1. **CALL TO ORDER**

The Council General 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 11:22 a.m. on January 29th, 2019.

2. **APPROVAL OF AGENDA**

**Resolution CG20190129.001**

MOVED: by Councillor L. Seely to approve the agenda for the Council General Meeting held Tuesday, January 29th, 2019 as presented.

Carried Unanimously

3. **MINUTES APPROVAL**

3.1 **Council General Minutes, Tuesday, December 18th, 2018 - Report**

To approve the minutes of the Council General Meeting held Tuesday, December 18th, 2018 as presented.

**Resolution CG20190129.002**

MOVED: by Reeve T. Van de Kraats to approve the minutes of the Council General meeting held Tuesday, December 18th, 2018 as presented.

Carried Unanimously

3. **MINUTES APPROVAL**

To approve the minutes of the Council General Meeting held Tuesday, January 8th, 2019 as presented.

**Resolution CG20190129.003**

MOVED: by Councillor K. Rooyakkers to approve the minutes of the Council General Meeting held Tuesday, January 8th, 2019 as presented.

Carried Unanimously

8. **DELEGATION - 11:00 A.M. - Dan Luymes, BDO & Eric Hofbauer, Director of Finance**
A delegation consisting of Dan Luymes, BDO Canada and Eric Hofbauer, Director of Finance entered the meeting at 11:27 a.m.

8.1 Audit Engagement and Planning Letters for 2018 - Report

At the May 1, 2018 General Council Meeting Council appointed BDO Canada LLP as auditors for the 2018 year end (Call2Order Ref. Resolution #CG20180501.1004).

Dan Luymes CPA CA, from BDO Canada LLP Chartered Accountants requested an audience with Council to present the Audit Engagement Letter and the Audit Planning Report for Council. The Audit Engagement letter is the agreement between the County and the auditors that establishes the responsibilities of both parties.

By assessing risk, internal controls of the County, and materiality the Auditors determine how much work is required for the audit to allow them to attain reasonably assurance that the Financial Statements are not materially misstated.

Administration recommended that Council approve BDO Dunwoody LLP terms of the Audit Engagement Letter and receive the Audit Planning Report as information.

Resolution CG20190129.004
MOVED: by Councillor L. Seely
that Council approve BDO Dunwoody LLP terms of the Audit Engagement Letter and receive the Audit Planning letter as information.

Carried Unanimously

8.2 Budget Variance Analysis - Report

The 2018 Municipal Budget was approved at the April 17th, 2018 Council Budget meeting (Call2Order Ref. Resolution #CG20180417.2004).

According to Interplan Action 1.3.3.1 states: "Provide budget variance and costing reports to Council and Directors".

Administration is providing Council with a preliminary Budget Variance report to December 31, 2018. This report is preliminary as it has been prepared without all reserve transfers being completed or all grant revenue being recognized. Public Works and Utilities have not been included in this analysis as Council receives the budget reports for these areas in the Council for Public Works meetings.

Taxes General Levy - Revenues are at 100.00% due to taxes being billed for the 2018 year. Expenses are slightly over budget at 103.33% as the County does not budget for property tax adjustments that amounted to $240,588.33 in 2018.

Council and Legislative - Expenses are 96.81% which is slightly under expected. Employer contributions for Councillor RRSP were calculated at LAPP rates due to software constraints. Year to date mileage claims were also less than budget.

General Administration:
- **Administration revenues** are at 140.49%. To date the billing of drilling taxes are over budget by $209,192.74 with approximately $25,000 more to be invoiced for 2018. General Administration expenses are at 103.12% due to legal fees being $16,092.37 over budget as a result of the JEDI arbitration matter.
- **Central Financial Management Revenue** is below budget at 67.78%. This is due to the fact that on a cash basis the Senior Housing loan payment is budgeted for the full payment, but only the interest portion is considered revenue on an accrued basis. Central Financial Management expenses are at 94.29% with accrued long term debt interest still to be recorded.
- **Assessment Services Revenue** is at 99.15% with tax certificate and title search fees being marginally lower this year.
- **Assessments Expenses** are at 99.09% as employer contributions were slightly lower than budget, in addition to training and development being at 47.67%.
- **Information Services Revenue** is at 1.28% since most of the budgeted revenue is from reserve transfers and grant revenue for projects. Expenses are less than expected at 79.79% as a result of the implementation of the Asset Management
Council General Meeting, January 29, 2019

project being delayed. Serenic Software also moved their convention to the United States; therefore the County did not attend.

- **Communication Officers Expenses** are at 88.83%. Expenses are lower than budget as the County has not received an invoice for the Strategic Planning Sessions, and year end promotional items have not been purchased.

- **Building Maintenance Revenue** is at 3.60% as the only revenue budgeted is a year end transfer from reserves that will cover major repairs of the buildings. Expenses are a little lower than projected at 89.81% due to building repair and maintenance being at 49.09%.

**Protective Services** - Protective Services revenue is below what is expected at 65.05%. This is a result of fines being less than anticipated at 82% and a reserve transfer of $55,000 that will be completed at year end. Expenses are on track at 91.87% since the 2018 invoice for RCMP services that is received in 2019, will be congruent with the amount of hours budgeted.

**By-law Enforcement and Animal Control** – By-law Enforcement revenue or pound recovery fees are 95.28% of what was expected. Expenses are at 56.66% due one By-law Officer being on maternity leave and legal fees not being expended.

**Fire Services** - Revenue is at 23.36% due to transfers to reserves entries are completed at year end however, fire-fighting fees and medical first response fees are 36.62% higher than anticipated. Expenses are only at 61.7% as transfers to capital and reserves have yet to be completed.

**Disaster Services** - Revenue is at 0.00% as a transfer from reserves for the monitoring wells at the old fire hall in Wetaskiwin has yet to be done. The expenses are on course at 98.67%.

**FCSS** - Revenues are marginally lower than planned at 93.34% due to homemaking, special event and grant revenue all being under budget. Expenses are a touch over budget at 102.04%. This is attributable to salaries being reallocated from administration to FCSS for the increase in programming being offered.

**Cemeteries** - Expenses are at 50.97%. The transfer to reserve has been completed and all grants to local cemeteries have been paid however, the invoice from the City of Wetaskiwin for the Memorial Cemetery has not been received.

**Planning and Development** - Revenue is at 106.64% with safety code permit revenue being $20,000 more than predicted. Expenses are below budget at 84.45% on account of legal consult not being required as much in 2018, and engineering fees not being accessed for the review of design drawings.

**Economic Development** - Revenue is 7.94% since the tax sharing in the JEDI agreement revenue has not been received yet, nor has the transfer from reserves been completed. Expenses are at 101.87% as the annual cost sharing expense to the City of Wetaskiwin for JEDI has been completed and the grants to the two Chambers of Commerce have been done.

**ASB** - Revenue is at 98.60% as the legislative funding grant revenue for the program has been received. Expenses are at 93.02%. Contracted services are only at 7.39% as the contract with Leduc County for horticulture will be set up as a payable as the invoice has not been received to date.

**Parks & Recreation** - Parks and Recreation revenue are at 65.5% and 6.5% respectively as the grant revenue and reserve transfers are not recognized as revenue until the projects are finished. Park expenses are higher than budget at 103.95% with salaries and benefits being 118.15% due the cleanup of downed trees in the campgrounds this year.

**Library** - Expenses are at 100.00% as the County's share of library contribution has been recorded and both installments have made to Yellowhead Regional Library. Administration recommended that Council accept the preliminary Budget Variance Analysis to December 31, 2018 as information.

**Resolution CG20190129.005**

MOVED: by Councillor K. Rooyakkers
Council General Meeting, January 29, 2019

that Council accept the preliminary Budget Variance Analysis to December 31, 2018 as
information.

Carried Unanimously

Mr. Luymes and Mr. Hofbauer left the meeting at 11:44 a.m.

9. **Recess**

The meeting recessed at 11:44 a.m.

10. **Reconvened**

The meeting reconvened at 1:10 p.m.

4. **COUNCILLOR REPORTS**

The Council members provided their monthly report outlining events they attended in
the month of December, 2018.

Resolution CG20190129.006

MOVED: by Councillor J. Bishop

that the Councillor's December, 2018 reports be accepted as presented.

Carried Unanimously

5. **ADMINISTRATION REPORTS**

5.1 **CAO Month End Report - December, 2018 - Report**

The Business Plan for Business Unit 1201 - Administration - Action 1.2.1.1
states: "Effectively manage the finances and resources of Administration", therefore, Mr. Hawken, CAO provides his December, 2018 monthly
report (copy attached to these minutes).

Administration recommended that Mr. R. Hawken, CAO's December, 2018 monthly
report be approved as presented.

Resolution CG20190129.007

MOVED: by Councillor D. Woitt

that Council approve Mr. R. Hawken, CAO's December, 2018 monthly report as
presented.

Carried Unanimously

6. **DELEGATION - 10:30 A.M. - Mike Zajac, Director of Emergency Services**

Mike Zajac, Director of Emergency Services and Jeff Chipley, Assistant CAO entered the
meeting at 1:43 p.m.

6.1 **2018 Internal Health & Safety Audit Results - Report**

The County of Wetaskiwin underwent an Internal Health & Safety Audit October 15-19,
2018. The audit team consisted of Jenn Irwin, Norm Reed and Mike Zajac. The official
final score received was 92% with no less than 84% in any one element. In order to
pass, an 80% with no less than 50% in any one element is required (2017 External
Audit - 95%).

The audit documents were sent to Alberta Municipal Health & Safety Association
(AHMSA) and the final audit review score was received back.

Along with the score, summaries on each element were provided highlighting strengths
and providing suggested improvements that can be implemented into our Health &
Safety Program.

ELEMENT SUMMARY

Organizational Commitment - 95% (95%)
Council General Meeting, January 29, 2019

- Addresses the overall system within which a municipality’s health and safety management system must operate.

Hazard Identification and Assessment - 93% (98%)
- Is a formal approach to proactively recognizing and ranking (assessing) all hazards faced by municipal employees.

Hazard Control - 96% (99%)
- A systematic approach to determine how to eliminate or control hazards identified in Element 2.

Formal Workplace Inspections - 91% (95%)
- Ensure that the hazard controls from Element 3 are adequate, and to identify any new hazards.

Orientation and Training - 90% (98%)
- Identification of competency and training needs based on hazards of the work, and that workers have the competence to do the work safely.

Emergency Response Planning - 84% (96%)
- Establishes procedures related to on-the-job emergencies.

Incident Investigation - 92% (83%)
- Developed for the reporting and investigation of occupational health and safety incidents and near-misses.

Program Administration - 90% (95%)
- Addresses three critical components: record keeping, communication, and worker participation.

Some of the areas to work on are inspections and emergency response drills. From this summary, Administration developed an action plan that will be implemented in 2019 to better improve the Health & Safety Program.

The Audit Tool changed. Effective 2019, Administration will review the new tool kit and will undergo the necessary changes to the Program. Some areas of scoring changed and two new elements were added - Joint Work Site Health & Safety Committees and H&S Representatives AND Other Parties at/or in the Vicinity of the Work Site.

Administration recommended that Council accept the 2018 unofficial Internal Health & Safety Audit results as information.

**Resolution CG20190129.008**

MOVED: by Councillor L. Seely

that Council accept the 2018 unofficial Internal Health & Safety Audit results as information.

Carried Unanimously

**6.2 2018 Fire Call Volumes - Report**

In accordance with the County of Wetaskiwin Strategic Plan 1.3.1.1, which states that Administration is "to effectively manage the finances and resources of Fire Fighting", the County of Wetaskiwin provides fire services to residents through five (5) non-profit fire societies, one (1) County operated fire department, and through mutual aid agreements with surrounding municipalities.
The Town of Millet and City of Wetaskiwin both provide services within their own municipality as well as their respective County Fire Zones. The Town of Millet also provides services to parts of Leduc County.

The 2018 Fire Services Call Volumes are as follows:

<table>
<thead>
<tr>
<th>Buck Lake/Alder Flats</th>
<th>Miltet Rural</th>
<th>Mulhurst</th>
<th>South Pigeon Lake</th>
<th>Wetaskiwin Rural</th>
<th>Winfield</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>53</td>
<td>89</td>
<td>52</td>
<td>107</td>
<td>98</td>
<td>31</td>
</tr>
</tbody>
</table>

The 2017 Fire Services Call Volumes were as follows:

<table>
<thead>
<tr>
<th>Buck Lake/Alder Flats</th>
<th>Miltet Rural</th>
<th>Mulhurst</th>
<th>South Pigeon Lake</th>
<th>Wetaskiwin Rural</th>
<th>Winfield</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>62</td>
<td>94</td>
<td>46</td>
<td>113</td>
<td>76</td>
<td>28</td>
</tr>
</tbody>
</table>

Administration recommended that Council approve the 2018 Fire Call Volumes Report as information.

Resolution CG20190129.009
MOVED: by Councillor L. Seely
that Council approve the 2018 Fire Call Volume update as information.

Carried Unanimously

Mr. Zajac left the meeting at 1:46 p.m.

7. **DELEGATION - 10:45 A.M. - Jeff Chipley, Assistant CAO**

7.1 **Protective Services Month End Reports – December 2018 - Report**

On a monthly basis, Administration provides Council with a reporting of the various developments and occurrences that have occurred within the Protective Services Department of the County of Wetaskiwin, in order to keep Council informed and apprised of the details surround enforcement, animal control, and community protection throughout the County of Wetaskiwin.

Mr. J. Chipley, Assistant CAO, presented the following Protective Services Reports that were provided for review by Council:

- Community Peace Officer Occurrence Report for December 2018
- Community Peace Officer Patrol Report for December 2018
- Community Peace Officer 2018 Year-End Occurrence Report
- Community Peace Officer 2018 Year-End Citation Report
- Community Peace Officer 2018 Year-End Patrol Report
- Animal Control Report January – December 2018
- Bylaw Enforcement Report January – December 2018
Some of the highlights of incidents that were dealt with by the Community Peace Officers (CPOs) of the County of Wetaskiwin in the month of December were as follows:

- CPOs dealt with six (6) different abandoned vehicle files during the month. Many of the abandoned vehicles were as a result of vehicles becoming stuck in ditches after sliding off the road in poor weather conditions.
- CPOs and the Protective Services Department have received several complaints about Off Highway Vehicle use and misuse in several County Subdivisions, mainly in Division 2. Proactive patrols will continue throughout these areas over the next several months in an attempt to reduce the contraventions related to the Off Highway Vehicle Bylaw and relevant sections of the Traffic Safety Act.
- An old bridge on Range Road 263 has been restricted to ten (10) tonnes max as part of the structure is deteriorating. At the same time, a pipeline is being dug near it. CPO conducted patrols of the bridge stopped four (4) commercial vehicles for exceeding the posted capacity, two (2) of which were caught in less than thirty (30) seconds. One (1) of the vehicles was thirty-four (34) tonnes over the limit. All four (4) trucks were hauling equipment for the pipeline. CPO laid charges for the violations. Patrols will continue.
- CPOs were requested by CP Police to assist with the Holiday Train in Wetaskiwin. CPOs attended, mingled with people from the local area, and represented the County of Wetaskiwin Protective Services Department at this very public event.
- CPO requested assistance with a traffic stop where a male driver was being argumentative and hostile. The CPO’s partner responded with emergency lights and siren in accordance with Solicitor General Policy and is a prime example as to why CPOs are scheduled to work in pairs.

Additionally, Administration has compiled a three (3) year breakdown of Occurrence Reports and Citations, which are as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Occurrence Reports</th>
<th>Occurrence Report Variance</th>
<th>Citations</th>
<th>Citation Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>440</td>
<td>N/A</td>
<td>3,020</td>
<td>N/A</td>
</tr>
<tr>
<td>2017</td>
<td>415</td>
<td>-25</td>
<td>3,092</td>
<td>72</td>
</tr>
<tr>
<td>2018</td>
<td>431</td>
<td>16</td>
<td>2,406</td>
<td>-686</td>
</tr>
</tbody>
</table>

Administration recommended that Council accept the Protective Services Report for December 2018 as presented.

A discussion ensued on the challenges the "Report Exec" program is undergoing and reporting properly that Administration is investigating.

Resolution CG20190129.010
MOVED: by Councillor L. Seely
that Council accept the Protective Services Report for December 2018 as presented.

Carried Unanimously

7.2 BL2019/06 Dog Control Bylaw - Repealing Bylaw 2017/35 - Report

The County of Wetaskiwin has The Dog Control Bylaw 2017/35 a By-law of the County of Wetaskiwin No. 10 in the Province of Alberta for the purpose of regulating and control of dogs running at-large within the County of Wetaskiwin and other activities related to dogs. This Bylaw was reviewed and amended by Administration and the current Bylaw Enforcement Officers to make the Bylaw current in content.
There were several changes made to this Bylaw, the most significant being additional definition for clarification, the addition of Section 15 Determination of Dangerous Dog, and amendments to Schedule “C”.

Bylaw 2019/06 will repeal Bylaw 2017/35 in its entirety. The amendments and updates to Bylaw 2017/35 is noted in red text and strike through and provided to Council for review along with the final version of Bylaw 2019/06.

Administration recommended that Council approve three readings of By-law 2019/ a bylaw of the County of Wetaskiwin No. 10 in the Province of Alberta for the purpose of regulating and control of dogs running at-large. Bylaw 2019/06 will repeal Bylaw 2017/35 in its entirety.

A discussion ensued on the Dog Control Bylaw as presented and that the bylaw needs a thorough review before Council can approve three readings. It was suggested that a basic By-law Review Committee could be created to review bylaws and decided that the proposed 2019/06 Dog Control Bylaw be presented to the Land Use Bylaw\Municipal Development Plan Committee for review of content prior to being presented back to Council for review.

Resolution CG20190129.011
MOVED: by Councillor J. Bishop

that the proposed new Bylaw 2019/06 Dog Control Bylaw be forwarded to the Land Use Bylaw/Municipal Development Plan Committee prior to being presented to Council.

Carried Unanimously

7.3 Policing Priorities Survey Results - Report

During the latter part of 2018, the Wetaskiwin Royal Canadian Mounted Police (RCMP) Detachment in conjunction with the County of Wetaskiwin, as well as the City of Wetaskiwin and the Town of Millet, conducted a survey to receive feedback from the public on what the policing priorities should be for both the RCMP and local Community Peace Officers for the upcoming year and into the future. Surveys were available in paper form at the Wetaskiwin RCMP Detachment, County of Wetaskiwin Office, and other places in both the City of Wetaskiwin and Town of Millet, and also on the County Website for individuals to complete online if they so wished.

After the survey deadline passed on December 31, 2018, results were tabulated for each municipality. For the County of Wetaskiwin, there were 175 surveys completed, with the full results for the County of Wetaskiwin provided for review by Council.

In reviewing the survey results, Administration notes that the top three (3) policing priorities for the RCMP as desired by the public remain consistent with the previous survey completed in 2017 by the County of Wetaskiwin, with the top three (3) being, in order, Major Property Crime, Minor Property Crime, and Impaired Driving. The same is also true for the priorities of Community Peace Officers, as Provincial Traffic Enforcement and Bylaw Enforcement remain the top two (2) priorities.

Furthermore, in reviewing the comments made by respondents to the survey, there were numerous highly positive comments regarding the Protective Services Department of the County of Wetaskiwin, particularly in regard to the work completed by Community Peace Officers. Numerous respondents were appreciative of having Community Peace Officers continually and proactively patrolling throughout the County, provided positive comments in regard to County Community Peace Officers effectively communicating with citizens and following up on files and concerns of the public, and believe that additional Community Peace Officer resources would be a positive advancement for the County of Wetaskiwin.

These positive comments were also alongside several consistent areas of concern and improvement outlined by the respondents in respect of the duties and current level of service performed by the RCMP, the criminal justice system, and societal issues that impact the City of Wetaskiwin, as well as the County of Wetaskiwin and Town of Millet. Administration will strive to continually improve upon areas where improvement is desired by the citizens in which the County serves, while maintaining and improving areas where positive comments have been received, not only in regard to the matters
deal with by the Protective Services Department and Community Peace Officers, but also through working with the RCMP in a professional manner.

Administration recommended that Council accept the results of the Policing Priorities Survey as information.

**Resolution CG20190129.012**

MOVED: by Councillor K. Rooyakkers

that Council accept the results of the Policing Priorities Survey as information.

Carried Unanimously

Mr. Chipley left the meeting at 2:05 p.m.

11. **DELEGATION - 11:30 A.M. - Geoff Lynch, Director of Leisure & Community Services**

Geoff Lynch, Director of Leisure & Community Services entered the meeting at 2:06 p.m.

11.1 **Director of Leisure & Community Services - Report**

Business Plan 7200 Parks and Recreation Facilities state:

Community Development

5.1.2.2 Implement Recreation Master Plan based on the results of the needs assessment and present to Council for annual approval

5.2.2.3 Participate in regular meetings with service agencies

- The County of Wetaskiwin and the City of Wetaskiwin have partnered once again to provide residents of both the County and the City with printed copies of the Wetaskiwin & Area Program Guide. Previous County groups have been contacted to inform them of the opportunity to submit County programs and events.
- Administration has taken the lead in developing a “Proposal for Work Initiative” with the Alberta Recreation & Parks Association and the Government of Alberta, the description of the proposal is as such: “The purpose of this project is to explore and implement a comprehensive approach to enhancing rural recreation opportunities throughout Alberta. In an effort to improve planning and delivery of recreation services in rural Alberta, a deeper dive into the complexities surrounding infrastructure, cost sharing, staffing resources and economic impacts is required.” The proposal will be taken to the ARPA board meeting in January to hopefully be adopted.
- Administration has been asked to sit on the “The Municipal Recreation Engagement Strategy Committee” which is comprised of members from the Government of Alberta and individuals from the Alberta Recreation & Parks Association Board. “The Municipal Recreation Strategy has been developed as a strategic partnership between Recreation and Physical Activity Division (RPAD) and the Alberta Recreation and Parks Association (ARPA) in response to the need for better alignment between all recreation agencies in Alberta and to assist municipal partners throughout the different phases of implementing recreation sector policy outcomes.”
- Administration has been approached by individuals from the Mulhurst Bay community to discuss the potential need to upgrade the recreational amenities at the Lions Day Use Park in Mulhurst Bay. Administration will be hosting another conversation with the group as well as Councillor Ken Adair who has been invited to sit in on the discussion in February.
- Administration will be updated of the status of Winfield Minor Hockey for the 2019/20 season in February.
- Administration has participated in 1 stakeholders meeting and 3 conference calls regarding the “Lakedell Feasibility Study”.
- Administration is currently assisting in the preparation of the upcoming Citizens Engagement sessions in February.

Recreation
• Administration has partnered with the City of Wetaskiwin too provide the University of Alberta Golden Bears Hockey School for the third straight year and the University of Alberta Panda Bears Volley Ball Camp to residents in the region this upcoming summer.
• Administration will be looking to provide a new Bus-Swim-Movie program in for the summer of 2019.

**FCSS**

• The County Bus trips were very popular in 2018; Administration is currently finalizing the 2019 schedule for trips.

**Parks**

• Administration is currently investigating cost effective alternatives for County of Wetaskiwin boat launches.

Administration recommended that Council accept the Director of Leisure & Community Services Report as information.

**Resolution CG20190129.013**

MOVED: by Councillor D. Woitt

that Council accept the Director of Leisure & Community Services Report as information. Carried Unanimously

Mr. Lynch left the meeting at 2:12 p.m.

12. **UNFINISHED BUSINESS**

12.1 **Councillor Attendance at Conferences Policy 11.0.3 Review - Report**

At the Council General Meeting held January 4th, 2019 an addition to the agenda was approved for Council to discuss Procedural Bylaw versus Councillor Attendance at Conferences Policy #11.0.3. At that time Council resolved to:

"eScribe Resolution # CG20190108.019:

MOVED: by Councillor L. Seely that Administration present "Councillor Attendance at Conferences Policy #11.0.3 and Procedures Standards Policy #12.0.1 for clarification versus Procedural Bylaw 2018/04 to the Council General meeting scheduled for January 29th, 2019".

The costs associated for Councillor attendance at events when representing the County in 2018 was provided for Council's review.

Administration recommended that Council review Councillor Attendance at Conferences Policy #11.0.3, costs associated to the policy and provide direction.

A discussion ensued on amendments to Councillor Attendance at Conferences Policy 11.0.3 as follows:

• Section 2.4 be increased from 2 Council Members to 3 Council Members to attend the annual FCM Conference.
• Section 2.6 should be also referenced into the Subsistence & Travel Policy 12.2.7 and a set limit should be included in Policy #11.0.3.
• A discussion ensued on eliminating attendees to Agricultural Service Board Conferences when only two Council Members can vote and to eliminate Staff to attend RMA Conferences.

**Resolution CG20190129.014**

MOVED: by Councillor L. Seely

that Councillor Attendance at Conference Policy #11.0.3 Section 2.4 remain status quo.

Recorded In Favour: Opposed:
Council General Meeting, January 29, 2019

Reeve T. Van de Kraats X
Councillor J. Bishop X
Councillor B. Krahn X
Councillor D. Woitt X
Councillor K. Adair X
Councillor K. Rooyakkers X
Councillor L. Seely X

Results 4 3

Carried (4 to 3)

Resolution CG20190129.015
MOVED: by Councillor K. Adair
that the Councillor Attendance at Conference Policy 11.0.3 be approved with the additional amendment to Section 2.6 stating "that reimbursement be paid on a per diem rate or standardized rates as follows:
• Breakfast: $15.00
• Lunch: $20.00
• Dinner: $30.00
and that Subsistence & Travel Policy #12.2.7 be referenced accordingly under Meals up to the maximum noted above and that the rates be applied to both Council and Staff.

Recorded In Opposed:
Favour: 
Reeve T. Van de Kraats X
Councillor J. Bishop X
Councillor B. Krahn X
Councillor D. Woitt X
Councillor K. Adair X
Councillor K. Rooyakkers X
Councillor L. Seely X

Results 5 2

Carried (5 to 2)

Councillor B. Krahn left the meeting at 3:00 p.m.

12.2 Policy & Procedures Standards Policy #12.0.1 – Report

At the Council General meeting held January 8th, 2019 an addition to the Agenda was approved for Council to discuss Procedural Bylaw versus Councillor Attendance at Conferences Policy #11.0.3. At that time Council resolved to:

"that Administration present Councillor Attendance at Conferences Policy #11.0.3 and Procedures Standards Policy #12.0.1 for clarification versus Procedural Bylaw 2018/04 to the Council General meeting scheduled for January 29th, 2019".

Councillor J. Bishop requested a discussion regarding Policy #11.0.3 and possible amendments as well requested a review of costs associated with Council and staff attending conference, events etc. while representing the County.

Administration stated that the Procedures Standards Policy #12.0.1 is a requirement to be followed prior to any review of policies. Council however, has the option of approving to go outside of Section 5 – Policy Approval Process as written in Policy #12.0.1.
Administration prepared the following amendments to alleviate any future discretion:

The amendments are shown in bold text and strike through as follows:

- **3.1.1.** Receive recommendations for a new, amended, or revised policy. **and direct**
- **3.1.2** Direct preparation of draft policies to CAO, Assistant CAO, Board, Commission or Committee for development.
- **3.1.2** Give formal approval to policy.
- **3.5.5.** Biennial review of policies and procedures pertaining to their department and recommend **status quo** revisions or amendments, if applicable.
- **5.3.** The developed policy draft is to be first presented to the appropriate **Board** for review and discussion.

**New text:**
- **5.6** Council or the CAO may deviate from the process outlined in Section 5 if the need arises.

The numbering system will subsequently fall in order.

Options for Council’s consideration:

1. Accept the amendment to Policy and Procedures Standards Policy #12.0.1 as presented or amended.
2. Approve Policy and Procedures Standards Policy #12.0.1 remain status quo. Administration recommended that Council approve the amendments to Policy and Procedures Standards Policy #12.0.1 as presented or amended.

Councillor J. Bishop requested additional amendments be made to Policy & Procedures Standards Policy #12.0.1 as follows:

A discussion ensued on the following Sections:

- **3.2** - Deleting the whole Section and it was agreed to be relevant and should remain.
- **3.3.6** - Reviewed the relevancy of having this Section and whether all the wording could be deleted. It was agreed to be left as written.

Additional amendments to be incorporated into Policy #12.0.1 noted in bold and strike through text:

Section 3 Responsibilities:

- **3.1** Add an additional statement stating; **That Councillor(s) may request policy be brought forward for discussion as issues are identified.**
- **3.3.3** Review or circulate Draft Policies with **appropriate** Directors/Managers **if necessary.**
- **3.4.3** - to read the same as 3.3.3 - Review or circulate Draft Policies with **appropriate** Directors/Manager **if necessary.**
- **3.5.5** - needs a comma after the text of “status quo”.
- **5.1** - Needs to include the wording of "Council".
- **5.5.1** would become 5.3.

**Resolution CG20190129.016**

MOVED: by Reeve T. Van de Kraats

that Council table discussion on Policy & Procedures Standards Policy #12.0.1. to a future Council meeting.

<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>
</tbody>
</table>
Council General Meeting, January 29, 2019

Councillor D. Woitt X
Councillor K. Adair X
Councillor K. Rooyakkers X
Councillor L. Seely X

Results 1 5

Defeated (1 to 5)

Resolution CG20190129.017
MOVED: by Councillor L. Seely
that Council table approval of Policy & Procedures Standards Policy #12.0.1 to allow Administration an opportunity to provide a revised version incorporating all proposed amendments presented, discussed and noted above to the next Council General meeting of February 11th, 2019.

Carried Unanimously

12.3 Efficiency Audit Update - Report

At the Council General Meeting held December 18th, 2018, Council discussed conducting an efficiency audit of the County of Wetaskiwin to review policies and procedures based on the County of Wetaskiwin’s level of service and to ensure the County is running efficiently with the resources in place.

At that time Council approved the following resolution:
"Resolution No. CG20181218.1024
MOVED: by Councillor J. Bishop that Administration investigate available consultant(s) to present to Council options of conducting an efficiency review/audit for the County of Wetaskiwin and report back to Council in February 2019.

In Favour: Bill Krahn, Josh Bishop, Ken Adair, Lyle Seely, Kathy Rooyakkers
Opposed: Terry Van de Kraats
Absent: Dale Woldt
Carried"

Administration investigated the following municipalities who conducted an audit and costs. The results are as follows:

- The City of St. Albert conducted an Inspection (George Cuff) that focused on the "governance approach" after City Councillors request that the Minister of Municipal Affairs conduct an Inspection. The cost of the Cuff report from August 2017 was $74,000.
- The Regional Municipality of Wood Buffalo conducted an Accountability, Integrity & Transparency Audit (KPMG) that focused on all aspects of the Municipality's operations. The cost of the KPMG report from September 2017 was $212,000.
- The City of Penticton conducted a Core Review (Helios Group). The cost of the Helios Group report and content has not yet been received by Administration from Penticton.

Options for Council’s consideration:

1. That Council provide a budget amount for completion of an efficiency audit and direction in the type of audit they would like Administration to discuss with potential consultant(s).
2. That Council accept the efficiency audit update as information and discuss a future review of the County’s operations at the 2019 Strategic & Business Planning Session for inclusion in the 2020 Municipal Capital and Operating Budget deliberations.
A discussion ensued on the audit review and reasons why an audit would be beneficial for the County's operations.

A discussion ensued on including a funding amount of approximately $50,000 in the 2019 Budget approval process with an annual funding thereafter in subsequent Budget approval processes. It was discussed that Administration should provide additional samples of other municipality audit reviews.

**Resolution CG20190129.018**

MOVED: by Councillor K. Adair

that Council table discussions on an Audit Review to allow Administration an opportunity to gather additional audit reviews and costs that other municipalities underwent for completion of an efficiency audit.

**Recorded**  
**In Favour:**  
Reeve T. Van de Kraats X  
Councillor J. Bishop X  
Councillor D. Woitt X  
Councillor K. Adair X  
Councillor K. Rooyakkers X  
Councillor L. Seely X

**Opposed:**

Results 3 3

Defeated (3 to 3)

**Resolution CG20190129.019**

MOVED: by Councillor L. Seely

that Council approve to budget $30,000 per year for an efficiency audit and that funding begin in 2019 Budget deliberations for inclusion in the 2019 Municipal Capital and Operating Budget.

**Recorded**  
**In Favour:**  
Reeve T. Van de Kraats X  
Councillor J. Bishop X  
Councillor D. Woitt X  
Councillor K. Adair X  
Councillor K. Rooyakkers X  
Councillor L. Seely X

**Opposed:**

Results 3 3

Defeated (3 to 3)

**Resolution CG20190129.020**

MOVED: by Councillor J. Bishop

that Council table the Efficiency Audit discussions to the next Council General meeting of February 11th, 2019 for additional information.

**Recorded**  
**In Favour:**

Results
13. NEW BUSINESS

13.1 Bylaw 2019/05 Establish Position of CAO (repeals BL 95/34 and Amending Bylaws - Report

Bylaw 2019/05 is being presented to Council that establishes the position of Chief Administrative Officer for the County of Wetaskiwin. Bylaw 2019/05 will repeal BL 95/34 and amending by-laws 99/65 and 2000/32 in their entirety.

Bylaw 2019/05 references the new Municipal Government Act, Statutes of Alberta, 2000, and updated the duties of CAO to current day practices.

Administration recommended that Council provide three readings of By-law 2019/05 that will repeal By-law 95/34 and amending By-laws 99/65 and 2000/32 in their entirety.

By-law 2019/05 a by-law of the County of Wetaskiwin No. 10 in the Province of Alberta, to establish the position of Chief Administrative Officer of the municipality of the County of Wetaskiwin No. 10. By-law 2019/05 will repeal By-law 95/34 and amending By-laws 99/65 and 2000/32 in their entirety.

Resolution CG20190129.021
MOVED: by Councillor J. Bishop
that By-law 2019/05 be given First Reading.

Carried Unanimously

Resolution CG20190129.022
MOVED: by Councillor L. Seely
that By-law 2019/05 be given Second Reading.

Carried Unanimously

Resolution CG20190129.023
MOVED: by Councillor D. Woitt
that By-law 2019/05 be presented for Third Reading.

Carried Unanimously

Resolution CG20190129.024
MOVED: by Councillor K. Adair
that By-law 2019/05 be given Third Reading and it be declared finally passed and the Reeve and Acting Chief Administrative Officer be authorized to sign same and affix thereto the corporate seal of the County of Wetaskiwin No.10.

Carried Unanimously

Results 5 1
Carried (5 to 1)
13.2 2019 Wetaskiwin & County Sports Hall of Fame - Report

A letter was received from Mr. Don McMillan and Mr. Dale Palmer, Directors of the Wetaskiwin and County Sports Hall of Fame advising that the 2019 Annual Banquet is being held April 27th, 2019 at the Best Western Hotel Banquet Hall (downstairs). The event begins at 5:00 p.m.

The 2019 inductees are:
- Builder Award: Bill Mojelski, Sports Historian, Wetaskiwin
- Athlete Award: Jack Manson, Hockey, Mulhurst
- Athlete/Builder Award: Blaine Kjorlien, Football/Wrestling, Wetaskiwin
- Team Award: Wetaskiwin Warlords Special Olympics 1998, Slo-Pitch Team

The ticket cost is $60.00 each and the deadline to purchase is March 20th, 2019. Tickets will not be sold at the door.

There have been many County residents inducted into the Wetaskiwin and County Sports Hall of Fame since it first began in 2005. The County has annually supported the Wetaskiwin and County Sports Hall of Fame by submitting an advertisement in their program and by purchasing tickets for Council Members who are able to attend. Sponsorship has been provided as a budgeted item under “Advertising”.

At the Council General meeting held January 9th, 2018 Council continued to sponsor the Wetaskiwin & County Sports Hall of Fame banquet and approved:

1. An advertisement fee of $200 to promote the County in their program and the Communications Officer prepared greetings for submission in the advertising campaign and at the reception (if required).
3. Payment of the ticket cost of $60.00 and the cost of partner attendance.

Administration recommended that Council continue to sponsor the Wetaskiwin & County Sports Hall of Fame banquet and approve Option #1 noted above.

Resolution CG20190129.025
MOVED: by Councillor K. Adair
that Council continue to sponsor the Wetaskiwin & County Sports Hall of Fame banquet and approve:

1. an advertisement fee of $200 to promote the County in their program and that the Communications Officer prepare the advertisement/greeting for submission in the advertising campaign.
2. advise which Council members are able to attend the banquet prior to the ticket deadline of March 20th, 2019.
3. payment of the ticket cost of $60.00 per person for Council members able to attend the Banquet on April 27th, 2019 at the Best Western Wayside Inn and the cost of partner attendance be endorsed by the County of Wetaskiwin.
4. provide Certificates of Recognition to each Recipient and Team.
5. provide a brief greeting (if required) on behalf of the County of Wetaskiwin.

2. Deny the request to support the Wetaskiwin & County Sports Hall of Fame.

Administration recommended that Council continue to sponsor the Wetaskiwin & County Sports Hall of Fame banquet and approve Option #1 noted above.
3. payment of the ticket cost of $60.00 per person for Council members able to attend the Banquet on April 27th, 2019 at the Best Western Wayside Inn and the cost of partner attendance be endorsed by the County of Wetaskiwin.
4. provide Certificates of Recognition to each Recipient and Team
5. provide a brief greeting (if required) on behalf of the County of Wetaskiwin.
   Carried Unanimously

13.3 Norquest College, Request for Bursary Support - Report

An email was received from Jordan Cleland, on behalf of Norquest College, advising the College committed to two new academic program offerings out of its Wetaskiwin Campus: Medical Office Assistant and Pre-Apprenticeship Prep. Norquest is requesting Council’s consideration to support their initiative by providing two $1,000.00 bursaries over a five year term of a total budget amount of $10,000.00.

The County has $81,215.56, after the 2018 Budget transfers, in General Operating Reserves that could provide funding for two $1,000 per year ($2,000) over a 5 year term ($10,000) if the County approved the request to support Norquest’s bursaries.

Norquest has approached the City of Wetaskiwin with the same request.

Options for Council’s consideration:

1. Approve Norquest College’s request and provide two annual $1,000 bursaries for a five year term with a total budget amount of $10,000.00 to support the Medical Office Assistant and Pre-Apprenticeship Prep. Program and funding to come from General Operating Reserves.
2. Deny Norquest College’s request for support of the Medical Office Assistant and Pre-Apprenticeship Prep. Programs of $1,000.00 per program per year for a 5 year term.

Resolution CG20190129.026
MOVED: by Councillor L. Seely

that Council deny Norquest College’s request for support of the Medical Office Assistant and Pre-Apprenticeship Preparation Programs of $1,000.00 per program per year for a 5 year term.
   Carried Unanimously

13.4 Host a City of Wetaskiwin Meet & Greet - Report

Reeve T. Van de Kraats requested that Council discuss hosting a Meet and Greet session with the City of Wetaskiwin Council and Senior Management as a means to build positive relations and keep the lines of communication open between the municipalities.

Options for Council’s consideration:

1. Approve to schedule a date and venue and extend an invite to the City of Wetaskiwin Council and Senior Administration to attend a meet and mingle session.
2. Accept the Meet and Mingle with the City of Wetaskiwin as information.

Resolution CG20190129.027
MOVED: by Councillor K. Adair

that Council approve the dates of March 12th, 2019 or March 26th, 2019 (preferred date) to extend an invitation to the City of Wetaskiwin Council and Senior Administration to attend a meet and mingle session.
   Carried Unanimously

13.5 9th Annual Alberta CARE Spring Seminar - Report
The Association of Alberta Coordinated Action for Recycling Enterprises (Alberta CARE) was established in 2010 as a non-profit enterprise for the purpose of supporting recycling and waste management activities, at the community level, in Alberta. Alberta CARE is an expansion of Northern CARE which was established in 1994.

Many municipal landfills will reach the end of their life expectancy within the next 5-10 years. Acquisition of new landfill space is expensive and usually met with resistance from local landowners and tenants. Recycling can reduce the amount of waste relegated to landfills and increase landfill life expectancy.

Alberta CARE, in cooperation with Alberta municipalities and organizations, focuses on:

- Coordination of regionally-based recycling projects and programs;
- Promotion and education of the benefits and importance of recycling;
- Increasing public awareness of recycling opportunities and challenges;
- Connecting varied private and public interests in relation to the coordination of recycling initiatives and in some cases, playing a leadership role in same;
- Identifying potential economic development opportunities associated with recycling and waste management initiatives.

This seminar is for:

- Municipal Elected Officials
- Waste Management Employees
- Public Works Employees
- Landfill Operators
- Government Waste Management Agencies
- Community Recycling Associations and Non-Profit Groups
- Waste Management Businesses
- Environmental Organizations
- School Boards, Education Facilitators
- Anyone interested in Reusing, Reducing, Recycling and Recovery.

Options for Council’s consideration:

1. Advise who would like to be registered to attend the Alberta CARE Spring Seminar on February 27th to March 1st, 2019 at the Heritage Inn Hotel and Conference Centre, High River, Alberta along with the Director of Public Works.
2. Accept the Alberta CARE Spring Seminar as information.

Administration recommended that Council accept the Alberta CARE Spring Seminar as information.

Resolution CG20190129.028
MOVED: by Councillor L. Seely
that Council accept the Alberta Coordinated Action for Recycling Enterprises (CARE) Spring Seminar as information.

Carried Unanimously

13.6 Rural Municipalities of Alberta Member Visit Scheduling - Report

On January 21st, 2019 an email was received from Rural Municipalities of Alberta (RMA) advising the RMA Executive routinely schedules visits with its Members on a three-year rotation basis. Their purpose is to learn about each member municipality, hear about specific issues of importance and make a one-on-one connection.

The County of Wetaskiwin falls in the 2019 cycle. The RMA Member Visit with Councils will be attended by Kathy Rooyakkers, District Director, Gerald Rhodes, Association’s Executive Director, and Al Kemmere, President.

RMA is offering two options:
1. A standard member 1 hour meeting; either attached to a Council meeting, Committee meeting or stand alone; and an additional informal lunch (if near lunch time) or;
2. A member familiarization tour and meeting; a maximum 4-hour event where they would have a meeting and then be willing to have a tour of the County to learn about the County’s operations and what makes the County unique.

They prefer municipalities who chose a stand-alone meeting or a meeting on a non-Council meeting date.

The following are monthly conflict dates that conflict with the RMA Representatives schedules:

- 1, 2 & 4th Wednesdays
- 1, 2 & 3rd Tuesdays

RMA is requesting a response as to general availability to meet by:

1. Providing general Council availability per month up to and including October (i.e. every Wednesday, 2nd & 4th Tuesdays, etc.), plus any other meetings when all Council will be together. Include potential stand-alone dates separate from the County’s meeting if possible.
2. Your preference of Member Visit option:
   a. Standard 1 hour meeting.
   b. Longer Familiarization Tour and meeting (up to 4 hours).
3. The key contact name, email address, and phone number to schedule the meeting with.

A response is requested by Friday, February 15th, 2019.

In 2016 Council met with RMA representatives John Whaley, District Director, Gerald Rhodes, Association’s Executive Director, and Al Kemmere, President on May 6th, 2016 (Call2Order Resolution No. CG20160202.1019). May 6th, 2016 was the annual County Open House date which the RMA Representatives were invited to attend.

The 2019 Council Open House is May 3rd, 2019.

Options for Council’s consideration:

1. Provide the approved Council meeting dates up to April, 2019 along with Council’s typical scheduling routine of Council General every 2nd Tuesday, Council Planning & Development every 2nd Thursday, Council Public Works & Council General every 4th Tuesday and that Council provide direction on the preference mode of scheduling a meeting with RMA Representatives.
2. Provide dates outside of a Council meeting to meet with RMA Representatives and direction on the preference mode of scheduling a meeting with RMA Representatives.
3. Provide the 2019 Council Open House of May 3rd, 2019 as a date to meet RMA Representatives and Council provide direction on the preference mode of scheduling a meeting with RMA Representatives.
4. Accept the invitation from RMA as information.

Administration recommended that Council approve May 3rd, 2019 as the date to meet with RMA Representatives and to provide direction on the preference of the Member Visit as per the options noted above.

Resolution CG20190129.029
MOVED: by Reeve T. Van de Kraats
that Council approve the date of May 3rd, 2019 at 9:30 a.m. to meet with the Rural Municipalities of Alberta (RMA) Representatives prior to the scheduled County of Wetaskiwin Open House.
13.7 Interplan Strategic Plan Update - December 2018 - Report

The County of Wetaskiwin has been involved in Strategic Planning for well over two decades. The results of the planning process have benefited the residents of the County and shown how strategic planning can drive an organization to success.

In a report presented by Administration, action and task progress to December 31, 2018 shows that 9% of 212 actions off track or failing. There are many reasons for an action to fail, the most common is lack of resources, including staffing and funding.

As well, the executive report outlining the strategic plan as it relates to budget was reviewed. Overall, most departments are within the budget guidelines and there are a number of outstanding journal entries for grants and reserve transfers to be made in conjunction with the year end audit.

The following is a summary of the Directorates for Action progress for 2018:

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<thead>
<tr>
<th>Directorate</th>
<th>#Actions</th>
<th>% Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Taxation</td>
<td>1</td>
<td>100</td>
</tr>
<tr>
<td>Council</td>
<td>3</td>
<td>100</td>
</tr>
<tr>
<td>Corporate Services (includes Admin, Finance, Comm, IT &amp; Building)</td>
<td>53</td>
<td>94</td>
</tr>
<tr>
<td>Enforcement Services</td>
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<td>100</td>
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<tr>
<td>Emergency Services</td>
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<td>100</td>
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<tr>
<td>Emergency Management</td>
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<td>100</td>
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<tr>
<td>Public Works (includes all PW Business Plans)</td>
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<tr>
<td>Cultural Services</td>
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<td>100</td>
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</table>

Administration recommended that Council accept the interim Strategic Plan reports to December 31, 2017 as information.

**Resolution CG20190129.030**

MOVED: by Councillor J. Bishop

that Council accept the interim Strategic Plan reports to December 31, 2018 as information.
13.8 SV of Argentia – Agreement for Mulhurst Transfer Station - Report

The Summer Village of Argentia requested a meeting with the County to review their request to access the Mulhurst Transfer Station. Reeve T. Van de Kraats, CAO R. Hawken and Municipal Intern N. Finseth met with Mayor Oborowsky and CAO S. Roy.

The Summer Village will continue to have weekly pickup to be transported to the Sunnybrooke landfill. As well, annually the Summer Village holds a large pickup event which will also be transported to Sunnybrooke. The only use planned for the residents is extra garbage that isn’t picked up on the weekly pickup.

At their regular meeting on January 23, the Summer Village of Argentia approved the draft agreement as presented.

The County did enter into agreements with the Summer Village of MaMeO where the Summer Village paid both a capital and operating fee, however, that was for all garbage generated in the Summer Village.

1. Approve the agreement between the County and the Summer Village of Argentia for the use of the Mulhurst Transfer Station.
2. Deny the request from the Summer Village of Argentia to utilize the Mulhurst Transfer Station.

Administration recommended that Council approve the agreement between the County and the Summer Village of Argentia for the use of the Mulhurst Transfer Station.

**Resolution CG20190129.031**

MOVED: by Councillor D. Woitt

that Council approve the agreement between the County and the Summer Village of Argentia for the use of the Mulhurst Transfer Station effective January 1st, 2019 on a 5 year renewable term with rates reviewed annually.

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<tr>
<th>Recorded</th>
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</thead>
<tbody>
<tr>
<td>Reeve T. Van de Kraats</td>
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<td>Councillor J. Bishop</td>
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<td>Councillor L. Seely</td>
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</tr>
<tr>
<td><strong>Results</strong></td>
<td><strong>5</strong></td>
<td><strong>1</strong></td>
</tr>
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</table>

Carried (5 to 1)

13.9 Amendments to Merit Policy #12.1.5 Non Union Employees - Report

The Merit Policy #12.1.5 Non Union Employees was reviewed and amended to make the Policy current in content and formatting, this Policy was created November 1996. There were several changes made to this policy, the most significant noted below in bold and strike through text:

- Section 2.5 Amended to read Director and
- Section 2.5.1 now reads A manager Director who report directly to the County Administrator Chief Administrative Officer (CAO) or Assistant CAO.
- Section 3.4.2 Amended to read “Salary adjustments for employees at the Department Head level must be recommended by the County Administrator and approved by reported to Council.”
• Section 3.7.3 Amended to read: "New employees will be put on a one year probation period and will be evaluated at the prior to the end of the probation period.
• Addition of Section 3.7.3 “The letter of offer must have outlined the expectations and conditions during the probationary period.”

The Policy was approved by the Directors (eScribe Resolution #DM20190123.003) and is presented to Council for review.

Administration recommended that Council review the #12.1.5 Non Union Employees and approve as presented or amended.

Resolution CG20190129.032
MOVED: by Councillor K. Rooyakkers

that Council table discussions on the proposed amendments to the Merit Policy #12.1.5 - Non Union Employees to the Council General meeting of February 11th, 2019.

Carried Unanimously

13.10 Amendments to Leave for Non Union Employees Policy #12.1.8 - Report

The Leave for Non Union Employees Policy #12.1.8 was reviewed and amended to make the Policy current in content and formatting, this Policy was created March 1999, with the most current amended in 2004. There were several changes made to this policy, the most significant being:
• Section 1.1.1 Addition of “the equivalent hours of” when referring to the number of sick days per month.
• Section 1.1.5 Addition of “including medical dental appointments and any other medical related appointments”.
• Section 1.1.5 Removal of “Absence for less than one half day shall not be deducted. Absence for one half day or more, and less than a full day, shall be deducted as a half day.”
• Section 1.1.8 Addition of “the equivalent hours for” when referring to the maximum amount of accrued sick time.
• Section 1.1.9 Addition of “within 12 months with” when referring to employees who have recommenced employment with the County being credited previously accumulated sick time.
• Section 1.1.11 Addition of statement “Accumulated sick leave is not paid out at employment termination or retirement.”
• Section 1.1.12 Addition of statement “If an employee becomes sick while on vacation, they must use time as requested (vacation).”
• Section 1.5.1 remove “in accordance with the Leave Form Policy” and replace with “submitted to your supervisor”.
• Section 1.5.2 Addition of statement “For all leave types the CAO shall have the authority to extend approved leaves for extenuating circumstances (ie. Death in family, hospitalization).

Policy Statement:
The County of Wetaskiwin No. 10 recognizes the value of its human resource and strives to foster a positive work environment that meets the demands of changing technologies, increased work demands and promotes professional and personal growth.

The Policy amendments were approved by the Directors (eScribe Resolution #DM20190123.004) and are being presented to Council for approval.

Administration recommended that Council review the Leave for Non Union Employees Policy #12.1.8 and approve as presented or amended.

Resolution CG20190129.033
MOVED: by Councillor K. Rooyakkers
that Council table discussions on the proposed amendments to the Non Union Employees Policy #12.1.8 to the Council General meeting of February 11th, 2019.

Carried Unanimously

13.11 Amendments to Employee Attendance at Conferences or Meetings Policy #12.1.12 - Report

The Employee Attendance at Conferences/Meetings Policy #12.1.12 was reviewed and amended to make the Policy current in content and formatting, this Policy was created October 2000, with the most current amendment in 2012 by Resolution CG20121106.1021. There were several changes made to this policy, the most significant being as follows:

- Addition of 2.1.23 Bylaw Enforcement Officer, AMEA Alberta Municipal Enforcement Association
- Amendment to read 2.2.2 More than one day attendance: Pursuant to Subsistence and Travel Policy #12.2.7. The County will also pay spouse's registration tickets and banquet tickets if he/she is able to attend.
- Deleted AESA Technician – AESA Conference as the Provincial Government made changes to the program structure and the conference and AESA Technician is no longer valid.

Policy Statement:

1.1. The Council of the County of Wetaskiwin recognizes the importance of employees attending conferences applicable to the delivery of services within their specific departments, and accepts responsibility for payment of related fees and expenses for attendance at the conference/meeting.

This policy has been approved by Directors (eScribe Resolution #DM20190123.005) and is provided to Council for review.

Administration recommended that Council review the Employee Attendance at Conferences/Meetings Policy #12.1.12 and approve as presented or amended.

Resolution CG20190129.034

MOVED: by Councillor K. Rooyakkers

that Council table discussions on the proposed amendments to the Employee Attendance at Conferences/Meetings Policy #12.1.12 to the Council General meeting of February 11th, 2019.

Carried Unanimously

13.12 Amendments to Association Fees Policy #12.1.13 - Report

The Association Fees Policy #12.1.13 was reviewed and amended to make the Policy current in content and formatting, this Policy was created October 1999, with the most current amended in 2013 by Call2Order Resolution PW20131008.1008. There were several minor changes made to this policy to bring current to today's naming conventions and procedures; however, the most significant being as follows:

- Addition of new Section 2.5 Accountant – CPA Alberta & Government Finance Officer's Association.
- Addition of new Section 2.8 Tax Clerk – Alberta Assessor's Association.
- Addition of new Section 2.11 Planning & Development Technologist – The Association of Science & Engineering Technology Professionals of Alberta (ASET)
- Addition of Section 2.22 Bylaw Enforcement Officer – Alberta Municipal Enforcement Association.
- Removed 2.23 from County Associate/Membership Fees – Canadian Taxpayers Federation.

Policy Statement:
The Council of the County of Wetaskiwin recognizes the importance of employees attending to Associations, and accepts responsibility for payment of the applicable Association fees.

This policy has been approved by Directors (eScribe Resolution #DM20190123.006) and is provided to Council for review.

Administration recommended that Council review the Association Fees Policy #12.1.13 and approve as presented or amended.

Resolution CG20190129.035
MOVED: by Councillor K. Rooyakkers

that Council table discussions on the proposed amendments to the Association Fees Policy #12.1.13 to the Council General meeting of March 12th, 2019.

Carried Unanimously

13.13 Amendments to Arrangements for Employees and Councillors Policy #12.1.16 - Report

The Arrangements for Employees & Councillors Policy #12.1.16 was reviewed and amended to make the Policy current in content and formatting, this Policy was created October 2003, with the most current amended in 2011 by Resolution CG20110712.1004. There was one addition made to the policy as follows:

1. Section 3, the addition of grandparent-in-law. The statement now reads: For bereavement purposes, a floral arrangement (or a donation to a chosen charitable organization) will be provided for an employee's immediate family, that is, current spouse, common law spouse, parent, mother-in-law, father-in-law, grandparent, grandmother-in-law, grandchild, child, brother, sister, brother-in-law, sister-in-law and any relative who has been residing in the employee's household.

Policy Statement:

The County of Wetaskiwin recognizes the value of its human resources and strives to foster a positive work environment. The County of Wetaskiwin therefore, wishes to establish a standard for the provision of arrangements and card (or donation to a chosen charitable organization) to employees and Councillors who are hospitalized, on maternity or bereavement leave.

This Policy was approved by Directors (eScribe Resolution #DM20190123.007) and is provided to Council for review.

Administration recommended that Council review the Arrangements for Employees & Councillors Policy #12.1.16 and approve as presented or amended.

Resolution CG20190129.036
MOVED: by Councillor K. Rooyakkers

that Council table discussions on the proposed amendments to the Arrangements for Employee & Councillors Policy #12.1.16 to the Council General meeting of March 12th, 2019.

Carried Unanimously

13.14 Amendments to Internal Trade Agreements Policy #12.4.2 - Report

The Internal Trade Agreements #12.4.2 was reviewed and amended to make the Policy current in content and formatting, this Policy was created June 1999. There were several changes made to this policy, the most significant being:

- Amendment to section 1.1. - The Council of the County of Wetaskiwin recognize the requirement to comply with the Agreement on Internal Trade and subsequent Annexes, ratified on July 18, 1994 Canadian Free Trade Agreement, to ensure trade barriers within Canada are eliminated and free trade rights exist across Canada. Accordingly, all tenders for goods and services in excess of $100,000 and
all construction tenders over $250,000, $25,000 or greater for goods, $100,000 or greater for services and $100,000 or greater for construction shall be subject to the Agreement on Internal Trade Canadian Free Trade Agreement and shall be tendered in accordance with the terms and conditions contained therein. Further, every effort shall be made to ensure the tender does not discriminate between suppliers, or goods or services on the basis of geographic location in Canada.

- Replacement of Agreement for Internal Trades with Canadian Free Trade agreement in Sections 2.1.7 and 2.3.

Policy Statement now reads:

1. The Council of the County of Wetaskiwin recognizes the requirement to comply with the Canadian Free Trade Agreement, to ensure trade barriers within Canada are eliminated and free trade rights exist across Canada. Accordingly, $25,000 or greater for goods, $100,000 or greater for services and $100,000 or greater for construction shall be subject to the Canadian Free Trade Agreement and shall be tendered in accordance with the terms and conditions contained therein. Further, every effort shall be made to ensure the tender does not discriminate between suppliers, or goods or services on the basis of geographic location in Canada.

2. This policy was approved by Directors (eScribe Resolution #DM20190123.009) and is provided to Council for review.

Administration recommended that Council review the Internal Trade Agreements #12.4.2 and approve as presented or amended.

Resolution CG20190129.037
MOVED: by Councillor K. Rooyakkers

that Council table discussions on the proposed amendments to the Internal Trade Agreements #12.4.2 to the Council General meeting of March 12th, 2019.

Carried Unanimously

15. INFORMATION ITEMS

15.1 RMA Charitable Gaming - Report

In early 2018, the Rural Municipalities of Alberta (RMA) launched a Member Committee to research and recommend improvements to Alberta's charitable gaming system to support equality for eligible organizations in all areas of the Province as per RMA Resolution 13-17F. In December 2018, the Committee's completed report was endorsed by the RMA Board of Directors.

This report is especially timely given that Alberta Gaming Liquor and Cannabis Commission (AGLC) has announced the commencement of a formal review of Alberta's charitable gaming model beginning with the distribution of a survey to eligible charitable organizations. RMA encourages members to share the report with organizations to inform their participation in review process.

RMA believes that the report's principles and recommendation will lead to meaningful improvements in the value that eligible charitable organizations receive from their voluntary commitments without causing an unreasonable amount of upheaval to the current system.

The Committee's final report provided a detailed description and analysis of Alberta's current charitable gaming system and its impacts on charitable organizations across the Province. It also includes five principles that the Committee believes would characterize an effective and equal charitable gaming system, as well as four recommendations, which if adopted by the Alberta Gaming, Liquor and Cannabis Commission (AGLC) and other stakeholders, would provide first steps in transitioning the system to one that is equal for all organizations involved. The principles and recommendations are explained in detail in the report, but can be summarized as follows:

Principle 1: Stability
Any changes made to the model should limit short-term “shocks” to organizations that rely on gaming revenues to support their operations.

Principle 2: Equitable Value

All organizations eligible to derive funding from charitable gaming events in Alberta should be treated as having similar value and importance to society.

Principle 3: Equitable Access

All charities in Alberta should have equitable access to fundraising opportunities through charitable gaming volunteerism.

Principle 4: Flexibility

Charities of all sizes and capacities should have the ability to generate revenue throughout charitable gaming volunteerism. The system should reduce barriers to participation as much as possible.

Principle 5: Volunteer-Driven

Volunteer play a critical role in raising proceeds for their own organizations, and in supporting the sustainability of Alberta’s casinos. Barriers to volunteering should be mitigated for organizations in all areas of the province.

Recommendation 1: Pool a portion of the revenues generated in each region and distribute equally to all regions.

Pooling 20% of revenues generated in each casino region and sharing them equally among all regions is a first step towards equality. This approach will not require fundamental changes to the current model and will significantly reduce the current revenue gap among regions.

Recommendation 2: Address inequities associated with the model.

Revising the current travel and expense policies will reduce unfair costs that rural organizations incur to volunteer at casinos in comparison to organizations located near casinos. This and other minor changes will not disrupt the model but will help address inequities associated with it.

Recommendation 3: Stakeholders, including the AGLC, RMA and AUMA, should take a collaborative approach to improving the current gaming model.

An inequitable structure disadvantages some organizations and advantages others. Previous consultations have resulted in entrenched positions in which those disadvantaged by the current model call for change and those advantaged call for the status quo. For meaningful improvements to be made, all stakeholders must acknowledge that the current system is not equal, and the model can be improved to better support organizations in all areas of the province.


As the AGLC has indicated that a review of the current charitable gaming model is likely to commence in early 2019, RMA members are encouraged to use the report, principles and recommendations to inform their input into the review process. RMA will share the report directly with mayors/reeves and CAOs of all member municipalities and would encourage members to pass the report along to organizations within their communities.

Administration recommended that Council accept the RMA Charitable Gaming Report as information.

Resolution CG20190129.038
MOVED: by Councillor L. Seely

that Council accept the RMA Charitable Gaming Report as information.

Carried Unanimously

15.2 RMA Assessment Year Modifier Review - Report

Alberta Municipal Affairs has provided RMA with an update on the assessment year modifier (AYM) review that is currently underway. The AYM process is currently being reviewed as one component of a broader assessment model review for machinery and equipment property and linear pipeline property. The last complete model review occurred in 2005.
The complete review includes the following:

- Construction costs
- Assessment year modifier process
- Depreciation
- Additional depreciation

Municipal Affairs is currently in the process of gathering updated construction costs for machinery and equipment property and linear pipeline property. When construction costs are updated, focus will shift to reviewing and updating the AYM and depreciation process. While the current review is highly technical, Municipal Affairs plans to work with RMA and AUMA in fall 2019 to consider potential impacts that changes to the AYM process and broader assessment model may have on municipalities.

Assuming the review proceeds as scheduled, Municipal Affairs expects to have the review completed in time for the changes to be reflected in the 2019 Minister’s Guidelines for Linear Property, Machinery and Equipment, Railway and Farm Land, which would apply for the 2020 tax year.

Municipal Affairs plans to undertake in similar review of electric power system assessment in 2020 and telecommunications and railway system assessment in 2021.

RMA will continue to share information on the review process as it becomes available.

Administration recommended that Council accept the Assessment Year Modifier Review Update as information.

Resolution CG20190129.039
MOVED: by Reeve T. Van de Kraats
that Council accept the Assessment Year Modifier Review Update as information.

Carried Unanimously

15.3 District Endorsed Resolutions Update for District 1 & 3 - Report

As part of RMA’s resolution process, municipalities are encouraged to submit resolutions to their districts for discussion and endorsement prior to forwarding them to RMA for inclusion on the resolution agenda at each convention. Members are encouraged to search RMA’s Resolution Database for active resolutions prior to submitting a new resolution. To assist municipalities in avoiding resolutions that duplicate those endorsed in other districts, RMA provides the name and sponsoring municipality of resolutions endorsed at district meetings on a weekly basis as district meetings occur.

On January 14, 2019, District 3 (Pembina River) held a district meeting where the following Resolutions were endorsed:

- Access of Agriculture-Specific Mental Health Resources – Sponsored by Lac Ste Anne County
- Bighorn County Proposal Consultation – Sponsored by Brazeau County.

On January 18, 2019 District 1 (Foothills-Little Bow) held a district meeting where the following Resolution was endorsed:

- Solar Power Reclamation – MD of Taber.

Administration recommended that Council accept the District Endorsed Resolutions Update for District 1 and 3 as information.

Resolution CG20190129.040
MOVED: by Councillor L. Seely
that Council accept the District Endorsed Resolutions Update for District 1 and 3 as information.

Carried Unanimously

The Government of Alberta is in the process of reviewing the Police Act. As part of this review, the Police Act review team sent a survey to all municipalities in Alberta. The survey is part of the broader review process which includes targeted in-person round table meetings with a variety of stakeholders, including Rural Municipalities of Alberta (RMA).

The survey will remain open until February 16, 2019.

RMA’s Position Statement on Community Services is provided for Council’s review.

Administration recommended that Council accept the Government of Alberta Seeking Municipal Input on Police Act Review as information.

Resolution CG20190129.041

MOVED: by Councillor K. Adair

that Council accept the Government of Alberta Seeking Municipal Input on Police Act Review as information.

Carried Unanimously

**15.5 RMA Contact Bulletins for January 3-24, 2019 - Report**

The following information item is provided for Council’s review:

1. RMA Circulars:
   a. Contact Newsletters: January 3, 2019, January 11, 2019, January 17, 2019 and January 24, 2019

2. RMA Member Bulletins:
   a. Fall 2018 Advocacy Report Card Now Available
   b. Grassland Conservation Tool Now Available
   c. RMA Post-Secondary Scholarship Winners
   d. Call for Nominations: Safety Codes Council Technical Coordinating Committee Member
   e. Updated Traffic Accommodation in Work Zone Manual Available
   f. Additional Species Proposed to be Added to Species at Risk Act
   g. Registration Open for Subdivision and Development Appeal Board Training Webinars
   h. Infrastructure Asset Management Alberta (IAMA) Workshop on February 13
   i. Run for a Spot on the Infrastructure Asset Management Alberta (IAMA) Board
   j. Get Recognized for Your Municipality’s Excellence
   k. Funding now available through the Community Generation Capacity Building Program
   l. Make Professional Development Parr of your Convention with the EOEP
   m. Lethbridge County Business Tax Upheld by Alberta Court of Appeals
   n. Funding for Agricultural Plastics Recycling Pilot Project Announced
   o. Changes to the Water Act Applications Process
   p. Check Out FCM’s Newest Asset Management Resources

Administration recommended that Council accept the RMA documents provided as information.

Resolution CG20190129.042

MOVED: by Councillor K. Rooyakkers

that Council accept the RMA documents provided as information.

Carried Unanimously

**16. ADJOURN**

Resolution CG20190129.043

MOVED: by Councillor K. Rooyakkers
that the meeting adjourn at 4:15 p.m.

Carried Unanimously

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REEVE

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CHIEF ADMINISTRATIVE OFFICER