

Village of Warburg:

Minutes of a Regular meeting of the Council of the Village of Warburg held Monday, December 10th, 2018 in Council Chambers, Village of Warburg Municipal Office.

Call to Order

Mayor K. Maine called the meeting to order at 7:00 p.m. with the following in attendance.

COUNCIL members PRESENT at commencement:

Kevin Maine	Mayor
Dwayne Mayr	Deputy Mayor
Tina Smith	Councillor
Ivan Laing	Councillor

Present from Administration:

Christine Pankewitz	Municipal Administrator
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**Additions/Deletions
Changes to
the agenda**

The Chairman called for additions/deletions/changes to the agenda.

R6089-12-18

T. Smith MOVED:

That the agenda be approved with the addition of Sports Policy.

Carried

3. Adoption of Previous Minutes

The Chairman called for confirmation of the minutes of the following Council Meetings:

- a) November 12, 2018 Regular Meeting
- b) November 26, 2018 Special Meeting

R6090-12-18

D. Mayr MOVED:

That the minutes of our November 12, 2018 Regular meeting and our November 26, 2018 Special Meeting be adopted.

Carried

4. Delegations/Public Hearings

a) FORTIS – Nicky Smith

Ms. Smith was available to present the 2018 Franchise Agreement and also spoke in regards to grants, safety orientation training, sponsorship and on the border of the Village. The street light upgrade was reviewed and discussed at this time.

b) Black Gold School – Shauna Ofstie

Ms. Ofstie was present to discuss the possibility of partnering and pursue ways to help our community and schools prosper. Discussion took place on the challenges in rural schools and her recommendation was to do a community survey in order to see what the community needs are.

c) Bill & Tammy Vickery

Mr. and Mrs. Vickery were present to discuss the sewer problem in their service line. They requested that the Village of Warburg reimburse them the Drain Tech costs and that the Village complete a maintenance plan every two years for their service line. Mayor Maine read the information from Bylaw #103/10 in reference to wastewater lines.

R6091-12-18

I. Laing MOVED:

That the Village of Warburg reimburse the Drain Tech costs in the amount of \$875.70 to Mr. and Mrs. Vickery.
Discussion took place.

R6092-12-18

I. Laing AMENDED his motion to read:

That the Village of Warburg reimburse ½ the Drain Tech costs in the amount of \$437.85 to Mr. and Mrs. Vickery.

Defeated

R6093-12-18

K. Maine MOVED:

That administration forward Mr. and Mrs. Vickery the information in Bylaw #103/10 in regards to Wastewater lines.

Carried

- 6094-12-18 **d) Wayne Fritz**
K. Maine MOVED:
That administration request that Mr. Fritz obtain signatures from the block
between 51st Avenue and 52nd Avenue and from 46th street to the trailer court.
Carried
- 5. Finance**
- R6095-12-18 **a) Financial Statement to October 31, 2018**
Council reviewed and discussed the financial statement to October 31, 2018.
T. Smith MOVED:
That the Financial Statement to October 31, 2018 be received as information.
Carried
- R6095-12-18 **b) Interim Budget – 2019**
Council reviewed and discussed the 2019 Interim Budget.

T. Smith MOVED:
That the 2019 Interim Budget be approved.
carried
- 6. New Business**
- R6096-12-18 **a) 57th Avenue Road Damage**
Council discussed the damages on 57th Avenue due to the loading, unloading,
moving and pulling of vehicles.

K. Maine MOVED:
That administration issue Merv's a letter to refrain from using the Public Road to
load, unload, move and pull vehicles.
Carried
- R6097-12-18 **b) Toboggan Hill on School Grounds**
Council discussed the possibility of constructing a toboggan hill on school
property.

D. Mayr MOVED:
That administration request a letter of approval to construct a toboggan hill on
school property from Black Gold School Division before proceeding.
Carried
- R6098-12-18 **c) Cost Sharing Agreement**
Council reviewed the 2019 Proposed Budget for the Parks, Recreation and
Cultural Service Areas of Mutual Benefit to Rural and Urban Residents.

K. Maine MOVED:
That the Village of Warburg Council approve the 2019 Proposed Budget for the
Parks, Recreation and Cultural Service Areas of Mutual Benefit to Rural and
Urban Residents in the amount of \$197,737.00 and forward it onto the Leduc
County for their approval.
Carried
- R6099-12-18 **d) Bylaw #160/18**
Council reviewed and discussed Bylaw #160/18 cited as the Bylaw Enforcement
Officer Bylaw.

First reading MOVED by Deputy Mayor Mayr.
Carried
- R6100-12-18 Second reading MOVED by Councillor Smith.
Carried
- R6101-12-18 MOVED by Councillor Laing that Bylaw #160/18 be given third and final reading.
Carried
- R6102-12-18 Third and final reading MOVED by Mayor Maine.
Carried

e) 2019 Emerging Trends

The 2019 Emerging Trends Seminar will be held on February 14, 2019 in Edmonton.

R6103-12-18

K. Maine MOVED:

That any member of Council wishing to attend the Emerging Trends Seminar be authorized to attend.

Carried

f) Meetings

D. Mayr spoke in regards to the length of the agenda. Various recommendations were made to keep in line with the Village's Procedure Bylaw.

9:00 – 9:10 p.m.

Recess

g) ICF Options

Council reviewed and discussed the Leduc County and Village of Warburg discussion items for the ICF's.

R6104-12-18

K. Maine MOVED:

That the Village of Warburg forward our prioritized discussion items with the Leduc County to Stantec.

Carried

h) Asset Management Program

Council reviewed the information received in regards to participating in the asset management cohort program.

R6105-12-18

K. Maine MOVED:

That Council direct staff to apply for the asset management cohort program opportunity from the RMA, AUMA and IAMA, and that;
Be it resolved that the Village of Warburg commits staff and other personnel to participating in the asset management cohort program to advance our asset management program, and that;
Be it resolved that the Village of Warburg commits financial support from its budget toward the costs of this initiative for staff travel and accommodation.

Carried

i) Spray Park – Estate of Michael Gidosh

Council reviewed the Schedule of Distribution in regards to the Estate of Michael Gidosh.

j) Street Light – Upgrade

Council reviewed and discussed the street light upgrades in the amount of \$37,794.52

R6106-12-18

D. Mayr MOVED:

That the Village of Warburg approve the street light upgrades in the amount of \$37,794.52 plus the addition of a light installed on the current post near the intersection of 51st Avenue and 49th Street.

Carried

k) Industrial Mixed – Use Business Park

Council reviewed the options for the Industrial Mixed-Use Business Park.

R6107-12-18

D. Mayr MOVED:

That Council approve Option #1 with the additions from Option 3 being the access off of 39 and the future development to the west.

Carried

l) Spray Park – Change Order

Council discussed the spray park change order from Keystone in the amount of \$2,500.00.

R6108-12-18

K. Maine MOVED:

That the Village approve the change order of \$2,500 from Keystone and that all further invoices be approved by Council prior to payment.

Carried

m) Sports Policy

Council discussed a sports policy for teams going to provincials.

R6109-12-18

D. Mayr MOVED:

That administration check into a policy for the Village sponsoring funds to local sports teams attending provincials.

Carried

7. Committee Reports

R6110-12-18

K. Maine MOVED that the following written and verbal reports be received as information.

- a) FCSS
- b) Remembrance Day
- c) 39/20 Alliance
- d) Leduc Foundation
- e) FCSS Regional
- f) Good Neighbor Breakfast
- g) School Awards
- h) Arena
- i) LRHF
- j) Rec Board
- k) AEMA
- l) Fire Department

carried

8. CAO Report

Council reviewed and discussed the CAO report from November.

R6111-12-18

T. Smith MOVED:

That Administrator Pankewitz's November report be received as information.

Carried

9. Other Business/Correspondence

R6112-12-18

D. Mayr MOVED:

That the following correspondence be received as information:

- a) Economic Development Strategy Project Status.

carried

10. Closed Session – no items

Adjournment

K. Maine adjourned the meeting at 10:25 p.m.

These minutes approved this 14th day of January 2019.



Mayor Kevin Maine



Christine Pankewitz
Municipal Administrator

**Village of Warburg
Bylaw #160/18**

A BYLAW OF THE VILLAGE OF WARBURG, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AUTHORIZING THE ESTABLISHMENT OF A BYLAW ENFORCEMENT OFFICER, TO SPECIFY THE DUTIES OF A BYLAW ENFORCEMENT OFFICER AND TO ESTABLISH A DISCIPLINARY PROCEDURE AND PROCESS FOR MISUSE OF POWER.

WHEREAS, under the Authority of the *Municipal Government Act, S.A. 1994 c.M-26.1* as amended, Council may, by Bylaw, authorize an Enforcement Officer to enforce the Bylaws established by Council of the Village of Warburg;

AND WHEREAS, Section 556 of the Municipal Government Act, R.S.A. 1994, Chapter M-26, as amended required a municipality to adopt a bylaw which specifies the powers and duties of Bylaw Enforcement Officers and to establish disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by Bylaw Enforcement Officers;

THEREFORE, the Municipal Council of the Village of Warburg, duly assembled, enacts as follows:

1. This Bylaw be cited as the "Bylaw Enforcement Officer" Bylaw.

2. **Definitions:**

Bylaw – shall mean the Bylaws of the Village of Warburg;

Bylaw Enforcement Officer – shall mean a person, Company, or Another Municipality as appointed by Council; or the Municipal Administrator; when there is no other appointed;

Municipal Administrator – shall mean the Municipal Administrator of the Village of Warburg;

Council – shall mean the Council of the Village of Warburg;

Municipality – shall mean the Village of Warburg.

3. **Office of Bylaw Enforcement Officer**

The Municipal Office of Bylaw Enforcement Officer is hereby created.

4. **The Powers and Duties of a Bylaw Enforcement Officer**

The powers and duties of a Bylaw Enforcement Officer are as follows:

- a) To enforce the Bylaws which Council has authorized the Bylaw Enforcement Officer to enforce within the boundaries of the municipality;
- b) To follow the directions of the Municipal Administrator as required;
- c) To respond to and investigate complaints;
- d) To conduct routine patrols of the municipality for the purpose of preventing and detecting violations;
- e) To perform all other duties as may from time to time be assigned by the Municipal Administrator;

- f) To prepare all necessary documentation required for attendance at court proceedings;
- g) To take the official oath prescribed by the Oaths of Office Act upon being appointed as a Bylaw Enforcement Officer and to carry upon his/her person at all times as he/she is acting as a Bylaw Enforcement Officer, evidence in writing of his/her appointment as Bylaw Enforcement Officer for the municipality;
- h) To preserve and maintain public peace.

5. Appointment of Bylaw Enforcement Officers

- 5.1 The Council of the Village of Warburg may from time to time and by resolution of Council appoint, designate or engage one (1) or more persons as Bylaw Enforcement Officer for the Village of Warburg.

6. Misuse of Power

- 6.1 When the Municipal Administrator receives a written allegation claiming that a Bylaw Enforcement Officer has misused their power the Municipal Administrator shall determine if an investigation is required.
- 6.2 If the Municipal Administrator determines that an investigation into a written allegation of misuse of power is required, a Review Committee shall undertake the investigation within 30 days of receiving the written allegation.
- 6.3 The Review Committee membership shall be composed of the following:
 - a) the Municipal Administrator
 - b) two members of Council.
- 6.4 The investigation procedure shall ensure that:
 - a) The Bylaw Enforcement Officer is advised of the allegation and of the investigation;
 - b) The Bylaw Enforcement Officer has the opportunity to respond to the allegation;
 - c) Such other parties, as the Municipal Administrator considers to be affected, has the opportunity to respond to the allegation.
- 6.5 The Review Committee shall meet to review all evidence and determine whether or not there was a misuse of power by the Bylaw Enforcement Officer.
- 6.6 The Review Committee shall render a written decision, with reasons within 14 days of meeting to review the evidence.
- 6.7 If the Review Committee determines that a Bylaw Enforcement Officer has misused their power a Bylaw Enforcement Officer, disciplinary procedures shall be implemented in accordance with the Village Personnel Policy.
- 6.8 The Municipal Administrator shall maintain a record of the investigation procedures and decision of the Review Committee.

6.9 The Municipal Administrator shall advise the Bylaw Enforcement Officer of the results of the investigation in writing.

6.10 If the Municipal Administrator deems it necessary, other parties involved in the investigation may be advised, in writing, of the Review Committee's decision.

7. Appeal

7.1 Within 14 days of receipt of the Review Committee's written decision, a Bylaw Enforcement Officer may appeal the decision to the Mayor.

7.2 In considering the appeal, the Mayor shall review the following:

- a) Record of the allegation of misuse of power;
- b) Record of the investigation procedure and results;
- c) Submission of the Bylaw Enforcement Officer and other parties involved, and
- d) Any other information the Mayor deems important to the appeal.

7.3 The Mayor may confirm, revoke or vary the decision of the Review Committee. The Mayor's decision shall be in writing and provided to the Municipal Administrator and the bylaw Enforcement Officer. Other parties involved in the investigation may be provided with the appeal decision of the Mayor deems it necessary.

7.4 All documents relating to the allegation, Review Committee, Review Committee decision, appeal, appeal decision and any resulting disciplinary action shall be filed with the Municipal Administrator.

8. Enactment

This Bylaw replaces Bylaw #63/03 and all other Bylaws to this effect and shall come into force and effect when it receives Third Reading and is duly signed.

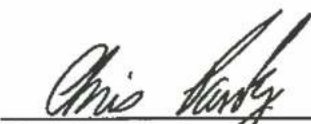
Read a first time 10 day of December , A.D. 2018.

Read a second time this 10 day of December , A.D. 2018.

Read a third time with the unanimous consent of the Council Members present and finally passed this 10 day of December, A.D. 2018.



Mayor Kevin Maine



Christine Pankewitz
Municipal Administrator

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