. Mobile Telephone

8.2.1. The Contractor shall provide a cell phone. The installation and rental fees will be the responsibility of the Contractor. The operator shall make contact by phone or radio to the area maintenance Foreman from the worksite on a daily basis to report road conditions and any possible damages incurred by major move.

9. ASSUMPTION OF LIABILITY, WAIVER AND INDEMNITY

9.1. Damage

9.1.1. The Contractor shall be responsible for any damage to any property resulting from work of services being performed pursuant to this Agreement which, without limiting the generality of the foregoing, shall include County roads.
9.2. **No Claims Against the County**

9.2.1. The Contractor shall not make any claim against the County, its elected officials, officers, employees, servants, agents, contractors, and rate-payers, which without restricting the generality of the foregoing, shall include any claim founded in contract or negligence with respect to any occurrence, incident, accident or event relating to the Agreement or the subject matter thereof.

9.3 **Indemnification**

9.3.1 The Contractor shall indemnify and save harmless the County, its elected officials, officers, employees, servants, agents, contractors, and rate-payers, which without limiting the generality of the foregoing, shall include the costs of legal defense, with respect to any suit, proceeding, claim or demand made or brought by a third party, which without restricting the generality of the foregoing shall include any suit, proceeding, or demand founded in contract or in negligence arising out of any occurrence, incident, accident, or event relating to the Agreement or the subject matter thereof.

10. **INSURANCE**

10.1. The Contractor shall, at his own expense, provide the following insurance;

10.1.1. Insurance against loss or damage to the equipment of the Contractor of an amount of not less than Two Million Dollars ($2,000,000.00) and type to cover any and all equipment used pursuant to this Agreement;

10.1.2. With the Contractor solely responsible for all deductible amounts under these insurance policies.

11. **WORKERS’ COMPENSATION BOARD**

11.1. The Contractor shall maintain an account, in good standing with the Workers’ Compensation Board of Alberta and shall provide, prior to the commencement of the work herein, and upon completion of the work herein, a letter of good standing from the Workers’ Compensation Board of Alberta, stating account number and expiry date.

12. **COMMENCEMENT AND DISCONTINUANCE OF WORK**

12.1. The Contractor shall commence and discontinue work and services as contemplated in the Agreement only upon the direction of the Director of Public Works or his representative. Hours of work and location of required work shall be regulated solely by the direction of the Director of Public Works or his designate.
13. FAILURE TO PROVIDE SERVICES/TERMINATION OF AGREEMENT

13.1 Failure to provide services provided for in this Agreement to the satisfaction of the County may at the sole and absolute discretion of the County or its representatives result in the termination of this Agreement as follows:

13.1.1 The County may terminate this Agreement at anytime without penalty upon giving the Contractor seven (7) days written notice of such termination;

13.1.2 Upon termination of the Agreement, the Contractor shall not perform any further work in connection with the Agreement except to advise the County of the work completed to the termination date.

13.2 Rights and Obligations

In the event of termination of the Agreement all rights and obligations pursuant to the Agreement of the parties that have accrued to the date of termination shall remain in full force and effect.

13.3 Contractor’s Termination

The Contractor may terminate this Agreement upon giving thirty (30) days written notice to the County.

14. ASSIGNMENT

14.1 This Agreement shall not be assigned by the Contractor in whole or in part without the prior written permission of the County.

15. NOTICE

15.1 Any notice, or other communication or instrument required or permitted to this Agreement shall be in writing and shall be delivered personally or may be mailed by prepaid registered mail addressed as follows or may be forwarded by electronic facsimile;

In the case of notice or communication to the County;

Neil Powell, Director, Public Works
County of Wetaskiwin No. 10
Box 6960 Wetaskiwin AB T9A 2G5
Telephone: 780-361-6230
Fax: 780-352-3486
Notice to the Contractor;

Chris Patten – GP Road Inspection
R.R. 1
Winfield AB  T0C 2X0

15.2 **Change of Address**

15.2.1 Either party may change its mailing or delivery address by giving notice to the other party.

15.3 **Mailed Notice**

15.3.1 Every notice mailed at any post office in Canada by prepaid registered post in an envelope addressed to the Party to whom the notice is directed shall be deemed to have been given to and received by the addressee the seventh (7th) business day following the mailing, except where there exists a labor strike or other postal interruption resulting in interference with normal mail delivery to the addressee, in which case notice or other communication shall be in writing and shall be delivered to the party at the stated address and such notice shall be effective only if and when actually delivered, or if notice is delivered by electronic communication, it shall be deemed to have been delivered and received upon electronic notification that the message has been successfully sent.

16. **MISCELLANEOUS**

16.1. **Licenses, Consents and Other Approvals**

16.1.1 The Contractor shall obtain all necessary licenses, consents and governmental and other approvals which are required to successfully comply with the terms and conditions of this Agreement.

16.2. **Performance of Reasonable Acts**

16.2.1 Each of the parties shall perform such acts as may be reasonable required to carry out the purposes, intentions and provisions of this Agreement.

16.3. **Waiver of Default**

16.3.1 Any condiment, excusing or ignorance by either party of any default, breach or nonobservance by either party at any time or times in respect of any term, covenant, or condition, or any matter contained in this Agreement shall not operate as a waiver of any subsequent default, breach or nonobservance so as to defeat or effect in any way the rights of either party in respect of any subsequent default, breach or nonobservance. No term, covenant or condition shall be deemed to have been waived unless such waiver be in writing and signed on behalf of the party so waiving same.
16.4. **Freedom of Information**

16.4.1. The records stipulated in this Agreement as being required to be maintained by the Contractor may be subject to the protection and access provisions of the Freedom of Information and Protection of Privacy Act. Should the County receive a request for any of these records that are in the custody of the Contractor, it will be the responsibility of the Contractor to provide the records, at the Contractor’s expense, to the County within thirty (30) calendar days of receipt of the written request for the records by the County.

16.5 **Whole Agreement**

16.5.1 Subject to an agreement in writing between the parties to the contrary, the Contract Documents contain the whole of the terms and conditions between the County and the Contractor. There are no other warranties, representations, conditions or collateral agreements, except as set forth in the Contract Documents which, without limiting the generality of the foregoing shall mean that no verbal agreement or conversation with any elected official, officer, employee or agent of the County shall affect or modify any of the terms or conditions contained in the Contract Documents.

16.6 **Enurement**

This Agreement shall be binding upon and ensure to the benefit of the parties hereto and their respective successors and permitted assigns.
17. EXECUTION

IN WITNESS WHEREOF this Agreement has been executed by the parties effective the date and year first above written notwithstanding the actual date or dates of the execution.

County of Wetaskiwin No. 10

__________________________
Per: ____________________________
WITNESS
Reeve

County of Wetaskiwin No. 10

__________________________
Per: ____________________________
WITNESS
County Administrative Officer

Contractor

__________________________
Per: ____________________________
WITNESS
Chris Patten – GP Road Inspection
### SCHEDULE “A”

#### Area Zones 1 – 6:

<table>
<thead>
<tr>
<th>ZONES</th>
<th>Description</th>
<th>Cost per inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>West of HWY 22 to County Border</td>
<td>$111.23</td>
</tr>
<tr>
<td>2</td>
<td>HWY 20 to HWY 22</td>
<td>$98.87</td>
</tr>
<tr>
<td>3</td>
<td>SH 771 to HWY 20</td>
<td>$111.23</td>
</tr>
<tr>
<td>4</td>
<td>HWY 2 to SH 771</td>
<td>$123.59</td>
</tr>
<tr>
<td>5</td>
<td>RR 240 to HWY 2</td>
<td>$148.30</td>
</tr>
<tr>
<td>6</td>
<td>Wetaskiwin/Camrose Border to RR 240</td>
<td>$160.67</td>
</tr>
</tbody>
</table>

All wellsite and access approach inspections are to be completed for the cost of $57.75 per inspection regardless of zone.
Proposed Bylaw 2019/03 Rescinding Bylaw 2018/50
Waste Management

Meeting Date (Report Reference Only): 2019/01/29
Meeting (Report Reference Only): Council Public Works

Background

N. Powell, Director of Public Works reviewed the existing Waste Management Bylaw 2018/50, noting the following summary of issues that required attention:

- Includes references that do not exist or match up in the document; or other documents
- References to bylaws, policies and legislation that does not exist or has been re-titled
- Reference to facilities the County no longer has operations control over (i.e. West Dried Meat Landfill and Wetaskiwin Recycling Center)
- Many definitions not necessary to current method of operation; too many definitions of dwellings and housing
- References to waste materials designated for a landfill
- Allowed for waste Collectors to enter upon private property
- Did not allow for Municipal Tags (as per current practice)
- Schedule A – removed, as any references to program fees will be addressed in the Fees and Charges Bylaw.
- Schedule B: removed, petition form (not necessary); new bylaw allows for creation of forms
- Schedule C: Penalties in lieu of prosecution – removed and is now covered in the new bylaw document and Schedule B
- Schedule D: Penalty Amounts – removed and now covered in the new bylaw document and Schedule B
- Schedule E: Prohibited Waste – removed, as it is covered in the new bylaw document
- Schedule F: Maps – did not include a list of areas or had proper boundaries defined; corrected and now Schedule B
The following is a summary of the changes which have been included in the proposed Solid Waste Collection Bylaw 2019/03:

- A new description that matches current method of operations.
- Only references the MGA; not necessary to list applicable sections in the MGA.
- Definitions have been cleaned up and corrected.
- “Residential Premises” will cover current practices and deals with the RV issue.
- Definitions of Development Permit, Municipal Tag, and Violation Ticket match other County definitions found within newer bylaws.
- New sections and definitions have been added.
- Collection Services now fully explained.
- Prohibited waste located in main bylaw document and not in Schedules.
- Account and Fees – matches current practices.
- Service fees are further referenced to the Fees and Schedules Bylaw; the waste collection fee under Bylaw 2018/50 had not changed for 10 years.
- Preparation of waste matches current practices.
- Waste containers: bylaw now limits the volume to 2 waste containers versus 4 allowed in Bylaw 2018/50.
- Waste containers defined as a standard garbage container (121 litres); two of these containers are allowed per week (total 240 litres). This matches a large 240 litre bin allowed in most municipalities without recycle collection.
- Set out locations defined and clarified.
- Collection schedules, time of day, holidays now clearly defined.
- Previous bylaw allowed for Collector’s to enter on private property; now not authorized.
- New section dedicated to Transfer Stations and no reference to landfills or Recycling Centers.
- Enforcement section cleaned up to match current practices:
  - Violation tickets and Municipal Tags.
  - Fines and penalties ($250 up to $10,000); amounts double for subsequent offence.
- Schedule A – Collection Areas Defined.
  - Areas listed in written form and with corrected maps to existing boundaries.
- Schedule B – provides a description of offences and their applicable fines.
Recommendations

That Council approves three readings of By-law 2019/03 – Solid Waste Collection.

Recommended Resolution

By-law 2019/03 is a by-law of the County of Wetaskiwin No. 10, in the Province of Alberta, regulating and providing for solid waste collection, solid waste transfer and recycling services and this by-law repeals Bylaw 2018/50 in its entirety & all amending bylaws.

MOVED: by Councillor ** that Bylaw 2019/03 be given First Reading.

MOVED: by Councillor ** that Bylaw 2019/03 be given Second Reading.

MOVED: by Councillor ** that Bylaw 2019/03 be presented for Third Reading.

MOVED: by Councillor ** that Bylaw 2019/03 be given Third Reading and it be declared finally passed and the Reeve and Chief Administrative Officer be authorized to sign same and affix thereto the corporate seal of the County of Wetaskiwin No.10.
BY-LAW NUMBER 2018/50

BY-LAW NO. 2018/50 is a by-law of the County of Wetaskiwin No. 10, in the Province of Alberta, to establish a waste management by-law within the Hamlets and Subdivisions of the County of Wetaskiwin No. 10.

This Bylaw will be cited as the “Waste Management Bylaw”.

Whereas under Section 7 of the Municipal Government Act (MGA) a council may pass by-laws for municipal purposes respecting public utilities services provided by or on behalf of the municipality; and

Whereas the MGA defines “public utility” means a system or works used to provide for public consumption, benefit, convenience or use for waste management; and

Whereas under Section 42 of the Municipal Government Act states that the charges for municipal utility services provided to a parcel of land are an amount owing to the municipality by the owner of the parcel; and

Whereas under Section 553 of the MGA a council may add amounts to the tax roll of a parcel of land for unpaid charges referred to in section 42 for a municipal utility service provided to the parcel by the County Public Utility that are owing by the owner of the parcel.

1. DEFINITIONS

In this bylaw all definitions in the Municipal Government Act shall apply. Interpretations of this bylaw shall be consistent with the requirements of the Municipal Government Act.

In this bylaw:

1.a APARTMENT HOUSE means a building which is either occupied or intended to be occupied by more than three families living independently of one another upon the same premises and includes, but is not limited to:

1.a.i condominiums that do not fit the definition of an Apartment house as described in 1.3;

1.a.ii senior citizens’ self-contained units in a complex of more than three units;

1.a.iii Hotels, licensed cabins, recreational vehicles and travel trailers approved by Development permit, motels and any other type of premises where the occupants normally reside for limited periods.

1.b APPLIANCES shall be defined as non-useable household appliances such as washers, dryers, stoves, fridges, freezers, dishwashers, garburators, hot water tanks, water softeners, furnaces, air conditioners, televisions, stereos, radios, video recording devices.

1.c ASHES mean the residue and cinders from any substance used for fuel or the product of burning.

1.d BIOMEDICAL WASTE shall mean all waste generated in or resulting from the operation of a sick room, funeral home, hospital, medical office, dental office, medical clinic, dental clinic, veterinary clinic or biological research station which contains or may contain pathogenic agents, pathological agents, or which may cause disease in persons exposed to such waste, and includes all human tissue, blood, organs, body parts and fluids.

1.e BURNABLE WASTE means non-offensive, combustible materials such as trees, brush and clean untreated wood products only.
1.f **COUNTY** means the municipal corporation of the County of Wetaskiwin.

1.g **COUNTY OF WETASKIWIN SANITARY LANDFILL/SOLID WASTE TRANSFER STATION** means West Dried Meat Lake Sanitary Landfill or Solid Waste Transfer Stations owned and operated by the County of Wetaskiwin.

1.h **COLLECTION AREA** means the locations within the corporate limits of the County of Wetaskiwin from which refuse collection shall be made as shown in SCHEDULE “C”.

1.i **COMMERCIAL PROPERTY/ESTABLISHMENT** means a business engaged in the direct retailing of goods or provision of services to the final consumer.

1.j **COMPOST** means grass cuttings, leaves, weeds and garden waste, but does not include putrescible materials, shrubbery or tree pruning, manure, tree stumps, roots, turf or earth.

1.k **CONTRACTOR** means any person or persons who have been awarded and has signed the garbage collection contract with the County of Wetaskiwin.

1.l **COUNCIL** means the Municipal Council of the County of Wetaskiwin.

1.m **DOMESTIC WASTE** means all non-hazardous materials coming from residential dwellings, not including restricted waste as per SCHEDULE “E”.

1.n **DUPLEX** means any building or place occupied or used as a residence by two families.

1.o **DWELLING** means any building or place occupied or used as a residence or place of living by one family (including mobile homes, recreational vehicles and travel trailers approved by Development permit) but does not mean apartment house as per item 1.3(a). Each individual residence shall be considered a separate dwelling unit.

1.p **FOUR-PLEX** means any building or place occupied or used as a residence or place of living by four families.

1.q **HAZARDOUS LIQUID WASTE** means hazardous waste with moisture content in excess of 30%.

1.r **HAZARDOUS WASTE** means a hazardous chemical as defined by the Environmental Protection and Enhancement Act (Alberta) and regulations thereunder;

1.r.i any waste which contains a radioactive material as defined by the Atomic Energy Control Act (Canada) and regulations thereunder;

1.r.ii any waste which contains material as defined by the Atomic Energy Control Act (Canada) and regulations thereunder;

1.r.iii any waste which contains trichlorophenal, pentachlorophenol, free cyanides or polychlorinated biphenyls;

1.r.iv any liquid waste which contains arsenic, cadmium, chromium, lead, mercury, nickel, selenium or thallium concentrations greater than 99 milligrams per kilogram;
1.r.v any liquid waste which contains an organic solvent in concentration greater than 999 milligrams per kilogram;

1.r.vi any pesticides, herbicides, explosives, quick lime, sewage sludge, septic tank pumpings, oil, combustible liquids, batteries, poisons, acids, caustics; any container used to transport any such waste and any other waste which presents an unusual disposal problem for reasons of health or safety.

1.s INDUSTRIAL PROPERTIES/ESTABLISHMENTS means places that carries on one or more of the following activities:

1.s.i the manufacturing, processing, assembling, cleaning, repairing,

1.s.ii Servicing, testing storage, warehousing, distribution or transshipment of materials, goods, products or equipment.

1.t COMMERCIAL/INDUSTRIAL WASTE is solid, liquid or gaseous waste material from all industrial or commercial establishments.

1.u INSTITUTIONAL PROPERTIES means places where the occupants reside for limited periods, including, but not limited to, senior citizens’ residences and hospitals.

1.v LIQUID WASTE shall mean any liquid other than hazardous waste with moisture content in excess of 30%.

1.w PEACE OFFICER means a member of the Royal Canadian Mounted Police, a member of a Municipal Police Force, a Community Peace Officer, a Fish and Wildlife Officer or a Bylaw Enforcement Officer.

1.x PERSON means any person, firm, partnership, association, corporation, company or organization of any kind.

1.y PICKUP LOCATION means the location designated by the County where waste receptacles must be placed for collection.

1.z PROHIBITED WASTE means waste not acceptable at the County of Wetaskiwin Sanitary Landfill/Solid Waste Transfer Station (see SCHEDULE “E”).

1.aa RECEPTACLE means a container to a volume not to exceed 121 liters capable of containing Solid Waste and preventing scattering of the Solid Waste by wind or animals.

1.bb RECYCLABLE PRODUCT means any material accepted in or around the County of Wetaskiwin for the purpose of reuse.

1.cc REFUSE means all decay able materials resulting from the handling, preparation, cooking, consumption and storage of food, along with the following materials: broken dishes, rags, cast-off clothing, excelsior, sawdust, food containers, plastic, shrubbery and tree prunings; but does not include manure, tree stumps, roots, turf, earth, furniture, appliances, as defined in 1.3, discarded auto parts or such waste matter as may accumulate as a result of building construction, renovation or repair.

1.dd PROHIBITED WASTE shall be defined as anything collected at the Wetaskiwin Recycling Centre (see SCHEDULE “E”).

1.ee SOLID WASTE means refuse, trade waste and all other solid materials that can be disposed of at the County of Wetaskiwin Sanitary Landfill/Solid Waste Transfer Station.
1.ff **STREET** means any public roadway used by waste collection vehicles to gain access to the boundary of a private property from which garbage or refuse is being collected.

1.gg **TOWNHOUSE** means an apartment house that has three or more independent living units constructed side by side with each unit having its own front and rear entrances.

1.hh **TRADE WASTE** shall be understood to include the material from manufacturing processes, stable manure, slaughter house offal, butchers offal, dead animals, waste from garages, condemned matter or waste from plants or other works, automobiles, truck bodies or used farm machinery, building construction, renovation and repair.

1.ii **UTILITY** shall mean and include, as the context may require:
   1.ii.i the supply of water;
   1.ii.ii the provision of waste water collection and disposal;
   1.ii.iii the provision of solid waste services including collection and disposal of solid waste from dwelling units;
   1.ii.iv The provision of solid waste reduction services for residential premises.

1.jj **WETASKIWIN RECYCLING CENTRE** means the recycling depot located adjacent to the City of Wetaskiwin Public Works yard located at 5707-51st Street, Wetaskiwin, or areas designated by the County of Wetaskiwin at the Solid Waste Transfer Stations for the collection of recyclables.

---

**2 PREPARATION OF WASTE MATTER FOR COLLECTION**

2.a A person shall not put out or permit to be put out any additional solid waste for collection in excess of four (4) receptacles.

2.b A person shall not put or permit to be put out solid waste for collection unless:
   2.b.i refuse and trade waste is thoroughly drained and put in a sealed plastic bag that has been manufactured for the purpose of garbage disposal before being put into refuse receptacles for collection;
   2.b.ii rags and cast-off garments are tied securely in bundles and placed within or beside refuse receptacles for removal;
   2.b.iii ashes are cooled and put into sealed, disposable containers;
   2.b.iv Sawdust is put into sealed disposable containers.

---

**3 COLLECTION**

3.a Mandatory fees will be charged to every lot eligible to receive the service; with the exception of vacant property. Vacant properties shall be defined as a property with no improvements or structure capable of occupancy (i.e. holiday trailers shall be considered as an
improvement). Accounts receivable invoices will be sent out every second month according to the utility billing schedule.

3.b All residential collection shall be done at the front street curb unless otherwise authorized by the Director of Public Works or his designate.

3.c No person, being the owner, occupant, tenant or person in charge of any building or premises shall put out or permit to be put out for collection any waste, refuse or ashes in receptacles of any type except those defined in Section 1.3 herein. Any other receptacles may be removed by the collectors as waste.

3.d No person shall fill or permit to be filled any receptacle to a height that will not allow the closure of the lid.

3.e No collection of refuse shall be made from any receptacle that its weight, with its contents, exceeds 25 kilograms (55 pounds).

3.f Residential collection shall be administered by the Director of Public Works or his designate and approved by Council.

3.g Nothing in this bylaw shall be deemed to require the collection by the County of Wetaskiwin of any trade waste, commercial/industrial waste, construction waste, hazardous waste or liquid waste, and all such materials shall be conveyed by the owner at their expense to an appropriate disposal facility.

3.h All solid waste material that is collected by the Municipality or its contractor becomes the property of the Municipality and shall be disposed of under terms or conditions that Council directs.

3.i The Director of Public Works or his designate shall approve schedules for the collection of waste.

3.j Solid waste shall be at the pick-up location by 7:00 a.m. on the morning of the collection day.

3.k If a civic holiday occurs on the collection day and the landfill/transfer station is closed, collection will be made within two days of the holiday.

3.l No person shall dispose of garbage into another person’s garbage collection area or receptacle without the consent of that person.

3.m Pick-up will be on a weekly basis. Additional pick-ups will be scheduled if and when required at the discretion of the Director of Public Works or his designate.

3.n No person, being the owner, occupant, tenant or person in charge of any dwelling or townhouse in the County shall put out any garbage, refuse, waste or ashes for collection unless such waste is first contained in a sufficient number of receptacles to contain such material between pick-ups. The number of receptacles as described in Section 1.3 shall be limited to four (4) receptacles. If the quantity of solid waste cannot be contained in (4) receptacles each person shall have the option of making their own arrangements to dispose of the excess material.

3.o The County shall not collect nor be responsible for the collection of solid waste from four-plexes, commercial, industrial and institutional premises, building projects, townhouses with more than three (3) units, or any townhouse that does not have an entrance abutting a public roadway which can be accessed by a collection vehicle. A four-plex that has four (4) individual utility
accounts may have the option to request County pick-up of their waste.

3.p The owners and occupants of apartment houses, commercial, industrial and building projects shall be responsible for the disposal of all waste generated by or from such premises.

3.q The Director of Public Works or his designate may, at their sole discretion, allow additional receptacles as described in Section 1.3 herein over and above the quantities outlined in Section 201, if there are circumstances that the County feels justifies the additional receptacles.

4 REQUEST FOR SERVICE

4.a Any Hamlet or Subdivision, as whole that wishes to have garbage pick-up services that are not currently receiving this services must provide the County with a registered owner petition (as per SCHEDULE "B") from not less than 75% of the registered owners in that Hamlet or Subdivision. County approval would be subject to availability at that time and pricing to be consistent with all other areas that are being provided the garbage pick-up service. If services are provided, 100% participation is mandatory for all improved lots in that subdivision/hamlet.

4.b Any Hamlet or Subdivision that wishes to discontinue garbage pick-up services that are currently receiving this service must provide the county with a registered owner petition from not less that 75% of the registered owners in that Hamlet or Subdivision.

5 LOCATION OF RECEPTACLES

5.a A person shall not keep or permit to be kept any solid waste receptacles upon any lane, street, boulevard, sidewalk or highway of the County.

5.b The County shall designate or approve all collection locations and the owner, tenant or occupant shall maintain pick-up locations for solid waste receptacles and the following regulations apply:

5.b.i The pick-up location serving a dwelling shall not be further from the street than the property line of the dwelling, along the pick-up route.

5.c The contractor collection vehicle of the County will not enter onto private property to collect waste unless written authorization is given by the landowner and the Public Works Department.

5.d Where there is a retaining wall, steep slope or other obstruction between the lane from which the solid waste is collected and the pick-up location, the refuse receptacles shall be placed at a convenient height to enable the collector to obtain them from the lane level.

5.e A person, being the owner, occupant, tenant or person in charge of any property or premises shall maintain or ensure that the lane in the rear of the said property or premises to the centre line thereof and the storage location on the property is maintained in a clean, tidy and orderly condition.
5.f All authorized collectors of waste may enter yards of any person at all reasonable times for the purpose of carrying out their duties.

5.g Any person, being the owner, occupant, tenant or person in charge of any property or premises who puts out solid waste for collection shall provide unobstructed and convenient access for collection of such waste.

6 TRANSPORTATION OF WASTE

6.a A person shall not use or permit to be used any vehicle for the conveyance or storage of waste unless such vehicle is fitted with a suitable cover capable of preventing the dropping, spilling or blowing off of solid waste while it is being transported or stored.

7 COUNTY OF WETASKIWIN SANITARY LANDFILL

7.a All solid waste entering the County of Wetaskiwin Sanitary Landfill/Solid Waste Transfer Stations shall be in accordance with the rules and regulations of that facility.

7.b All solid waste being disposed of shall be deposited in the designated areas.

7.c No person shall remove any solid waste product deposited in the County of Wetaskiwin Sanitary Landfill/Solid Waste Transfer Stations unless authorized by the Director of Public Works or his designate.

7.d No person may enter the County of Wetaskiwin Sanitary Landfill/Solid Waste Transfer Stations except to deposit solid waste products or unless approved by the Director of Public Works or his designate.

7.e No liquid or hazardous waste shall be deposited at the County of Wetaskiwin Sanitary Landfill/Solid Waste Transfer Stations unless authorized, in writing, by the Director of Public Works or his designate. Any such approval shall only be for temporary storage of such waste.

7.f No person shall be allowed to dispose of anything whatsoever in the County of Wetaskiwin Sanitary Landfill/Solid Waste Transfer Stations unless authorized by the Director of Public Works or his designate through the registration process which consists of ID CARDS being issued to County residents providing they have valid proof of ownership on property within the County of Wetaskiwin limits.

7.g The hours of operation shall be determined by the Director of Public Works or his designate in consultation with Council.

7.h A person shall not deposit solid waste at the County of Wetaskiwin Sanitary Landfill/Solid Waster Transfer Station site unless the following conditions are met:

7.h.i all solid waste is deposited in accordance with the directions of the attendant and in accordance with the appropriate signs at the sites;
7.h.ii All solid waste that is capable of being put into a garbage bag shall be placed in a plastic bag commercially available for the purpose of waste disposal.

7.h.iii All solid waste is deposited in a manner which will minimize scattering by the wind;

7.h.iv All solid waste shall be sorted and deposited in the designated areas as defined by the Director of Public Works or his designate.

7.i It shall be unlawful for any unauthorized person to enter a County of Wetaskiwin Sanitary Landfill/Solid Waste Transfer Station site for the purpose of salvaging, picking over, and scattering, searching or burning any material.

7.j The Director of Public Works or his designate shall specify conditions and items of disposal for solid waste at the landfill/Solid Waste Transfer Station, and may refuse disposal of solid waste, which is deemed unsuitable for the County of Wetaskiwin Sanitary Landfill/Solid Waste Transfer Station.

7.k No person shall dispose of radioactive material or radioactive waste.

7.l The following conditions shall apply to industrial waste:

7.l.i All generators and carriers of industrial waste shall correctly complete any manifest required by the County or Provincial Government. All instructions associated with the use of a manifest shall be strictly obeyed.

7.l.ii The generator of industrial waste that requires special handling or is a hazard or potential hazard to health, safety or the environment shall, in writing, satisfy both the County and Provincial Government that the waste can be safely handled at the County of Wetaskiwin Sanitary Landfill/Solid Waster Transfer Station.

7.l.iii No industrial waste shall be accepted at a landfill site or transfer station when its contents are unknown or the disposal procedure is in doubt.

7.l.iv Generators and carriers of industrial waste shall cooperate with the County and/or Provincial Government personnel in taking samples of the waste at the County of Wetaskiwin Sanitary Landfill/Solid Waste Transfer Station.

7.m The Director of Public Works or his designate may refuse entry to the County of Wetaskiwin Sanitary Landfill/Solid Waste Transfer Station to any person violating the terms of this bylaw.

8 WETASKIWIN RECYCLING CENTRE

8.a Only appropriate materials shall be deposited at the Wetaskiwin Recycling Centre.

8.b A person shall not deposit recyclables at the County’s Recycling locations unless the following conditions are met:

8.b.i all recyclables are deposited in accordance with the directions of the attendant and in accordance with the appropriate signs at the site;
8.b.ii all recyclables are deposited in a manner which will minimize scattering by the wind;

8.b.iii All recyclables shall be sorted and deposited in the designated areas as defined by the Director of Public Works or his designate.

8.c The hours of operation shall be determined by the Director of Public Works or his designate in consultation with Council.

9 WASTE MANAGEMENT FEES

9.a All rates and fees shall be in accordance with West Dried Meat Lake and fee’s Policy #4304 “WASTE MANAGEMENT – ACCOUNTABILITY FOR FUNDS”.

9.b If an account for waste management fees remains unpaid for more than sixty (60) days, the private hauler may be refused admittance to the landfill or transfer station until such arrears are paid.

9.c Residential waste management fees will be charged on the utility bill.

9.d If a consumer shall only partially pay a utility invoice, all monies paid shall, notwithstanding any contrary direction from the consumer, be applied towards the payment of the amount due under such invoice on the following order:

9.d.i penalties;

9.d.ii arrears of charges for all utility services;

9.d.iii current solid waste service charges;

9.d.iv current wastewater charges;

9.d.v Current water charges.

10 ENFORCEMENT

10.a It shall be the duty of the Chief Administrative Officer or his delegate or a peace officer to enforce the provisions of this bylaw.

11 OFFENCES AND PENALTIES

11.a Any person who contravenes the provisions of the bylaw is guilty of an offence and liable upon summary conviction to a fine of not less than one hundred dollars ($100.00) and in default of such fine to imprisonment for a term not to exceed 6 months.

11.b Notwithstanding the provisions of Section 1101, any person who contravenes the provisions of this bylaw may be issued with a violation ticket by a peace officer in the amount specified in SCHEDULE “D” attached hereto and forming part of this bylaw.
12 NON-COMPLIANCE WITH BYLAW

12.a A person shall not deposit or permit to be deposited any type of solid waste on any County highway, ditch or property.

12.b If a person, being the owner, occupant, tenant or person in charge of any building or premises has been given an order to remedy any condition contrary to any part of this bylaw and neglects or refuses to comply with such an order within the time specified, the same may be done by the County of Wetaskiwin at the expense of the person in default. All expenses incurred shall be in addition to and not a substitute for any fines or penalties to which the person may be subject pursuant to the provisions of this bylaw.

On default of payment of these expenses, the County may recover the expenses thereof with the costs, by action or in like manner as municipal taxes.

12.c Any person issued with an order under Section 1302 shall comply with such order.

12.d Upon production of a violation ticket issued, pursuant to this Section, within seven (7) consecutive days from the date of issue, together with the payment, to the County of Wetaskiwin, of the fee as provided in SCHEDULE “D” of the bylaw, the person to whom the violation ticket was issued shall not be liable for prosecution for the contravention in respect of which the violation was issued.

12.e Where any waste is used or put out or left in violation of any provision of this bylaw, the owner, occupant, tenant or person in charge of the property where the violation occurs is liable for the penalty imposed for the violation of the bylaw.

13 SEVERABILITY

13.a If a court of competent jurisdiction should declare any Section or Subsection of this bylaw to be invalid, such Section or Subsection shall not be construed as having persuaded or influenced Council to pass the remainder of the bylaw, and it is hereby declared that the remainder of the bylaw shall be valid and remain in force.

13.b In the event of a conflict between any of the provisions of this bylaw and the provisions of any other bylaw of the County, the provisions of this bylaw shall prevail.

14 GENERAL PROVISIONS

14.a Nothing in this bylaw shall be deemed to supersede or repeal any provisions of the Fire bylaw or the Public Health bylaw.

14.b Schedules A, B, C, D, E and F form part of this bylaw.

14.c Except as otherwise stated, the management of this bylaw will be by the Director of Public Works or his designate.
14.d The Director of Public Works or his designate is hereby authorized to do all things necessary in order to fulfill their responsibilities and duties under this bylaw.

This By-law shall rescind By-law 2008/73 in its entirety.

This bylaw comes into effect on the date of signing.

READ: A First time this 9th day of October, 2018.
READ: A Second time this 9th day of October, 2018.
READ: A Third time and finally passed this 9th day of October, 2018.

____________________________________
REEVE

____________________________________
CHIEF ADMINISTRATIVE OFFICER
SCHEDULE “A”

WASTE COLLECTION PROGRAM FEES

WASTE COLLECTION PROGRAM for approved Hamlets and Subdivisions (as per SCHEDULE “F”) will be charged as of January 1, 2009 @ $10.00 per month.
SCHEDULE “B”

REGISTERED OWNER PETITION FOR WASTE MANAGEMENT SERVICES
SCHEDULE "C"

PENALTIES IN LIEU OF PROSECUTION

PENALTIES:

Penalties that will be accepted by the County of Wetaskiwin in lieu of prosecution.

The penalties shall apply to:
Section 2 – Preparation of Waste Matter for Collection
Section 3 – Collection
Section 5 – Location of Receptacles
Section 6 – Transporting of Waste
Section 7 – County of Wetaskiwin Sanitary Landfill
Section 12 – Non-compliance with bylaw
SCHEDULE “D”

PENALTY AMOUNTS:

The penalties shall be as follows:
First offence $ 100.00
Second offence $ 500.00
Third offence $1000.00
SCHEDULE "E"

PROHIBITED WASTE

HUMAN WASTE (except disposable diapers)
LIQUID WASTE
BIOMEDICAL WASTE
CARCASSES
SEWAGE
HAZARDOUS WASTE
HAZARDOUS LIQUID WASTE
PROPANE TANKS
OIL, OIL FILTERS AND OIL CONTAINERS
WET–CELL BATTERIES

*Waste from automobile body shops should be thoroughly inspected. All materials in the above categories are prohibited from entering the landfill unless special permission has been obtained from the Director of Public Works or his designate. The attendant should contact the bylaw department if problems arise when rejecting prohibited materials. Loads with liquids dripping will not be accepted.

No chemicals, paints, mineral fillers or toxic materials or liquids contained in questionable containers will be accepted. Landfill operator will have discretion as to acceptance of other materials. All materials entering the landfill must be sorted and piled in the appropriate storage area.
SCHEDULE "F"
MAPS

Hamlet of Mulhurst Bay

Lakeland Estates
Sec NE 23-47-1-W5M
SCHEDULE “F”
MAPS

Woodwind Estates
SW 13-46-1-W5M

Hamlet of Winfield
NE 18-46-3-W5M

SW 18-46-3-W5M
SE 18-46-3-W5M
SCHEDULE "F"
MAPS
BY-LAW NUMBER 2019/03

A BYLAW OF THE COUNTY OF WETASKWIN NO. 10, IN THE PROVINCE OF ALBERTA, REGULATING AND PROVIDING FOR SOLID WASTE COLLECTION, SOLID WASTE TRANSFER AND RECYCLING SERVICES.

WHEREAS the Municipal Government Act, R.S.A 2000, c.M-26, provides that a Council may pass Bylaws respecting public utilities and the enforcement of Bylaws;

NOW THEREFORE the Council of the County of Wetaskiwin No. 10, in the Province of Alberta, duly assembled, hereby enacts as follows:

Part I – INTERPRETATION

1. TITLE

This Bylaw will be cited as the "Solid Waste Management Bylaw".

2. DEFINITIONS

In this Bylaw, all definitions contained within the Municipal Government Act shall apply. Interpretations of this Bylaw shall be consistent with the requirements of the Municipal Government Act.

2.1. In this Bylaw:

a) "Biomedical Waste" shall mean all waste generated in or resulting from the operation of a sick room, funeral home, hospital, medical office, dental office, medical clinic, dental clinic, veterinary clinic or biological research station which contains or may contain pathogenic agents, pathological agents, or which may cause disease in persons exposed to such waste, and includes all human tissue, blood, organs, body parts and fluids;

b) "Bulk Waste" includes furniture, appliances, mattresses, bicycles, or other oversize items not capable of being placed in a bag and Waste Container for collection;

c) "Chief Administrative Officer, (CAO)" means the Chief Administrative Officer of the County of Wetaskiwin No. 10 appointed by Council or the Chief Administrative Officer’s authorized designate;

d) "Collection Area" means the geographic areas listed in Schedule "A" that are entitled to receive Collection Services in accordance with this Bylaw;

e) "Collection Services" means roadside collection of Household Waste from Residential Premises within the Collection Area;

f) "Commercial Waste" means Waste generated by commercial, industrial, institutional, community, governmental, religious or charitable organizations;

g) "Construction Waste" means any waste generated by constructing, altering, repairing or demolishing any structure;

h) "Council" means the Municipal Council of the County of Wetaskiwin No. 10;

i) "County" means the Municipal Corporation of the County of Wetaskiwin No. 10;

j) "Customer" means the Owner or occupier of Residential Premises entitled to receive Collection Services;
k) "Development Permit" means a document or permit which may include attachments issued pursuant to the Land Use Bylaw authorizing a development;

l) "Hazardous Waste" has the meaning set out in the Environmental Protection and Enhancement Act and regulations thereunder and includes any Waste which contains trichlorophenol, pentachlorophenol, free cyanides or polychlorinated biphenyls; arsenic, cadmium chromium, lead, mercury nickel, selenium or thallium concentrations greater than 99 milligrams per kilogram; any pesticides, herbicides any Liquid Waste which contains an organic solvent in concentration greater than 999 milligrams per kilogram; any pesticides, herbicides, explosives, quick lime, sewage sludge, septic tank pump out, oil, combustible liquids, batteries, poisons, acids, caustics; any container used to transport any such Waste and any other Waste which presents an unusual disposal problem for reasons of health or safety;

m) "Household Waste" means unwanted refuse or materials intended for disposal generated by normal human living processes and domestic activities;

n) "Landlord" means the Owner of residential premises, or a property manager, heir or assign, permitting the occupation of residential premises under a residential tenancy agreement;

o) "Liquid Waste" shall mean any Waste, other than Hazardous Waste, with a moisture content in excess of 30%;

p) "Multi-Family Residential Premises" means any building or group of buildings that includes more than four (4) separate dwelling units, including but not limited to apartment buildings and condominiums, and may include a designated manufactured home park;

q) "Municipal Tag" means a form of ticket prescribed by the County for a bylaw Offence providing a person with the opportunity to pay an amount to the County in lieu of prosecution;

r) "Occupant" means a Person occupying a premises, including a lessee or licensee, who has actual use, possession or control of the premises;

s) "Offence" shall mean convicted of an offense or voluntary payment of an Offence;

t) "Owner" means the registered owner of real property and includes a purchaser under an agreement for sale of real property;

u) "Peace Officer" means a Bylaw Enforcement Officer or a Peace Officer within the meaning of the Peace Officer Act, employed or appointed by the County;

v) "Person" means any individual, firm, partnership, association, corporation, trustee, executor, administrator or legal representative to whom the context applies according to law;

w) "Recyclables" means any specific waste material accepted at a Transfer Station for the purpose of re-use or repurposing;

x) "Residential Premises" includes:

a) any building containing a single dwelling unit (single detached dwelling); or
b) a semi-detached dwelling where each single dwelling unit is deemed to be a Residential Premises; and
c) a recreational vehicle, meaning a mobile unit meant for use as temporary accommodation and includes, but is not limited to, holiday trailers, tent trailers, fifth-wheel trailers, truck campers, motor homes, park model trailers and recreational units that do not meet Part 9 of the Alberta Building Code (ABC) and that has been issued a Development Permit by the County.

y) "Solid Waste Collection Fee" means the fixed monthly service fee charged to Customers for Collection Services as established in the Fees and Charges Bylaw;

z) "Tenant" means one who has the occupation or temporary possession of lands for tenements of another; specifically one who rents or leases a residential dwelling from a Landlord;

aa) "Transfer Station" means a County facility where Waste is received for transfer to another location for processing or disposal;

bb) "Violation Ticket" has the same meaning as in the Provincial Offences Procedure Act, R.S.A. 2000, as amended or repealed and replaced from time to time;

cc) "Waste" means any unwanted material intended for disposal;

dd) "Waste Collector" means any authorized employee or agent of the County performing Waste collection activities;

ee) "Waste Container" means a container not exceeding a volume of 121 litres capable of containing bagged Waste and secured with a lid to prevent loss of Waste due to wind or animals.

3. APPLICATION

3.1. Nothing in this Bylaw relieves any Person from complying with any federal or provincial law or regulation, other Bylaw, or any requirement of any lawful permit, order or license.

3.2. Headings, subheadings or tables of contents in this Bylaw are included for guidance purposes and convenience only, and shall not form part of this Bylaw.

3.3. Specific references to other Bylaws, statutes and regulations are intended to refer to the current laws applicable within the Province of Alberta as at the time this Bylaw was enacted, and as may be amended from time to time, including successor legislation.

3.4. All schedules attached to this Bylaw shall form part of this Bylaw.

3.5. This Bylaw is gender neutral and accordingly, any reference to one gender includes another.

Part II– SOLID WASTE COLLECTION PROVISIONS

4. REQUEST FOR SERVICE OR CANCELLATION OF SERVICE

4.1. Any Hamlet or Subdivision wishing to obtain Collection Services must provide the County with a registered owner petition from not less than 75% of the registered owners in that Hamlet or Subdivision. County approval would be subject to availability of contracted services or provision by internal resources. If services are provided, 100% participation is mandatory for all defined Residential Premises.

4.2. Any Hamlet or Subdivision that wishes to discontinue Collection Services must provide the County with a registered owner petition
from not less than 75% of the registered owners in that Hamlet or Subdivision.

5. **COLLECTION SERVICES**

5.1. The County will place all Residential Premises located in the Collection Area in account for Collection Services.

5.2. The County will provide Collection Services to all Customers located within the Collection Area at the rates, fees or other charges specified in the Fees and Charges Bylaw.

5.3. The Owner or Occupant of any premises not described in subsection 2.1(x) "Residential Premises" shall, either personally or by employees, contractors or agents, and in compliance with all applicable federal, provincial and municipal laws, promptly remove and dispose of all Waste generated on the premises, at the Owner or Occupant's sole expense. This will include:

   a) The owners and occupants of Multi-Family Residences, apartment houses, commercial, industrial and building projects, shall be responsible for the disposal of all waste generated by or from such premises;

   b) Nothing in this Bylaw shall be deemed to require the collection by the County of Wetaskiwin of any trade waste, commercial or industrial waste, construction waste, hazardous waste or liquid waste, and all such materials shall be conveyed by the owner at their expense to an appropriate disposal facility.

6. **PROHIBITED WASTE FOR COLLECTION**

6.1. The County shall not collect nor be responsible for, the collection of any Waste other than Household Waste generated by Residential Premises located within the Collection Area.

6.2. No Person shall set out, or permit to be set out, any Waste for collection other than Household Waste in accordance with this Bylaw including, without limiting the foregoing:

   a) Household Waste generated by any Residential Premises outside of the Collection Area;

   b) Household Waste generated by Multi-Family Residential Premises;

   c) Animal carcasses;

   d) Biomedical Waste;

   e) Bulk Waste;

   f) Commercial Waste; Construction Waste;

   g) Hazardous Waste;

   h) Hot ashes; or Liquid Waste.

7. **ACCOUNT AND FEES**

7.1. Fees for Solid Waste Collection shall be as per the Fees and Charges Bylaw.

7.2. Mandatory fees will be charged to all defined "Residential Premises" eligible to receive the service.

7.3. The County shall create an account for each Customer within the Collection Area for Collection Services and the Customer shall be responsible for payment of the Solid Waste Collection Fee.

7.4. Billing for Collection Services will be bi-monthly according to the utility billing schedule.

7.5. An account for Collection Services shall only be set up with the Owner of the property.
7.6. The bi-monthly Solid Waste Collection Fee shall apply even if no Waste is set out for collection.

7.7. Owners shall not be allowed to deactivate their account in the event their property is vacant and deemed habitable.

7.8. In the event that Solid Waste Collection Fees remain unpaid after the date fixed for payment, a late payment charge, as established in the Fees and Charges Bylaw, will be added to the principal amount outstanding and form part of the Solid Waste Collection Fee levied.

7.9. Any Solid Waste Collection Fees remaining outstanding will constitute a debt owing to the County and is recoverable by the County in accordance with the County’s statutory common law rights.

8. PREPARING WASTE FOR COLLECTION

8.1. No Person shall set out or permit to be set out, Waste for collection without ensuring that the Waste has been prepared for collection in accordance with the following:

   a) All Household Waste must be bagged and secured within a Waste Container;
   b) Wet waste must be thoroughly drained, double-bagged, and tied securely;
   c) Light dusty materials such as cold ashes, sawdust, powders, vacuum cleaner bags, furnace filters and absorbents must be placed in a sealed disposable container;
   d) Objectionable materials including animal feces and diapers must be double bagged and tied securely;
   e) No collection of refuse shall be made from any receptacle that exceeds 25 kilograms;
   f) Sharps and dangerous items, including broken glass, razor blades, sheet metal scraps and items with exposed screws or nails must be contained within protective packaging (sturdy, sealed cardboard box or rigid disposable plastic container).

9. SOLID WASTE CONTAINERS

9.1. A Person setting out Waste Containers for collection shall ensure that:

   a) The Contents of a Waste Container must not be packed or jammed into the Waste Container to the extent that the contents will not fall freely from the Waste Container during collection activities;
   b) The contents of the Waste Container must not prevent the closure and securement of the lid;
   c) Waste Container lids must be securely affixed to the Waste Container;
   d) The Waste Container must not exceed 121 litres in volume capacity and shall not be loaded beyond its capacity by volume, or by a weight of 25 kilograms;
   e) The Waste Container is maintained in good repair, clean and in a sanitary condition.

10. SET-OUT LOCATIONS

10.1. All Collection Services shall be from a front yard, roadside, or curbside location unless otherwise authorized by the Director of Public Works.

10.2. A Person setting out Waste for collection shall ensure that:

   a) All Waste Containers placed along the edge of the roadway with a minimum of one metre clearance on all sides from any obstacle;
   b) No Person shall set out Waste for collection in a location that is unsafe, obstructed, poorly maintained, uneven or that otherwise
prevents a Waste Collector from collecting Waste in a safe and
efficient manner;
c) Set out locations comply with all Solid Waste Collection policies
and procedures as established from time to time;
d) A person, being the owner, occupant, tenant or person in charge
of any property or premises shall maintain or ensure that the
lane in the rear of the said property or premises to the centre
line thereof and the storage location on the property is
maintained in a clean, tidy and orderly condition.

11. COLLECTION SCHEDULES

11.1. Collection Services will be performed as per a set schedule, established
for all Customers within the Collection Area by the Director of Public
Works.

11.2. Unless otherwise directed by the Director of Public Works, Waste
Collection Services shall be scheduled weekly.

11.3. Additional collections may be scheduled if and when required, at the
discretion of the Director of Public Works.

12. TIME OF DAY FOR COLLECTION

12.1. Waste Containers must be placed at the set-out location no later than
7:00 a.m. on the scheduled collection day.

12.2. No Person shall place Waste Containers at any set out location before
5:00 p.m. on the day prior to the scheduled collection day.

13. WASTE COLLECTION

13.1. Waste Collection Services may occur at any time during the collection
day (7:00 a.m. - 10:00 p.m.) and actual time of collection can vary on
a weekly or seasonal basis.

13.2. If a civic holiday occurs on the scheduled collection day, collection will
be made within two (2) scheduled working days of the holiday.

13.3. In the event of severe weather or unusually large Waste volumes, the
Director of Public Works may alter the collection schedule for part or
all of the Collection Area to include the day before, and the day after
the regularly scheduled collection day.

13.4. No Person shall leave empty, Waste Containers at any set out location
later than 12:00 p.m. of the following day.

14. OWNERSHIP OF WASTE

14.1. All Waste set out for collection remains the property of the Person
placing the Waste until accepted by the County at the time of
collection.

15. WASTE VOLUME LIMITS

15.1. No Person shall set out, or allow to be set out, waste exceeding the
volume of two (2) Waste Containers per Collection Period, having a
maximum total capacity of 121 litres each.

16. WITHHOLDING COLLECTION SERVICES

16.1. The County reserves the right to withhold collection of improperly
prepared Waste, prohibited Waste, excessive quantities of Waste,
Waste located at unsafe or noncompliant locations, or to any person in
breach of this Bylaw.

17. DAMAGE TO WASTE CONTAINERS

17.1. Waste Collectors shall:
a) Use their best efforts to avoid damage to Waste Containers during Waste collection activities;
b) Replace emptied Waste Containers as close as possible to its original location;
c) Clear away any Waste spilled onto the ground from the Waste Container, or collection vehicle during collection.

17.2. The County is not responsible for damage to Waste Containers resulting from normal, repetitive activity, or for lost Waste Containers and their lids.

18. INTERFERENCE WITH WASTE CONTAINERS

18.1. No Person shall place Waste in a Waste Container of another Person without the other Person’s consent.

18.2. No Person other than an authorized Waste Collector or the Person placing Waste in a Waste Container, shall interfere with, disturb or remove the contents of a Waste Container set out for collection.

19. ENTERING PRIVATE PROPERTY

19.1. Waste Collectors are not authorized to enter upon private property to collect Waste.

Part III– SOLID WASTE TRANSFER STATIONS

20. TRANSFER STATIONS

20.1. The Director of Public Works will establish the conditions and requirements for Waste accepted at a Transfer Station, including but not limited to, specifying the types and quantities of Waste and the hours of operations.

20.2. No Person shall use, or permit to be used, any vehicle for the conveyance or storage of Waste unless such vehicle is fitted with a suitable cover capable of preventing the dropping, spilling or blowing off of Waste whilst it is being transported or stored in the vehicle.

20.3. No Person shall deposit at a Transfer Station, any Waste generated outside of the municipal boundaries of the County.

20.4. The conditions and requirements established under Policy and by Bylaw may be site specific and can vary from Transfer Station to Transfer Station, and may be amended from time to time as required.

20.5. No Person shall deposit any Waste at a Transfer Station contrary to the conditions and requirements established by Bylaw or by Policy. Prohibited Waste at a Transfer Station includes but may not be limited to:

   a) Household Waste generated outside of the County Boundary;
   b) Animal carcasses;
   c) Biomedical Waste;
   d) Hazardous Waste;
   e) Hot ashes; or
   f) Liquid Waste.

20.6. All Persons must obey all signs, posted regulations and directions of site attendants at a Transfer Station.

20.7. The Director of Public Works may refuse to permit a Person to enter a Transfer Station if that person is in breach of this Bylaw.

20.8. All solid waste entering the Transfer Station shall be in accordance with the rules and regulations of that facility.
20.9. All solid waste being disposed of shall be deposited in the designated areas and as directed by the Attendant.

20.10. No person or organization shall remove any waste material from the Transfer Station site unless authorized by the Director of Public Works or his designate.

20.11. No liquid or hazardous waste shall be deposited at the Transfer Stations unless otherwise listed as "Recyclables". Types of Recyclables accepted at select Transfer Stations:

a) Agricultural plastics;
b) Appliances;
c) E-Waste (electronics);
d) Oil, Oil Filters, plastic oil containers;
e) Paint and Paint containers;
f) Newspaper and Mixed Paper;
g) Pesticide Containers (triple rinsed);
h) Propane Tanks and Scrap Metals; and Tires.

20.12. No person shall be allowed to dispose of anything whatsoever at a Transfer Station unless they have undergone a registration process which consists of the issuance of User ID cards to County Landowners.

a) Landowners/Landlords are required to make an annual arrangement to obtain a User card for their tenants and will be responsible for any and all costs incurred by the tenant.

20.13. A person shall not deposit solid waste at a Transfer Station site unless the following conditions are met:

a) The solid waste is an accepted waste material or recyclable;
b) Deposited in accordance with the directions of the Attendant and in accordance with the appropriate signs, rules and regulations at the sites;
c) Household Waste must be placed into a plastic garbage bag designed for the purpose of waste disposal;
d) Deposited in a manner which will minimize scattering by the wind;
e) Sorted and deposited in the designated areas as directed by the Attendant.

20.14. It shall be unlawful for any unauthorized person to trespass or enter into a Transfer Station site for the purpose of dumping, theft, salvage, scattering, searching or burning of any material.

20.15. The County shall specify conditions and items of disposal regarding the deposit of solid waste at the Transfer Station, and may refuse disposal of solid waste deemed unsuitable or considered "Hazardous Waste".

Part IV– ENFORCEMENT

21. **OFFENCE**

21.1. A Person who contravenes any provision of this Bylaw is guilty of an Offence.

21.2. It shall be the duty of the Chief Administrative Officer, a Peace Officer or Bylaw Enforcement Officer to enforce the provisions of this Bylaw.

21.3. If a person, being the owner, occupant, tenant or person in charge of any building or premises has been given an order to remedy any condition contrary to any part of this Bylaw and neglects or refuses to comply with such an order within the time specified, the same may be done by the County of Wetaskiwin at the expense of the person in default. All expenses incurred shall be in addition to and not a
substitute for any fines or penalties to which the person may be subject pursuant to the provisions of this Bylaw.

a) On default of payment of these expenses, the County may recover the expenses thereof with the costs, by action or in like manner as municipal taxes.

22. CONTINUING OFFENCE

22.1. In the case of an Offence that is of a continuing nature, a contravention constitutes a separate Offence in respect of each day, or part of a day, on which it continues and a Person guilty of such an Offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.

23. VICARIOUS LIABILITY

23.1. For the purposes of this Bylaw, an act or omission by an employee or agent of a Person is deemed also to be an act or omission of the Person if the act or omission occurred in the course of the employee's employment with the Person, or in the course of the agent's exercising the powers or performing the duties on behalf of the Person under their agency relationship.

24. CORPORATIONS AND PARTNERSHIPS

24.1. When a corporation commits an Offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the Offence is guilty of the Offence whether or not the corporation has been prosecuted for the Offence.

24.2. If a partnership is guilty of an Offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the Offence or assented to or acquiesced or participated in the act or omission that constitutes the Offence, is guilty of the Offence.

25. FINES AND PENALTIES

25.1. A Person who is guilty of an Offence is liable to a fine in an amount not less than $250.00 and not exceeding $10,000.00.

25.2. Without restricting the generality of this Bylaw, the fine amounts established for use on Violation Tickets and Municipal Tags are as set out in Schedule "B".

26. VIOLATION TICKET OR MUNICIPAL TAG

26.1. Any Peace Officer who has reasonable and probable grounds to believe that any person has contravened any provision of this Bylaw, may issue and serve:

a) A Municipal Tag allowing payment of the specified penalty to the County, which payment will be accepted by the County in lieu of prosecution for the Offence.

If a Municipal Tag has been issued and served on a person, the thirty (30) days has expired and the specified penalty amount has not been paid, a Violation Ticket may be issued to the alleged offender.

b) A Violation Ticket, allowing a voluntary payment of the specified penalty to the Provincial Court, or, requiring a person to appear in court without the alternative of making a voluntary payment.
26.2. The recording of the payment of a specified penalty made to the County pursuant to a Municipal Tag, or the Provincial Court of Alberta pursuant to a Violation Ticket, shall constitute an acceptance of a guilty plea and conviction for the Offence. Service of a Municipal Tag shall be sufficient if it is:

a) Personally served; or
b) Sent and served by regular mail to the person's last known mailing address.

27. OBSTRUCTION

27.1. No Person shall obstruct, hinder, or impede any authorized representative of the County in the exercise of any of their powers or duties pursuant to this Bylaw.

Part V – GENERAL

28. CAO

28.1. Without restricting any other power, duty or function granted by this Bylaw, the CAO may:

a) Carry on whatever inspections are reasonably required to determine compliance with this Bylaw;
b) Take any steps or carry out any actions required to enforce this Bylaw or remedy a contravention of this Bylaw;
c) Delegate any powers, duties, or functions under this Bylaw to an employee, contractor, or agent of the County; and
d) Establish forms for the purpose of this Bylaw.

29. SCHEDULES

29.1. The following schedules are included in and form part of this Bylaw:

a) Schedule "A" - Collection Area
b) Schedule "B" - Specified Penalties

30. SEVERABILITY

30.1. If any Section or parts of this Bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other Sections or parts of this Bylaw shall be deemed to be separate and independent there from and to be enacted as such.

30.2. In the event of a conflict between any of the provisions of this Bylaw and the provisions of any other Bylaw of the County, the provisions of this Bylaw shall prevail.
This Bylaw shall rescind Bylaw 2018/50 with amended Bylaws in their entirety.

This Bylaw shall come into force and effect upon receiving third and final reading and being duly signed.

READ: A First time this ___ day of ______, A.D. 2019.
READ: A Second time this ___ day of ______, A.D. 2019
READ: A Third time and finally passed this ___ day of ______, A.D. 2019.

____________________________________
REEVE

____________________________________
CHIEF ADMINISTRATIVE OFFICER
SCHEDULE "A"

Collection Area

- Hamlet of Alder Flats
- Hamlet of Buck Lake
- Hamlet of Winfield
- Hamlet of Mulhurst
- Hamlet of Westerose
- Hamlet of Gwynne
- Subdivisions
  - Lakeland Estates
  - Viola Beach
  - Woodwind Estates
  - Beachside Estates
  - Curilane Beach
### SCHEDULE "B"

#### Specified Penalties

<table>
<thead>
<tr>
<th>Section of Bylaw</th>
<th>Offence</th>
<th>Specified Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sec. 6</td>
<td>Prohibited Waste for Collection</td>
<td>$250</td>
</tr>
<tr>
<td>Sec. 8</td>
<td>Improperly Prepared Waste</td>
<td>$250</td>
</tr>
<tr>
<td>Sec. 10</td>
<td>Unsafe Set Out Location</td>
<td>$250</td>
</tr>
<tr>
<td>Sec. 18</td>
<td>Interference with Waste Containers</td>
<td>$250</td>
</tr>
<tr>
<td>Sec. 20</td>
<td>Deposit Waste generated outside of County boundaries at a Transfer Station</td>
<td>$500</td>
</tr>
<tr>
<td>Sec. 20</td>
<td>Improper Transport of Waste</td>
<td>$250</td>
</tr>
<tr>
<td>Sec. 20</td>
<td>Deposit Unauthorized Waste at a Transfer Station</td>
<td>$500</td>
</tr>
<tr>
<td>Sec. 27</td>
<td>Obstruction of a County Employee or County Agent</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td>Any other Offence not duly listed above</td>
<td>$250 to $10,000</td>
</tr>
<tr>
<td></td>
<td>Any subsequent Offence Within 12 Month Period</td>
<td>Double the specified Penalty listed above</td>
</tr>
</tbody>
</table>
**Proposed Bylaw 2019/04 Rescinding Bylaw 2018-36 – Fees and Charges - Report**

Meeting Date (Report Reference Only): 2019/01/29

Meeting (Report Reference Only): Council Public Works

**Background**

The County of Wetaskiwin has a bylaw to establish service fees and rates to be charged for providing information to the public. The Fees and Charges Bylaw 2018/36 - "Schedule A" is in need of minor updating.

Bylaw 2019/04 is being presented to Council with a recommendation for approval to update the rates and charges shown in Schedule A. Schedule B details rates provided by Safety Codes Services, therefore shall remain status quo. Bylaw 2019/04 will repeal Bylaw 2018/36 in its entirety and all referencing amending By-laws thereafter.

In the schedule, a new table has been created for Utilities. The table will include a reference column which ties the bylaw to other bylaws and policies. The rates included for waste hauled to a transfer station have not changed. The rates for waste collection services at residences have increased from $10.00 per month to $12.50 per month.

**UTILITIES**

<table>
<thead>
<tr>
<th>REFERENCE</th>
<th>DESCRIPTION</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solid Waste Management Bylaw</td>
<td>Solid Waste Collection Fee</td>
<td>$12.50 per month</td>
</tr>
<tr>
<td>Solid Waste Collection Services Policy</td>
<td>General Waste in excess of 132 cubic feet</td>
<td>$50 per load</td>
</tr>
<tr>
<td>Solid Waste Management Policy</td>
<td>Appliances, white goods (with or without Freon)</td>
<td>$20 per appliance</td>
</tr>
<tr>
<td></td>
<td>Town of Millet – General Waste</td>
<td>$20 per load</td>
</tr>
<tr>
<td></td>
<td>Town of Millet – Mattress</td>
<td>$10 per mattress</td>
</tr>
</tbody>
</table>


Recommendations

That Council approve three readings of By-law 2019/04 – Fees and Charges.

Recommended Resolution

By-law 2019/04 Fees and Charges is a by-law of the County of Wetaskiwin No. 10 in the Province of Alberta for the purpose of establishing service fees and rates to be charged for providing information to the public as presented or amended. By-law 2019/04 will repeal By-law 2018/36 in its entirety and all amending By-laws thereafter.

That Council approve three readings of By-law 2019/04 to establish service fees and rates to be charged for providing information to the public as presented or amended. By-law 2019/04 will repeal By-law 2018/36 in its entirety and all referencing amending By-laws thereafter.

MOVED: by Councillor ** that Bylaw 2019/04 be given First Reading.

MOVED: by Councillor ** that Bylaw 2019/04 be given Second Reading.

MOVED: by Councillor ** that Bylaw 2019/04 be presented for Third Reading.

MOVED: by Councillor ** that Bylaw 2019/04 be given Third Reading and it be declared finally passed and the Reeve and Chief Administrative Officer be authorized to sign same and affix thereto the corporate seal of the County of Wetaskiwin No.10.
BY-LAW NUMBER 2018/36

BY-LAW NO. 2018/36 is a By-law of the County of Wetaskiwin No. 10 in the Province of Alberta to establish service fees and rates to be charged for providing information to the public.

WHEREAS: The Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta, 2000, Part 2 - Bylaws, Division 1 - General Jurisdiction, Section 7, authorizes Council to pass bylaws for municipal purposes respecting services provided by or on behalf of the municipality;

AND WHEREAS: The County Of Wetaskiwin No. 10 deems it necessary to establish service fees and rates to be charged for providing information to the public;

AND WHEREAS: In accordance with the Freedom Of Information And Protection Of Privacy Act, S.A., 2000 Chapter F-18.5 the County Of Wetaskiwin No. 10 must make certain information available to the public;

NOW THEREFORE: The Council of the County of Wetaskiwin No. 10 in the province of Alberta, duly assembled, hereby enacts as follows:

PART I: BY-LAW TITLE
This By-law may be cited as the “Fees & Charges By-law” of the County of Wetaskiwin No. 10.

PART II: INCLUSION
Schedule “A” to show all fees and charges approved by County of Wetaskiwin Council.

Schedule “B” is the Fee Schedule for Safety Codes Permits which include the fees for building, electrical, gas and plumbing permits.

PART III: APPLICATION
Unless prior approval is obtained from the County Administrator, when information is released, the County shall charge fees as established in Appendix “A” or Appendix “B” attached hereto.

PART IV: REPEAL
By-law No. 2016/05 is hereby repealed in its entirety and all referencing amending By-laws thereafter.

PART V: ENACTMENT
This By-law shall come into force and effect upon the date of the passing of the Third and Final Reading and signing thereof.

READ: A First time this __19th__ day of June A.D., 2018

READ: A Second time this __19th__ day of June A.D., 2018

READ: A Third time and finally passed this __19th__ day of June, A.D., 2018

REEVE

CHIEF ADMINISTRATIVE OFFICER
### ASSESSMENT & TAX ROLL INFORMATION

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee/Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Summary (includes Calculation Sheets)</td>
<td>$20.00 /Parcel</td>
</tr>
<tr>
<td>Assessment Summary (Ratepayer Version)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Land Title Summary</td>
<td>$5.00 /Parcel</td>
</tr>
<tr>
<td>Plans of Survey (or portion thereof)</td>
<td>$5.00 /Parcel</td>
</tr>
<tr>
<td>Property Tax Notice /Payment Receipt</td>
<td>$5.00 /Parcel</td>
</tr>
<tr>
<td>Assessment Roll (without personal information)</td>
<td>$.25/page</td>
</tr>
<tr>
<td>Farmland Assessment Field Sheet</td>
<td>$5.00 /Parcel</td>
</tr>
<tr>
<td>Sales Information</td>
<td>Minimum $5.00 (+ $1.00 per page after 5 pages)</td>
</tr>
<tr>
<td>Tax Certificates</td>
<td>$25.00 each</td>
</tr>
<tr>
<td>Detailed Statement of Arrears (Summary of Payments)</td>
<td>$5.00 each</td>
</tr>
<tr>
<td>Tax Notification Fee</td>
<td>$25.00 each</td>
</tr>
</tbody>
</table>

- Local Assessment Review Board (LARB)
- Composite Assessment Review Board (CARB)

### PLANNING & DEVELOPMENT

<table>
<thead>
<tr>
<th>Development Permits</th>
<th>Fee/Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Agreement Subdivision Administration Fee</td>
<td>$100.00/ Lot</td>
</tr>
<tr>
<td>Subdivision and Development Appeals (includes Stop Order Appeals)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Rezoning</td>
<td>$500.00</td>
</tr>
<tr>
<td>Amendment to Land Use Bylaw</td>
<td>$500.00</td>
</tr>
<tr>
<td>Compliance Certificates</td>
<td>$100.00/parcel</td>
</tr>
<tr>
<td>Rush Compliance Certificates</td>
<td>$200.00/parcel</td>
</tr>
<tr>
<td>Subdivision Approach Approvals</td>
<td>$100.00 per approach per inspection</td>
</tr>
<tr>
<td>Administration Fee for License or Lease Agreement for Development/ Use on Reserve Lots</td>
<td>$100.00/ year</td>
</tr>
<tr>
<td>Requests to Waive Area Structure Plan Requirement</td>
<td>$150.00 flat fee</td>
</tr>
<tr>
<td>New Area Structure Plans</td>
<td>$500.00 flat fee plus $100.00 per-lot at time of application. Refunds or additional costs will be adjusted after a Council decision as necessary</td>
</tr>
</tbody>
</table>
| Amendment to Area Structure Plans | $500.00 flat fee plus $50.00 per-lot at time of application. Refunds or additional costs will be
### PUBLIC WORKS

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approach Approval</td>
<td>$100.00 per approach approval per inspection</td>
</tr>
<tr>
<td>Rush Approach Approval</td>
<td>$250.00</td>
</tr>
<tr>
<td>Pre &amp; Post Inspection Fees (approved by Bylaw 2014/22 – Oct 14/14 PW)</td>
<td>$450.00</td>
</tr>
<tr>
<td>Fixed Municipal Fee (TRAVIS) (approved by Bylaw 2014/22 – Oct 14/14 PW)</td>
<td>$20.00 per permit</td>
</tr>
<tr>
<td>Pipeline &amp; Utility Crossing Approval</td>
<td>$100.00</td>
</tr>
<tr>
<td>Rush Pipeline &amp; Utility Crossing Approval</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

### MUNICIPAL MAP

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preprinted ownership maps (flat, one-sided) Owner names on parcels over 40 acres</td>
<td>$20.00 (plus cost of mailing)</td>
</tr>
<tr>
<td>Custom Ownership Map Sheets (maximum size 11”x17”) produced by County staff, as required</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

### EMERGENCY SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Retailer Cost</th>
<th>Public Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Permits</td>
<td>N/A</td>
<td>No Charge</td>
</tr>
<tr>
<td>Low Level Fireworks Permits</td>
<td>Minimum of 1 book with 25 permits/book @ $5.00/permit = $125.00/book</td>
<td>$10.00/permit</td>
</tr>
<tr>
<td>Pyro-technician</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Level Fireworks Permits</td>
<td>No Charge</td>
<td></td>
</tr>
</tbody>
</table>

### GENERAL

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photocopies of Documents</td>
<td>$.25/page</td>
</tr>
<tr>
<td>Photocopies of Minutes &amp; Bylaws</td>
<td>$1.00/page</td>
</tr>
<tr>
<td>Photocopies of Computer Printouts</td>
<td>$1.00/page</td>
</tr>
<tr>
<td>Administration Time</td>
<td>$6.75 per ¼ Hour</td>
</tr>
<tr>
<td>Faxed Transmittal of Information</td>
<td>Additional $2.00</td>
</tr>
<tr>
<td>Returned Cheque Fee</td>
<td>$20.00/cheque</td>
</tr>
<tr>
<td>Weed Control Action Section 28 (approved by Bylaw 2013/46)</td>
<td>$100.00/appeal</td>
</tr>
<tr>
<td>Agricultural Pest Act (APA) Section 14(5) (approved by Bylaw 2013/46)</td>
<td>$150.00/appeal</td>
</tr>
</tbody>
</table>
BY-LAW NUMBER 2019/04

BY-LAW NO. 2019/04 is a By-law of the County of Wetaskiwin No. 10 in the Province of Alberta to establish fees for various services and to make certain information available to the public.

WHEREAS: The Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta, 2000, Part 2 - Bylaws, Division 1 - General Jurisdiction, Section 7, authorizes Council to pass bylaws for municipal purposes respecting services provided by or on behalf of the municipality;

AND WHEREAS: The County of Wetaskiwin No. 10 deems it necessary to establish service fees to be charged for providing information to the public;

AND WHEREAS: In accordance with the Freedom Of Information And Protection Of Privacy Act, S.A., 2000 Chapter F-18.5 the County Of Wetaskiwin No. 10 must make certain information available to the public;

NOW THEREFORE: The Council of the County of Wetaskiwin No. 10 in the province of Alberta, duly assembled, hereby enacts as follows:

PART I: BY-LAW TITLE
This By-law may be cited as the “Fees & Charges By-law” of the County of Wetaskiwin No. 10.

PART II: INCLUSION
Fees and Charges for various services as detailed in the attached Schedule “A”.

Schedule “B” is the Fee Schedule for Safety Codes Permits which include fees for building, electrical, gas and plumbing permits.

PART III: APPLICATION
Unless prior approval is obtained from the County Administrator, when information is released, the County shall charge fees as established in Schedule “A” or Schedule “B” attached hereto.

PART IV: REPEAL
By-law No. 2018/36 is hereby repealed in its entirety and all referencing amending By-laws thereafter.

PART V: ENACTMENT
This By-law shall come into force and effect upon the date of the passing of the Third and Final Reading and signing thereof.

READ: A First time this 29th day of January A.D., 2019

READ: A Second time this 29th day of January A.D., 2019

READ: A Third time and finally passed this 29th day of January, A.D., 2019

REEVE

CHIEF ADMINISTRATIVE OFFICER
### ASSESSMENT & TAX ROLL INFORMATION

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Summary (includes Calculation Sheets)</td>
<td>$20.00 /Parcel</td>
</tr>
<tr>
<td>Assessment Summary (Ratepayer Version)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Land Title Summary</td>
<td>$5.00 /Parcel</td>
</tr>
<tr>
<td>Plans of Survey (or portion thereof)</td>
<td>$5.00 /Parcel</td>
</tr>
<tr>
<td>Property Tax Notice /Payment Receipt</td>
<td>$5.00 /Parcel</td>
</tr>
<tr>
<td>Assessment Roll(without personal information)</td>
<td>$.25/page</td>
</tr>
<tr>
<td>Farmland Assessment Field Sheet</td>
<td>$5.00 /Parcel</td>
</tr>
<tr>
<td>Sales Information</td>
<td>Minimum $5.00 (+ $1.00 per page after 5 pages)</td>
</tr>
<tr>
<td>Tax Certificates</td>
<td>$25.00 each</td>
</tr>
<tr>
<td>Detailed Statement of Arrears (Summary of Payments)</td>
<td>$5.00 each</td>
</tr>
</tbody>
</table>

### Tax Notification Fee

- Residential (up to 3 dwelling units) and farmland @ $50.00/parcel
- Non-residential (commercial, machinery and equipment) and residential with more than 3 dwelling units @ $250.00/parcel

### PLANNING & DEVELOPMENT

#### Development Permits:

- Sign: $50.00 each
- Residential: $100.00 each
- Commercial: $200.00 each
- Industrial: $200.00 each
- Discretionary Recreational Vehicle Use (3 year max): $500.00 each
- Permitted Recreational Vehicle Use: $100.00 each

For a Development Permit received for a development commenced prior to the issuance of a Development Permit, where a warning has been issued by the Development Authority, the associated fee shall be five (5) times the standard amount, at the discretion of the Development Officer.

For a Development Permit received for a development commenced prior to the issuance of a Development Permit, where a Stop Order has been issued by the Development Authority, the associated fee shall be ten (10) times the standard amount, at the discretion of the Development Officer.

#### Development Agreement Subdivision Administration Fee

- $100.00/ Lot

#### Subdivision and Development Appeals (includes Stop Order Appeals)

- $150.00

#### Rezoning

- $500.00

#### Amendment to Land Use Bylaw

- $500.00

#### Compliance Certificates

- $100.00/parcel

#### Rush Compliance Certificates

- $200.00/parcel

#### Subdivision Approach Approvals

- $100.00 per approach per inspection

#### Administration Fee for License or Lease Agreement for Development/ Use on Reserve Lots

- $100.00/ year

### Requests to Waive Area Structure Plan Requirement

- $150.00 flat fee

This $150.00 flat fee shall be applied to a subsequent Area Structure Plan application should the request to waive Area Structure Plan requirement be denied, provided that the Area Structure Plan application is made within 1 year of the request to waive Area Structure Plan requirement being denied.

#### New Area Structure Plans

- $500.00 flat fee plus $100.00 per-lot at time of application. Refunds or additional costs will be adjusted after a Council decision as necessary

#### Amendment to Area Structure Plans

- $500.00 flat fee plus $50.00 per-lot at time of application. Refunds or additional costs will be adjusted after a Council decision as necessary
### PUBLIC WORKS

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approach Approval</td>
<td>$100.00 per approach approval per inspection</td>
</tr>
<tr>
<td>Rush Approach Approval</td>
<td>$250.00</td>
</tr>
<tr>
<td>Pre &amp; Post Inspection Fees (approved by Bylaw 2014/22 – Oct 14/14 PW)</td>
<td>$450.00</td>
</tr>
<tr>
<td>Fixed Municipal Fee (TRAVIS) (approved by Bylaw 2014/22 – Oct 14/14 PW)</td>
<td>$20.00 per permit</td>
</tr>
<tr>
<td>Pipeline &amp; Utility Crossing Approval</td>
<td>$100.00</td>
</tr>
<tr>
<td>Rush Pipeline &amp; Utility Crossing Approval</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

### UTILITIES

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solid Waste Management Bylaw</td>
<td>Solid Waste Collection Fee</td>
<td>$12.50 per month</td>
</tr>
<tr>
<td>Solid Waste Collection Services Policy</td>
<td>General Waste in excess of 132 cubic feet</td>
<td>$50 per load</td>
</tr>
<tr>
<td>Solid Waste Management Policy</td>
<td>Appliances, white goods (with or without Freon)</td>
<td>$20 per appliance</td>
</tr>
<tr>
<td></td>
<td>Town of Millet – General Waste</td>
<td>$20 per load</td>
</tr>
<tr>
<td></td>
<td>Town of Millet – Mattress</td>
<td>$10 per mattress</td>
</tr>
</tbody>
</table>

### MUNICIPAL MAP

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preprinted ownership maps (flat, one-sided)</td>
<td>$20.00 (plus cost of mailing)</td>
</tr>
<tr>
<td>Owner names on parcels over 40 acres</td>
<td></td>
</tr>
<tr>
<td>Custom Ownership Map Sheets (maximum size 11”x17”) produced by County staff, as required</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

### EMERGENCY SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Retailer Cost</th>
<th>Public Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Permits</td>
<td>N/A</td>
<td>No Charge</td>
</tr>
<tr>
<td>Low Level Fireworks Permits</td>
<td>Minimum of 1 book with 25 permits/book @ $5.00/permit = $125.00/book</td>
<td>$10.00/permit</td>
</tr>
<tr>
<td>Pyro-technician</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Level Fireworks Permits</td>
<td></td>
<td>No Charge</td>
</tr>
</tbody>
</table>

### GENERAL

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photocopies of Documents</td>
<td>$.25/page</td>
</tr>
<tr>
<td>Photocopies of Minutes &amp; Bylaws</td>
<td>$1.00/page</td>
</tr>
<tr>
<td>Photocopies of Computer Printouts</td>
<td>$1.00/page</td>
</tr>
<tr>
<td>Administration Time</td>
<td>$6.75 per 1/4 Hour</td>
</tr>
<tr>
<td>Faxed Transmittal of Information</td>
<td>Additional $2.00</td>
</tr>
<tr>
<td>Returned Cheque Fee</td>
<td>$20.00/cheque</td>
</tr>
<tr>
<td>Weed Control Action Section 28 (approved by Bylaw 2013/46)</td>
<td>$100.00/appeal</td>
</tr>
<tr>
<td>Agricultural Pest Act (APA) Section 14(5) (approved by Bylaw 2013/46)</td>
<td>$150.00/appeal</td>
</tr>
</tbody>
</table>
REPORT: Quotation for Supply of Grinder Pump Packages

Meeting Date (Report Reference Only): 2019/01/29
Meeting (Report Reference Only): Council Public Works

Background

The subdivisions of Village Creek Estates and Crystal Keys are currently receiving a new sewage collection system. The work initiated in 2018 with the installation of forcemains and services to property. This, as part of the South Pigeon Lake Regional Wastewater System

This report is to consider the next step of the project with the supply of 85 grinder pump packages to serve qualifying residences. The cost of the grinder pump package will initially be paid by the County and added to the overall capital cost of the project. The capital costs are then tabulated for each property and included on a Local Improvement Tax (LIT).

This process was initially done with the subdivision of Viola Beach at an average cost of $3,009 plus GST per pump package. Once the pump packages are delivered to the County, there is a process to distribute the packages to qualified installers who will work on behalf of the property owners. The cost of installation is borne directly by the owners and is not part of the local improvement tax.

In December 2018, a Request for Quotation was sent out to three qualifying suppliers of the specified grinder pump package. The deadline for submission of quotations was January 17, 2019. Three bids were received; the results are as follows and are inclusive of GST:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Total Price (incl. GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sego Industries Inc.</td>
<td>$230,566.67</td>
</tr>
<tr>
<td>Stowell Pumps</td>
<td>$244,941.27</td>
</tr>
<tr>
<td>Wolseley Canada Inc.</td>
<td>$249,428.97</td>
</tr>
</tbody>
</table>

Alternatives

Council can reject the bids and instruct Administration to solicit again; or award to the lowest bidder.
Recommendations

Administration recommends that Council accept the lowest bid from Sego Industries Inc. and award the delivery and supply of 85 grinder pump packages at an average cost of $2,583.38 plus GST per package.

Recommended Resolution

THAT Council award the supply and delivery of 85 grinder pump packages for the subdivisions of Village Creek Estates and Crystal Keys, to Sego Industries Inc. for the total price of $230,566.67 inclusive of GST.
SOUTH PIGEON LAKE REGIONAL WASTEWATER COLLECTION SYSTEM

Request for Quotation
RFQ No. 2018-4200-01

Supply and Delivery of Grinder Pump Packages

Submit Quotation To: County of Wetaskiwin No. 10
Submission Due Date: 2:00 p.m. January 17, 2019

Contact: Mr. Neil Powell, P.L. (Eng.)
npowell@county.wetaskiwin.ab.ca
(780) 361-6230
Attention: To Whom it May Concern

RE: South Pigeon Lake Regional Wastewater System
Request for Quotation No. 2018-4200-01
County of Wetaskiwin – Village Creek Estates and Crystal Keys
On Lot Servicing – Grinder Pump Package (supply and delivery)

The South Pigeon Lake Regional Wastewater Commission is continuing with the construction of a low pressure sewer collection system along the south and west shores of Pigeon Lake. The project includes the installation of low pressure mains and residential grinder pump systems. This RFQ is for the supply of grinder pump packages only. Installation is to be handled by independent parties.

The following Suppliers are invited to provide a quote to supply and deliver grinder pump packages to the County of Wetaskiwin as described in the attached “Request for Quote” document.

**Stowell Pumps**
5415 99 ST NW Edmonton, AB
Phone: (780) 438-2485
Email: mike@stowellpumps.ca

**Sego Industries**
18916 111 Avenue NW Edmonton, AB
Phone: (780) 496-9753
Email: aj@sego.ca

**Wolseley Plumbing and Mechanical**
18404 – 116 Avenue Edmonton, AB
Phone: (780) 452-0340
Email: Gale.White@wolseleyinc.ca

**Spectrum Sales Agency**
17882 106 Ave NW Edmonton, AB
Phone: (780) 481-1259
Email: mdelauw@spectrumsales.ca

Submit quotes to the attention of Mr. Neil Powell, at the County of Wetaskiwin Public Works Office, Wetaskiwin, AB by 2:00 p.m. on January 17, 2019 - by email (npowell@county.wetaskiwin.ab.ca) or by Fax. Faxed copies of completed and signed bid sheets will be accepted at Fax number (780) 352-3486. The pump packages are to be delivered by March 15, 2019 to the County Public Works Shop located at 243019A Highway 13.

Sincerely,

Neil Powell, P.L. (Eng.)
Director of Public Works
Encl.
REQUEST FOR QUOTE

Submit Quotes by 2:00 p.m. on Thursday, January 17, 2019
Attention: Neil Powell, Director of Public Works
Box 6960 Wetaskiwin, AB T9A 2G5
Email: npowell@county.wetaskiwin.ab.ca
Fax: (780) 352-3486

Owner Contact
Mr. Neil Powell, Director of Public Works
Phone: (780) 780-361-6230
Email npowell@county.wetaskiwin.ab.ca

Engineer Contact
Mr. Ryan Sharpe, P. Eng.
MPE Engineering Ltd., Edmonton, AB
Phone: (780) 509-4301
Email: rsharpe@mpe.ca

Included in this quotation document is:
- Cover letter
- Quote Sheet

The County reserves the right to accept or reject any or all quotations or waive irregularities and informalities at its discretion. The County reserves the right to accept a quotation other than the lowest quotation without stating reasons. By the act of submitting its quotation, the Bidder waives any right to contest in any legal proceeding or action, the right of the County to award the work to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the County deems appropriate.

Without limiting the generality of the foregoing, the County may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision including but not limited to, the following:

- Any past experience with the Bidder, or lack thereof;
- The results of any reference check done by the County;
- Information relating to the financial state of the Company, however obtained.

Addenda when issued form part of the RFQ document. The Bidder shall acknowledge receipt of each addendum. The individual items included in the addendum shall be added, deleted, or changed in accordance with the instructions contained in the addendum letter.

Note: County of Wetaskiwin No. 10 Municipal Policy and Procedures Manual – Policies #1906 and #1907 are applicable to this quotation. These documents are available on the County website at www.county.wetaskiwin.ab.ca. In the event of a conflict between the quotation and the County of Wetaskiwin policies, the County of Wetaskiwin policy (ies) will take precedence.
REQUEST FOR QUOTE

SPECIAL PROVISIONS:

1. GENERAL CONDITIONS

- A minimum of one year warranty from time of delivery to the County Shop.
- Bid prices are to include 5% Goods and Services Tax (GST) on all material and services supplied.
- Bid deposit — not required
- Holdback — there will be no holdback
- Invoices are to be addressed to the County of Wetaskiwin and paid within 30 days upon delivery of pump packages at the County Shop.
- Quotations are valid for 30 days.

2. SUPPLY

Each pump package shall contain the following equipment and materials:

- Liberty LSGX202A Grinder Pump with piggy back switch and cable (25’ length)
- Liberty GR20BC Guiderail Base (c/w integrated check valve)
- Upper Guiderail Bracket
- 32 mm (1 ¼”) Sched 40 galvanized guiderail (15’ length)
- Stainless steel lifting chain (25’ length)
- SJE Rhombus High Level Float Alarm and Audible and Visible Alarm Enclosure
- 32 mm (1 ¼”) PVC Ball valve (Sched 80)
- 40 mm (1 ½”) Stainless Steel or Epoxy Coated - Sinking Ball check valve. Note: for vertical installation

3. DELIVERY

Each pump package shall be individually wrapped with cellophane on top of a wooden pallet and numbered from (CK-1 to CK-85). Guiderails can be shipped separate from the remainder of each pump package. The pump packages shall be delivered to:

| County of Wetaskiwin Public Works Shop: located at 243019A Highway 13 |
| Hours of Delivery: 8 am to 4 pm, Monday to Friday |

The County will provide a forklift and operator to off load the equipment from the truck transport. All equipment is to be supplied and delivered by March 15, 2019.

4. SUBMISSION CHECKLIST

The following items have been included in the tender package submission:

- Signed Quote: _____ initial
- Quote Sheet Filled In: _____ initial
- Addenda (if applicable): _____ initial
## QUOTE SHEET

Village Creek Estates and Crystal Keys – GRINDER PUMP PACKAGE

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Supply Grinder Pump Package</td>
<td>85</td>
<td>each</td>
<td>$__________</td>
<td>$_________</td>
</tr>
<tr>
<td></td>
<td>Includes pump, pump control float switch, high level switch and audible</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>and visible alarm, PVC ball valve, sinking ball check valve, guiderail</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>base, guiderail, and upper bracket.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUB-TOTAL**  
**GST @ 5%**  
**TOTAL QUOTE**

Company Name: ___________________________  
Address: _________________________________  
Signature: _______________________________  
Position: ________________________________

Date: ________________________________

Signing Authority:  
(print) _____________________________
REPORT: Staff Additions

Meeting Date (Report Reference Only): 2019/01/29
Meeting (Report Reference Only): Council Public Works

Background

This report is a request for Council to consider additional staff requirements for the Public Works (PW) and Utilities (UT) departments.

Overall, this request is to affect two existing part time positions. This includes an in-scope 0.75 Full Time Equivalent (FTE) Utilities Operator position and an out-of-scope 0.5 FTE Public Works/Utilities administrative position.

0.75 FTE Utilities Operator Position:

As was discussed at the 2018 Strategic Planning Session, it is proposed to upgrade this current 0.75 FTE to a full time position (1.0 FTE). The necessity for the additional staff time is to address the increasing responsibilities placed upon the Utilities department. The increase in workload is primarily attributed to the expansive growth of the sewage collection and treatment systems in, and around the Pigeon Lake area.

In addition to the added facilities to manage, the Utilities Department is addressing operational requirements that are necessary to ensure the safe and efficient delivery of essential services. Operational improvements and enhancements include development of effective maintenance programs, monitoring and reporting, infrastructure protection (AB One Call locates), security and 24 hour emergency services.

Currently, the seasonal 0.75 FTE Utilities Operator position costs the County a total of $52,248 per year. Moving to a 1.0 FTE, the annual cost will be $81,192 which reflects the additional time and inclusion of full time benefits. The overall increase to the Utilities 2019 budget would be $28,944 and allocated evenly between 4100 Water Services and 4200 Wastewater Services.

0.50 FTE Public Works Assistant:

As well, based on the increased workload, Administration is proposing to upgrade this 0.50 FTE to a full time position (1.0 FTE). This position currently provides administrative work for Public Works and Utilities. The request for additional staff time is to address current operational and administrative shortcomings within the Utilities department and to assist with new programs being planned for PW and for Utilities.
The new objectives will include all PW Administrative staff support and duties will be assigned as required. PW and UT endeavors to fully cross train the three administrative support positions so that interruptions due to sickness or vacation leave can be minimized.

Some of the new objectives moving forward include:

- Continued development and management of the PW and Utilities GIS mapping of infrastructure and systems.
- Assistance with the development and integration of the new Asset Management System (AMS).
- Assistance with AB One Call tickets and program facilitation.
- Enhancements to water and wastewater monitoring and reporting.
- Further development of the Rural Road Study. This requires ongoing amendments due to upgrades and brushing. Also, further development of the road rating criteria and overall road condition evaluations to support recommendations for future upgrades.
- Enhanced level of service for the Road Ban Program and Road Use Agreements.
- Upgrading the management of the solid waste collection service.

Currently, the part time 0.50 FTE Public Works Assistant position costs the County a total of $41,982 per year. Moving to a 1.0 FTE, the annual cost will be $84,360 which reflects the additional time and inclusion of full time benefits. The overall increase to the Public Works and Utilities 2019 budget would be $42,378. This additional labour cost will be allocated evenly across 4000 Utility Services and 3201 Public Works Administration.

For the 2019 budget and on, it is expected that the growth in sewage sales will help to offset the increase in these salaries. Systems and customers are added every year and will further increase revenues through the collection of fees for services.

**Recommendations**

Administration recommends that Council approve the enhanced staffing request for the Public Works and Utility Departments that will include the increase of the existing 0.75 FTE Utilities Operator position to a 1.0 FTE, and the increase to the existing 0.5 FTE Public Works Assistant position to a 1.0 FTE.

**Recommended Resolution**

THAT Council approve the request for enhanced staffing for the Public Works and Utilities Departments that will include the increase of the existing 0.75 FTE Utilities Operator position to a 1.0 FTE, and the increase to the existing 0.5 FTE Public Works Assistant to a 1.0 FTE.
Rescind Policy No. 40.3.1 - User Fee for Adjacent Municipalities - Report

Meeting Date (Report Reference Only): 2019/01/29

Meeting (Report Reference Only): Council Public Works

Background

At the January 23, 2019 Directors meeting, Policy 40.3.1 - User Fee for Adjacent Municipalities was reviewed and it was determined that this policy is no longer relevant and thereby obsolete. The County no longer operates under the guidelines of this policy.

The Directors resolved to have the policy brought forward for Council review with the recommendation that Council rescind Policy 40.3.1 - User Fee for Adjacent Municipalities. (Ref. Resolution DM20190123.010)

Recommendations

Administration recommends that Council rescind Policy 40.3.1 - User Fee for Adjacent Municipalities.

Recommended Resolution

That Council rescinds Policy 40.3.1 - User Fee for Adjacent Municipalities.
**USER FEE FOR ADJACENT MUNICIPALITIES**  
**POLICY #4301**

**POLICY STATEMENT**

The Council of the County of Wetaskiwin recognizes the need for adjacent municipalities to utilize the County of Wetaskiwin No. 10 landfills for disposing of their refuse. The Council of the County of Wetaskiwin No. 10 deems it necessary to adopt a policy, implementing a minimum landfill user fee, to be charged to adjacent municipalities, to offset the increasing administrative cost of operating the landfills.

**PROCEDURES**

Minimum Fee Schedule:

$2,000.00/year
Rescind Policy 40.3.2 – Keys to Solid Waste Facilities - Report

Meeting Date (Report Reference Only): 2019/01/29
Meeting (Report Reference Only): Council Public Works

Background

At the January 23, 2019 Directors meeting, the Keys to Solid Waste Facilities Policy 40.3.2 was reviewed. It was determined that this policy is no longer relevant and thereby obsolete. The County no longer operates under the guidelines of this policy.

The Directors approved the recommendation from Administration to rescind Policy 40.3.2 – Keys to Solid Waste Facilities and resolved that the recommendation to rescind the policy be brought forward for Council review and approval. (Ref. Resolution DM20190123.011)

Recommendations

Administration recommends that Policy 40.3.2 – Keys to Solid Waste Facilities, be rescinded.

Recommended Resolution

That Council approve rescinding Policy 40.3.2 – Keys to Solid Waste Facilities.
KEYS TO SOLID WASTE FACILITIES POLICY #4302

POLICY STATEMENT
Provincial regulations dictate that solid waste facilities be supervised during times when open to the public. Therefore, all solid waste facilities will be locked during non-operating hours.

Council recognizes the need for operations, maintenance and management personnel to access the sites for maintenance and inspection purposes.

PROCEDURES

1. Keys shall be issued to the following County designates:
   
   (a) Director of Environmental Services
   (b) Director of Public Works
   (c) Utilities Officer
   (d) Director of Agricultural Services
   (e) Patrol Operators
   (f) Landfill & Transfer Station Attendants
   (g) Public Works East End Foreman
   (h) Public Works West End Foreman

2. Keys may be made available to others on a temporary basis at the discretion of the Utilities Officer or County Council. A $100.00 deposit will be required for each key issued. The deposit will be refunded when the key is returned.

3. Unauthorized use of solid waste facilities will result in trespass charges.

4. Inappropriate use of keys by above designates will be grounds for discipline under Incremental Discipline Policy 1306.
Background

At the January 23, 2019 Directors meeting, the Solid Waste Management Policy was presented with the following recommended amendments to reflect changes to the Solid Waste Management Bylaw, the Fees and Charges Bylaw and amendments to other Policies within the Solid Waste department (4300).

This Policy primarily deals with waste delivered and handled at any of the nine County owned transfer stations.

- Policy number changed to 40.3.1 to reflect rescindments of 40.3.1 and 40.3.2
- Reference to Fees and Charges Bylaw; or alternatively, fees by agreement when servicing a municipality
- Language changed to allow for additions to the User card system (e.g. Summer Village of Argentia).

The Directors approved the amendments and moved that that amended Policy be brought forward for Council review and approval.

Recommendations

Administration recommends that amendments to Policy 40.3.3 – Solid Waste Management be approved as presented or amended.

Recommended Resolution

that Council approve the amendments to Policy 40.3.3 - Solid Waste Management as presented or amended.
**SOLID WASTE MANAGEMENT POLICY #40.3.1**

**POLICY STATEMENT**

The County of Wetaskiwin owns and operates nine solid waste transfer stations and has operating agreements with adjacent municipalities. The Solid Waste Management Policy provides direction for safe and efficient operation of the transfer stations and implementation of a User pay system.

**PROCEDURES**

**General:**

1. Site attendants will require the presentation of a County User card prior to disposal of waste. The card must be provided in order to confirm authorized Users and to ensure accuracy of billing records. The attendant has the authority to ask for photo ID when validating the name issued on the User card.

2. Signs will be posted at transfer stations to inform ratepayers of E-Waste and Toxic Roundup schedules as well as year round locations that accept hazardous materials (toxins, compressed gas, etc.).

3. As per the Petty Trespass Act, “No Trespassing” signs will be posted at the entrance gate and at all four corners of the transfer station property. Entrance gates shall be locked during non-business hours of operation.

4. County administration will ensure Users are informed via newsletter, advertising, website, signs and other methods to ensure a high level of communication.

5. Unauthorized dumping, scavenging and theft at all transfer station sites is prohibited.

**User Card Distribution:**

6. In May of each year, a User card will be distributed to each landowner within the County of Wetaskiwin. These cards will be valid up to August of the following year whereby the new annual cards are to be used.
SOLID WASTE MANAGEMENT POLICY #40.3.1

7. Landowners/Landlords are required to make annual arrangements to obtain a User card for their tenants and will be responsible for any and all costs incurred by the tenant. Landowners requesting more than one User card must apply at the County Office for additional User cards.

8. Participating municipalities will be issued User cards of a different colour to clearly identify which municipality they reside in. It will be up to the municipality to ensure proper distribution of cards to their ratepayers.

9. Clearwater County residents using County of Wetaskiwin No. 10 roads as their only means of access shall be issued User cards.

Fees & Payment:

10. Fees as per the Fees and Charges Bylaw.

11. Site attendants will not accept payment for waste disposal fees.

12. Site attendants are required to enter all information into the required forms and the User is to provide a signature stating that they agree with the assessment of waste type and volumes plus any applicable charges pursuant to this Policy and the Fees and Charges Bylaw. Site attendants shall keep accurate records and submit these records in a proper format to the Administration Office.

13. A note shall be included on the User card stating that “Use of this card is conditional upon agreement that the cardholder shall be responsible for all charges associated with the use of the card unless a written request to cancel the card is received by the County”.

14. The Town of Millet has a Memorandum of Agreement with the County whereby Town of Millet residents are required to purchase vouchers from their administration office prior to hauling waste to the transfer station facility. Vouchers will be collected by the Millet transfer station attendant and submitted monthly to County Administration. The Town of Millet will then be billed for reimbursement of the vouchers.

15. The County shall issue User cards to the Summer Village of Ma-Me-O Beach or any approved municipality who in turn shall distribute to their residents. The User cards are subject to all fees contained in this Policy and the Fees and Charges Bylaw.

16. All charges stipulated in the Fees and Charges Bylaw or by agreement, shall be invoiced directly to County of Wetaskiwin residents, Clearwater County residents, the Summer Village of Ma-Me-O Beach, the Town of Millet, or any approved municipality receiving the service. Billing shall be as per agreement or current Utility billing schedules.
**SOLID WASTE MANAGEMENT POLICY #40.3.1**

17. The waste definitions and associated disposal fees are included in the Fees and Charges Bylaw as follows:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>CHARGE</th>
</tr>
</thead>
</table>
| **General Waste**<sup>1</sup>:  
Less than 132 cubic feet - measured as a standard pick-up truck box volume of 8' long by 5.5' wide by 3' high. | No Charge |
| Greater than a standard pick-up truck box volume of 132 cubic feet | $50 |
| **Appliances (white goods) with or without Freon:**  
Refrigerators, freezers, stoves, washers, dryers, dishwashers, air conditioners, refrigerated units | $20 |
| **Propane Cylinders - all sizes accepted** | No Charge |
| **Tires** | No Charge |
| **Wire**<sup>2</sup> (rolled and removed from posts) | No Charge |
| **Scrap Metal** | No Charge |
| **Recycling:**  
Each transfer station may accept different commodities such as newsprint, mixed paper, paint, chemical containers, used oil & filters, e-waste. | No Charge |
| **Town of Millet**<sup>3</sup> | $20 per any portion, up to a standard pick-up truck box.  
Mattresses $10.00 |

---

<sup>1</sup> All household waste is to be bagged.

<sup>2</sup> Wire that is not removed from posts and secured in neat rolls will be rejected.

<sup>3</sup> Individual loads larger than a standard pick-up truck box will not be accepted from Town of Millet residents. Mattresses require a separate $10.00 voucher.
SOLID WASTE MANAGEMENT POLICY #40.3.1

POLICY STATEMENT

The County of Wetaskiwin owns and operates nine solid waste transfer stations and has operating agreements with adjacent municipalities. The Solid Waste Management Policy provides direction for safe and efficient operation of the transfer stations and implementation of a User pay system.

PROCEDURES

General:

1. Site attendants will require the presentation of a County User card prior to disposal of waste. The card must be provided in order to confirm authorized Users and to ensure accuracy of billing records. The attendant has the authority to ask for photo ID when validating the name issued on the User card.

2. Signs will be posted at transfer stations to inform ratepayers of E-Waste and Toxic Roundup schedules as well as year round locations that accept hazardous materials (toxins, compressed gas, etc.).

3. As per the Petty Trespass Act, “No Trespassing” signs will be posted at the entrance gate and at all four corners of the transfer station property. Entrance gates shall be locked during non-business hours of operation.

4. County administration will ensure Users are informed via newsletter, advertising, website, signs and other methods to ensure a high level of communication.

5. Un-authorized dumping, scavenging and theft at all transfer station sites is prohibited.

User Card Distribution:

6. In May of each year, a User card will be distributed to each landowner within the County of Wetaskiwin. These cards will be valid up to August of the following year whereby the new annual cards are to be used.
7. Landowners/Landlords are required to make annual arrangements to obtain a User card for their tenants and will be responsible for any and all costs incurred by the tenant. Landowners requesting more than one User card must apply at the County Office for additional User cards.

8. Participating municipalities will be issued User cards of a different colour to clearly identify which municipality they reside in. It will be up to the municipality to ensure proper distribution of cards to their ratepayers.

9. Clearwater County residents using County of Wetaskiwin No. 10 roads as their only means of access shall be issued User cards.

Fees & Payment:

10. Fees as per the Fees and Charges Bylaw.

11. Site attendants will not accept payment for waste disposal fees.

12. Site attendants are required to enter all information into the required forms and the User is to provide a signature stating that they agree with the assessment of waste type and volumes plus any applicable charges pursuant to this Policy and the Fees and Charges Bylaw. Site attendants shall keep accurate records and submit these records in a proper format to the Administration Office.

13. A note shall be included on the User card stating that “Use of this card is conditional upon agreement that the cardholder shall be responsible for all charges associated with the use of the card unless a written request to cancel the card is received by the County”.

14. The Town of Millet has a Memorandum of Agreement with the County whereby Town of Millet residents are required to purchase vouchers from their administration office prior to hauling waste to the transfer station facility. Vouchers will be collected by the Millet transfer station attendant and submitted monthly to County Administration. The Town of Millet will then be billed for reimbursement of the vouchers.

15. The County shall issue User cards to the Summer Village of Ma-Me-O Beach or any approved municipality who in turn shall distribute to their residents. The User cards are subject to all fees contained in this Policy and the Fees and Charges Bylaw.

16. All charges stipulated in the Fees and Charges Bylaw or by agreement, shall be invoiced directly to County of Wetaskiwin residents, Clearwater County residents, the Summer Village of Ma-Me-O Beach, the Town of Millet, or any approved municipality receiving the service. Billing shall be as per agreement or current Utility billing schedules.
Amendments to Garbage Pick-up Services Within Hamlets and Subdivisions Policy 40.3.4 - Report

Meeting Date (Report Reference Only): 2019/01/29
Meeting (Report Reference Only): Council Public Works

Background

At the January 23, 2019 Directors meeting, the Garbage Pickup Services Within Hamlets and Subdivision Policy was reviewed and amended to reflect changes to the Solid Waste Management Bylaw, the Fees and Charges Bylaw and amendments to other Policies within the Solid Waste Department 4300.

- Policy number changed from 40.3.4 to 40.3.2 to reflect rescindments of 40.3.1 and 40.3.2
- New title: Solid Waste Collection Services
- Closely follows the language included in the new Solid Waste Management Bylaw for waste collection
- Updates and corrections to the Collection Areas
- Descriptions of allowable and non-permitted waste
- Set out locations, bin types, allowable weekly volumes
- Collection schedules
- Fees are referred to the Fees and Charges Bylaw.

At the Directors meeting, discussion ensued regarding defining “residential premises” within the policy.
Administration notes that the definition of “residential premises” is explained as follows in the Solid Waste Management Bylaw 2019/03 under Definitions 2.1:

x) “Residential Premises” includes:

a) any building containing a single dwelling unit (single detached dwelling); or

b) a semi-detached dwelling where each single dwelling unit is deemed to be a Residential Premises; and

c) a recreational vehicle, meaning a mobile unit meant for use as temporary accommodation and includes, but is not limited to, holiday trailers, tent trailers, fifth-wheel trailers, truck campers, motor homes, park model trailers and recreational units that do not meet Part 9 of the Alberta Building Code (ABC) and that has been issued a Development Permit by the County.

The Directors approved the recommended amendments and resolved that the revised Policy be forwarded for Council review and approval as presented or amended. (Ref. Resolution DM20190123.013)

Recommendations

Administration recommends that Garbage Pickup Services Within Hamlets and Subdivision Policy 40.3.4 be approved as presented or recommended.

Recommended Resolution

That Council approve Garbage Pickup Services Within Hamlets and Subdivision Policy 40.3.4 as presented or amended.
SOLID WASTE COLLECTION SERVICES POLICY #40.3.2

POLICY STATEMENT

The County of Wetaskiwin provides Solid Waste Collection Services for various Hamlets and Subdivisions. The service includes weekly collection of household waste which is then delivered to a County transfer station for further process.

PROCEDURES

Request for Service or Cancellation of Service:

1. Any Hamlet or Subdivision wishing to obtain Solid Waste Collection Services must provide the County with a registered owner petition from not less than 75% of the registered owners in that Hamlet or Subdivision. County approval would be subject to availability of contracted services or provision by internal resources. If services are provided, 100% participation is mandatory for all approved residential premises.

2. Any Hamlet or Subdivision that wishes to discontinue Solid Waste Collection Services must provide the County with a registered owner petition from not less than 75% of the registered owners in that Hamlet or Subdivision.

Solid Waste Collection Services:

3. The County will place all residential premises located in the collection area in account for Solid Waste Collection Services.

4. The County will provide Solid Waste Collection Services to all customers located within the collection area at the rates, fees or other charges specified in the Fees and Charges Bylaw.

5. The owner or occupant of any non-qualified premises shall, either personally or by employees, contractors or agents, and in compliance with all applicable federal, provincial and municipal laws, promptly remove and dispose of all waste generated on the premises, at the owner or occupant’s sole expense. This will include:

<table>
<thead>
<tr>
<th>REVISION DATE:</th>
<th>ORIGINAL COUNCIL APPROVAL DATE:</th>
<th>RESOLUTION #</th>
<th>NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>11062008 C</td>
<td>#PW20081106.1005</td>
<td>1 of 5</td>
<td></td>
</tr>
</tbody>
</table>
a. The owners and occupants of multi-family residences, apartment houses, commercial, industrial and building projects shall be responsible for the disposal of all waste generated by or from such premises;

b. Nothing in this Policy shall be deemed to require the collection by the County of Wetaskiwin of any trade waste, commercial or industrial waste, construction waste, hazardous waste or liquid waste, and all such materials shall be conveyed by the owner at their expense to an appropriate disposal facility.

**Prohibited Waste:**

6. The County shall not collect nor be responsible for, the collection of any waste other than household waste generated by residential premises located within the collection area.

7. No person shall set out, or permit to be set out, any waste for collection other than household waste in accordance with this Policy including, without limiting the foregoing:

   a. Household waste generated by any residential premises outside of the collection area;
   b. Household waste generated by multi-family residential premises;
   c. Animal carcasses;
   d. Biomedical waste;
   e. Bulk waste;
   f. Commercial waste; construction waste;
   g. Hazardous waste;
   h. Hot ashes; or liquid waste.

**Account and Fees:**

8. Fees for Solid Waste Collection shall be as per the Fees and Charges Bylaw.

9. Mandatory fees will be charged to all residential premises eligible to receive the service.

10. The County shall create an account for each customer within the collection area for Solid Waste Collection Services and the customer shall be responsible for payment of the Solid Waste Collection Fee.

11. Billing for Solid Waste Collection Services will be bi-monthly according to the utility billing schedule.

12. An account for Solid Waste Collection Services shall only be set up with the owner of the property.

13. The bi-monthly Solid Waste Collection Fee shall apply even if no waste is set out for collection.

14. Owners shall not be allowed to deactivate their account in the event their property is vacant and deemed habitable.

**Preparing Waste For Collection:**
15. No person shall set out or permit to be set out, waste for collection without ensuring that the waste has been prepared for collection in accordance with the following:

   a. All household waste must be bagged and secured within a waste container;
   b. Wet waste must be thoroughly drained, double-bagged, and tied securely;
   c. Light dusty materials such as cold ashes, sawdust, powders, vacuum cleaner bags, furnace filters and absorbents must be placed in a sealed disposable container;
   d. Objectionable materials including animal feces and diapers must be double bagged and tied securely;
   e. No collection of refuse shall be made from any receptacle that exceeds 25 kilograms;
   f. Sharps and dangerous items, including broken glass, razor blades, sheet metal scraps and items with exposed screws or nails must be contained within protective packaging (sturdy, sealed cardboard box or rigid disposable plastic container).

**Solid Waste Containers:**

16. A person setting out waste containers for collection shall ensure that:

   a. The contents of a waste container must not be packed or jammed into the waste container to the extent that the contents will not fall freely from the waste container during collection activities;
   b. The contents of the waste container must not prevent the closure and securement of the lid;
   c. Waste container lids must be securely affixed to the waste container;
   d. The waste container must not exceed 121 litres in volume capacity and shall not be loaded beyond its capacity by volume, or by a weight of 25 kilograms;
   e. The waste container is maintained in good repair, clean and in a sanitary condition.

**Set Out Locations:**

17. All solid waste collection shall be from a front yard, roadside, or curbside location unless otherwise authorized by the Director of Public Works.

18. A Person setting out waste for collection shall ensure that:

   a. All waste containers placed along the edge of the roadway with a minimum of one metre clearance on all sides from any obstacle;
   b. No person shall set out waste for collection in a location that is unsafe, obstructed, poorly maintained, uneven or that otherwise prevents a Waste Collector from collecting waste in a safe and efficient manner;
   c. A person, being the owner, occupant, tenant or person in charge of any property or premises shall maintain or ensure that the lane in the rear of the said property or premises to the centre line thereof and the storage location on the property is maintained in a clean, tidy and orderly condition.

**Collection Schedules:**

19. Solid Waste Collection Services will be performed as per a set schedule, established for all customers within the collection area by the Director of Public Works.
20. Unless otherwise directed by the Director of Public Works, Solid Waste Collection Services shall be scheduled weekly.

21. Additional collections may be scheduled if and when required, at the discretion of the Director of Public Works.

22. Waste containers must be placed at the set-out location no later than 7:00 a.m. on the scheduled collection day.

23. No person shall place waste containers at any set out location before 5:00 p.m. on the day prior to the scheduled collection day.

24. Solid Waste Collection Services may occur at any time during the collection day (7:00 a.m. - 10:00 p.m.) and actual time of collection can vary on a weekly or seasonal basis.

25. If a civic holiday occurs on the scheduled collection day, collection will be made within two (2) scheduled working days of the holiday.

26. In the event of severe weather or unusually large waste volumes, the Director of Public Works may alter the collection schedule for part or all of the collection area to include the day before, and the day after the regularly scheduled collection day.

27. No person shall leave empty, waste containers at any set out location later than 12:00 p.m. of the following day.

General:

28. All waste set out for collection remains the property of the person placing the waste until accepted by the County at the time of collection.

29. No person shall set out, or allow to be set out, waste exceeding the volume of two (2) waste containers per collection period, having a maximum total capacity of 121 litres each.

30. The County reserves the right to withhold collection of improperly prepared waste, prohibited waste, excessive quantities of waste, waste located at unsafe or noncompliant locations, or to any person violating the conditions of this Policy.

31. The County is not responsible for damage to waste containers resulting from normal, repetitive activity, or for lost waste containers and their lids.

32. No person shall place waste in a waste container of another person without the other person's consent.

33. No person other than an authorized Waste Collector or the person placing waste in a waste container, shall interfere with, disturb or remove the contents of a waste container set out for collection.
34. Waste Collectors are not authorized to enter upon private property to collect waste.

**Collection Areas:**

35. The following areas are approved by petition for Solid Waste Collection Services:

a. **Hamlets of:**
   i. Alder Flats
   ii. Buck Lake
   iii. Winfield
   iv. Mulhurst
   v. Westerose
   vi. Gwynne

b. **Subdivisions:**
   i. Lakeland Estates
   ii. Viola Beach
   iii. Woodwind Estates
   iv. Beachside Estates
   v. Curilane Beach
SOLID WASTE COLLECTION SERVICES POLICY #40.3.2

POLICY STATEMENT

The County of Wetaskiwin provides Solid Waste Collection Services for various Hamlets and Subdivisions. The service includes weekly collection of household waste which is then delivered to a County transfer station for further process.

PROCEDURES

Request for Service or Cancellation of Service:

1. Any Hamlet or Subdivision wishing to obtain Solid Waste Collection Services must provide the County with a registered owner petition from not less than 75% of the registered owners in that Hamlet or Subdivision. County approval would be subject to availability of contracted services or provision by internal resources. If services are provided, 100% participation is mandatory for all approved residential premises.

2. Any Hamlet or Subdivision that wishes to discontinue Solid Waste Collection Services must provide the County with a registered owner petition from not less than 75% of the registered owners in that Hamlet or Subdivision.

Solid Waste Collection Services:

3. The County will place all residential premises located in the collection area in account for Solid Waste Collection Services.

4. The County will provide Solid Waste Collection Services to all customers located within the collection area at the rates, fees or other charges specified in the Fees and Charges Bylaw.

5. The owner or occupant of any non-qualified premises shall, either personally or by employees, contractors or agents, and in compliance with all applicable federal, provincial and municipal laws, promptly remove and dispose of all waste generated on the premises, at the owner or occupant's sole expense. This will include:
a. The owners and occupants of multi-family residences, apartment houses, commercial, industrial and building projects shall be responsible for the disposal of all waste generated by or from such premises;

b. Nothing in this Policy shall be deemed to require the collection by the County of Wetaskiwin of any trade waste, commercial or industrial waste, construction waste, hazardous waste or liquid waste, and all such materials shall be conveyed by the owner at their expense to an appropriate disposal facility.

Prohibited Waste:

6. The County shall not collect nor be responsible for, the collection of any waste other than household waste generated by residential premises located within the collection area.

7. No person shall set out, or permit to be set out, any waste for collection other than household waste in accordance with this Policy including, without limiting the foregoing:

   a. Household waste generated by any residential premises outside of the collection area;
   b. Household waste generated by multi-family residential premises;
   c. Animal carcasses;
   d. Biomedical waste;
   e. Bulk waste;
   f. Commercial waste; construction waste;
   g. Hazardous waste;
   h. Hot ashes; or liquid waste.

Account and Fees:

8. Fees for Solid Waste Collection shall be as per the Fees and Charges Bylaw.

9. Mandatory fees will be charged to all residential premises eligible to receive the service.

10. The County shall create an account for each customer within the collection area for Solid Waste Collection Services and the customer shall be responsible for payment of the Solid Waste Collection Fee.

11. Billing for Solid Waste Collection Services will be bi-monthly according to the utility billing schedule.

12. An account for Solid Waste Collection Services shall only be set up with the owner of the property.

13. The bi-monthly Solid Waste Collection Fee shall apply even if no waste is set out for collection.

14. Owners shall not be allowed to deactivate their account in the event their property is vacant and deemed habitable.
Preparing Waste For Collection:

15. No person shall set out or permit to be set out, waste for collection without ensuring that the waste has been prepared for collection in accordance with the following:

   a. All household waste must be bagged and secured within a waste container;
   b. Wet waste must be thoroughly drained, double-bagged, and tied securely;
   c. Light dusty materials such as cold ashes, sawdust, powders, vacuum cleaner bags, furnace filters and absorbents must be placed in a sealed disposable container;
   d. Objectionable materials including animal feces and diapers must be double bagged and tied securely;
   e. No collection of refuse shall be made from any receptacle that exceeds 25 kilograms;
   f. Sharps and dangerous items, including broken glass, razor blades, sheet metal scraps and items with exposed screws or nails must be contained within protective packaging (sturdy, sealed cardboard box or rigid disposable plastic container).

Solid Waste Containers:

16. A person setting out waste containers for collection shall ensure that:

   a. The contents of a waste container must not be packed or jammed into the waste container to the extent that the contents will not fall freely from the waste container during collection activities;
   b. The contents of the waste container must not prevent the closure and securement of the lid;
   c. Waste container lids must be securely affixed to the waste container;
   d. The waste container must not exceed 121 litres in volume capacity and shall not be loaded beyond its capacity by volume, or by a weight of 25 kilograms;
   e. The waste container is maintained in good repair, clean and in a sanitary condition.

Set Out Locations:

17. All solid waste collection shall be from a front yard, roadside, or curbside location unless otherwise authorized by the Director of Public Works.

18. A Person setting out waste for collection shall ensure that:

   a. All waste containers placed along the edge of the roadway with a minimum of one metre clearance on all sides from any obstacle;
   b. No person shall set out waste for collection in a location that is unsafe, obstructed, poorly maintained, uneven or that otherwise prevents a Waste Collector from collecting waste in a safe and efficient manner;
   c. A person, being the owner, occupant, tenant or person in charge of any property or premises shall maintain or ensure that the lane in the rear of the said property or premises to the centre line thereof and the storage location on the property is maintained in a clean, tidy and orderly condition.
Collection Schedules:

19. Solid Waste Collection Services will be performed as per a set schedule, established for all customers within the collection area by the Director of Public Works.

20. Unless otherwise directed by the Director of Public Works, Solid Waste Collection Services shall be scheduled weekly.

21. Additional collections may be scheduled if and when required, at the discretion of the Director of Public Works.

22. Waste containers must be placed at the set-out location no later than 7:00 a.m. on the scheduled collection day.

23. No person shall place waste containers at any set out location before 5:00 p.m. on the day prior to the scheduled collection day.

24. Solid Waste Collection Services may occur at any time during the collection day (7:00 a.m. - 10:00 p.m.) and actual time of collection can vary on a weekly or seasonal basis.

25. If a civic holiday occurs on the scheduled collection day, collection will be made within two (2) scheduled working days of the holiday.

26. In the event of severe weather or unusually large waste volumes, the Director of Public Works may alter the collection schedule for part or all of the collection area to include the day before, and the day after the regularly scheduled collection day.

27. No person shall leave empty, waste containers at any set out location later than 12:00 p.m. of the following day.

General:

28. All waste set out for collection remains the property of the person placing the waste until accepted by the County at the time of collection.

29. No person shall set out, or allow to be set out, waste exceeding the volume of two (2) waste containers per collection period, having a maximum total capacity of 121 litres each.

30. The County reserves the right to withhold collection of improperly prepared waste, prohibited waste, excessive quantities of waste, waste located at unsafe or noncompliant locations, or to any person violating the conditions of this Policy.

31. The County is not responsible for damage to waste containers resulting from normal, repetitive activity, or for lost waste containers and their lids.

32. No person shall place waste in a waste container of another person without the other person’s consent.

<table>
<thead>
<tr>
<th>REVISION DATE:</th>
<th>ORIGINAL COUNCIL APPROVAL DATE:</th>
<th>RESOLUTION #</th>
<th>NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>11062008 C</td>
<td>#PW20081106.1005</td>
<td>4 of 5</td>
<td></td>
</tr>
</tbody>
</table>
33. No person other than an authorized Waste Collector or the person placing waste in a waste container, shall interfere with, disturb or remove the contents of a waste container set out for collection.

34. Waste Collectors are not authorized to enter upon private property to collect waste.
Amending Roll-off Bin Usage Policy 40.3.5 - Report

Meeting Date (Report Reference Only): 2019/01/29
Meeting (Report Reference Only): Council Public Works

Background

At the January 23, 2019 Directors meeting, the Roll-off Bin Usage Policy 40.3.5 was reviewed with the following amendments to reflect changes to other Policies within the Solid Waste department (4300) or to clarify language to current operations.

- Title changed from Roll-off Bin Usage to Permitted Use of Roll-off Bins
- Policy number changed to 40.3.3
- Language cleaned up throughout
- Removal of reference to “tipping fees”.

The Directors approved the policy as amended and recommended that the Policy be brought forward for Council review and approval. (Ref. Resolution DM20190123.014)

Recommendations

Administration recommends that changes to Policy 40.3.5 – Roll-off Bin Usage, be approved as presented, or amended.

Recommended Resolution

That Council approve changes to Policy 40.3.5 – Roll-off Bin Usage as presented or amended.
Roll-Off Bin Usage

PERMITTED USE OF ROLL-OFF BINS

POLICY #40.3.3306

POLICY STATEMENT

The Council of the County of Wetaskiwin No. 10 recognizes the contribution residents make to their community through local Community Centres and Agricultural Societies, and that funding for operating and maintenance costs for these groups is limited.

As such, it is the intention of the County of Wetaskiwin to support these volunteer agencies through the donation of the use of one (1) roll-off bin to handle the collection of approved solid waste material. The donation includes delivery and set up, pick-up, and tipping fees disposal at a County Transfer Station.

Permission may be granted upon request for non-routine, public events to a maximum of two special events per society per year.

PROCEDURES

1. All requests for the use of the roll-off bin must be received in writing at least one month prior to the special event. Written requests shall be forwarded to the Director of Public Works, who shall have full authority to approve or deny such requests.

2. The Director of Public Works shall ensure that all County operational requirements are met prior to allowing one of the roll-off bins to be placed at the special event for the entire time requested by the volunteer agencies. There shall be no charge for the use of the roll-off bin to these agencies.
2. -

3. All costs for the supply, delivery, pick up and waste tipping fee disposal at the County Transfer Station will be included in the Annual Operating Budget under the Solid Waste Department, covered under the annual Solid Waste operating budget.
PERMITTED USE OF ROLL-OFF BINS POLICY #40.3.3

POLICY STATEMENT

The Council of the County of Wetaskiwin No. 10 recognizes the contribution residents make to their community through local Community Centres and Agricultural Societies, and that funding for operating and maintenance costs for these groups is limited.

As such, it is the intention of the County of Wetaskiwin to support these volunteer agencies through the donation of the use of one roll-off bin to handle the collection of approved solid waste material. The donation includes delivery and set up, pick-up, and disposal at a County Transfer Station.

Permission may be granted upon request for non-routine, public events to a maximum of two special events per society per year.

PROCEDURES

1. All requests for the use of a roll-off bin must be received in writing at least one month prior to the special event date. Written requests shall be forwarded to the Director of Public Works who shall have full authority to approve or deny such requests.

2. The Director of Public Works shall ensure that all County operational requirements are met prior to permitting the placement of a roll-off bin at a special event. There shall be no charge for the use of the roll-off bin to these agencies.

3. All costs for the supply, delivery, pick up and waste disposal at a County Transfer Station will be covered under the annual Solid Waste operating budget.