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 Tuesday, January 8th, 2019.

2. **APPROVAL OF AGENDA**

Resolution CG20190108.001

MOVED: by Councillor L. Seely

to approve the following additions to the agenda for the Council General Meeting (Tuesday, January 8, 2019) pursuant to Procedural Bylaw 2018/04, Section 8:

**Addition - New Business:**

- **10.6** Brazeau County - Request to Support Position re: Provincial Bighorn Proposal
- **10.7** Procedural Bylaw #2018/04 versus Councillor Attendance at Conferences and Meeting Policy #11.0.3

and that the agenda be approved as amended.

Carried Unanimously

3. **MINUTES APPROVAL**

3.1 **Council General Minutes, Tuesday, December 4th, 2018 - Report**

The Council General minutes of Tuesday, December 4th, 2018 was presented to Council for approval.

Resolution CG20190108.002

MOVED: by Councillor D. Woitt

to approve the minutes of the Council General meeting held Tuesday, December 4th, 2018 as presented.

Carried Unanimously

6. **DELEGATIONS - 9:30 a.m. - Eric Hofbauer, Director of Finance**

Eric Hofbauer, Director of Finance entered the meeting at 9:05 a.m.

6.1 **Bank Reconciliation - 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 November 2018 with a recommendation for Council to accept the report as presented.

Resolution CG20190108.003
MOVED: by Councillor K. Rooyakkers
that Council accept the Bank Reconciliation for the month of November 2018 as presented.

Carried Unanimously

6.2 BL201901 Annual Short Term Borrowing 2019 - Report

The Alberta School Foundation Fund (ASFF) requisition is payable by the end March and June prior to collection of the August 31st property tax due date, therefore short term borrowing is required to cover other County operating expenses. By the end of June, the County will be required to remit approximately $3.5 million.

In 2018, the County did not have to access the Short Term Borrowing By-law 2018/01.

To cover expenses, each year Council reviews and approves an annual short term borrowing by-law for up to Five Million Dollars ($5,000,000) authorized under Section 251 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto and as per Section 256(3) states, "if borrowing does not exceed three (3) years then the advertising requirements are exempt".

Administration recommended that Council provide three readings of By-law 2019/01 which is a by-law of the County of Wetaskiwin for the purpose of authorizing short term borrowing up to Five Million Dollars ($5,000,000) to meet current expenditures, including requisitions for school purposes for the 2019 fiscal year.

A discussion ensued on alternate methods of accessing funds through capital reserves to fund operating expenses versus approving the short term borrowing bylaw.

Resolution CG20190108.004
MOVED: by Councillor L. Seely
that By-law 2019/01 be given First Reading.

Carried Unanimously

Resolution CG20190108.005
MOVED: by Councillor K. Adair
that By-law 2019/01 be given Second Reading.

Carried Unanimously

Resolution CG20190108.006
MOVED: by Councillor B. Krahn
that By-law 2019/01 be presented for Third Reading.

Carried Unanimously

Resolution CG20190108.007
MOVED: by Councillor D. Woitt
that By-law 2019/01 be given Third Reading and it be declared finally passed and the Reeve and Acting Chief Administrative Officer be authorized to sign same and affix thereto the corporate seal of the County of Wetaskiwin No.10.

Carried Unanimously

6.3 Accounts Payable Cheque #136203 to Cheque #136876 - Report

Accounts Payable Cheque #136203 to Cheque #136876 (October 31 to December 31, 2018) report was presented to Council with a recommendation for approval.

Resolution CG20190108.008

MOVED: by Councillor L. Seely

that Council accept the Accounts Payable Cheque #136203 to Cheque #136876 (October 31 to December 31, 2018) report as presented.

Carried Unanimously

Mr. Hofbauer left the meeting at 9:14 a.m.

10. NEW BUSINESS

10.1 Amendments to Request for Sale of County Property Policy #12.0.16

The Request for Sale of County Property Policy #12.0.16 was reviewed and amended to make the Policy current in content and formatting, this Policy was created June 1997. There was one change made to this policy, being:

- Section 2.2 increasing the required remittance for an expedient sale from $200.00 to $500.00.

Policy Statement:

The Council of Wetaskiwin No. 10 recognizes the need to respond to requests to purchase municipally owned land considered to be surplus, with the objective of disposing of the property in order to maximize revenue from the disposition. This policy exempts any land for sale under Division 8 of the Municipal Government Act, Recovery of Taxes Related to Land.

This policy was approved by Directors and is provided for Council's review. (Ref#DM20181212.003)

Administration recommended that Council review the Request for Sale of County Property Policy #12.0.16 and approve as presented or amended.

Resolution CG20190108.009

MOVED: by Councillor L. Seely

that Council approve the Request for Sale of County Property Policy #12.0.16 as presented.

Carried Unanimously

10.2 Amendments to External Recruitment & Selection Policy #12.1.4

The External Recruitment & Selection Policy #12.1.4 was reviewed and amended to make the Policy current in content and formatting, this Policy was created November 1996, with the most current amended in 2004. There were several changes made to this policy, the most significant being as follows:

- Section 2.5, Change to “The new employee must accept the position in writing, and a copy will be provided to payroll.” from “The new employee will...”
- Addition of Section 2.6 “The new employee cannot commence work until the offer letter is signed and accepted.”

Policy Statement:
1. The Council of the County of Wetaskiwin believes that each permanent position should be filled by the best qualified individual and in certain circumstances, newspaper and other advertising is required. An annual blanket advertisement is to be placed in the local newspaper in the spring advertising for seasonal employment for all departments.

This policy was approved by Directors and is provided for Council’s review. (Ref#DM20181212.004)

Administration recommended that Council review the External Recruitment & Selection Policy #12.1.4 and approve as presented or amended.

A discussion ensued on the policy as presented regarding recruitment, qualifications and selection of an applicant process.

**Resolution CG20190108.010**

MOVED: by Councillor L. Seely that Council approve the External Recruitment & Selection Policy #12.1.4 as presented.

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Carried (6 to 1)

7. **DELEGATIONS - 9:45 a.m. - Sharon Radis, Communication Officer**

Sharon Radis, Communications Officer entered the meeting at 9:25 a.m.

7.1 **Open House Date for 2019**

Each year the County of Wetaskiwin hosts an Open House at the beginning of May. An early May date works best as the summer staff commence work on May 1st and they assist with the set-up and clean-up for the open house. In 2018 the Open House was held Friday, May 4 and in 2017 the Open House was held Wednesday, May 10. The Open House is held in the shop from 11:00 a.m. to 2:00 p.m., with a BBQ and displays. Approximately 400 guests attend the Open House event.

A second Open House is held in Buck Lake in conjunction with the Tax Collection in mid-August for west end residents. Approximately 200 guests attend the Open House event.

For 2019, Council also approved two Citizen Engagement Sessions to be held February 27 at the Winfield Agriplex Hall and February 28 at the Millet Agriplex Hall.

Possible dates to host the May Open House are Wednesday May 1, Friday May 3 or Wednesday May 8.

Alternatives for Council’s consideration:

1. Approve the May Open House be held Friday, May 3, 2019 from 11:00 a.m. to 2:00 p.m. in the County main shop, with a barbecue and displays and that an Open House be held in Buck Lake in mid-August in conjunction with the Tax Collection for west end residents.
2. Approve an alternative date suited to Council schedules.
3. Other option as Council deems appropriate.

Administration recommended that Council approve for the County's annual Open House be held Friday, May 3, 2019 from 11:00 a.m. to 2:00 p.m. in the County main shop, with a barbecue and displays and that an Open House be held in Buck Lake in mid-August in conjunction with the Tax Collection for west end residents.

Resolution CG20190108.011
MOVED: by Councillor K. Rooyakkers
that Council approve for the annual County Open House to be held Friday, May 3, 2019 from 11:00 a.m. to 2:00 p.m. in the County main shop, with a barbecue and displays and that an Open House be held in Buck Lake in mid-August in conjunction with the Tax Collection for west end residents.

Carried Unanimously

Ms. Radis left the meeting at 9:30 a.m.

10. **NEW BUSINESS**

10.3 Amendments to Employee Overtime Policy #12.2.2

The Employee Overtime Policy #12.2.2 was reviewed and amended to make the Policy current in content and formatting, this Policy was created 1996. There were several changes made to this policy, the most significant being:

- Section 2.2.2.1, Addition of statement: “pursuant to the Employee Standards Code”
- Section 2.2.2.3, Change for time-off-in place of overtime shall be taken or paid within six (6) months, increased from three (3) months.

Policy Statement:

1. *The Council of the County of Wetaskiwin No. 10 believes that employee overtime should be restricted to being authorized for emergent purposes only. (The annual budget is designed on a regular pay basis, therefore each overtime payment overspends the budget.) Further that County Supervisory personnel be made aware of Council's concern and accept responsibility for the approval of any overtime undertaken by employees under their authority.*

This policy was approved by Directors and is provided for Council's review.
(Ref#DM20181212.005)

Administration recommended that Council review the Employee Overtime Policy #12.2.2 and approve as presented or amended.

A question was presented on the cost to the County resulting in overtime rates.

Resolution CG20190108.012
MOVED: by Councillor K. Adair
that Council approve the Employee Overtime Policy #12.2.2 as presented.

Carried Unanimously

8. **DELEGATION - 10:00 a.m. - Mike Zajac, Director of Emergency Services**

Mike Zajac, Director of Emergency Services entered the meeting at 9:31 a.m.

8.1 **Fire Invoice - Jireh Dairies Ltd. - Report**

On October 10, 2018, the Millet Fire Department was called to a large structure fire at the Glen & Christine Hofstra (Jireh Dairies Ltd.) residence at NW 25-47-24-W4M (474071 RR 241). Wetaskiwin Fire Department also attended to extinguish the fire. The invoice from Millet Fire Department totals $20,633.75.
On December 4, 2018, Administration wrote a letter to Glen & Christine Hofstra (Jireh Dairies Ltd.) outlining the procedure in the Fire Services Level of Service Policy #2303 which states:

"The County may charge fees for providing fire protection services on a parcel of land in accordance with Fire Services Bylaw No. 2016/44 and the Municipal Government Act. If fire protection charges to be levied against a person for responding to an incident within the County exceeding $10,000.00, the County may waive any charges in excess of 10,000.00 provided that the person to whom charges are to be levied:

1. has complied with Fire Services Bylaw No. 2016/44;
2. has complied with all terms and conditions of any fire permit issued, if applicable; and
3. was not otherwise negligent in causing or contribution to the fire."

Administration advised the landowner that should they wish to apply to County Council to consider waiving $10,633.75 from their invoice, to contact Administration by return letter. Glen & Christine Hofstra (Jireh Dairies Ltd.) were advised that they would be responsible for the $10,000.00 as stated in the Policy.

On January 3, 2019, Administration received a request from Glen & Christine Hofstra (Jireh Dairies Ltd.), the land owners, requesting County Council waive any charges in excess of $10,000.00 in regards to the structure fire that occurred on October 10, 2018 at 474071 RR 241.

At the General Council meeting held on October 5, 2010, Council directed Administration to start a self-insurance fund and allocate $80,000.00 per year to the account (Ref. Resolution #CG201010005.1011).

As of December 31, 2018, the Fire Fighting Reserve account is at $502,363.00.

Administration recommended County Council waive $10,633.75 from the invoice to Glen & Christine Hofstra (Jireh Dairies Ltd.) and forward the $10,633.75 to the Millet Fire Department as outlined in the County of Wetaskiwin No. 10 Fire Services Level of Service Policy #2303, and that Glen & Christine Hofstra (Jireh Dairies Ltd.) be responsible for $10,000.00 that is to be paid to the Millet Fire Department.

Resolution CG20190108.013
MOVED: by Councillor B. Krahn

that Council waive $10,633.75 from the invoice to Glen & Christine Hofstra (Jireh Dairies Ltd.) and forward the $10,633.75 to the Millet Fire Department as outlined in the County of Wetaskiwin No. 10 Fire Services Level of Service Policy #2303, and that Glen & Christine Hofstra (Jireh Dairies Ltd.) be responsible for $10,000.00 that is to be paid to the Millet Fire Department providing the Director of Emergency Services verify and provide a letter confirming the fire was not a result of negligence.

Carried Unanimously

Mr. Zajac left the meeting at 9:36 a.m.

10. NEW BUSINESS

10.4 Amendments to Maternity & Parental Leave Policy #12.2.3

The Maternity & Parental Leave Policy #12.2.3 was reviewed and amended to make the Policy current in content and formatting, this Policy was created 1996, with the most current amended in 2006. There were several changes made to this policy, the most significant being:

- Sections 2.1.1, 2.1.2 & 2.1.3, Eligibility change from 52 weeks of employment to 90 days.
- Sections 2.1.1 & 2.1.2, Length of leave change from 15 weeks Maternity leave to 16 weeks and from 37 weeks parental leave to 46.
- Section 2.1.4, Addition: “Employees must give a medical certificate issued by a physician or nurse practitioner at least six (6) weeks before starting maternity leave. The medical certificate must confirm pregnancy and estimated delivery date.”
• Section 2.1.8, Addition: “As per LAPP County of Wetaskiwin No. 10 will continue to remit employee and employer contributions for the period equal to the employee’s accumulated leave to a maximum of 13 weeks.”
• Section 2.2, Updated Unemployment Insurance (UI) to read Employment Insurance (EI).

Policy Statement:
1. Maternity and parental leave are employee entitlements set out in the Employment Standards (Part 2, Division 7). The legislation entitles employees who qualify, to a period of leave without pay at the end of which they must be reinstated in their old or equivalent job.
2. Article 38 of Employment Insurance Regulations stipulates employers may provide supplemental payments to increase an employee’s revenue while receiving Employment Insurance (EI) maternity benefits. The supplement is not insurable providing it does not exceed the employee’s normal weekly wage earnings – 100% of gross salary and the payment is not used to reduce other accumulated employment benefits such as banked sick leave, vacation leave credits, or severance pay.
3. Recognizing the importance of family and keeping within the governing legislation, the County of Wetaskiwin No. 10 has established a Maternity & Parental Leave and Supplementary Unemployment Benefit Plan for Maternity Leave in support of new parents.

This policy was approved by Directors and is provided for Council’s review. (Ref#DM20181212.006)

Administration recommended that Council review the Maternity & Parental Leave Policy #12.2.3 and approve as presented or amended.

A discussion ensued on:
• maternity leave for Councillors and that Administration investigate maternity leave regulations.
• percentage of wage paid to employees while on maternity leave.

Resolution CG20190108.014
MOVED: by Councillor L. Seely
that Council approve the Maternity & Parental Leave Policy #12.2.3 as presented.

Carried Unanimously

10.5 Leduc Chamber of Commerce – Farm to Market to Table Conference

The Leduc Chamber of Commerce advised they are hosting a “Farm to Market to Table” conference February 28th to March 1st, 2019 at the Coast Nisku Inn & Conference Centre, Nisku. This conference is for Farm Direct Marketers, Farmer’s Market Vendors, Agri-Tourism and Local Foodies.

The Conference is two day so fees can be for either day or both and there are optional extras as well. The Member rates are:

• One day only (either day) $175.00 or $125.00 Early Bird
• (if booked by February 8th – registration will automatically reduce the rates prior to February 8th)
• Both days $275.00 or $225.00 (Early Bird)

Banquet after Day One is included, however extra banquet tickets for guests not at conference may be selected online for $50.00 per person.
Council General Meeting, January 8, 2019

There is a Pre-conference Workshop available to book as an extra online for $50.00 per person.

Should any registrant wish to join the bus/Tour on Friday March 1st as one of the breakout sessions; the Chamber is advising registering under additional items even though there is no charge. There is limited availability and early registration is advised.

Options for Council’s consideration:
1. Accept the Leduc Chamber of Commerce – Farm to Market to Table conference as information.
2. Advise who is able to attend the Leduc Chamber of Commerce – Farm to Market to Table conference February 28th to March 1st, 2019 at the Coast Nisku Inn & Conference Centre, Nisku.
3. Advise who is able to attend one of the dates for the Leduc Chamber of Commerce – Farm to Market to Table conference dates either February 28th or March 1st, 2019 at the Coast Nisku Inn and Conference Centre, Nisku.

Administration recommended that Council accept the Leduc Chamber of Commerce – Farm to Market to Table conference as information.

Resolution CG20190108.015
MOVED: by Councillor K. Rooyakkers

that Council accept the Leduc Chamber of Commerce – Farm to Market to Table conference as information.

Carried Unanimously

11. ADDITIONS TO AGENDA

Resolution CG20190108.016
MOVED: by Councillor L. Seely

that the addition to the agenda "Brazeau County - Bighorn Proposal" be deemed of a time sensitive nature, unable to wait until the next meeting, pursuant to Procedural Bylaw 2018/04, Section 8.5.

Carried Unanimously

11.1 Brazeau County – Request to Support Position re Bighorn Proposal - Report

At the Council General meeting held December 18th, 2018, Council discussed the Provincial consultation on the proposal for a Bighorn Park that would conserve natural landscapes while boosting economic development, tourism and recreation.

The area involved is located between Banff and Jasper national parks, Bighorn Country includes the headwaters of the North Saskatchewan River that provide clean drinking water to more than one million Albertans. Its rugged terrain, scenic vistas and array of rare plants and wildlife make it a popular recreation and tourism destination.

In the spirit of Kananaskis Country, the province is proposing a mix of parks and public lands that would preserve natural landscapes while supporting a wide range of world-class tourism and recreation opportunities. Albertans are invited to review the proposal and provide feedback by Jan. 31.

At that Council time accepted the Provincial Consultation update on the Proposal of a Bighorn Park as information (Resolution No. CG20181218.1021).

On January 7th, 2019 a request was received from Reeve Bart Guyon of Brazeau County requesting the County of Wetaskiwin to support their opposition of the Provincial Governments quest to implement the Bighorn Proposal due to the Provincial level’s lack of appropriately conducting proper consultation sessions.

Brazeau County Council is requesting the Provincial Government to extend the consultation and afford residents proper face to face consultation and dialogue on this important matter.
This past weekend, in response to the cancellation of the Public Input Sessions in Drayton Valley, Edmonton, Red Deer and Sundre, Brazeau County Council issued the following statement:

"On behalf of Brazeau County Council I wish to express our extreme disappointment in Minister Phillips’s statement and her Ministry’s decision to cancel the Public Input Sessions scheduled. Brazeau County has taken great pride in the equal balance of stewardship and economic development of our lands including those proposed to fall within the Bighorn Country Public Land Use Zone proposal. While Brazeau County Council maintains our position that we wish to be removed from the proposal, we are more deeply saddened to be proven correct in so much as this government has not carried out significant nor effective public consultation; the amount of material released in various locations by the dual ministries of Environment and Parks and Tourism, has led to onerous and time consuming research that is discourteous to peoples times and lives. Cancellation of the public input session, specifically the one for Drayton Valley scheduled for January 7th is further entrenching our Council’s opinion that the Ministry of Parks is unwilling to listen to face to face local opposition or suggestions for the Bighorn Country Proposal.”

Brazeau County Council is seeking the support of Wetaskiwin County of their position and add the County’s voice to their appeal to the Provincial Government as the Wetaskiwin shares a border with the two affected Counties.

Options for Council’s consideration:

1. Approve to support Brazeau County and send a letter of support in opposition to the Provincial Government’s initiative on the Bighorn Proposal.
2. Accept Brazeau County’s request as information.

Administration recommended that Council approve to support Brazeau County and send a letter of support in opposition to the Provincial Government’s initiative on the Bighorn Proposal.

A discussion ensued on supporting Brazeau County’s initiative by sending a letter to opposing the Bighorn Proposal without proper provincial public consultation.

There seems to be an apparent lack of provincial consultation causing concerns with a lack of answers to questions presented.

Resolution CG20190108.017
MOVED: by Councillor B. Krahn
that Council approve to support Brazeau County’s initiative and send a letter of support in opposition to the Provincial Government’s initiative on the Bighorn Proposal.

Carried Unanimously

12. ADDITIONS TO AGENDA

Resolution CG20190108.018
MOVED: by Councillor L. Seely
that the addition to the agenda "Procedural Bylaw 2018/04 versus Policy #11.0.3" be deemed of a time sensitive nature, unable to wait until the next meeting, pursuant to Procedural Bylaw 2018/04, Section 8.5.

Carried Unanimously

12.1 Procedural Bylaw 2018/04 versus Councillor Attendance at Conferences Policy #11.0.3

A request was presented to discuss the Procedural Bylaw 2018/04 versus Councillor Attendance at Conferences Policy #11.0.3.
A discussion ensued on the process and that the Procedural Bylaw should overrule policy and the cost to the County when individuals attend conferences under Councillor Attendance at Conferences Policy #11.0.3.

**Resolution CG20190108.019**  
MOVED: by Councillor L. Seely

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

Carried Unanimously

14. INFORMATION ITEMS

14.1 Information Items

The following information items were provide for Council’s review:

1. RMA Circulars:
   1.1. Contact Newsletters: December 14, 2018, December 20, 2018
2. RMA Member Bulletin:
   2.1. Resolution Deadline for Spring 2019 Convention
   2.2. Government of Alberta Releases EMS Action Plan
   2.3. Update on the Implementation of the Alberta Wetland Policy
   2.4. Deadline for PERC Program Fast Approaching
   2.5. Service Alberta Provides SuperNet Update
   2.6. Changes to the Alberta Wetland Replacement Fee System
   2.7. Changes to Municipal Involvement in Energy Hearings
   2.8. ABMI Collaboration with Rural Municipalities
4. Letter from Alberta Indigenous regarding First Nations and Metis Settlement Consultation

Administration recommended that Council accept the documents provided as information.

**Resolution CG20190108.020**  
MOVED: by Councillor K. Adair

that Council accept the documents provided as information.

Carried Unanimously

15. ADJOURN

**Resolution CG20190108.21**  
MOVED: by Councillor D. Woitt

that the meeting adjourn at 10:12 a.m.

Carried Unanimously

_________________________
REEVE

_________________________
CHIEF ADMINISTRATIVE OFFICER