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 9:00 a.m. on Tuesday, March 12, 2019.

2. APPROVAL OF AGENDA
Resolution CG20190312.001
MOVED: by Councillor J. Bishop
to approve the agenda for the Council General Meeting, (Tuesday, March 12, 2019) as presented.

Carried Unanimously

4. COUNCILLOR REPORTS
Resolution CG20190312.002
MOVED: by Councillor L. Seely
that Administration prepare a resolution to amend the Provincial Library Legislation to better reflect the needs of rural libraries.

Carried Unanimously

Resolution CG20190312.003
MOVED: by Councillor J. Bishop
that the Councillor’s February 2019 reports be accepted as presented.

Carried Unanimously

6. DELEGATION - 9:30 A.M. - Eric Hofbauer - Director of Finance
A delegation consisting of Eric Hofbauer, Director of Finance and Jeff Chipley, Assistant CAO entered the meeting at 9:30 a.m.

6.1 Accounts Payable Cheque #136877 to Cheque #137395 - Report
Accounts Payable Cheque #136877 to Cheque #137395 (January 15 to February 28, 2019) report was presented to Council.

Administration recommended that Council accept the Accounts Payable Cheque #136877 to Cheque #137395 (January 15 to February 28, 2019) report as presented.
Resolution CG20190312.004
MOVED: by Councillor K. Rooyakkers

that Council accept the Accounts Payable Cheque #136877 to Cheque #137395 (January 15 to February 28, 2019) report as presented.

Carried Unanimously

Mr. Hofbauer left the meeting at 9:37 a.m.

7. **DELEGATION - 9:35 A.M. - Jeff Chipley - Assistant CAO**


As a follow-up to a complaint from 2017 regarding the aforementioned property in Mulhurst Bay, which was cleaned up with the associated fees being transferred to taxes on September 5, 2017, Bylaw Enforcement inspected the property on May 19, 2018 to check on the property to see if it was in an unsightly condition once again. This property continues to be unmaintained as the one property owner on title is deceased and the other property owner has not been located. Currently, municipal taxes have been unpaid and a writ has been placed on the property by Canada Revenue Agency (CRA) for $127,923 and associated costs of approximately $19,286, leaving Council to resolve to keep the current property owners on title until CRA takes action. (Ref. Resolution #CG20170815.1013)

On May 19, 2018, the property was found to be in an unsightly condition and after attempts to contact the property owner that has yet to be located, a contractor was hired to clean the property at a cost of $275.00 in the summer of 2018. In the latter part of 2018, an invoice for $275.00 was sent to the property owners on title, which was not acknowledged as outlined previous, like all correspondence over the past several years.

Therefore, Administration is bringing forward this unpaid invoice for unsightly premise clean-up to be added to the tax roll.

In accordance with the *Municipal Government Act*, Section 553(1)(c) states that Council may add unpaid and expenses and costs associated with the bringing of a property into compliance with an enacted bylaw as long as the contravention occurred on all or part of the parcel.

Administration recommended that Council transfer $275.00 in unsightly premise clean-up costs to Tax Roll #273436 for the property described as SE 14-47-28-W4M, Lot 2, Block 7, Plan 5017TR pursuant to Section 553 of the *Municipal Government Act*.

Resolution CG20190312.005
MOVED: by Councillor K. Adair

that Council transfer $275.00 in unsightly premise clean-up costs to Tax Roll #273436 for the property described as SE 14-47-28-W4M, Lot 2, Block 7, Plan 5017TR pursuant to Section 553 of the *Municipal Government Act*.

Carried Unanimously

Mr. Chipley left the meeting at 9:41 a.m.

8. **DELEGATION - 9:40 A.M. - Mike Zajac - Director of Emergency Services**

A delegation consisting of Mike Zajac, Director of Emergency Services entered the meeting at 9:41 a.m.

8.1 **Fire Bylaw 2019/10 Repealing Fire Bylaw 2019/08 - Report**

Bylaw 2019/08 is a Bylaw of the County of Wetaskiwin No. 10 in the Province of Alberta 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.

At the February 11, 2019 Council General meeting, the Bylaw was amended with changes to the fire billing process, as well as housekeeping items. (Ref. Resolution #CG20190211.009)
At the February 26, 2019 Council General meeting, discussion ensued on adding the possible methods that may be used to collect outstanding fire charges. (Ref. Resolution #CG20190226.011)

Updates to the Fire Bylaw include:

- Addition of (x) sky lanterns under definition “Prohibited Debris”
- Addition of definition of “sky lantern”
- Addition of wording to Section 12.9: Sky lanterns are not permitted to be used in Alberta as per Standata Fire Code Interpretation 14-03
- Deletion of wording to Section 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:
  - 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.

- Addition of wording to Section 14.6: A non-County resident outside the County’s boundaries or an incident occurring not on a County landowners property 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 Small Debts Court (Civil Action), Collections Agency or Writ of Enforcement.

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

It was noted, under Section 16, 16.3 is not required as Peace Officers do not have the time to enforce this. It was noted that Bylaw Officers have not been appointed as Fire Guardians. Discussion ensued that the phrase "Buildings or premises other than a dwelling house" should be removed, as a Peace Officer does not need to enter the building.

It was also noted that under definition (jj) the word "hotair" should be two words.

Resolution CG20190312.006
MOVED: by Councillor J. Bishop
that Council approve the amendment to Fire Bylaw 2019/10 as follows:

- under Section 16.3 the phrase "building or premises other than a dwelling house" be deleted.
- under definition (jj) - "hotair" should be two words.

Carried Unanimously

Bylaw 2019/08 a Bylaw of the County of Wetaskiwin No. 10 in the Province of Alberta, to establish and operate the County’s Fire Services, providing fire protection to the County and the recovery of fire protection charges.

Resolution CG20190312.007
MOVED: by Councillor J. Bishop
that By-law 2019/10 be given First reading.

Carried Unanimously

Resolution CG20190312.008
MOVED: by Councillor B. Krahn
that By-law 2019/10 be given Second Reading.

Carried Unanimously

Resolution CG20190312.009
MOVED: by Councillor D. Woitt
that By-law 2019/10 be presented for Third Reading.  

Carried Unanimously

Resolution CG20190312.010
MOVED: by Councillor K. Adair

that By-law 2019/10 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

8.2 Amendments to Payment for Unpaid Fire Protection Charges to the Fire Contractor/Department Policy #23.1.1 - Report

In 2004, the Payment for Unpaid Fire Protection Charges to the Fire Contractor/Department Policy #23.1.1 was created. Policy #23.1.1 is a Policy which establishes a standard for payment of unpaid Fire Protection Charges to the Fire Contractor or Fire Department.

At the February 26, 2019 Council General meeting, discussion ensued on the proposed report to rescind Policy #23.1.1 and the decision was to amend the Policy to include the possible methods that may be used to collect outstanding fire charges as per the Fire Services Bylaw. (Ref. Resolution #CG20190226.011)

Therefore, the following revisions have been made since the February 26, 2019 Council General meeting and are shown below in strikeout or bold.

POLICY STATEMENT

The Council of the County of Wetaskiwin No. 10 wishes to establish a standard for the payment of unpaid Fire Protection Charges to the Fire Contractor or Fire Department.

PROCEDURES

The Fire Departments or Fire Contractors attempt to collect outstanding fire charges for a period of thirty (30) days. If the amount is still outstanding following the thirty (30) days, the following methods may be used to collect outstanding charges as per the Fire Services Bylaw:

1. Small Debts Court (Civil) action may be pursued and a judgement in favor of the Fire Service is received. When the judgement is received, it is presented to Council for a resolution authorizing the addition of the amount to the applicable tax roll, pursuant to the Municipal Government Act, Section of 553, adding amounts owing to tax roll, Section (1) (g) which states:

553 (1) - A Council may add the following amounts to the tax roll of a parcel of land:

(g) - if the municipality has passed a by-law (Fire Services By-Law) making the owner of

a parcel liable for expenses and costs related to the municipality extinguishing fires on the parcel, unpaid costs and expenses for extinguishing fires on the parcel.

The County of Wetaskiwin No. 10 Fire Services By-Law states:

The owner of a parcel of land within the County to which Fire Protection is provided is liable for Fire Protection Charges incurred and the County may add to the tax roll of the parcel of land all unpaid Fire Protection Charges, 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.

Upon resolution of Council authorizing the fire charges be added to the tax roll, the amount will be paid to the Fire Contractor or Fire Department forthwith by the County of Wetaskiwin No. 10.

2. Collections Agency action may be pursued. The information on the outstanding fire charges is provided to the Collections Agency and if the
Collection Agency receives payment, the County receives the outstanding amount, minus 30% kept by the Collection Agency.

3. Writ of Enforcement action may be pursued after a Certificate of Judgement is received and filed (through the Small Debts Court-Civil Action process). A Writ of Enforcement is filed with the Clerk of the Court of Queen’s Bench and then registered with the Personal Property Registry which entitles the County to enforce judgement. It also entitles the County to share in money paid to the Clerk of the Court as a result of garnishment proceedings, or a Civil Enforcement Agency as a result of seizure proceedings commenced by other Enforcement Creditors.

Administration recommended that Council approve the amendments to Payment for Unpaid Fire Protection Charges to the Fire Contractor/Department Policy #23.1.1 as presented.

Discussion ensued regarding the wording of the Policy.

Resolution CG20190312.011
MOVED: by Councillor K. Rooyakkers

that Council approve the amendments to Payment for Unpaid Fire Protection Charges to the Fire Contractor/Department Policy #23.1.1 as presented.

Carried Unanimously

8.3 Mutual Aid Fire Control Plan and Mutual Aid Fire Control Agreement - Report

In 2010, the County of Wetaskiwin entered into a Mutual Aid Fire Control Plan with Her Majesty the Queen in Right of Alberta as represented by the Minister of Agriculture and Forestry, Forestry Division. This Agreement sets the outline for the Annual Mutual Aid Fire Control Plan and shall continue from year to year until terminated or amended by either Party.

On March 1, 2019, Administration received notice from Agricultural and Forestry, Forestry Division, requesting that the annual Mutual Aid Fire Control Plan, as well as the Mutual Aid Fire Control Agreement be reviewed and updated.

The County of Wetaskiwin on an annual basis enters into an agreement with Agricultural and Forestry, Forestry Division, for the municipality to provide fire protection services to Forest Protection Areas within the County boundaries, and for the County to utilize provincial resources in the event of a major incident within the County. The agreement clearly defines the roles of the municipality and the provincial government for incidents and the rate of reimbursement for resources utilized.

The County annually enters into this agreement, with few changes to outside of cursory information such as updated contacts and equipment pricing. The terms of this agreement extend from March 1, 2019 to February 28, 2020 inclusive.

Administration recommended that Council approve the Annual Mutual Aid Fire Control Plan between Environment and Sustainable Resource Development and the County of Wetaskiwin for the term March 1, 2019 to February 28, 2020 inclusive.

Resolution CG20190312.012
MOVED: by Councillor L. Seely

that Council approve the Annual Mutual Aid Fire Control Plan between Environment and Sustainable Resource Development and the County of Wetaskiwin for the term March 1, 2019 to February 28, 2020 inclusive.

Carried Unanimously

Mr. Zajek left the meeting at 10:02 a.m.

10. NEW BUSINESS

10.1 EQUUS REA - Invitation to Attend 2019 Annual General Meeting - Report

On February 26, 2019 an invitation via email was received from EQUUS regarding the EQUUS Rural Electrification Association (REA) 2019 Annual General Meeting.
The Board of Directors of EQUS REA invited the County of Wetaskiwin Reeve, Terry Van de Kraats or a representative from the County of Wetaskiwin, to join the Board of Directors at the 2019 Annual General Meeting that is being hosted Tuesday, March 26, 2019 in Red Deer, Alberta.

There are three meeting date options and should one of the other dates or locations work better for the County of Wetaskiwin, the County is welcome to join the EQUS REA at that location. The dates and locations are as follows:

- South Area – Monday, March 25, 2019 at The Coast Lethbridge Hotel & Conference Centre
- Central Area – Tuesday, March 26, 2019 at the Radisson Red Deer Hotel
- North Area – Wednesday, March 27, 2019 at the Best Western Sunrise Inn & Suites in Stony Plain, Alberta

The Agenda is as follows:

- 3:00 p.m. to 5:00 p.m. – Registration and Trade Show (coffee and snacks provided)
- 5:00 p.m. to 6:30 p.m. – Annual General Meeting
- 6:30 p.m. to 8:00 p.m. – Dinner

EQUS requests that the County of Wetaskiwin register those attending, including names of guests and location, by Friday, March 15, 2019.

Administration recommended that Council approve the registration of attendees to the EQUS Rural Electrification Association (REA) 2019 Annual General Meeting (AGM), advise which Council members, including guests are able to attend the AGM hosted by EQUS REA at each location, and that Councillor(s) and guest(s) be registered prior to the March 15, 2019 deadline.

Councillor Adair will attend EQUS REA meeting on Mar 27, 2019 in Stony Plain at the Best Western Sunrise Inn & Suites.

Resolution CG20190312.013
MOVED: by Councillor K. Rooyakkers
that Council approve the registration of Councillor Adair to attend the EQUS Rural Electrification Association (REA) 2019 Annual General Meeting (AGM), on Wednesday, March 27, 2019 in Stony Plain at the Best Western Sunrise Inn and Suites and that Councillor Adair be registered prior to the March 15, 2019 deadline.

Carried Unanimously

10.2 Alberta Culture and Tourism 2022 Alberta Winter and Summer Games - Report

Correspondence was received on March 4, 2019 from the Honourable Ricardo Miranda, Minister of Culture and Tourism, inviting the County of Wetaskiwin to consider submitting a bid to host either the February 2022 Alberta Winter Games or the July 2022 Alberta Summer Games.

The Alberta Games are a significant amateur sport and cultural event in our province, providing many benefits to both the host community and to the thousands of Albertans who participate at the local, zone, and provincial level.

The Alberta Games have been awarded to communities of all sizes, located throughout the province. Interested communities must be capable of feeding and accommodating approximately 3,000 athletes, coaches, and technical officials. Municipalities with populations less than 10,000 are encouraged to join together with neighboring communities to submit a joint bid.

The following grant funding would be provided:

<table>
<thead>
<tr>
<th>Operating Grant</th>
<th>$300,000.00</th>
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</thead>
<tbody>
<tr>
<td>Cultural Grant</td>
<td>$70,000.00</td>
</tr>
</tbody>
</table>
Minister Miranda encourages the County of Wetaskiwin to strongly consider this invitation and the many benefits that can result from hosting this event. The economic benefits associated with hosting the Alberta Winter or Summer Games, along with the legacy of developing an experienced base of volunteers, has proven to be outstanding. The successful host municipality is offered the opportunity to showcase its community and talents to participants from all regions of the province, along with numerous spectators and special guests.

The community awarded one of the two 2022 Alberta Games will receive base financial support for operational, cultural, and legacy aspects of the Games. The Guidelines for Communities Bidding to host the 2022 Alberta Winter or Summer Games document is available from Alberta Sport Connection upon request. In addition, Alberta Sport Connection staff are available to provide assistance in preparing a bid.

A letter of interest to host the 2022 Summer Games, together with a letter of support from Municipal or Band council must be received by April 12, 2019.

Completed bids must be received by Alberta Sport Connection no later than June 3, 2019.

Options for Council:
1. That Council approve hosting the February 2022 Winter Games and submit a letter of interest, together with a letter of support from Municipal and Band Councils by April 12, 2019 and complete a bid to host to Alberta Sport Connection no later than June 3, 2019.
2. That Council approve hosting the July 2022 Summer Games and submit a letter of interest, together with a letter of support from Municipal and Band Councils by April 12, 2019 and complete a bid to host to Alberta Sport Connection no later than June 3, 2019.
3. That Council accept the correspondence regarding the 2022 Alberta Winter and Summer Games as information.

Administration recommended that Council accept the correspondence regarding the 2022 Alberta Winter and Summer Games as information.

Resolution CG20190312.014
MOVED: by Councillor J. Bishop
that Administration investigate the bid requirements of hosting the 2022 Alberta Winter/Summer Games and report back to Council at the Thursday, March 14, 2019 Planning and Development Meeting.

Carried Unanimously

10.3 Impact Tourism - Invitation to Get Involved - Report

On March 4, 2019, correspondence was received from Impact Tourism, History Check App for an invitation to get involved.

The County of Wetaskiwin is invited to participate in the award-winning, attractions, history, and services mobile app created for Alberta. History Check is a map-based platform, ready-made to share municipal sites and services to Albertans and an international tourism market.

History Check is live in northern Alberta and will be expanding to the rest of Alberta this summer. Cross-marketing to attract app users has already begun.

At the recent Growing Rural Tourism Conference, Impact Tourism was able to share the app features through an on-screen demo as an Alberta Success Story: Impact Tourism has collaborative efforts already in place with representatives from municipalities and
tourism organizations across Alberta. Later, at the Awards Dinner Impact Tourism was presented with the 2019 Marketing Award.

Some of the highlights of History Check are:

- Return on Investment continues to grow! Once data is entered it will be there for years to come.
- It is a free download and available on the App Store and Google Play.
- Easy to use – with Alberta Community Menus and Near Me location services.
- Search functions allow users to find attractions, products, and services.
- Through organic growth businesses, non-profits, and your local history are included – creating a community guide for every area of the province.
- After southern Alberta is added this summer History Check will be a province-wide tourism app, possibly the first to be so large and inclusive.

The County of Wetaskiwin is invited to join others in participating in this exciting opportunity for Alberta tourism, rural economic development, and the heritage industry.

Impact Tourism is requesting financial assistance which is based on a formula of population plus square kilometers and divided by two. Impact Tourism is open to discussing this figure if the County of Wetaskiwin wishes to inquire further.

If participation is approved, the County of Wetaskiwin will be requested to send Impact Tourism information and GPS locations of the County’s municipal-run attractions and services – any public area that could be of interest to a community guest – so Impact Tourism can upload them to the mobile app.

Administration recommended that Council accept correspondence from Impact Tourism regarding the History Check App as information.

Resolution CG20190312.015
MOVED: by Councillor D. Woitt

that Council accept correspondence from Impact Tourism regarding the History Check App as information.

Carried Unanimously

11. INFORMATION ITEMS

11.1 Alberta Municipal Affairs MSI Amending Agreement until March 31, 2022 - Report

On February 25, 2019 a letter was received from Alberta Municipal Affairs regarding the Municipal Sustainability Initiative (MSI) Funding for 2019.

In Budget 2018 and throughout this past year, the Government of Alberta has confirmed its intent to fulfill the full $11.3 billion funding commitment under the Municipal Sustainability Initiative (MSI). In order to continue to provide MSI funding through the planned conclusion of the program in 2021-22, an amending MSI Memorandum of Agreement is required, as current funding agreements expire on March 31, 2019.

The County of Wetaskiwin has received the amending agreement to extend the MSI funding terms until the conclusion of the program on March 31, 2022.

The government reached a remarkable milestone when the City Charters Fiscal Framework Act was passed in December 2018, establishing ongoing, legislated capital funding for the cities of Calgary and Edmonton, linked to changes in provincial revenues. The Honourable Shaye Anderson, Minister of Municipal Affairs, remains optimistic that through continued dialogue with the municipal associations, the government will establish a similar legislated funding framework for all municipalities as a successor to the MSI.

Minister Anderson looks forward to continued partnership with the County of Wetaskiwin to deliver quality infrastructure and services to Albertans.
Administration recommended that Council accept the letter from Alberta Municipal Affairs regarding the Municipal Sustainability Initiative Amending Agreement until March 31, 2019 be received as information.

**Resolution CG20190312.016**

MOVED: by Councillor K. Adair

that Council approve that Council accept the letter from Alberta Municipal Affairs regarding the Municipal Sustainability Initiative Amending Agreement until March 31, 2019 be received as information.

Carried Unanimously

**11.2 Municipal Sustainability Initiative Funding Approvals - Report**

On March 4, 2019, a letter was received from Alberta Municipal Affairs regarding Municipal Sustainability Initiative (MSI) Funding approvals for the Mulhurst Bay Community Hall and Winfield Rodeo Grounds.

The Government of Alberta is committed to making the lives of Albertans better. By providing significant funding to municipal partners through MSI, the Government continues to assist municipalities in building strong, safe, and resilient communities while respecting local priorities.

The Honourable Shaye Anderson, Minister of Municipal Affairs, was pleased to accept the following eligible projects submitted by the County of Wetaskiwin under the MSI capital program.

- CAP-11164 Mulhurst Bay Community League Hall Upgrade $50,000
- CAP-11165 Winfield Rodeo Grounds Bleacher Replacement $100,000

Municipal Affairs welcomes the opportunity to celebrate MSI project milestones by the County of Wetaskiwin and requests that the County send invitations for these events to Minister Anderson’s office.

Administration recommended that Council accept the Municipal Sustainability Initiative Funding Approvals for Mulhurst Bay Community League Hall Upgrades and the Winfield Rodeo Grounds Bleacher Replacement as information.

**Resolution CG20190312.017**

MOVED: by Councillor K. Rooyakkers

that Council approve the Municipal Sustainability Initiative Funding Approvals for Mulhurst Bay Community League Hall Upgrades and the Winfield Rodeo Grounds Bleacher Replacement as information.

Carried Unanimously

**12. RECESS**

The meeting recessed at 10:30 a.m.

**13. RECONVENED**

The meeting reconvened at 1:30 p.m.

**14. DELEGATION - 1:30 P.M. - Dave Dittrich - Zap Consulting**

A delegation consisting of Dave Dittrick, Zap Consulting and Jeff Chipley, Assistant CAO entered the meeting at 1:30 p.m.

**14.1 Efficiency Audit - Report**

At the Council General meeting held December 18, 2018, Council discussed conducting an efficiency audit of the County of Wetaskiwin to review policies and procedures based on the level of service of the County of Wetaskiwin 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 Woitt

Carried"

At the Council General meeting held January 29, 2019, Council was advised that Administration investigated three (3) municipalities who conducted an audit and the costs associated with the audit.

A discussion ensued on the audit review and reasons why an audit would be beneficial for the operations of the County. Council also discussed 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.

At that time Council resolved the following resolutions:

"Resolution No. 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.

In Favor: Terry Van de Kraats, Dale Woitt, Ken Adair

Opposed: Josh Bishop, Kathy Rooyakkers, Lyle Seely

Absent: Bill Krahn

Defeated"

"Resolution No. 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.

In Favor: Josh Bishop, Kathy Rooyakkers, Lyle Seely

Opposed: Terry Van de Kraats, Dale Woitt, Ken Adair

Absent: Bill Krahn

Defeated"

"Resolution No. 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.

In Favor: Josh Bishop, Dale Woitt, Ken Adair, Kathy Rooyakkers, Lyle Seely

Opposed: Terry Van de Kraats

Absent: Bill Krahn

Carried"

At the Council General Meeting held February 11, 2019, Council was advised that Administration investigated three (3) more reviews of municipalities.

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 occur and then provide Administration direction.
During the meeting, the following resolution was approved by Council:

"Resolution No. 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.

In Favor: Josh Bishop, Bill Krahn, Dale Woitt, Ken Adair, Kathy Rooyakkers, Lyle Seely

Opposed: Terry Van de Kraats

Carried”

As such, Administration invited Mr. Dave Dittrich from Zap Consulting to present to Council regarding the process on conducting an efficiency audit. Mr. Dittrich was in attendance.

Administration recommended that Council provide direction in regard to the County of Wetaskiwin moving forward with an efficiency audit.

Mr. Dittrick, from Zap Consulting provided a presentation to Council. Highlights of the presentation are as follows:

- Types of Reviews - Service versus Capacity
- Municipal Service Level Reviews
- Municipal Service Capacity Reviews

Both Municipal Service Level Reviews and Municipal Service Capacity Reviews may be undertaken to support the strategic planning process.

Municipal Service Level Reviews focus on the "what", meaning the municipal service provided. A Municipal Service Level Review offers a number of deliverables which:

- Assist in the budget process in that it provides significant information to ensure there are adequate resources to fund the desired level of service.
- Confirms to Council that services provided are in alignment with their vision.
- Provides for a municipal comparison providing both Administration and Council with additional indicators.

It is important to note that a Service Level Review is not intended to grade the performance; rather, it is conducted in order to present to Council the Level of Services provided. Typically service level grades are used when comparing the level of service provided. There are three service levels: Low, Moderate and Leading. Low is when the level of service provision is lower than those averaged in the Municipal comparison; and low grade still meets/exceeds minimum mandated standards. Moderate is when the level of service provision meets those averaged in the Municipal comparison. Leading is when the level of service provision exceeds those averaged in the Municipal comparison.

Municipal Service Capacity Reviews focus on the "how" meaning how the municipality goes about delivering municipal services. A Municipal Service Capacity Review arises from:

- An identified need to examine the current organization to determine whether it has the capacity to deliver existing services.
- Recognizing that addressing future needs is important, it is also recognized that it is important to understand where the municipality is today before it sets off to build for tomorrow.
- Understanding that the current situation is the focus. This means determining whether the municipality has a team that "brings something to the table", or whether changes can be made to achieve the desired results.

It was noted that interviewing the team is part of the audit. Approximately 20 employees would be interviewed, in the County. The number is based on the organisations size. Review of staffing would be completed which focuses on the skill sets, level/numbers, and the cost in relation to service levels needed now and in the future. The intent is to take a fresh look at the municipality's staff resources and the service demands the municipality needs to meet and match the needs as cost effectively as possible.
Central to the service level review is an understanding of the strategic vision of the municipality. While still looking forward, a Consultant will take this opportunity to take a snapshot of today and perform a diagnostic of the current environment which include: Capability of current resources (does the municipality have the right resources), Capacity of current resource levels (does the municipality have enough of the right resources), efficiency and effectiveness of the current process and appropriateness of current organization structures.

Another step is a review of what the organization focuses on. This is done by understanding the strategic objectives and direction of the municipality and taking this into account as the review is conducted, looking to see if the processes and resources are in place and are being applied consistently and effectively, and by ensuring that the “whole” works together to achieve the intended purpose of the organization. Only by bringing these together can a service capacity review produce meaningful results.

The Service Capacity Review will examine the courses of action and viable options to: improve effectiveness, efficiency, responsiveness and to identify cost savings, staffing numbers/training needs, staff capability assessment and accountability system needs.

The typical outcomes of a Service Capacity Review will identify recommendations with respect to each of the key areas of concern and opportunity. Selected courses of action based on a rational examination of the ability of the course of action to make a significant contribution to meeting Municipal Strategic Objectives, increasing efficiency and/or effectiveness in the delivery of municipal services, providing improved service delivery and/or organizational efficiency, and to increase responsive of Administration to Council's needs.

Resolution CG20190312.018
MOVED: by Councillor K. Rooyakkers

that Council table the decision of the Efficiency Audit pending additional information on Council’s options.

Carried Unanimously

Mr. Dittrick, left the meeting at 2:09 p.m.

15. ADJOURN

Resolution CG20190312.019
MOVED: by Councillor B. Krahn

that the Council General meeting adjourn at 2:32 p.m.

Carried Unanimously