Council Public Works Meeting
MINUTES

Tuesday, January 29, 2019, 9:00 AM
Council Chambers
County Administration Building

Present
Reeve Terry Van de Kraats
Councillor Josh Bishop
Councillor Bill Krahn
Councillor Dale Woitt
Councillor Ken Adair
Councillor Kathy Rooyakkers
Councillor Lyle Seely

Staff Present
Rod Hawken, County Administrator
Delores DeBlois, Recording Secretary
Neil Powell, Director of Public Works
Naomi Finseth, Municipal Intern

1. CALL TO ORDER
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 9:00 a.m. on Tuesday, January 29, 2019.

2. APPROVAL OF AGENDA
Resolution PW20190129.001
MOVED: by Councillor K. Adair
that the agenda be accepted as presented.
Carried Unanimously

3. MINUTES APPROVAL
3.1 Minutes of Council for Public Works December 11, 2018 Meeting
Resolution PW20190129.002
MOVED: by Councillor J. Bishop
to approve the minutes for the Council for Public Works meeting held December 11th, 2018 as presented.
Carried Unanimously

4. REPORTS
4.1 Public Works Report December 2018
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 85 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>
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<tr>
<th># User</th>
<th>Loads</th>
<th>Weight (Kgs)</th>
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<tbody>
<tr>
<td>Bearhills</td>
<td>205</td>
<td>4</td>
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<tr>
<td>Hilgartner</td>
<td>156</td>
<td>2</td>
</tr>
<tr>
<td>Lakedell</td>
<td>692</td>
<td>13</td>
</tr>
<tr>
<td>Millet</td>
<td>895</td>
<td>8</td>
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<td>Winfield</td>
<td>287</td>
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<td>Buck Lake</td>
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<td>Gwynne</td>
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<td>Recycling/Ag. Plastics</td>
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<td>Totals</td>
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<td>Mattresses</td>
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### December Haul Totals

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<tr>
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<td>Millet</td>
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<td>Winfield</td>
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<td>13,976</td>
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<td>Gwynne</td>
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### 2018 Summary of Haul Totals

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<tr>
<td>Winfield</td>
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<td>269,507</td>
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<td>Buck Lake</td>
<td>157</td>
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<td>Gwynne</td>
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<td>Totals</td>
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<td>3,379,520</td>
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<tr>
<td>Mattresses</td>
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### ROAD USE AGREEMENTS

#### December 2018

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<tr>
<th>Service Type</th>
<th>Initiated</th>
<th>Completed</th>
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<tr>
<td>Wellsite &amp; Access</td>
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<tr>
<td>Pipeline Crossing</td>
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<td>3</td>
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<tr>
<td>Seismic</td>
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<td>0</td>
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<tr>
<td>Farming</td>
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<td>1</td>
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<tr>
<td>Contaminated Haul</td>
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<tr>
<td>Log Haul</td>
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<td>0</td>
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<tr>
<td>Hauler</td>
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<tr>
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<tr>
<td>Sewage</td>
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<tr>
<td>Integrity Dig</td>
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<td>0</td>
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<tr>
<td>Concrete</td>
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<td>1</td>
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<td>Road Maintenance</td>
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<tr>
<td>Water Well</td>
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<td>1</td>
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<tr>
<td>Gravel Pit</td>
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<td>1</td>
</tr>
<tr>
<td>Special</td>
<td>1</td>
<td>1</td>
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<tr>
<td><strong>Totals</strong></td>
<td><strong>24</strong></td>
<td><strong>34</strong></td>
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### 2018 SUMMARY OF ROAD USE AGREEMENTS

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Initiated</th>
<th>Completed</th>
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<tr>
<td>Wellsite &amp; Access</td>
<td>195</td>
<td>161</td>
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<tr>
<td>Pipeline Crossing</td>
<td>69</td>
<td>67</td>
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<tr>
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<tr>
<td>Farming</td>
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<td>5</td>
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<tr>
<td>Contaminated Haul</td>
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<td>16</td>
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<td>Log Haul</td>
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<tr>
<td>Hauler</td>
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<tr>
<td>Temporary Water</td>
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</table>
Sewage 53 39
Integrity Dig 6 5
Concrete 10 9
Road Maintenance 3 4
Water Well 18 18
Powerline 3 1
Gravel Pit 4 4
Special 10 8
Totals 438 377

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.

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

Discussion ensued regarding the snowplow flags still outstanding. Ratepayers were informed to bring in the unused flag for reimbursement as the service of snowplowing private residential driveways was discontinued in 2018.

Following the detailed Utilities report, N. Powell explained why the manholes at the Village of Pigeon Lake are having odor issues and how the issue is being dealt with.

Concern was expressed over the brushing that was done along RGE RD 255, North of HWY 13. The brushing program is determined and prioritized by the Road Foreman and the project commences once an agreement is entered into with the landowner. Fencing is the responsibility of the landowner.

**Resolution PW20190129.003**

MOVED: by Councillor D. Woitt
to approve the Public Works Report for December 2018 as presented.

**Carried Unanimously**

4.2 Ken Woitt - Former SDAB Member Recognition

Ken Woitt entered the meeting at 9:20 am.

Council was introduced to Ken Woitt and thanked Mr. Woitt for his years of service on the Subdivision and Development Appeal Board (SDAB). SDAB Members are appointed by Council but the SDAB and its decisions are independent of Council.

Mr. Woitt was a member on the SDAB for the past 25 years. At this time he is stepping down. Reeve T. Van de Kraats thanked him for his service on the Board from inception in 1996 to October 2018.

A photograph was taken of Mr. Woitt with Council.

Mr. Woitt left the meeting at 9:25 am.
Director of Finance, Eric Hofbauer entered the meeting at 9:26 am.

5. **DELEGATION - 9:30 AM - Eric Hofbauer**

Director of Finance, Eric Hofbauer entered the meeting at 9:26 am.

4. **REPORTS**

4.3 **Service Request Management Report December 2018**

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 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

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

N. Powell informed Council that a detailed report of Stop and Yield signs for parts of Division 4 will be presented at the February Public Works meeting.

Discussion ensued regarding brushing, noting that larger stumps are not cleared off private land, but the smaller brush is mulched and sprayed within the County road allowance. Excavator and dozers are used to complete the brushing.

**Resolution PW20190129.004**

MOVED: by Councillor L. Seely

to approve the Service Request Management Report for December 2018 as presented.

Carried Unanimously

5. **DELEGATION - 9:30 AM - Eric Hofbauer**

5.1 **Request for Refund of Garbage Pick-up Fee**

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.

Administration recommended 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.

Discussion ensued regarding how the billing is based upon the by-law. If an improvement had been made on a lot, such as recreational vehicle or a building, then billing is warranted. It was determined that Administration shall provide additional information regarding the status of the property. Council discussed tabling this issue to the February 26, 2019 Council for Public Works meeting pending further information from Administration.

**Resolution PW20190129.005**

MOVED: by Councillor K. Adair

that the request for refund from Kathy Goble (Utility Account 273356.01) be tabled to the February 26, 2019 Council for Public Works meeting, pending further information from Administration.

Carried Unanimously
5.2 2018 Fall Gravel Program Reserve Transfer Amendment - Report

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

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.

Administration recommended 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.

Discussion ensued on rescinding the motion to reduce gravel reserves by $585,549.64 to cover the cost of the Fall Gravel Program in 2018. (Ref. Resolution PW20181211.1008).

Resolution PW20190129.005
MOVED: by Councillor K. Rooyakkers
to rescind the motion to reduce gravel reserves by $585,549.64 to cover the cost of the Fall Gravel Program in 2018. (Ref. Resolution#PW20181211.1008).

Carried Unanimously

Resolution PW20190129.006
MOVED: by Councillor K. Rooyakkers
that Council approve to reduce gravel reserves by $628,827.96 and reduce Gravel Contingency by $9,046.37, to cover the cost of the Fall Gravel Program in 2018.

Carried Unanimously

E. Hofbauer left the meeting at 9:52 a.m.

7. NEW BUSINESS

7.1 GP Road Inspections – Contract Renewal - Report

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:

• Pre-Inspections - 106
• Post Inspections - 132
• Approaches - 4
• AB Products Pipeline Ltd. - 67
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 Zone 1-West of HWY 22 to County Border</th>
<th>Current Rate</th>
<th>Proposed Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zone 2-HWY 20 to HWY 22</td>
<td>$89.88</td>
<td>$98.87</td>
</tr>
<tr>
<td>Zone 3-HWY 771 to HWY 20</td>
<td>$101.12</td>
<td>$111.23</td>
</tr>
<tr>
<td>Zone 4-HWY 2 to HWY 771</td>
<td>$112.35</td>
<td>$123.59</td>
</tr>
<tr>
<td>Zone 5–RGE RD 240 to HWY 2</td>
<td>$134.82</td>
<td>$148.30</td>
</tr>
<tr>
<td>Zone 6- Wetaskiwin/Camrose Border to RGE RD 240</td>
<td>$146.06</td>
<td>$160.67</td>
</tr>
<tr>
<td>Wellsite and access approach inspections – all zones.</td>
<td>$52.50</td>
<td>$57.75</td>
</tr>
</tbody>
</table>

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.

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.

Discussion ensued regarding when the inspections are being completed and clarification as to who directs the oil companies to complete deficiencies regarding the move. N. Powell confirmed that Ms. Patten informs industry what is required and reports this information back to the County through the month end report/invoice.

Resolution PW20190129.007
MOVED: by Councillor K. Rooyakkers

that Council approve a 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.

Carried Unanimously
Proposed Bylaw 2019/03 Rescinding Bylaw 2018/50 Waste Management - Report

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.

Administration recommended that Council approve three readings of By-law 2019/03 – Solid Waste Collection.

Council was informed that the contracted garbage hauler for the Buck Lake/ Alder Flats area called into the Director of Public Works to inform that although there is one year remaining in the contract, he was terminating the contract effective December 31, 2018. In January, the County provided collection services using the County garbage truck with the collection date being Thursday rather than Monday. There was a notice posted on the County website and flyers were delivered providing information regarding the allowable quantity that will be collected and the change to the collection date.

Mr. Powell confirmed that there will be a Request for Proposal advertised in September 2019 for garbage collection services throughout the County.

Discussion ensued regarding capacity loads for Millet residents at the East Millet transfer Station.

Within the By-law, point 3.5 states: "This Bylaw is gender neutral and accordingly, any reference to one gender includes another." The by-law does not refer to "him or her" in any situation, therefore it was a consensus that this definition be removed from the by-law.

Discussion ensued regarding By-law point 20.7 which states: "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." It was suggested that "or his designate" be included. Clarification was provided noting that the Director of Public Works has informed the operators of the rules and regulations to be followed at all Transfer Stations.

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.

Resolution PW20190129.008
MOVED: by Councillor L. Seely
that Bylaw 2019/03 be given First Reading.

Carried Unanimously

Resolution PW20190129.009
MOVED: by Councillor K. Adair
that Bylaw 2019/03 be given Second Reading.

Recorded: In Favour:  
Opposed:
Resolution PW20190129.010

that Bylaw 2019/03 be presented for Third Reading.

7.3 Proposed Bylaw 2019/04 Rescinding Bylaw 2018/36 – Fees and Charges - Report

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>
</table>

Unanimous consent is required for a by-law to continue to Third and Final Reading on the same day as it was provided First and Second reading.
Solid Waste Management Bylaw
Solid Waste Collection Services Policy

<table>
<thead>
<tr>
<th>Solid Waste Collection Fee</th>
<th>$12.50 per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Waste in excess of 132 cubic feet</td>
<td>$50 per load</td>
</tr>
</tbody>
</table>

Solid Waste Management Policy

<table>
<thead>
<tr>
<th>Appliances, white goods (with or without Freon)</th>
<th>$20 per appliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town of Millet – General Waste</td>
<td>$20 per load</td>
</tr>
<tr>
<td>Town of Millet – Mattress</td>
<td>$10 per mattress</td>
</tr>
</tbody>
</table>

Administration recommended that Council approve three readings of By-law 2019/04 Fees and Charges.

Discussion ensued on the charges for Millet residents.

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. By-law 2019/04 will repeal By-law 2018/36 in its entirety and all amending By-laws thereafter.

Resolution PW20190129.011
MOVED: by Councillor L. Seely
that Bylaw 2019/04 be given First Reading.

Carried Unanimously

Resolution PW20190129.012
MOVED: by Councillor K. Adair
that Bylaw 2019/04 be given Second Reading.

Carried Unanimously

Resolution PW20190129.013
MOVED: by Councillor L. Seely
that Bylaw 2019/04 be presented for Third Reading.

Carried Unanimously

Resolution PW20190129.014
MOVED: by Reeve T. Van de Kraats
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.

Carried Unanimously

7.4 Quotation for Supply of Grinder Pump Packages - Report

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>

Administration recommended 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.

Discussion ensued regarding the original quoted cost of the pumps versus what was presented to the residents. The first pumps ordered were stainless steel and these new pumps are epoxy coated.

**Resolution PW20190129.015**

MOVED: by Councillor K. Adair

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.

Carried Unanimously

### 7.5 Staff Additions

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.

Administration recommended 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.

**Resolution PW20190129.016**

MOVED: by Councillor K. Rooyakkers

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.

<table>
<thead>
<tr>
<th>Recorded</th>
<th>In Favour:</th>
<th>Opposed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reeve T. Van de Kraats</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Councillor J. Bishop</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Councillor B. Krahn</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Councillor K. Adair</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Councillor K. Rooyakkers</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
7.6 Rescind Policy No. 40.3.1 - User Fee for Adjacent Municipalities - Report
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)

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

Resolution PW20190129.017
MOVED: by Councillor L. Seely
that Council rescind Policy 40.3.1 - User Fee for Adjacent Municipalities.
Carried Unanimously

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

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

Resolution PW20190129.018
MOVED: by Councillor K. Rooneykkers
that Council rescind Policy 40.3.2 – Keys to Solid Waste Facilities.
Carried Unanimously

7.8 Amendments to Solid Waste Management Policy 40.3.3 - Report
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 rescinding 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.

Administration recommended that amendments to Policy 40.3.3 – Solid Waste Management be approved as presented or amended.
Resolution PW20190129.019
MOVED: by Councillor L. Seely

that Council approve the amendments to Policy 40.3.3 - Solid Waste Management, now named 40.3.1, as presented.

Carried Unanimously

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

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 rescinding 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).

Administration recommended that Council approve Garbage Pickup Services Within Hamlets and Subdivision Policy 40.3.4 as presented.

Resolution PW20190129.020
MOVED: by Reeve T. Van de Kraats

that Council approve Garbage Pickup Services Within Hamlets and Subdivision Policy 40.3.4, now named Solid Waste Collection Services Policy 40.3.2, as presented.

Carried Unanimously

7.10 Amending Roll-off Bin Usage Policy 40.3.5 - Report

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”.

At that time, the Directors approved the policy as amended and recommended that the Policy be brought forward for Council review and approval. (Ref. Resolution DM20190123.014)

Administration recommended that changes to Policy 40.3.5 – Roll-off Bin Usage, be approved as presented.

Resolution PW20190129.021
MOVED: by Councillor L. Seely

that Council approve changes to Policy 40.3.5 – Roll-off Bin Usage, which is now named "Permitted Use of Roll-off Bins -Policy 40.3.3", as presented.

Carried Unanimously

9. ADJOURN

Resolution PW20190129.022
MOVED: by Councillor K. Adair

that the Council for Public Works meeting be adjourned at 11:05 am.

Carried

________________________________________
REEVE

________________________________________
CHIEF ADMINISTRATIVE OFFICER