Council General Meeting
MINUTES

Monday, February 11, 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
Verna Lonsdale, Recording Secretary
Naomi Finseth, Municipal Intern

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 9:03 a.m. on Monday, February 11th, 2019.

2. **APPROVAL OF AGENDA**
Resolution CG20190211.001
MOVED: by Councillor K. Adair
to approve the agenda for the Council General Meeting, Monday, February 11th, 2019 as presented.

  Carried Unanimously

4. **COUNCILLOR REPORTS**
Resolution CG20190211.002
MOVED: by Councillor K. Adair
that the Councillor's January, 2019 monthly reports be accepted as presented.

  Carried Unanimously

5. **ADMINISTRATION REPORTS**
5.1 **CAO January 2019 Month End 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 January, 2019 monthly report (copy attached to these minutes).

Administration recommended that Mr. R. Hawken, CAO's January, 2019 monthly report be approved as presented.

Resolution CG20190211.003
MOVED: by Councillor L. Seely
that Council approve Mr. R. Hawken, CAO's January, 2019 monthly report as presented.

  Carried Unanimously

6. **DELEGATION - 9:30 A.M. - Eric Oddson - Conservation Parcel**
A delegation consisting of Eric Oddson entered the meeting at 9:30 a.m.
6.1 Eric Oddson – Proposal of Sale of Land to County for Conservation Purposes - Report

An email was received on January 2nd, 2019 from Eric Oddson regarding the NW 25-47-1-W5M (Land File #3034.00) on the north side of Pigeon Lake. Mr. Oddson is the Executor of the Estate of Lucille M. Oddson and through estate proceedings is trying to have the land secured as a Nature Conservancy and as executor has the responsibility in the best interest of the Estate beneficiaries to convert the Estate property to money. Mr. Oddson is offering the land to the County of Wetaskiwin for sale and would require compensation to recover the capital gains evaluation at the time of the Estate’s final tax return. He is offering to sell the quarter for $325,000 plus any equity gain. The County of Wetaskiwin’s 2017 tax assessment for this property was $417,580.

Mr. Oddson has approached Alberta Fish and Game Association, Edmonton & Area Land Trust as well as Ducks Unlimited to inquire if they would be interested in purchasing this property in the foreseeable future and was advised the land purchase was not within their scope of interest.

Mr. Oddson will be in attendance to present to Wetaskiwin Council his offer to see if the County is interested in purchasing the quarter for land preservation.

The land is currently zoned Agricultural and is 161 acres in Division 5 is fully treed. The bio-diversity of this property is that it remains in its natural state with untouched boreal forest and wildlife in a natural environment.

If the County of Wetaskiwin agreed to purchase the NW 25-47-1-W5M it would fall in line with the Provincial Government’s push for rural recreational programs and available land for a mix of parks and public lands to preserve natural landscapes while supporting a wide range of world-class tourism and recreation opportunities.

The land could also be used for future recreational trails and activities while keeping in line with the direction of Council within the Trails Master Plan under the direction of the Leisure & Community Services Department.

Options for Council’s consideration:

1. Approve for the County of Wetaskiwin to purchase the NW 25-47-1-W5M from the Estate of Lucille M. Oddson in the amount of $325,000 for land preservation and future recreational needs.
2. Accept the offer to purchase the NW 25-47-1-W5M from the Estate of Lucille M. Oddson as information.

Administration recommended that Council accept the offer to purchase the NW 25-47-1-W5M from the Estate of Lucille M. Oddson as information.

A discussion ensued on the proposal and Mr. Oddson’s request to approve rezoning to a more appropriate land use such as Rural Conservation, Conservation Reserve or Watershed Protection. Mr. Oddson was advised to work with the Planning & Economic Department regarding the rezoning application process.

Resolution CG20190211.004
MOVED: by Councillor L. Seely
that Council accept the offer to purchase the NW 25-47-1-W5M from the Estate of Lucille M. Oddson as information.

Carried Unanimously

Reeve. T. Van de Kraats thanked the delegation for attending and Mr. Oddson left the meeting at 9:58 a.m.

7. DELEGATION - 10:00 A.M. - Mike Zajac - Director of Emergency Services

Mike Zajac, Director of Emergency Services entered the meeting at 9:59 a.m.

7.1 Revisions to Hazard Assessments and creation of Safe Work Procedure - Report
With the recent incident of the chemical spill on October 2, 2018, Administration has revised three Hazard Assessment's, created a new Safe Work Procedure and amended an existing Safe Work Procedure.

These include HA-0016 Road Maintenance - Oil Paved, HA-0017 Road Maintenance - Gravel and HA-0022 Road Side Mowing, new Safe Work Procedure 045 called Roadside Cleanup and amendment to Safe Work Procedure 030 Road Maintenance.

At the December 11, 2018 Health & Safety Committee Meeting, it was resolved that the Committee approve the Hazard Assessment's as presented and that Administration forward the information to the next Director's meeting (Resolution No. HS20181211.1003).

At the December 11, 2018 Health & Safety Committee Meeting, it was moved that the Committee approve Safe Work Procedure 045 as presented and that Administration forward the information to the next Director's meeting (Resolution No. HS20181211.1004).

At the December 11, 2018 Health & Safety Committee Meeting, it was resolved that the Committee approve the amendment to Safe Work Procedure 030 as presented and that Administration forward the information to the next Director's meeting (Resolution No. HS20181211.1005).

At the January 23, 2019 Director's Meeting, it was resolved to approve the revisions to HA-0016 Road Maintenance - Oil Paved, HA-0017 Road Maintenance - Gravel and HA-0022 Road Side Mowing as presented and forward to Council for information (Resolution No. DM20190123.019).

At the January 23, 2019 Director's Meeting, it was resolved to approve the updates to the Safe Work Procedures and forward to Council for information (Resolution No. DM20190123.020).

Administration recommended that Council approve the revisions to HA-0016 Road Maintenance - Oil Paved, HA-0017 Road Maintenance - Gravel and HA-0022 Road Side Mowing, new Safe Work Procedure 045 called Roadside Cleanup and amendment to Safe Work Procedure 030 Road Maintenance as information.

Resolution CG20190211.005
MOVED: by Councillor L. Seely
that Council approve the revisions to HA-0016 Road Maintenance - Oil Paved, HA-0017 Road Maintenance - Gravel and HA-0022 Road Side Mowing, new Safe Work Procedure 045 called Roadside Cleanup and amendment to Safe Work Procedure 030 Road Maintenance as information.

Carried Unanimously

7.2 BL201908 Fire Bylaw repealing BL201644 - Report

By-law 2016/44 is a By-law of the County of Wetaskiwin for the purpose of establishing and operating the County's Fire Services, providing fire protection to the County and the recovery of fire protection charges.

In accordance with the County of Wetaskiwin Strategic Plan 2.1.3.8 that states, "Review of current Fire By-laws" resulted in several amendments as well as updating and clarification to deal with the changes to the fire billing process as well housekeeping items. Bylaw 2019/08 will repeal Fire Protection By-law 2016/44 in its entirety.

The significant amendments to the Fire Protection Bylaw are noted in bold and strike through text as follows:

- Addition of a definition for "negligence".
- Addition of a definition for "re-ignite/re-ignition".
- Minor housekeeping under Section 3 Fire Services 3.1(i) Providing rescue services for motor vehicles collisions, not including water or ice rescue. Water or ice rescue was duplicated in Bylaw 2016/44.
- Add wording to Section 5 Authority & Responsibility of Fire Chief 5.6 (b) "for reimbursement by the County and statistical purposes".
• New text under Section 10 Permitted & Prohibited Fires (10.9) **All fires are the responsibility of the landowner(s), including re-ignitions.**

• New text under Section 11 (11.6) **Fire Permits are not permitted in Hamlets within the County of Wetaskiwin, on County Environmental Reserve properties, Municipal Reserve properties or County Parks.**

• Minor wording amendment under Section 11.7 (f) Be responsible for any costs incurred by the Fire Department when called upon to extinguish such fire if, in the opinion of the Fire Chief or his designate, the fire is a hazard to persons or property the result of negligence or in any way in contravention of this Bylaw.

• Minor wording amendment under Section 12 (12.4) **Low Level Fireworks are not permitted in Hamlets within the County of Wetaskiwin, on County Environmental Reserve properties, Municipal Reserve properties or County Parks.**

• Minor wording amendment under Section 12 (12.8(d)) be responsible for any costs incurred by the Fire Department when called upon to extinguish such fireworks if, in the opinion of the Fire Chief or his designate, the fireworks are a hazard to persons or property the result of negligence or in any way in contravention of this Bylaw;

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New - Section 14 Fire Protection Charges:

14.1 Upon providing Fire Protection within the County’s boundaries, to a County landowner, the County may, in its sole and absolute discretion, charge any or all of the following persons if negligence or any contravention of this Bylaw occurred, namely:

- the person or persons causing or contributing to the incident; or
- the owner or occupant of the parcel of land;

Fire Protection Charges, and all persons charged are jointly and severally liable for payment of the Fire Protection Charges to the County as per Schedule B.

14.2 Upon providing Fire Protection outside the County’s boundaries, to a non-County landowner, the County may, in its sole and absolute discretion, charge any or all of the following persons, namely:

1. the person or persons causing or contributing to the incident;

Fire Protection Charges, and all persons charged are jointly and severally liable for payment of the Fire Protection Charges to the County.

14.3 All Fire Protection which occurs on Provincial Highways will be charged directly to Alberta Transportation for re-imbursement.

14.4 Fire Protection Charges shall be paid within thirty (30) days of receipt.

14.5 A landowner within the County’s boundaries to which Fire Protection is provided is not liable for Fire Protection Charges incurred unless negligence or any contravention of this Bylaw occurred and the County may add to the tax roll of the parcel of land all unpaid Fire Protection Charges (after thirty (30) days), which forms a special lien against the parcel of land in favor of the County from the date the amount was added to the tax roll, in accordance with section 553 of the Municipal Government Act.

14.6 A non-County resident outside the County’s boundaries to which Fire Protection is provided is liable for Fire Protection Charges incurred and the County may forward all unpaid Fire Protection Charges (after thirty (30) days) to a Collections Agency.

New text addition under Schedule “B” Fire Protection Charges:

(8) Four hundred Dollars ($400.00) per hour per Fire Services Apparatus (excluding ATV’s) dispatched to an Incident for Fire Protection for Mutual Aid between Fire Departments within the County of Wetaskiwin.

This is a change from the current rate of $200.00 per hour per Fire Services Apparatus (excluding ATV’s) dispatched to an Incident for Fire Protection for Mutual Aid between Fire Departments within the County of Wetaskiwin.
New text addition under Schedule “B” Fire Protection Charges:

(9) Alberta Transportation rates are charged out as per Alberta Transportation’s Table 1: Rates of Reimbursement for Fire Department Units Responding within a Provincial Highway Right of Way.

Administration recommended that Council approve three (3) readings of Bylaw 2019/08 a by-law of the County of Wetaskiwin No. 10 in the Province of Alberta, cited as the Fire Services Bylaw. Bylaw 2016/44 will be repealed in its entirety.

Bylaw 2019/08 a by-law of the County of Wetaskiwin No. 10 in the Province of Alberta, cited as the Fire Services Bylaw. Bylaw 2016/44 will be repealed in its entirety.

Resolution CG20190211.006
MOVED: by Councillor K. Adair
that Bylaw 2019/08 be given first reading.

Carried Unanimously

Resolution CG20190211.007
MOVED: by Councillor D. Woitt
that By-law 2019/08 be given Second Reading.

Carried Unanimously

Resolution CG20190211.008
MOVED: by Councillor B. Krahn
that By-law 2019/08 be presented for Third Reading.

Carried Unanimously

Resolution CG20190211.009
MOVED: by Councillor J. Bishop
that By-law 2019/08 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

7.3 Fire Protection Agreements with Summer Villages - Report

The County of Wetaskiwin has Fire Protection Agreements with the Summer Villages of Sundance Beach, Silver Beach, Itaska Beach, Golden Days, Argentia Beach, Crystal Springs, Ma-Me-O Beach, Poplar Bay, Norris Beach and Grandview.

The agreements have been duly signed by the respective Council and Administrator for the Summer Villages of Sundance Beach, Silver Beach, Itaska Beach, Golden Days, Argentia Beach, Crystal Springs, Ma-Me-O Beach, Poplar Bay, Norris Beach and Grandview.

The agreement shall be in effect for a period of sixty months (60), commencing on the first day of January, 2019 and continuing until December 31, 2023. This is continuing on from the previous agreement that was in effect from January 1, 2014 to December 31, 2018.

For each registered parcel of land in the Summer Village including reserve/park land up to a maximum of 5 acres per parcel, a fee of $57.47 which shall be established from the 2019 year (January to December).

The fire protection fee will be subject to an annual minimum increase of 2% (changed from the previous 3%) or the Alberta CPI for the period August 1 to July 31 each year, whichever is higher.

For each occurrence and response, additional fire service costs will be invoiced to the Summer Village, on the basis of (Schedule C):
1. A fee of $150.00 per truck for each additional half (1/2) hour thereafter or any portion thereof;
2. A fee of $150.00 per call out for false alarms (including security systems);
3. Four hundred Dollars ($400.00) per hour per Fire Services Apparatus (excluding ATV's) dispatched to an Incident for Fire Protection.
4. Two Hundred Dollars ($200.00) per hour per ATV dispatched to an Incident.
5. Two Hundred Dollars ($200.00) per hour for scene security costs.
6. Three Hundred Dollars ($300.00) per hour for fire investigation and administration fees.
7. Three Hundred Dollars ($300.00) per unfounded alarm call.
8. Three Hundred Dollars ($300.00) flat rate per Medical First Response call.
9. Any other disbursements or expenses incurred by the County for Fire Protection at an Incident, including but not limited to services provided by independent contractors or other municipalities under mutual aid or other agreement.
10. Actual costs charged for additional water supplied by a private trucking firm;
11. All costs incurred by bringing in another fire department as back-up in order to save property from fire destruction;
12. Actual costs incurred for use of chemical or foam supplied to assist in containing fire.

These fees outlined in Schedule “C” are subject to change based on amendments by the County under Bylaw # 2019/08 or amendments thereto.

Administration recommended Council approve the Fire Protection Agreements between the Summer Villages of Sundance Beach, Silver Beach, Itaska Beach, Golden Days, Argentia Beach, Crystal Springs, Ma-Me-O Beach, Poplar Bay, Norris Beach and Grandview for the period of January 1, 2019 continuing until December 31, 2023.

A discussion ensued on whether the Fire Service rates are high enough to contribute to Capital. Administration advised these agreements represent a retainer that can contribute to Capital.

Resolution CG20190211.010

MOVED: by Councillor L. Seely

that Council approve the Fire Protection Agreements between the Summer Villages of Sundance Beach, Silver Beach, Itaska Beach, Golden Days, Argentia Beach, Crystal Springs, Ma-Me-O Beach, Poplar Bay, Norris Beach and Grandview for the period of January 1, 2019 continuing until December 31, 2023.

Carried Unanimously

7.4 2019 Fire Guardians - Report

By-law 2016/44, Section 9.1, provides for Council to appoint Fire Guardians. The fire permit season historically begins April 1 of the current year. At the August 18, 2015 Council General Meeting, it was moved to approve the County of Wetaskiwin’s annual fire season to mirror Environment and Sustainable Resource Development’s (ESRD) which is March 1st to October 31st each year (Resolution No. CG20150818.1020).

The annual Fire Guardian orientation will be held Friday February 22, 2019 from 10:00 a.m. - 12:00 p.m. with lunch provided in the Council Chambers.

The Fire Guardian list is advertised in the Pipestone Flyer from March to October of each year and posted on the County website.

The list of Fire Guardians for the 2019 fire season is as follows:

<table>
<thead>
<tr>
<th>Division 1</th>
<th>Division 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brianna Tancock, Donald Graff, Chad Irwin, Bill Krahn</td>
<td>Norman &amp; Karol Froom, Wayne Gist, Herb &amp; Fay Waters, Albert Faulkner, Ken Adair</td>
</tr>
<tr>
<td></td>
<td>Division 6</td>
</tr>
</tbody>
</table>
Administration recommended that Council approve the Fire Guardians for 2019 as presented.

**Resolution CG20190211.011**

MOVED: by Councillor B. Krahn

that Council approve the Fire Guardians for 2019 as follows.

<table>
<thead>
<tr>
<th>Division 1</th>
<th>Division 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brianna Tancock, Donald Graff, Chad Irwin, Bill Krahn</td>
<td>Norman &amp; Karol Froom, Wayne Gist, Herb &amp; Fay Waters, Albert Faulkner, Ken Adair</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Division 2</th>
<th>Division 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ray Boeve, Tim Hoogland, Terry Van de Kraats</td>
<td>Charles Colisson, Christine Woods, Albert Brandl, Kathy Rooyakkers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Division 3</th>
<th>Division 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Dargatz, Dale Woitt</td>
<td>Gil Lechelt, Mary Arseneau, Amy Thompson, Lyle Seely</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Division 4</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Herb &amp; Fay Waters, Kathy Jacobi, Keith Johnson, Josh Bishop</td>
<td>Mike Zajac, Director of Emergency Services, Steve Majek, Director of Ag Services, Community Peace Officers: Graham Harper, Dan Rabel, Nick Sahl</td>
</tr>
</tbody>
</table>

**Carried Unanimously**

7.5 **Outstanding Ermineskin Cree Nation Fire Invoices – CG20190211 - Report**

On October 13, 2012 the City of Wetaskiwin, Ermineskin Cree Nation, Samson Cree Nation, Louis Bull Tribe, Montana First Nation and the County of Wetaskiwin entered into a Mutual Aid Fire Agreement where the Fire Departments listed in the agreement would provide assistance when requested by another Fire Department.
The requesting Fire Department is invoiced and responsible to compensate for all applicable labor and equipment costs. The Mutual Aid Fire Agreement with Ermineskin Cree Nation, Clause 17 that states; "where a call is received or confirmed by the Requesting Party’s Authorized Representative and Supplying Party provides Assistance, the Requesting party shall compensate a Supplying Party for all applicable labour and Equipment as follows:

1. For each fire fighting vehicle owned by the Supplying Party (as per Schedule A);
2. all other reasonable costs incurred by the Supplying Party, including but not limited to, specialized firefighting material, and repair or replacement to the Supplying Party’s Equipment, excluding repair or damage incurred as a result of ordinary wear or tear or incurred as a result of the, Supplying Party’s negligence (such as the losing of equipment) or willful misconduct of a Supplying Party, its officials, employees, servants, successors or assigns”.

Ermineskin has multiple outstanding fire invoices with Wetaskiwin Rural Fire Department, Buck Lake/Alder Flats Fire Department and the South Pigeon Lake Fire Department totalling $67,719.00.

Administration sent a letter to Ermineskin on June 18, 2018 stating the County of Wetaskiwin would like to continue to work with Ermineskin Cree Nation to provide fire services; however, if fire charges remained outstanding County Administration may have to consult with County Council on whether Fire Department response is a service that the County will continue to provide to Ermineskin Cree Nation. Ermineskin was asked to contact Director of Emergency Services Mike Zajac by July 15, 2018 and if no response was received this issue would go to Council for discussion.

The following is a summary of outstanding invoices totalling $67,719.00:

- South Pigeon Lake Fire Department, $58,919.00 (Invoices from 2008 to current)
- Wetaskiwin Rural Fire Department, $6,700.00 (Invoices from 2016)
- Buck Lake/Alder Flats Fire Department, $2,100.00 (Invoices from 2017)

Director of Emergency Services Mike Zajac contacted Tom Littlechild, Regional Technical Advisor with the Office of the Fire Commissioner to schedule a meeting to address the outstanding accounts with Ermineskin Cree Nation. On November 26, 2018 a meeting was held with the Ermineskin Fire Department, Tom Littlechild, Regional Technical Advisor with the Office of the Fire Commissioner, and Mike Zajac, Director of Emergency Services. Ermineskin Cree Nation was going to contact the Alberta Emergency Management Agency to determine whether a State of Local Emergency (SOLE) was declared. To this date no contact has been made with Mike Zajac since the meeting, Administration is bringing this issue forward for Council’s discussion and direction.

Clause 3 in the Mutual Fire Aid Agreement with Ermineskin Cree Nation, Louis Bull Tribe, Montana First Nation, Samson Cree Nation and the County of Wetaskiwin states; “This Agreement shall remain in full force and effect for a period of three (3) years from the date hereof (hereinafter referred to as the “Term”). At the expiration of the Term this Agreement will continue in full force and effect on a year-to-year basis until such time as it is renegotiated or terminated. Either party may terminate this Agreement, upon thirty days written notice, if the other party commits a fundamental breach of Agreement”.

If Ermineskin Cree Nation were to pay their outstanding invoices in full, moving forward, the County could request a retainer amount (example: $25,000.00) for future responses.

Options for Council’s consideration:

1. Remain status quo and continue with the Mutual Fire Aid Agreement between Ermineskin Cree Nation, Louis Bull Tribe, Montana First Nation, Samson Cree Nation and City of Wetaskiwin and continue with collection attempts with the Ermineskin Cree Nation for their outstanding balance of $67,719.00 representing invoices from the South Pigeon Lake Fire Department, Wetaskiwin Rural Fire Department and Buck Lake/Alder Flats Fire Department.
2. Provide "Notice to Terminate" the Mutual Fire Aid Agreement with the Ermineskin Cree Nation in accordance with Clause 3 of the Mutual Fire Aid Agreement that states: “Either party may terminate this Agreement, upon thirty days written notice, if the other party commits a fundamental breach of Agreement” until such time the outstanding balance of $67,719.00 is paid in full.

Administration recommended the County of Wetaskiwin provide "Notice to Terminate" the Mutual Fire Aid Agreement with the Ermineskin Cree Nation in accordance with Clause 3 of the Mutual Fire Aid Agreement that states: “Either party may terminate this Agreement, upon thirty days written notice, if the other party commits a fundamental breach of Agreement” until such time the outstanding balance of $67,719.00 is paid in full.

A discussion ensued on providing Ermineskin Cree Nation a 30 day written notice to terminate as per the Mutual Fire Aid Agreement.

Resolution CG20190211.012
MOVED: by Councillor L. Seely
that Council approve for the County of Wetaskiwin to provide "Notice to Terminate" effective February 11th, 2019, the Mutual Fire Aid Agreement with Ermineskin Cree Nation in accordance with Clause 3 of the Mutual Fire Aid Agreement that states: "Either party may terminate this Agreement, upon thirty days written notice, if the other party commits a fundamental breach of Agreement" until such time the outstanding balance of $67,719.00 is paid in full.

Carried Unanimously

7.6 Buck Lake Alder Flats Fire Department Fire Station – Upgrade - Report

The Buck Lake / Alder Flats Fire Department have outgrown their current facility and are in need of a renovation / addition or a replacement fire station. The current Buck Lake / Alder Flats Fire Hall is located at 63059 Hwy 13 and was purchased in October of 1987. The Fire Hall underwent an addition and renovation in June of 2002. Since 1987, the staffing in the Fire Department has increased and trucks purchased today are taller, longer and heavier to meet the demands of the current type of calls and the volumes.

The Buck Lake / Alder Flats Fire Department have a combined total Reserve balance of $666,827.92 in their Capital and Operating Reserves. The following is a summary of reserve balance ending December 31, 2018:

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Reserve</td>
<td>$496,782.92</td>
</tr>
<tr>
<td>Operating Reserve</td>
<td>$170,045.00</td>
</tr>
<tr>
<td>Total</td>
<td>$666,827.92</td>
</tr>
</tbody>
</table>

In July 2018 Director of Emergency Services Mike Zajac met with Colin Roggeveen of RPM Consulting Services Inc. to discuss the options to renovate the existing fire station or construct a new station on another site. Mr. Roggeveen provided a letter containing several options with respects to the addition / renovation and all the options presented contain implications that will affect an addition.

On January 30th, 2019, Mr. Zajac attended a meeting at the Buck Lake Seniors Center with representation from the Buck Lake / Alder Flats Fire Department and the Zone 5 Fire and Rescue Society. Options of a new fire station or an addition / renovation were presented to the group, as well as the pros and cons of an addition / renovation or new fire station. It was the opinion of the Buck Lake / Alder Flats Fire Department and the Zone 5 Fire and Rescue Society, Mr. Roggeveen and Mr. Zajac that an addition / renovation were not the best option due to the current configuration of the existing fire station.
The Buck Lake / Alder Flats Fire Department and the Zone 5 Fire and Rescue Society realize that a new fire station is a more costly option. Mr. Zajac presented the option of extending the service life of the current fire trucks from fifteen years typically been followed to twenty years, which has been done with other County Fire Departments and Societies, to make costly projects possible. During the meeting a motion was made to extend the service life of the current fire trucks to twenty years.

The first step in moving forward with construction of a new Fire Hall is location. Administration discussed a potential purchase of a 5 acre site with a local landowner. This proposed 5 acre site would allow for the construction of a new fire station that would meet the current demands of today’s operations and well into the future. The 5 acres would also be large enough to not only contain a fire hall and any future expansion if necessary and could also accommodate a potential future training facility as well.

Pros and Cons of New Construction

<table>
<thead>
<tr>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 year solution</td>
<td></td>
</tr>
<tr>
<td>Allows for future expansion</td>
<td>More costly option of $2,000,000.00</td>
</tr>
<tr>
<td>Land would allow for future training grounds</td>
<td>Negative public perception for such a costly project for the area</td>
</tr>
<tr>
<td>There will be no height, length, or weight restrictions for the future purchase of fire trucks</td>
<td></td>
</tr>
<tr>
<td>Current fire hall could be sold to offset the new construction costs</td>
<td></td>
</tr>
</tbody>
</table>

Pros and Cons of Addition / Renovation

<table>
<thead>
<tr>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Much more cost effective than new construction</td>
<td>Only offers a 15 year solution</td>
</tr>
<tr>
<td>Renovation / addition would be faster than new construction</td>
<td>Addition would not be ideal due to the lack of land and the current configuration of land and building</td>
</tr>
<tr>
<td></td>
<td>Unknowns are possible in renovations / additions of older buildings</td>
</tr>
<tr>
<td></td>
<td>Future purchase of fire trucks is difficult due to current size of fire hall</td>
</tr>
</tbody>
</table>

Other County Fire Station Lot Sizes

<table>
<thead>
<tr>
<th>Fire Department</th>
<th>Lot Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buck Lake / Alder Flats</td>
<td>1 acre</td>
</tr>
<tr>
<td>South Pigeon Lake</td>
<td>1.33 acres</td>
</tr>
<tr>
<td>Mulhurst Bay</td>
<td>1.34 acres</td>
</tr>
<tr>
<td>Winfield</td>
<td>13 acres</td>
</tr>
</tbody>
</table>
If Council approved to move forward with negotiations to purchase a 5 acre site, construction costs to build a new fire hall could be allocated from the Zone Capital allocations.

Administration would present funding options back to Council to cover tendering and construction costs at a future Council meeting with a recommendation to retain the services of RPM Consulting Inc.

Options for Council’s consideration:
1. Remain Status quo, and forego the addition / renovation or new construction.
2. Approve for Administration to negotiation the purchase of a 5 acre site to accommodate construction of a new Buck Lake/Alder Flats Fire Hall and that negotiation outcomes be presented back to Council at a future Council meeting.

Administration recommended that Council approve for Administration to negotiation the purchase of a 5 acre site to accommodate construction of a new Buck Lake/Alder Flats Fire Hall and that negotiation outcomes be presented back to Council at a future Council meeting.

Mr. Zajak provided Council with the Buck Lake/Alder Flats 20 year analysis showing revenue generated through the fire mill rate that could provide funding for a new fire hall.

A discussion ensued on acquiring a letter from Alberta Transportation to determine if road infrastructure upgrades would be necessary prior to purchasing a 5 acres site.

Resolution CG20190211.013
MOVED: by Councillor L. Seely
that Administration investigate with Alberta Transportation their requirements for development of new fire hall and possible intersection upgrades and request a written declaration outlining requirements and present their response back to Council at a future Council meeting.

Carried Unanimously

Mr. Zajac left the meeting at 10:55 a.m.

8. DELEGATION - 10:30 A.M. - Rod Hawken, CAO

8.1 30th Annual MS Bike Tour - Report

On February 4, 2019, correspondence was received from Nicole Gasior, Manager, Development, Bike Tours, Multiple Sclerosis (MS) Society of Canada - Alberta and NWT Division, stating that the Society will be hosting their 30th annual bike tour on June 22 and 23, 2018, and requesting permission to use the highways in the jurisdiction of the County of Wetaskiwin.

Ms. Gasior states this bike tour is the largest Tour in Canada and is the highest fundraising Tour in Canada. In 2018, cyclists raised over $2 million dollars to help end MS.

Each year, the bike tour is broken into a 2-day event. The first day begins at Ritchie Brothers Auction House in Nisku at 7:30 a.m., heading South on Sparrow Drive, East on Airport Road (Township Road 502), South on Secondary Highway (SH) 814, East on SH 623, East on SH 617, South on SH 833. Cyclists continue east on Highway 13 to finish day 1 at the Camrose Regional Exhibition Grounds. A challenge route, which only 200 cyclists are expected to utilize will start at South on SH 814, they will cross SH 623 and continue South on SH 814, East on SH 616, and North on Range Road 233 until meeting the regular route at SH 623.

Day 2 starts at the Camrose Regional Exhibition Grounds at 7:30 a.m., West on Highway 13 through Camrose, North on SH 814, West on Airport Road (TWP Road 502), North on Sparrow Drive to Ritchie Brothers Auctioneers.

Correspondence requesting permission to use local road infrastructure has also been forwarded to the Counties of Leduc, Camrose, Cities of Leduc, Camrose, and Wetaskiwin, hospitals, fire departments and ambulance services. Community Police
Radio Network Association (CPRN) and the Canadian Ski Patrol will assist with communications and safety.

Wetaskiwin, Leduc, and Camrose RCMP have been notified of the event.

A copy of the correspondence received from the MS Society of Canada has been provided for review by Council.

Administration recommended that Council approve sending a response letter to the Multiple Sclerosis (MS) Society of Canada notifying them that the County of Wetaskiwin grants permission to utilize any highways or local roads in the jurisdiction of the County of Wetaskiwin under the following conditions:

- All stipulations and regulation outlined by Alberta Infrastructure are adhered to;
- Cyclists must obey all rules of the road and traffic control devices;
- Adequate liability insurance must be provided by the Society for the event; and
- The Tour Organizers agree to indemnify and hold harmless the County of Wetaskiwin No. 10, its employees and agents of and from any loss, cost, claims, expenses, action, or demands of any nature whatsoever arising out of the Tour Organizers exercise of the permission granted.

Resolution CG20190211.014
MOVED: by Councillor K. Rooyakkers

that Council approve sending a response letter to the Multiple Sclerosis (MS) Society of Canada notifying them that the County of Wetaskiwin grants permission to utilize any highways or local roads in the jurisdiction of the County of Wetaskiwin under the following conditions:

- All stipulations and regulation outlined by Alberta Infrastructure are adhered to;
- Cyclists must obey all rules of the road and traffic control devices;
- Adequate liability insurance must be provided by the Society for the event; and
- The Tour Organizers agree to indemnify and hold harmless the County of Wetaskiwin No. 10, its employees and agents of and from any loss, cost, claims, expenses, action, or demands of any nature whatsoever arising out of the Tour Organizers exercise of the permission granted.

Carried Unanimously

9. **DELEGATION - 11:00 A.M. - Geoff Lynch - Director of Leisure & Community Services**

Geoff Lynch, Director of Leisure & Community Services entered the meeting at 10:58 a.m.


On June 6th 2017 Council awarded unanimously the "Request for Proposals for Supply and Delivery of Firewood at the Six County Parks" to Saws & Ladders for bid item #1 (loose firewood) award the "Request for Proposals for Supply and Delivery of Firewood at the Six County Parks" to Saws & Ladders for bid item #1 (loose firewood) for a total bid amount of $150,000.00 for a period of three years effective June 6th 2017 – 2019 (Ref. Resolution No. CG20170606.1008).

As this is the last year of the signed agreement between the wood contractor Saws & Ladders and the County of Wetaskiwin, Administration would recommend that the County enter into a one year extension.

Administration received several positive comments regarding the wood quality supplied by Saws & Ladders.

Options for Council’s consideration:

1. approve the extension of the wood contract to Saws & Ladders in the amount of $50,000.00 for the supply and delivery of bagged fire wood for the 2020 camping season effective January 1st, 2020 to December 31st, 2020.

2. deny the extension of the wood contract to Saws & Ladders in the amount of $50,000.00 for the supply and delivery of bagged fire wood for the 2020 camping season effective January 1st, 2020 to December 31st, 2020.
A discussion ensued on opening the tendering process for others to tender on the supply of firewood for January 1st, 2020 to December 31st, 2020.

A discussion ensued on approval for the contract extension being premature. Information in the fall would allow Administration an opportunity to provide Council with an update on revenue generated with the sale of firewood.

It was discussed that Saws and Ladders are working with the Planning and Economic Development Department to bring their business into conformance with the Land Use Bylaw.

Resolution CG20190211.015
MOVED: by Councillor K. Rooyakkers

that Council table awarding the extension of the wood contract to Saws & Ladders to the February 26th, 2019 Council General meeting pending confirmation that the contractor is in conformance with zoning compliance as per the Land Use Bylaw 2017/48.

Carried Unanimously

9.2 Family Community Support Services Grant Program Approval - 2019 - Report

The County of Wetaskiwin has an agreement with the Ministry of Children and Youth Services to provide preventative social programming through Family and Community Services (FCSS). As per the agreement, the Minister shall pay annually to the Municipality a committed provincial funding contribution to establish, administer, and operate the program. The 2019 allocation from the Ministry for the County of Wetaskiwin is $329,815.00.

The agreement states that the County of Wetaskiwin is required to contribute a minimum annual contribution of $82,454.00 to deliver the County of Wetaskiwin Family Community Support Services Program. In total the County of Wetaskiwin Family and Community Services (FCSS) has been allocated $412,269.00 for the 2019 budget.

The Minister shall pay the Municipality an advance of one-fourth of the total payable under this Agreement in January, April, July, and October, 2019.

As per County Family & Community Support Services Grant Program Policy #1804, the application deadline for the FCSS Grant Program was March 31, 2019.

Administration provided Council with two FCSS grant applications that are time sensitive in the delivery of a major community event within the County of Wetaskiwin.

Organization: Winfield Agricultural Society

Project: County Concert Event “Rockin the West”

Eligible FCSS Assessment: “Community Development Activities - Advertising” pg. 5-17

Amount Requested: $15,000.00

Amount Recommended for Approval: $15,000.00

Winfield Ag Society is hosting a large scale Country concert in the Hamlet of Winfield, in the County of Wetaskiwin. The event team will be advertising for the event extensively across the province and exposing this area to over 400,000 people in the next several months. This is an excellent opportunity to provide exposure for the Winfield community and for the County of Wetaskiwin to a large volume of potential visitors in the upcoming years.

Organization: Winfield Agricultural Society

Project: County Concert Event “Rockin the West”

Eligible FCSS Assessment: Volunteer training "pg.5-28"
Amount Requested: $18,000.00

Amount Recommended for Approval: $18,000.00

This event will have a positive social benefit to our community in the County of Wetaskiwin; it will also allow individuals the opportunity to gain skills and volunteer within our own community. As this is such a large scale event, expecting approximately 6,000 spectators, the volunteer component of the event is crucial to the safety and the overall experience for the individuals who will attend.

Options for Council’s consideration:

1. Provide Administration direction to change, delete or insert funding for the two grant applications from the Winfield Agricultural Society.
2. Council deny the grant requests from the Winfield Agricultural Society in the total amount of $33,000.00.
3. Council approve the Family Community Support Services grant applications from the Winfield Agricultural Society;
   a. “Rockin the West” Volunteer Training - $18,000.00
   b. “Rockin the West” Community Development Activities - Advertising” - $15,000.00

For a total of $33,000.00 which will be allocated from the County of Wetaskiwin Family Community Services grants to organization 2019 budget.

Resolution CG20190211.016
MOVED: by Councillor L. Seely

that Council approve the Family Community Support Services grant applications from the Winfield Agricultural Society as follows:

1. “Rockin the West” Volunteer Training - $18,000.00
2. “Rockin the West” Community Development Activities - Advertising” - $15,000.00

for a total of $33,000.00 which will be allocated from the County of Wetaskiwin Family Community Services Grants to Organization 2019 Budget.

Carried Unanimously

Mr. Lynch left the meeting at 11:20 a.m.

10. UNFINISHED BUSINESS

10.1 Efficiency Audit Update – Feb 11th, 2019 - Report

At the Council General meeting held January 29th, 2019 Council was provided an update on costs to conduct an efficiency audit as per Council’s direction at the Council General Meeting of December 18th, 2018 (Resolution No. CG20181218.1024). At that time Council resolved:

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

Ref. Resolution #CG20190129.020

Administration investigated 3 more reviews from the following:

- Brazeau County – completed a Service Capacity Review for $18,000. The report was presented to Council "Closed to the Public” and was not available for release. A copy of the RFP was provided for Council.
- Lacombe County – completed an Organizational Review and Efficiency Audit for $35,000. The consultant did not focus equally on the two factors and as such, Council did not accept the reports’ findings. A copy of the RFP was provided for Council.
- Clearwater County – has not recently completed any reviews. The CAO made a few organizational changes after the last election.
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.

Administration recommended 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).

A discussion ensued on audits other municipalities underwent and that a budget needs to be established as well as the type of efficiency audit Council wishes to conduct and that the efficiency audit could be conducted in house.

A discussion ensued that Council should meet to decide on what type of audit they wish to have, then provide Administration direction.

Resolution CG20190211.017
MOVED: by Councillor B. Krahn

that Administration invite the contractor that completed the Brazeau County’s audit review to attend before Council to do a presentation on conducting an efficiency audit.

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Carried (6 to 1)

10.2 Policy and Procedures Standards Policy #12.0.1 Amendments – February 11th, 2019 - Report

At the Council General meeting held January 29th, 2019 Council discussed the Policy and Procedures Standards Policy #12.0.1. Administration presented the following proposed amendments noted in bold and strike through:

- 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.
- 3.1.3 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 identifying party for review and discussion.

Proposed new text was deleted by Council at the Council General meeting of January 29th, 2019:

- 5.6 Council or the CAO may deviate from the process outlined in Section 5 if the need arises.
Additional amendments to the policy suggested by Council at the Council General Meeting of January 29th, 2019 are noted in bold and strike through:

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 (refer to new number in final version of policy as 3.6.3).
- • 3.4.3 - to read the same as 3.3.3 - Review or circulate draft Policies with appropriate Directors/Manager if necessary (refer to new number in final version of policy as 3.7.3).
- • 3.5.5 - needs a comma after the text of “status quo” (refer to new number in final version of policy as 3.8.5).
- • 5.1 - Needs to include the wording of “Councillor(s)” (refer to new number in final version of policy as 12.1).
- • Remove Sections 5.3, 5.4 & 5.6.
- • 5.5 would become 5.3 (refer to new number in final version of policy as 13). Ref Resolution #CG20190129.017.

A final version of the revised policy, showing all amendments suggested above, has been incorporated with a new numbering system implemented.

Administration recommended that Council approve the amendments to Policy and Procedures Standards Policy #12.0.1 as presented or amended.

**Resolution CG20190211.018**

MOVED: by Councillor L. Seely

that Council approve the amendments to Policy and Procedures Standards Policy #12.0.1 as presented.

*Carried Unanimously*

10.3 **By-law 2019-03 Solid Waste Collection Rescinding Bylaw 2018-50 Waste Management - Report**

At the January 29, 2019 Council for Public Works meeting, Council reviewed proposed Bylaw 2019/03 Solid Waste Collection that will rescind By-law 2018/50 Waste Management. At that time first and second reading of the By-law received approval as amended, deleting clause 3.5; however the motion to go to third reading was not carried unanimously (Ref. Resolution PW20190129.1010).

Therefore, Administration is now presenting Bylaw 2019/03 Solid Waste Collection Bylaw for third and final reading.

Administration has revised clause 20.7 to read:

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

Administration recommended that Bylaw 2019/03 a by-law of the County of Wetaskiwin No. 10, in the Province of Alberta, to regulate and provide for solid waste collection, solid waste transfer and recycling services be given Third Reading and declared finally passed. Bylaw 2019/03 will repeal Bylaw 2018/50 in its entirety & all amending bylaws.

**Resolution CG20190211.019**

MOVED: by Councillor J. Bishop

that Bylaw 2019/03 be given Third Reading and 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. Bylaw 2019/03 will repeal Bylaw 2018/50 in its entirety & all amending bylaws.

*Carried Unanimously*

11. **NEW BUSINESS**
11.1 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 CG20190211.020**

MOVED: by Reeve T. Van de Kraats

that Council approve the amendments to the Merit Policy #12.1.5 - Non Union Employees as presented.

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Carried (6 to 1)

11.2 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 an 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.”
Council General Meeting, Tuesday, February 11, 2019

- 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.

A discussion ensued on a further amendment to the policy by:
- deleting 1.5.2 - For all leave types the CAO shall have the authority to extend approved leaves for extenuating circumstances (ie. Death in family, hospitalization).

Resolution CG20190211.021
MOVED: by Councillor K. Rooyakkers
that Council approve the amendments to Leave for Non Union Employees Policy #12.1.8 as presented with an additional amendment of removing:

1.5.2 For all leave types the CAO shall have the authority to extend approved leaves for extenuating circumstances (ie. Death in family, hospitalization).

Carried Unanimously

11.3 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.

A discussion ensued on amending the policy further by:

- Remove Director of Public Works and Assistant Director of Public works under:
  2.1.10 to attend the RMA Spring and Fall Convention as they attend a separate
  conference at the same time.
- reference the meal cost in Policy 12.2.7 in line Section 2 with regards to maximum
  allowable meal expenses.

**Resolution CG20190129.022**

MOVED: by Councillor L. Seely

that Council approve the amendments to Employee Attendance at
Conferences/Meetings Policy #12.1.12 as presented with an additional amendment as
follows:

- Remove: attendance of Director of Public Works and Assistant Director of Public
  Works to attend the Rural Municipalities of Alberta (RMA) Spring and Fall
  Convention.

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Carried (6 to 1)

**11.4 Amendments to Procedure for Administrative Approval of Tax Penalty
Cancellations Policy #12.3.7 - Report**

The Procedure for Administrative Approval of Tax Penalty Cancellations Policy #12.3.7
was reviewed and amended to make the Policy current in content and formatting, this
Policy was created February 2016. There were several changes made to this policy, the
most significant being to the procedure section;

- Changed wording under Procedures – “penalty cancellations” to “minor tax
  cancellations”;
- Changes to Procedures (a) to (c) as follows noted in bold and strike through:

1. Envelopes clearly postmarked by Canada Post before the taxes due date, but are
   received after penalty is applied; Penalties related to taxes that are received
   by mail after the due date, but deemed to have been sent prior to the due
date.
2. Envelopes received from Canada Post without a postmark (within 30 days of the penalty date) to prove when the payment was sent; Taxes or penalties related to Administrative errors or oversights.

3. Administrative errors or oversights; Taxes related to buildings that have been destroyed by fire.

- Changed wording from “penalty cancellations” to “tax cancellations”;
- Changed wording from “February 28th” to “March 31st”.

Policy Statement: Under authority of Section 347(1) of the Municipal Government Act Revised Statutes of Alberta 2000, Chapter M-26 states;

“If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

1. Cancel or reduce tax arrears;
2. Cancel or refund all or part of a tax;
3. Defer the collection of a tax.”

This policy has been approved by Directors and is provided for review by Council (Escribe Ref. Resolution #DM20190123.008).

Administration recommended that Council approve the proposed amendments to Procedure for Administrative Approval of Tax Penalty Cancellations Policy #12.3.7 as presented or amended.

Resolution CG20190211.023
MOVED: by Councillor L. Seely

that Council approve the amendments to Procedure for Administrative Approval of Tax Penalty Cancellations Policy #12.3.7 as presented with an additional amendment noted in bold text under Procedures as follows:

PROCEDURES

"In order to streamline the process and improve customer service, Council has delegated minor tax cancellation, not to exceed $500.00, approval authority to the Chief Administrative Officer (CAO) or his or her designate, under the following circumstances...." 

Carried Unanimously

Recessed: 12:00 p.m.

Reconvened: 2:10 p.m. Councillor D. Woitt was absent.

11.5 Recessed: at 12:00 p.m.

11.6 Reconvened: at 2:10 p.m. Councillor D. Woitt was absent

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

Resolution CG20190211.024
MOVED: by Councillor L. Seely

that Council approve adding a reference to Employee Attendance at Conferences/Meetings Policy 12.1.12 Section 2 stating that meals will be paid up to the maximum allowable under Subsistence & Travel Policy #12.2.7.

Carried Unanimously

11.8 2019 Public Auction – Set Sale Date - Report

Each year, approximately 11,000 Tax/Assessment Notices are mailed out to all County of Wetaskiwin property owners with a due date of August 31st.
If a property is more than one year in arrears, the County of Wetaskiwin will commence with tax recovery proceedings. A brief overview of the tax recovery process can be summarized as follows:

- If a property is more than one year in arrears an early tax notification letter is mailed out in January.
- If the property owner fails to pay tax arrears, then a tax arrears list is sent to the Registrar (Alberta Land Titles) and to the Minister responsible for the Unclaimed Personal Property and Vested Property Act, no later than March 31st (Section 412 of the Municipal Government Act).
- The Registrar will then endorse on the certificate of title for each parcel shown on the tax arrears list a tax recovery notification (Section 413 of the Municipal Government Act).
- A $25.00 tax notification registration fee is then added to each tax roll on the list to cover the costs payable to the Land Titles Office.
- The Registrar must not remove a tax recovery notification from a certificate of title until the municipality at whose request it was endorsed on the certificate of title requests its removal.
- After a tax recovery notification has been endorsed on the certificate of title for a parcel of land, any person may pay the tax arrears in respect of the parcel (Section 415 of the Municipal Government Act).
- If the tax notification arrears are still not paid by January of the following year, an early notice Public Auction registered letter is sent to the property owner(s), any person(s) who has interest in the parcel, that is evidenced by a caveat registered by the Registrar and each encumbrance shown on the certificate of title for the parcel.

Should property tax arrears remain unpaid after the above process(s) then Council must set a Public Auction date and offer for sale at the Public Auction any parcel of land shown on it’s tax arrears list, pursuant to Section 418(1) of the Municipal Government Act.

The following properties will be offered for sale at this year’s Public Auction if payment is not made in full:

<table>
<thead>
<tr>
<th>Roll #</th>
<th>Certificate of Title # or Linc #</th>
<th>Plan; Block; Lot;</th>
<th>Mer</th>
<th>Rge</th>
<th>Twp</th>
<th>Sec</th>
<th>Parcel Size (Acres)</th>
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<td>152359289</td>
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<td>7</td>
<td>45</td>
<td>30 SE</td>
<td>4.94</td>
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</tbody>
</table>
Historically, many of these properties will be paid off before the tax sale either by the owner or a lending institution that have a caveat registered against the titles. In 2018, at the tax sale there were only three properties that went to tax sale. All of which have since been paid off and the titles have been revived.

Administration recommended that Council approve the Public Auction date of Wednesday, May 8, 2019 to be held at the County Administration building at 9:30 a.m. for disposal of the tax arrears properties.

**Resolution CG20190211.025**

MOVED: by Councillor K. Rooyakkers

that Council approve the Public Auction date of Wednesday, May 8, 2019 to be held at the County Administration building at 9:30 a.m. for disposal of the tax arrears properties.

Carried Unanimously

11.9 Wetaskiwin Regional Chamber of Commerce 2019 February Ambassador’s of Ag Canada’s Ag Day - Report

The Wetaskiwin Regional Chamber of Commerce provided notice they are hosting the 2019 February Ambassador’s of Ag on Canada’s Ag Day February 12th, 2019 at the Wetaskiwin & District Heritage Museum starting at 11:30 a.m. Ticket cost is $15.00 per person.

Administration recommended that Council advise who is able to attend the Wetaskiwin Regional Chamber of Commerce 2019 February Ambassador’s of Ag on Canada’s Ag Day February 12th, 2019 at the Wetaskiwin & District Heritage Museum.

**Resolution CG20190211.026**

MOVED: by Councillor K. Adair

that Reeve T. Van de Kraats and Councillor B. Krahn be registered to attend the Wetaskiwin Regional Chamber of Commerce 2019 February Ambassador’s of Ag on Canada’s Ag Day February 12th, 2019 at the Wetaskiwin & District Heritage Museum.

Carried Unanimously
11.10 Alberta Municipal Affairs – ACP Grant Approval SV Grandview - Report

On February 4th, 2019 a letter was received from Alberta Municipal Affairs advising that through the Alberta Community Partnership (ACP) program, the Summer Village of Grand View was approved for a grant of $185,000 under the Intermunicipal Collaboration component in support of the Pigeon Lake Watershed Management Plan project.

Administration recommended that Council accept the Alberta Municipal Affairs notice that the Summer Village of Grand View has been approved for a grant of $185,000 under the Intermunicipal Collaboration component in support of the Pigeon Lake Watershed Management Plan project.

A discussion ensued that the Summer Village of Grandview applied for this grant without prior approval of partnering municipalities. The County of Wetaskiwin was unaware of this application and it was discussed that Administration forward a letter to Alberta Municipal Affairs advising the County was unaware on how the funds will be allocated or the capacity the funds will used.

Councillor K. Rooyakkers will report back after the February 20th, 2019 APLM meeting.

Resolution CG20190211.027
MOVED: by Councillor B. Krahn

that Council accept the Alberta Municipal Affairs notice that the Summer Village of Grand View has been approved for a grant of $185,000 under the Intermunicipal Collaboration component in support of the Pigeon Lake Watershed Management Plan project.

Carried Unanimously

11.11 Alberta Municipal Affairs – ACP Funding Approval SV Norris Beach - Report

On February 4th, 2019 a letter was received from Alberta Municipal Affairs advising that through the Alberta Community Partnership (ACP) program, the Summer Village of Norris Beach has been approved for a grant of $159,500 under the Intermunicipal Collaboration component in support of the Intermunicipal Development Plans project.

Administration recommended that Council accept the Alberta Municipal Affairs notice that the Summer Village of Norris Beach has been approved for a grant of $159,500 under the Intermunicipal Collaboration component in support of the Intermunicipal Development Plans project.

Resolution CG20190211.028
MOVED: by Councillor L. Seely

that Council accept the Alberta Municipal Affairs notice that the Summer Village of Norris Beach has been approved for a grant of $159,500 under the Intermunicipal Collaboration component in support of the Intermunicipal Development Plans project.

Carried Unanimously

11.12 Alberta Municipal Affairs - ACP Funding Approval SV Crystal Springs - Report

On February 6th, 2019 an email was received from the Summer Village of Crystal Springs advising they were successful in their grant application submitted to Alberta Municipal Affair to be able to continue with the work being completed by the In Lake Technical Committee of the Alliance of Pigeon Lake Municipalities (APLM) for exploration and investigation of potential in lake options. The grant is $200,000 dollars.

Administration recommended that Council accept the Summer Village of Crystal Springs grant approval of $200,000 as information.

A discussion ensued on the Summer Village of Crystal Springs initiative of drilling wells around Pigeon Lake and pumping water into Pigeon Lake in attempt to increase the
water level of the lake. The concern is, if this initiative goes forward, may drain the aquifers for landowners.

**Resolution CG20190211.029**

MOVED: by Councillor L. Seely

that Council accept the Summer Village of Crystal Springs grant approval of $200,000 as information.

*Carried Unanimously*

**Resolution CG20190211.030**

MOVED: by Councillor L. Seely

that the County of Wetaskiwin send a letter to Municipal Affairs expressing concerns that the County of Wetaskiwin's name is being referenced in the Summer Village ACP grant applications as a partner without proper consultation and County approval.

*Carried Unanimously*

**11.13 AUMA 2019 Spring Municipal Leaders’ Caucus Invitation - Report**

The Alberta Urban Municipalities Association (AUMA) Spring Municipal Leaders' Caucus is being held March 27th and 28th, 2019 at the Edmonton Convention Centre (previously known as the Shaw Conference Centre). This year’s Caucus will focus on the upcoming provincial election and is a tremendous opportunity to learn about how key issues for Alberta municipalities may be affected by the shifting political landscape. Given the heightened focus on intermunicipal collaboration reflected in the new Municipal Government Act, Caucus also enables neighbouring elected officials and administrators from municipalities to meet, share information, and build the foundation for future collaboration.

The caucus is open to Mayors, Councillors and Senior Administration, typically from urban municipalities. However, given the importance of intermunicipal collaboration, the AUMA has opened registration for the Municipal Leaders' Caucus to include municipal counties and districts.

Registration Fees are as follows:

- AUMA Urban Municipality Members $165 +GST.
- RMA Members (AUMA Associate Members) $165 +GST.
- RMA Members (AUMA Non-members) $215 +GST.

Deadline to register is Thursday, March 21st, 2019.

At the Council General meeting held March 8th, 2018 Council approved for Reeve K. Rooyakkers and Rod Hawken, CAO to attend (Ref. Resolution #).

Options for Council’s consideration:

1. Approve the registration of Reeve T. Van de Kraats and Rod Hawken, CAO, to attend the Alberta Urban Municipalities Association (AUMA) 2019 Spring Municipal Leaders' Caucus March 27th & 28th, 2019 at the Edmonton Convention Centre.

Administration recommended that Council approve the registration of Reeve T. Van de Kraats and Rod Hawken, CAO, to attend the Alberta Urban Municipalities Association (AUMA) 2019 Spring Municipal Leaders' Caucus March 27th & 28th, 2019 at the Edmonton Convention Centre.

**Resolution CG20190211.031**

MOVED: by Councillor K. Rooyakkers

that Council approve the registration of Reeve T. Van de Kraats and Rod Hawken, CAO, to attend the Alberta Urban Municipalities Association (AUMA) 2019 Spring Municipal Leaders' Caucus March 27th & 28th, 2019 at the Edmonton Convention Centre.
13. **ADJOURN**

Resolution CG20190211.032

MOVED: by Councillor B. Krahn

that the meeting adjourn at 2:37 p.m.

Carried Unanimously