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 9:07 a.m. on Tuesday, April 9, 2019.

2. **APPROVAL OF AGENDA**

Resolution CG20190409.001

MOVED: by Councillor L. Seely

to approve the following addition to the agenda for the Council General Meeting, Tuesday, April 9, 2019:

**ADDITION UNDER: New Business**

- Federation of Canadian Municipalities 2019 Conference - Report

and that the agenda be approved as amended.

Carried Unanimously

3. **MINUTES APPROVAL**

3.1 **Council General Minutes, March 12, 2019**

Resolution CG20190409.002

MOVED: by Councillor J. Bishop

to approve the minutes for the Council General meeting held Tuesday, March 12th, 2019 as presented.

Carried Unanimously

3.2 **Council General Minutes, March 26, 2019**

Resolution CG20190409.003

MOVED: by Reeve T. Van de Kraats

to approve the minutes for the Council General meeting held Tuesday, March 26th, 2019 as presented.

Carried Unanimously

4. **COUNCILLOR REPORTS**
Councillor B. Krahn did not provide a hard copy of his report and therefore reported that he attended the following events in the month of March:

- Yellowhead Regional Library Meeting - it was indicated that the rates would be dropping.
- Millet Intermunicipal Collaboration Framework (ICF)
- P&D Council Meeting
- Division 1 Road Tour
- Council General Meeting

Resolution CG20190409.004
MOVED: by Councillor D. Woitt
that the Councillor's March 2019 reports be accepted as presented.

Carried Unanimously

5. **ADMINISTRATION REPORTS**

5.1 **CAO Month End Report - March, 2019-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 March, 2019 monthly report (copy attached to these minutes).

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

Resolution CG20190409.005
MOVED: by Councillor J. Bishop
that Council approve Mr. R. Hawken, CAO's March, 2019 monthly report be accepted as presented.

Carried Unanimously

6. **DELEGATION - 9:30 A.M. - Geoff Lynch, Director of Leisure & Community Services**

A delegation consisting of Geoff Lynch, Director of Leisure and Community Services entered the meeting at 9:42 a.m.

6.1 **Remote Building Management System – Additional information on alternative cooling methods to ammonia-Report**

On March 26th, 2019 Council General Meeting Council carried unanimously to table the decision on the remote building management system, pending additional information on alternative cooling methods to ammonia. (Ref. Resolution #CG20190326.012)

Administration contacted Cimco Refrigeration to gather further information regarding the CO2 Ice Rink System that was discussed. Below is a description of the CO2 system.

CO2 is a natural, non-toxic, and non-flammable choice with no net greenhouse gas effect. And, like ammonia, CO2 has little impact on the environment with a Global Warming Potential (GWP) of 1. Since 2011, CO2 is has become a reasonable alternative to Freon systems strongly aligning to environmental and safety objectives of new rink owners.

CIMCO has now installed over 20 CO2 ice rinks across North America which represents approximately 5% of all new rink installs.

Administration has also inquired about potential costs to convert the Winfield Arena from its Ammonia based system to the new CO2 system. Please note that the costs below do not include any retrofitting that may be required to convert from Ammonia to CO2.

1. Indoor CO2 skid; portable building set up and gas cooler, approximate costs are between $1,000,000.00 to $1,200,000.00.
2. Outdoor fitted CO2 skid does not require a building enclosure, approximate costs are $875,000.00 to $900,000.00.

After reviewing the cost associated with the possible conversion of the Winfield Arena from ammonia to CO2, Administration recommends that Council budget $70,000.00 from the 2019 MSI Operating allocation for installation of a "Remote Building Management System" as well as costs to purchase three "Industrial Airhawk 2 400 face masks".

- Remote Building Management System - $40,000.00 - $60,000.00
- Three face masks - $10,000.00
- Annual Fit Test costs - $300.00

Once a budgeted amount has been allocated, Administration will comply with the County of Wetaskiwin Purchasing Policy #1907.

Options:

1. Council accept Administrations request to budget $70,000.00 from the County of Wetaskiwin MSI Operating allocation for the 2019 budget for the purchase of a "Remote Building Management System" and three "Industrial Airhawk 2 4000 face masks" for the Winfield arena.

2. Council deny to budget $70,000.00 from the County of Wetaskiwin MSI Operating allocation for the 2019 budget for the purchase of a "Remote Building Management System" and three "Industrial Airhawk 2 4000 face masks" for the Winfield arena.

3. Council deny to budget $70,000.00 from the County of Wetaskiwin MSI Operating allocation for the 2019 budget for the purchase of a "Remote Building Management System" and three "Industrial Airhawk 2 4000 face masks" for the Winfield arena and investigate funding options to install a CO2 arena system to replace the current ammonia refrigeration system in the Winfield Arena.

Administration recommended that Council budget $70,000.00 from the County of Wetaskiwin MSI Operating allocation for the 2019 budget for the purchase of a "Remote Building Management System" and three "Industrial Airhawk 2 4000 face masks" for the Winfield arena.

**Resolution CG20190409.006**

MOVED: by Councillor K. Adair

that Council budget $70,000.00 from the County of Wetaskiwin MSI Operating allocation for the 2019 budget for the purchase of a "Remote Building Management System" and three "Industrial Airhawk 2 4000 face masks" for the Winfield arena.

Carried Unanimously

Mr. Lynch left the meeting at 9:48 a.m.

7. **DELEGATION - 10:00 A.M. - Eric Hofbauer, Director of Finance**

A delegation consisting of Chantel Nakonechny, Accountant entered the meeting at 9:50 a.m.

7.1 **Accounts Payable Cheque #137396 to Cheque #137621-Report**

Accounts Payable Cheque #137396 to Cheque #137621 (March 15 to March 29, 2019) report was presented to Council.

Administration recommended that Council accept the Accounts Payable Cheque #137396 to Cheque #137621 (March 15 to March 29, 2019) report as presented.

**Resolution CG20190409.007**

MOVED: by Councillor K. Adair

that Council accept the Accounts Payable Cheque #137396 to Cheque #137621 (March 15 to March 29, 2019) report as presented.

Carried Unanimously

7.2 **Bank Reconciliations-Report**
Each month the Bank Reconciliation is prepared and balanced to the General Ledger. The Bank Reconciliation reviews the County's financial position in the following areas: General Account, Tax Sales Surplus Account, Community Reserves, Camping Fees (ATB Financial), Bank Receipts, Bank Payments and Investments.

Mr. Hofbauer reviewed in detail the Bank Reconciliation for the month of January 2019 with a recommendation for Council to approve the report as presented.

Resolution CG20190409.008
MOVED: by Councillor K. Rooyakkers
that Council approve the Bank Reconciliation for the month of January 2019 as presented.

Carried Unanimously

Ms. Nakonechny left the meeting at 9:55 a.m.

10. RECESS
The meeting recessed at 9:55 a.m.

11. RECONVENED
The meeting reconvened at 10:00 a.m.

A delegation of consisting of Sharon Radis, Communications Officer; Geoff Lynch, Director of Leisure and Community Services; and Jeff Chipley, Assistant CAO entered the meeting at 10:00 a.m.

12. UNFINISHED BUSINESS

12.1 Citizen Engagement Sessions Summary Report - Report
At the December 4, 2018 Council meeting, Council resolved to host two Citizen Engagement Sessions in February 2019, one at Winfield February 27 and one at Millet February 28 to discuss recreation.
(Ref. Call2Order Resolution #CG20181204.1021)

Upon further discussion between Council and Administration, it was agreed that the Citizen Engagement Sessions focus on the sustainability of recreation facilities and community halls, subsequent to the 2014 Recreation Needs Assessment and Master Plan, and Council Strategy.

The Recreation Needs Assessment was completed to document the present and future needs for recreation, trails, parks, open spaces and programs in the County of Wetaskiwin. This was achieved by identifying possible needs that are not currently being met, creating an inventory of current indoor and outdoor recreation facilities, and evaluating programs and services. Through this study, strategies were provided to meet identified needs for the residents of the County of Wetaskiwin No. 10 over the next 15 years. Specific questions for the engagement sessions were based on the Recreation Needs Assessment and Master Plan Implementation Strategy.

It was also agreed that a general County project update be provided at the sessions for information purposes.

A summary report for the events was provided for Council's review and direction of next steps.
Alternatives include:
1. Accept the Citizen Engagement input on the Sustainability of Recreation Facilities and Community Halls as information and continue with current funding model.
2. Provide administration direction on investigating facility nodes and funding models for 2020.
3. Other option as directed by Council.

Administration recommended Council approve investigating facility nodes and funding models for 2020.

General discussion ensued on what the next steps should be for the future.
Resolution CG20190409.009
MOVED: by Councillor L. Seely

that Administration and Council collaborate to investigate the creation of facility nodes and funding models for recreation facilities and community halls.

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Results: 6 in Favour, 1 Opposed
Carried (6 to 1)

The delegation left the meeting at 10:26 a.m.

12.2 Building Security Winfield Shop Update-Report

At the March 26, 2019 Council General meeting Council was presented with information on the Building Security at the Winfield Public Works Shop. At that time, Council resolved to approve the installation of a security system and cameras at the Winfield Public Works Shop and that further information be gathered on the keyless entry system and that it be brought back to the April 9th, 2019 Council General meeting. (Ref. Resolution #CG20190326.018)

Council was concerned on the cost of the keyless entry system. Administration has reviewed the cost and has providing the following alternative. By having less pin pads it reduces the required number of controls. The original quote had seven pin pads, which required two controls; by reducing the number of pin pads to four and installing deadbolts in the remainder three doors this will reduce the cost by almost half. By only having four pin pads reduces the amount of controls needed, lowering the cost significantly. The original quote for the keyless entry system was $18,989.00 plus GST and with the changes noted above the new quote is $9,955.00 plus GST.

By upgrading the Winfield Public Works Shop with a keyless entry system, the County is lowering the amount of keys that are circulating and eliminates the chance of keys being stolen. With a keyless entry system, when an employee no longer works for the County, the keyless entry system is updated to not include that entry code, which is much easier than trying to retrieve keys and not knowing if the keys have been duplicated.

By continuing with Red Deer Lock and Safe the County of Wetaskiwin will be tying into an existing system and therefore does not require for additional request for proposals (RFP) from other companies. It would not be wise for the County to have two different security systems.

Options for Council include:

1. To approve the revised quote from Red Deer Lock and Safe for the installation of the keyless entry system for the Winfield Public Works Shop in the amount of $9,955.00 plus GST.
2. To deny the revised quote from Red Deer Lock and Safe for the installation of the keyless entry system for the Winfield Public Works Shop in the amount of $9,995.00.
plus GST and that the Winfield Public Works Shop remain status quo with the standard keyed entry system.

Administration recommended that Council approve the revised quote from Red Deer Lock and Safe for the installation of the keyless entry system for the Winfield Public Works Shop in the amount of $9,955.00 plus GST.

Council suggested to move to digital locks.

Resolution CG20190409.010
MOVED: by Councillor K. Rooyakkers
that Council approve the revised quote from Red Deer Lock and Safe for the installation of the keyless entry system for the Winfield Public Works Shop in the amount of $9,955.00 plus GST.

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<td>Councillor L. Seely</td>
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Results: 2 in Favour, 5 opposed
Defeated (2 to 5)

Resolution CG20190409.011
MOVED: by Councillor K. Rooyakkers
that Administration investigate if quotes for the current monitoring system for the Winfield Arena and the County Office were presented to Council and if the cost was presented to Council through a Request for Proposal or Budget.

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Results: 6 in Favour, 1 opposed
Carried (6 to 1)

12.3 Efficiency Audit Third Update- Report

On March 12, 2019 at the request of Council, Mr. Dave Dittrick presented some options to Council for a review of the organization.
As outlined in the presentation by Mr. Ditrick, 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 services provided. 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. They are:

- **Low** – when the level of service provision is lower than those averaged in the Municipal comparison. *
- **Moderate** – when the level of service provision meets those averaged in the Municipal comparison.
- **Leading** – when the level of service provision exceeds those averaged in the Municipal comparison.

* Low grade still meets/exceeds minimum mandated standards.

**Municipal Service Capacity Reviews** focus on the “how” – meaning how the municipality goes about delivering municipal services.

A Municipal Service Capacity Review arises from:

1. An identified need to examine the current organization to determine whether it has the capacity to deliver existing services.
2. 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.
3. 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.

Review of staffing focuses on:

- Skill sets;
- Level (numbers);
- Cost in relation to service levels needed now and in the future.

Intent is to take a “fresh look” at the municipality’s staff resources and the service demands they need to meet and match them as cost effectively as possible.

Review of the organization focuses on:

- 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.
- Ensuring that the “whole” works together to achieve the intended purpose of the organization.

Only by considering all of these together can a service capacity review produce meaningful results.

**Potential Deliverables**

- Improve Effectiveness
- Improve Efficiency
- Improve Responsiveness
- Identify Cost Savings (Capital and Operating)
- Identify Staffing Numbers and Training Needs
- Identify Staff Capability Assessment
- Identify Accountability System Needs

**Typical Outcomes**
• 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
• Increase responsiveness of Administration to Council’s needs.

Prior to moving forward, Council should determine both the desired Outcomes, Deliverables and Strategies to meet their goals. Further, in order to better determine individual staff performance, Council should also consider setting performance measures in each department that relate directly to the strategic goals of Council. Performance measures can set out the quality and/or quantity of information that a department is to process on average. By setting performance measures, the CAO will better be able to manage the performance of staff and report to Council on the resources required in order to meet those performance measures.

1. Provide direction to Administration with desired Outcomes and Strategies to prepare a Request for Proposal (RFP) to proceed with an audit.
2. Provide direction to Administration regarding creation of performance measures within each business unit.
3. Accept the update as information rescind resolution #CG20190129.019 to budget and proceed with an efficiency audit.

Administration recommended that Council provide direction on which alternative(s) they wish to proceed with.

General discussion ensued on the efficiency of County of Wetaskiwin and what the next steps should be.

Resolution CG20190409.012
MOVED: by Councillor J. Bishop
that Administration send out a Request for Proposal for a service capacity review with the following deliverables and outcomes to review the efficiency of the County of Wetaskiwin:

Deliverables
• Improve Effectiveness
• Improve Efficiency
• Improve Responsiveness
• Identify Cost Savings (Capital and Operating)
• Identify Staffing Numbers and Training Needs
• Identify Staff Capability Assessment
• Identify Accountability System Needs

Outcomes
• 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
• Increase responsiveness of Administration to Council’s needs.

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Council General Meeting, April 9, 2019

Councillor L. Seely  
Results  
5 2  
Carried (5 to 2)

12.4 APLM Request to Support the Summer Village of Crystal Springs Grant Application as is, or Re-purposed Grant Application-Report

At the February 26, 2019 Council General Meeting Council accepted Mr. Ian Rawlinson’s request for retraction of the letter sent to Municipal Affairs regarding the Summer Village of Crystal Spring’s Alberta Community Partnership (ACP) grant approval of $200,000 as information and advise Alberta Municipal Affairs that the County of Wetaskiwin does not support the grant application. (Ref. Resolution CG20190226.012)

On March 18, 2019 Administration sent a letter to the Village of Crystal Springs and sent a carbon copy to Municipal Affairs that read as follows:

“Administration presented your request, to withdraw the letter to Alberta Municipal Affairs regarding the Alberta Community Partnership (ACP) Grant to Council at the February 26, 2019 Council General meeting. At that time Council resolved the following:

‘that Council accept Mr. Ian Rawlinson’s request for a retraction of the letter sent to Alberta Municipal Affairs regarding the Summer Village of Crystal Spring’s Alberta Community Partnership grant approval of $200,000 as information and advise Alberta Municipal Affairs that the County of Wetaskiwin does not support the grant application.’

The County of Wetaskiwin and the Alliance of Pigeon Lake Municipalities (APLM) have never supported the funding request for the implementation of the Pigeon Lake Watershed Management Plan. The County of Wetaskiwin also feels the process was not followed and it was insinuated at the February 20, 2019 APLM meeting that if the funding was received it could be relocated to a project not applied for under the grant and the County of Wetaskiwin is of the opinion that this is inappropriate.

Should you have any questions or concerns, please contact the undersigned at 780-361-6223 or Rod Hawken, CAO”

At the March 20, 2019 APLM a resolution was carried that members of the APLM will formally ask their respective councils to support the Summer Village of Crystal Springs provincial grant application, as is, or to support a repurposed grant application to be determined by the APLM no later than July 2019.

Council has two alternatives to consider:

1. To reconsider the Alliance of Pigeon Lake Municipalities (APLM’s) request to support the Village of Crystal Springs Provincial Grant Application, or to support a repurposed grant application.

2. To accept the Alliance of Pigeon Lake Municipalities (APLM’s) request to support the Village of Crystal Springs Provincial Grant Application, or to support a repurposed grant application as information and advise the APLM and the Village of Crystal Springs that the County of Wetaskiwin does not support Crystal Springs Provincial Grant Application or a repurposed Grant Application until such time more information with respect to the Grant Application is received.

Administration recommended that Council accept the Alliance of Pigeon Lake Municipalities (APLM’s) request to support the Crystal Springs Provincial Grant Application, or to support a repurposed grant application as information and advise the APLM and the Village of Crystal Springs that the County of Wetaskiwin does not support Crystal Springs Provincial Grant Application or a repurposed Grant Application until such time more information with respect to the Grant Application is received.

Resolution CG20190409.013

MOVED: by Councillor L. Seely

that Council accept the Alliance of Pigeon Lake Municipalities (APLM’s) request to support the Crystal Springs Provincial Grant Application, or to support a repurposed grant application as information and advise the APLM and the Village of Crystal Springs that the County of Wetaskiwin does not support Crystal Springs Provincial Grant Application or a repurposed Grant Application until such time more information with respect to the Grant Application is received.
Council General Meeting, April 9, 2019

Application or a repurposed Grant Application until such time more information with respect to the Grant Application is received.

Carried Unanimously

13. **NEW BUSINESS**

13.1 **Tender Results for One Hydraulic Gooseneck 55 Ton Tridem Lowbed Trailer - Report**

At the December 18, 2018 Council General meeting the 2019 Interim Capital Budget was approved and included $180,000.00 to replace TR0104. The budget amount was based on a transfer of $75,678 from capital assets reserves. (Ref. Resolution #CG20191218.1028)

The tender was advertised on Alberta Purchasing Connection and closed on March 27, 2019 with the following seven bids received:

<table>
<thead>
<tr>
<th>BIDDER</th>
<th>NEW LOWBOY TRAILER   (TR01)</th>
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<tr>
<td>Gerry’s Trailers Sales</td>
<td>$120,862.00</td>
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<tr>
<td>Hayworth Equipment Sales Inc.</td>
<td>$122,008.00</td>
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<tr>
<td>Diamond International Trucks Ltd.</td>
<td>$132,286.67</td>
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<tr>
<td>Southland International Trucks Ltd.</td>
<td>$133,600.00</td>
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<tr>
<td>Competition Trailer Sales Inc.</td>
<td>$138,259.00</td>
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<tr>
<td>Summit Trailer Ltd.</td>
<td>$139,108.00</td>
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<tr>
<td>Kingpin Trailers</td>
<td>$111,976 USD ($150,137.42 CAD)</td>
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This unit will be TR2420 and will replace TR0104.

Administration has reviewed the tenders submitted and recommend awarding to the low bid of $120,862.00, plus GST, from Gerry’s Trailer Sales for the purchase of one new 2020 SSTLB Hydraulic Gooseneck 55 Ton Tridem Lowbed.

**Resolution CG20190409.014**

MOVED: by Councillor K. Adair

that Council approve the purchase of one new 2020 SSTLB Hydraulic Gooseneck 55 Ton Tridem Lowbed from Gerry’s Trailer Sales for $120,862.00, plus GST and that up to $20,000.00 be transferred from reserves, to cover the cost.

Carried Unanimously

13.2 **Outstanding Fire Charges - Buck Lake/Alder Flats Fire Department - Report**

On April 29, 2017, the Buck Lake/Alder Flats Fire Department was dispatched to 55057A TWP 454, to extinguish a grass fire.

The fire invoice totaling $5,600.00 was mailed on August 8, 2017, a letter was sent October 7, 2017, another letter was sent December 15, 2017 when the Accounts Manager position changed, a registered letter was sent January 18, 2018, civil claim was filed February 13, 2018, request for noting in default was filed March 21, 2018.

On April 5, 2018 a registered letter was sent to the Administrator for the Estate and arrangements were made for a payment plan. To date $600.00 has been paid toward the account and the Administrator for the Estate has now requested the outstanding amount be added to the tax roll. The Administrator for the Estate is in the process of settling the estate.
County of Wetaskiwin Fire By-law 2019/10 Section 14.5 states:

“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.”

Municipal Government Act Section 553 - Adding Amounts owing to tax roll, Section (1)(g) states:

"533(1) - a council may add the following amounts to the tax roll of a parcel of land:
(g) - If the municipality has passed a bylaw 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 Administrator for the Estate indicated authorization to add the outstanding amount of $5,000.00 be added to tax roll #399700 to cover the outstanding amount due to the Buck Lake/Alder Flats Fire Department.

Administration recommended that Council approve the outstanding amount of $5,000.00 be added to tax roll #399700 to cover the outstanding amount due to the Buck Lake/Alder Flats Fire Department for a grass fire on April 29, 2017.

Resolution CG20190409.015
MOVED: by Councillor B. Krahn
that Council approve the outstanding amount of $5,000.00 be added to tax roll #399700 to cover the outstanding amount due to the Buck Lake/Alder Flats Fire Department for a grass fire on April 29, 2017.

Carried Unanimously

13.3 Pigeon Lake Watershed Association – Invitation to Annual Pigeon Lake Leaders Session 2019 - Report

An invitation was received from the Pigeon Lake Watershed Association (PLWA) to attend their annual Pigeon Lake Leaders Session on Saturday, April 27th, 2019 from 8:30 to 3:00 p.m. at the Nisku Recreation Centre, 606 18 Avenue in Nisku Alberta. There is no charge to attend the session.

The Leader Session is an annual meeting co-hosted by the Pigeon Lake Watershed Association and the Alliance of Pigeon Lake Municipalities.

The goal is to foster greater synergies among businesses, Maskwacis Cree, municipalities, the province, and healthy-lake partners to action the Pigeon Lake Watershed Management Plan.

Speakers will speak on the health of the lake, land use bylaws and environment provisions. Speakers include:

- Rolf Vinebrooke, University of Alberta
- Bradley Peter, Alberta Lake Management Society
- Jane Dauphinee, Municipal Planning Services

Administration recommended that Council advise who is able to attend the Pigeon Lake Watershed Association – Annual Pigeon Lake Leaders Session on Saturday, April 27, 2019 at Nisku Recreation Centre from 8:30 a.m. to 3:00 p.m.

Resolution CG20190409.016
MOVED: by Councillor L. Seely
that Councillor D. Woitt be registered to attend the Pigeon Lake Watershed Association – Annual Pigeon Lake Leaders Session on Saturday, April 27, 2019 at Nisku Recreation Centre from 8:30 a.m. to 3:00 p.m.

Carried Unanimously
13.4 Wetaskiwin Co-op, Falun Branch Grand Reopening - Report

On March 25, 2019 correspondence was received from the Assistant Branch Manager at the Falun Co-op regarding the Grand Reopening of the Falun Co-op.

The Wetaskiwin Co-op, Falun Branch, is having a Grand Reopening on Friday, May 3, 2019. The ribbon cutting ceremony is planned for 10 a.m. The Grand Reopening of the store is to show the public the new improvements and redesign of the entrance to the store, the new kiosk to meet with government regulations for pre-pay fuel and the changes to accommodate the public.

Some of the highlights of the day include:

- Equity cheques will be hand out
- Toonie BBQ
- Cooper the Mascot
- Kids activities
- Outside suppliers available to learn landscaping, staining, feed and oil

The Falun Co-op would like to have two members from the County present at the ribbon ceremony to show support. The Falun Co-op requests that the County of Wetaskiwin register for the event.

Administration recommended that Council advise which Council members are able to attend the Grand Reopening of the Wetaskiwin Co-op, Falun Branch to be held at the Falun Co-op on Friday, May 3, 2019 with ribbon cutting at 10 a.m.

Resolution CG20190409.017
MOVED: by Reeve T. Van de Kraats

that Councillor K. Adair attend the Grand Reopening of the Wetaskiwin Co-op, Falun Branch to be held at the Falun Co-op on Friday, May 3, 2019 with ribbon cutting at 10:00 a.m.

Carried Unanimously

13.5 Wetaskiwin & Area Lodge Authority Audited Financial Statements for Period Ended December 31, 2018 - Report

On April 3, 2019 a letter was received from Wetaskiwin & Area Lodge Authority (WALA) providing their Audited Financial Statements for period ended December 31, 2018. A copy of the letter and the enclosed Financial Statements has been provided for Council’s information.

Administration recommended that Council accept the Wetaskiwin & Area Lodge Authority (WALA) Audited Financial Statements for period ended December 31, 2018 as information.

Resolution CG20190409.018
MOVED: by Reeve T. Van de Kraats

that Council accept the Wetaskiwin & Area Lodge Authority (WALA) Audited Financial Statements for period ended December 31, 2018 as information.

Carried Unanimously

13.6 RECESS

The meeting recessed at 11:23 a.m.

Ms. Finseth, Municipal Intern left the meeting.

13.7 RECONVENED

The meeting reconvened at 11:29 a.m.

13.8 Amendments to Vacation Leave Policy #12.2.4 - Report

The Vacation Leave Policy #12.2.4 was reviewed and amended to make the Policy current in content and formatting, this Policy was created in 2000, with the most
Council General Meeting, April 9, 2019

current amended in 2014 by Resolution CG20141216.1014. The Policy was presented to Directors at the February 20, 2019 Director’s meeting and approved with one amendment as follows (Ref. Resolution #DM20190220.005):

Section 1.1.2 amended to include “Based on the number of hours outlined in an employee’s letter of offer.”

There were several other changes made to this policy, the most significant being addition of section 2.7 “An employee who starts employment before the 15th of the month will be credited for the full month accrual. If they start the 15th or later, they will be credited for half months accruals.”

Policy Statement:
For all employees, the following vacation benefits apply:

1.1.1. An employee shall be entitled to an annual vacation with pay as follows:
- 1 to 7 years of service – three (3) weeks
- 8 to 14 years of service – four (4) weeks
- 15 to 19 years of service – five (5) weeks
- 20 years or more of service – six (6) weeks

1.1.2. That one week be interpreted as five working days based on the number of hours outlined in an employee’s letter of offer.

Redlined and final copies of the Vacation Leave Policy #12.2.4 have been provided for Council’s review.

Administration recommended that Council approve the amendments to Vacation Leave Policy #12.2.4 as presented.

Resolution CG20190409.019
MOVED: by Councillor L. Seely

that Council approve the amendments to Vacation Leave Policy #12.2.4 as presented.

Carried Unanimously

13.9 Amendments to Staff & Council Benefits Policy #12.2.11-Report

The Staff & Council Benefits Policy #12.2.11 was reviewed and amended to make the Policy current in content and formatting, this Policy was created December 2009. The Policy was presented to Directors at the February 20, 2019 Directors meeting and approved as presented (Ref. Resolution #DM20190220.007). There was a single change made to the policy as follows:

- Addition of Section 8. Where staff are eligible and request to remain on benefits while on leave, they must pay 100% of the benefit premium. This option can only be accessed for a maximum 24 months.

Policy Statement:

The County of Wetaskiwin No. 10 realizes the benefits to providing staff benefits in order to recruit and retain employees. All permanent employees are entitled to participate in the benefit plans. Permanent part-time employees shall be entitled to participate as per guidelines and regulations of the benefit carriers. Seasonal and casual employees will not be provided the opportunity to participate.

Redline and Final versions of this policy have been provided to Council for review.

Administration recommended that Council approved the amendments to Staff & Council Benefits Policy #12.2.11 as presented.

General discussion ensued on why Staff and Council are in the same Policy.

Resolution CG20190409.020
MOVED: by Councillor L. Seely
that Council approve the amendments to the Staff & Council Benefits Policy #12.2.11 as presented with the addition amendment of the word "Council" being removed from the Policy and that Administration draft a separate policy for Council benefits.

Carried Unanimously

13.10 Amendments to Compassionate Care Leave Policy #12.2.12-

Report

The Compassionate Care Leave Policy #12.2.12 was reviewed and amended to make the Policy current in content and formatting, this Policy was created May 2014. The Policy was presented to Directors at the February 20, 2019 Director’s meeting and approved as presented (Ref. Resolution #DM20190220.008). There were several changes made to this policy, the most significant being:

- Complete Replacement of Section 2.3 and 2.4 to replace the definition of Employee Family Members to coincide with the definition provided by the Alberta Government.
- Replaced the word “seriously” with “gravely” throughout the policy.
- 2.3. Employee’s family members:
  - 2.3.1. Spouse, adult interdependent partner or common-law partner
  - 2.3.2. Children (and their partner/spouse)
  - 2.3.3. Current or former foster children (and their partner/spouse)
  - 2.3.4. Current or former wards
  - 2.3.5. Parents, step-parents and/or current or former guardians (and their partner/spouse)
  - 2.3.6. Current or former foster parents
  - 2.3.7. Siblings, half-siblings, step-siblings (and their partner/spouse)
  - 2.3.8. Grandchildren, step-grandchildren (and their partner/spouse)
  - 2.3.9. Grandparents, step-grandparents
  - 2.3.10. Aunts, uncles, step-aunts, step-uncles (and their partner/spouse)
  - 2.3.11. Nieces, nephews (and their partner/spouse)
  - 2.3.12. A person the employee isn’t related to but considers to be like a close relative
- 2.4. Family members of employee’s spouse, common-law or adult interdependent partner:
  - 2.4.1. Children (and their partner/spouse)
  - 2.4.2. Current or former wards
  - 2.4.3. Parents, step-parents, foster parents
  - 2.4.4. Sibling, half-sibling, step-sibling
  - 2.4.5. Grandparents
  - 2.4.6. Grandchildren
  - 2.4.7. Aunts, uncles
  - 2.4.8. Nieces, nephews
- Amended Section 3.1.3, An employee wishing to take leave has be employed with the County of Wetaskiwin for a period no less than: from 52 consecutive weeks to 90 consecutive days.
- Amended Section 3.3, The maximum amount of compassionate care leave which may be taken: increased from eight (8) weeks to twenty-seven (27).
  - The leave period may be broken up: from two replaced with multiple.
  - 3.6. Compassionate care leave ends when the earliest of one of the following occurs:
    - 3.6.1. The last day of the work week in which the family member dies.
    - 3.6.2. The twenty-seven weeks of compassionate care leave ends, or;
    - 3.6.3. The last day of the work week in which the employee ceases to provide care or support to the seriously ill family member.
- Amended Sections 3.7 and 3.8, An employee must provide: reduced from two (2) weeks’ notice to resume work to one (1) week notice to resume work.
- Amended section 3.9: Amended to increase the length of time from eight (8) to twenty-seven (27) weeks for an employee to communicate intentions to resume work before job protections can no longer be guaranteed.

Policy Statement:
1. Compassionate Care leave is a benefit entitled to full time and part time employees as set out in the Alberta Employment Standards Code (Part 2, Division 7.2). The legislation entitles employees, who qualify, to a period of leave without pay at the end of which they must be reinstated in their position occupied when the leave started or an equivalent position.

Under the Alberta Employment Standards Code, an employee who is a primary caregiver is entitled to compassionate care leave to give care or support to a seriously gravely ill family member who is in risk of death within 26 weeks (6 months). The gravely ill family member is not required to live in Alberta.

Recognizing the importance of family and keeping within the governing legislation, the County of Wetaskiwin No. 10 has established a Compassionate Care Leave policy in support of employees requiring a short term leave to care for seriously gravely ill family members at risk of death.

Redline and final versions of this policy have been provided for Council’s review.

Administration recommended that Council approve the amendments to Compassionate Care Leave Policy #12.2.12 as presented.

Resolution CG20190409.021
MOVED: by Councillor K. Adair
that Council approve the amendments to Compassionate Care Leave Policy #12.2.12 as presented.

Carried Unanimously

13.11 Amendments to Corporate Credit Card Policy #12.3.4-Report

The Corporate Credit Card Policy #12.3.4 was reviewed and amended to make the Policy current in content and formatting, this Policy was created January 2010. The Policy was presented to Directors at the March 25, 2019 Director’s meeting and approved as presented (Ref. Resolution #DM20190325.004). There was one change made to this policy. Section 2.2 was amended to increase the Credit Card limit from $10,000.00 to $20,000.00

Policy Statement:
1. The County of Wetaskiwin recognizes the need to hold a Corporate Credit card for minor business expenses.

Redline and final versions of this policy have been provided for Council’s review.

Administration recommended that Council approve the amendments to Corporate Credit Card Policy #12.3.4 as presented.

Resolution CG20190409.022
MOVED: by Councillor D. Woitt
that Council approve the amendments to Corporate Credit Card Policy #12.3.4 as presented.

Carried Unanimously

13.12 Federation of Canadian Municipalities 2019 Conference (File# 3052-03)-Report

At the November 6, 2018 Council General Meeting Council approved the registration of Councillors K. Rooyakkers, L. Seely and B. Krahn and K. Adair as alternate to participate in the 2019 FCM Conference Quebec City, Quebec from May 30th to June 2nd, 2019. (Ref. Resolution No. CG20181106.1022)

The alternate is unable to attend and as such council should at this time, appoint new 2nd & 3rd alternate Council members to participate in the 2019 FCM Conference Quebec City, Quebec from May 30th to June 2nd, 2019.
Administration recommended that Council approve 2nd and 3rd alternate Council members to participate in the 2019 FCM Conference in Quebec City, Quebec from May 30th to June 2nd, 2019.

Resolution CG20190409.023
MOVED: by Councillor K. Rooyakkers
that Council approve Councillor T. Van de Kraats as 2nd alternate to participate in the 2019 FCM Conference in Quebec City, Quebec from May 30th to June 2nd, 2019.

Carried Unanimously

14. INFORMATION ITEMS

14.1 RMA Resources to Support RMA Members for the Upcoming Election-Report

On March 29, 2019 correspondence was received from Rural Municipalities of Alberta (RMA) regarding resources to support RMA members for the upcoming election.

In advance of the provincial election taking place on April 16, 2019, RMA has prepared several resources to support RMA members in emphasizing rural municipal priorities to their local candidates.

The RMA encourages candidates to utilize other member resources available on the election website to support local advocacy efforts. Included for Council’s review is the RMA Members Guide to the 2019 Provincial Election.

Administration recommended that Council accept the information regarding RMA Resources to Support RMA Members for the Upcoming Election as information.

Resolution CG20190409.024
MOVED: by Councillor L. Seely
that Council accept the information regarding RMA Resources to Support RMA Members for the Upcoming Election as information.

Carried Unanimously

9. CLOSED TO THE PUBLIC

Council will be discussing the Intermunicipal Collaboration Framework (ICF) with the Town of Millet, therefore the meeting should be closed to the public, pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and the Freedom of Information and Protection of Privacy Act, Part 1, Division 2 Exceptions to Disclosure, Section 21 Disclosure harmful to intergovernmental relations.

Resolution CG20190409.025
MOVED: by Councillor K. Rooyakkers
that the meeting be closed to the public, at 11:45 a.m., pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and the Freedom of Information and Protection of Privacy Act, Part 1, Division 2 Exceptions to Disclosure, Section 21 Disclosure harmful to intergovernmental relations to discuss the Intermunicipal Collaboration Framework (ICF) with the Town of Millet.

Carried Unanimously

Resolution CG20190409.026
MOVED: by Councillor J. Bishop
that Council move out of closed to the public at 12:16 p.m.

Carried Unanimously

15. ADJOURN
Resolution CG20190409.027
MOVED: by Councillor L. Seely

that the Council General meeting adjourn at 12:16 p.m.

Carried Unanimously

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REEVE

____________________________________
CHIEF ADMINISTRATIVE OFFICER