

Page

1. CALL TO ORDER

1.1 Mayor Joe Branco - call the meeting to order at

2. OPEN MICROPHONE

3. APPROVAL OF AGENDA

3.1 Approval of the Regular Council Meeting Agenda

(I move) That Council approves the Regular Council Meeting Agenda for June 23, 2026, as presented (or amended).

4. ADOPTION OF MINUTES

4 - 8

4.1 Regular Meeting Minutes for June 9, 2026.

(I move) That Council adopts the Regular Council Meeting Minutes for June 9, 2026, as presented (or amended).

5. CONSENT AGENDA

9 - 10

5.1 Consent Agenda

(I move) That Council approves the Consent Agenda for June 23, 2026, as presented (or amended).

6. BUSINESS ARISING FROM THE MINUTES

11 - 17

6.1 Council Action Task Summary as of June 11, 2026 (CONSENT AGENDA)

(I move) That Council accepts the Council Action Task Summary Report as of June 11, 2026, as information.

7. PUBLIC HEARINGS

8. DELEGATIONS

18 - 31

8.1 Annual STARS Update to Council

(I move) That Council accepts the Annual STARS Update report and presentation as information.

9. COMMITTEE OF THE WHOLE

Staff Reports for Information

32 - 34 9.1 2025 Audited Consolidated Financial Report- Recommendation Update
(I move) That Council accepts the update on recommendations from the 2025 Audited Consolidated Financial Report as information.

35 - 50 9.2 City Facilities Use Policy CO-063 (CONSENT AGENDA)
(I move) that Council accepts the draft of City Facilities Use Policy CO-063 as information.

51 - 56 9.3 Facility Rental Marketing Update (CONSENT AGENDA)
(I move) that Council accepts the Facility Rental Marketing Update as information.

57 - 80 9.4 Monthly City Manager Report to Council and the Community (CONSENT AGENDA)
(I move) That Council receive the City Manager Report as information.

10. STAFF REPORTS FOR DECISION

81 - 103 10.1 County Mutual Aid Agreement Update
(I move) That City Council approves the County Mutual Aid Agreement Update as presented.

104 - 111 10.2 Council Chambers Upgrade - Proposed Layouts
(I move) that Council directs administration to proceed with Council Chambers layout option _____ .

112 - 138 10.3 Yellowhead Regional Library Fees Increase Request
1. *(I move) that Council accepts the Yellowhead Regional Library presentation on June 23, 2026, as information.*
2. *(I move) that Council directs Administration to bring forward the Yellowhead Regional Library request for consideration during the 2027 operating budget deliberations.*

11. COUNCIL ATTENDANCE REPORTS

139 - 150 11.1 Council Committee Reports and Attendance (CONSENT AGENDA)
(I move) That Council receives the Council Committee Reports and Attendance for June 23, 2026, as information.

12. BYLAWS

151 - 179 12.1 Council Procedural Amending Bylaw 2111-26
1. *(I move) That Council give first reading to the Council Procedural Amending Bylaw 2111-26, as presented.*

2. *(I move) That Council give second reading to the Council Procedural Amending Bylaw 2111-26, as presented (or amended).*
3. *(I move) That Council give unanimous consent to go to third reading of the Council Procedural Amending Bylaw 2111-26.*
4. *(I move) That Council give third and final reading to the Council Procedural Amending Bylaw 2111-26, as presented. (or amended).*
5. *(I move) that Council approve the revised Council Meeting schedule option*
_____.

13. CORRESPONDENCE

14. CLOSED SESSION

To discuss matters that fall within one of the exceptions to disclosure in Division 2 of Part 1 of the Access to Information Act (ATIA)

14.1 Tax Penalty Cancellation - Tax Rolls 334920 and 334930

14.2 Advice from Officials - ATIA, Section 29

15. NEW BUSINESS

16. ADJOURNMENT

16.1 Mayor Joe Branco - adjourn the meeting at



**MINUTES OF THE CITY OF WETASKIWIN REGULAR COUNCIL
MEETING HELD IN CHAMBERS OF CITY HALL
TUESDAY, JUNE 9, 2026 AT 9:00 AM**

**COUNCIL
PRESENT**

Mayor Joe Branco
Councillor Karen Aberle
Councillor Dean Billingsley
Councillor Mark Elder
Councillor Wendy Hoyle
Councillor Wayne Neilson
Councillor Laura White

**ADMINISTRATION
PRESENT**

Sue Howard - City Manager
Jacqueline Pelechytik - General Manager of Corporate Services
Kathy Lewin - General Manager of Planning and Engineering
Kevin Bamber - General Manager of Community and Protective Services
Ryan Anders - General Manager of Municipal Operations and Infrastructure
Jessica Carroll - Records Management and Legislative Coordinator
Amber Coleman - Fire Chief
Babatunde Maraiyesa - Manager of Environmental Services
Zanette Frost - Recreation Services Manager

REGRETS

None

CALL TO ORDER

Mayor Joe Branco called the meeting to order at 9:00 a.m.

OPEN MICROPHONE

None

APPROVAL OF AGENDA

Approval of the
Regular Council
Meeting Agenda

185/26

MOVED BY COUNCILLOR WAYNE NEILSON
That Council approves the Regular Council Meeting Agenda for
June 9, 2026, with the following amendments:

- Item 10.1 is removed
- An additional item is added to Closed Session under section 29 of the Access to Information Act
- Item 13.1 FIR's is added under the Consent Agenda
- Councillor Neilson pulled item 9.1 & 9.2 from Consent Agenda for discussion

Carried Unanimously

Elected Official Initial _____

City Manager Initial _____

ADOPTION OF MINUTES

Regular Meeting
Minutes for May 26,
2026

186/26

MOVED BY COUNCILLOR WENDY HOYLE

That Council adopts the Regular Council Meeting Minutes for May 26, 2026, as presented.

Carried Unanimously

Special Meeting
Minutes for June 1,
2026

187/26

MOVED BY COUNCILLOR WENDY HOYLE

That Council adopts the Special Council Meeting Minutes for June 1, 2026, as presented .

Carried Unanimously

CONSENT AGENDA

Consent Agenda

RFD 26-1755

188/26

MOVED BY COUNCILLOR DEAN BILLINGSLEY

That Council approves the Consent Agenda for June 9, 2026, as amended.

Carried Unanimously

COMMITTEE OF THE WHOLE

2025
Environmental
Services Annual
Report

RFD 26-1708

189/26

MOVED BY COUNCILLOR WAYNE NEILSON

That Council receive the 2025 Environmental Services Annual Report, as information.

Carried Unanimously

County Mutual Aid
Agreement Update

RFD 26-1738

190/26

MOVED BY COUNCILLOR WAYNE NEILSON

That Council receive the County Mutual Aid Agreement Update Report, as information.

Carried Unanimously

City Facilities Use
Policy

RFD 26-1749

191/26

MOVED BY COUNCILLOR DEAN BILLINGSLEY

That Council direct Administration to incorporate Council's recommendations into the City Facilities Use Policy and bring the revised policy back to the June 23, 2026, Regular Council Meeting for approval.

Carried Unanimously

DELEGATIONS

Q4 2025/26
Community
Policing Report

RFD 26-1748

Presented by RCMP Staff Sgt. Brandon Humbke

Councillor Laura White joined the meeting at 10:24 a.m.

192/26

MOVED BY COUNCILLOR WAYNE NEILSON

That Council receive the Q4 2025/26 Community Policing Report as information.

Carried Unanimously

STAFF REPORTS FOR DECISION

Fire Apparatus
Replacement Policy
(CO-062)

RFD 26-1731

193/26

MOVED BY COUNCILLOR WAYNE NEILSON

That Council approve the Fire Apparatus Replacement Policy CO-062, as presented.

Carried Unanimously

CORRESPONDENCE

Formal Information
Requests
(CONSENT
AGENDA)

RFD 26-1753

194/26

That Council accept FIR 2026-001 and 2026-002 as information.

Approved as Consent

CLOSED SESSION

Advice from
Officials - ATIA,
Section 29 and 32

RFD 26-1759

Advice from
Officials

RFD 26-1751

195/26

MOVED BY COUNCILLOR WENDY HOYLE

That Council enters into a closed session at 11:03 a.m. to discuss item pertaining to section 29 and 32 of the Access to Information Act.

Carried Unanimously

In Attendance: Mayor Joe Branco, Councillor Karen Aberle, Councillor Dean Billingsley, Councillor Mark Elder, Councillor Wendy Hoyle, Councillor Laura White, Sue Howard.

Kevin Bamber and Macki Rumak joined Closed Session at 11:20 a.m.
Kevin Bamber and Macki Rumak left Closed Session at 11:55 a.m.

196/26

MOVED BY COUNCILLOR DEAN BILLINGSLEY

That Council ends the closed session at 11:58 a.m. and returns to the business of the Regular Council Meeting.

Carried Unanimously

Mayor Joe Branco called a recess at 11:58 a.m.
Councillor Laura White left the meeting at 12:44 p.m.
Mayor Joe Branco resumed the meeting at 12:45 p.m.

197/26

MOVED BY COUNCILLOR WAYNE NEILSON

That Council enters into a closed session at 12:46 p.m. to discuss item pertaining to section 29 and 32 of the Access to Information Act.

Carried Unanimously

Councillor Laura White rejoined the meeting at 12:47 p.m.

In Attendance: Mayor Joe Branco, Councillor Karen Aberle, Councillor Dean Billingsley, Councillor Mark Elder, Councillor Wendy Hoyle, Councillor Laura White, Sue Howard.

Sue Howard left closed session at 1:09 p.m.

198/26

MOVED BY COUNCILLOR MARK ELDER

That Council ends the closed session at 1:23 p.m. and returns to the business of the Regular Council Meeting.

Carried Unanimously

199/26

MOVED BY COUNCILLOR WENDY HOYLE

That Council seeks legal advice on a Personnel Governance matter as discussed in closed session.

Carried Unanimously

ADJOURNMENT

Mayor Joe Branco adjourned the meeting at 1:24 p.m.

Joe Branco, Mayor

Sue Howard, City Manager



REQUEST FOR DECISION

RFD 26-1760

Meeting: Regular Council
Meeting Date: June 23, 2026
Presented By: Jessica Carroll, Records Management and Legislative Coordinator
Title: Consent Agenda
Report Type: Request for Decision

STRATEGIC ALIGNMENT:



Economy



Safety



Community



Environmental

REPORT:

The following agenda item(s) for information are approved:

- 6.1 Council Action Task Summary as of June 11, 2026
9.1 2025 Audited Financial Consolidation Report - Recommendation update
9.2 City Facilities Use Policy CO-063
9.3 Facility Rental Marketing update
9.4 Monthly City Manager Report to Council and the Community
11.1 Council Committee Reports and Attendance for June 23, 2026

City Council may pull items off the consent agenda:

- to ask Administration questions about the consent agenda,
to debate the report,
for voting purposes.

ADMINISTRATION'S RECOMMENDED MOTION(S):

(I move) That Council approves the Consent Agenda for June 23, 2026, as presented (or amended).

ALTERNATE OPTIONS:

City Council may pull items off the consent agenda during adoption of the meeting agenda by majority vote.

IMPLICATIONS:

a) Financial:

- b) Legal / Risk:
- c) Program or Service:
- d) Organizational:

LEGISLATIVE BACKGROUND:

- a) Policies and Bylaws:
- b) Municipal Plans:
- c) Other Legislation or Agreements:

APPROVAL(S):

Jacqueline Pelechytik, General Manager of Corporate Services
 Communications Department, Communications
 Sue Howard, City Manager

Approved - 11 Jun 2026
 Approved - 11 Jun 2026
 Approved - 12 Jun 2026

REQUEST FOR DECISION

RFD 26-1766



Meeting: Regular Council
Meeting Date: June 23, 2026
Presented By: Jessica Carroll, Records Management and Legislative Coordinator
Title: Council Action Task Summary as of June 11, 2026 (CONSENT AGENDA)
Report Type:

STRATEGIC ALIGNMENT:



Economy



Safety



Community



Environmental

RFD PURPOSE:

To present City Council with the Council Action Task Summary Report, which outlines information for outstanding and recently completed action items.

REPORT:

The Council Action Task Summary contains a summary of actions directed by City Council at previous Council Meetings.

Council has the opportunity to discuss and inquire on any item on the Council Action Task Summary. Administration frequently updates the Council Action Task Summary which tracks the progression of formal requests, in the form of motions from Council.

Completed items are kept on the Council Action Task Summary for one month after they are complete to ensure the information is contained within this monthly report.

ADMINISTRATION'S RECOMMENDED MOTION(S):

(I move) That Council accept the Council Action Task Summary Report as of June 11, 2026, as information.

IMPLICATIONS:

- a) Financial:
- b) Legal / Risk:
- c) Program or Service:

d) Organizational:

LEGISLATIVE BACKGROUND:

a) Policies and Bylaws:

b) Municipal Plans:

c) Other Legislation or Agreements:

COMMUNICATION STRATEGY:

Inform: To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, and/or solutions.

Tools:

- Other (otherwise specified)

This report is available as part of the Council package posted on the City's website.

APPROVAL(S):

Jacqueline Pelechytik, General Manager of Corporate Services
 Communications Department, Communications
 Sue Howard, City Manager

Approved - 11 Jun 2026
 Approved - 11 Jun 2026
 Approved - 11 Jun 2026

ATTACHMENTS:

[Council Meeting Action Tracker as of June 11, 2026](#)

Council Action Task Summary as of June 11, 2026

| Meeting Date | Description | Resolution | Due Date | Comments | Status |
|--------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 10 Feb 2026 | Intergovernmental Affairs Policy CO-061 | That Council accepts the Intergovernmental Affairs Policy CO-061 as information. | 23 Jun 2026 | <p>Karin Boddy 11 Jun 2026 03:15:30 PM This item is scheduled to be presented to Council at the June 23, 2026 meeting.</p> <p>Denise Graham 16 Apr 2026 10:53:02 AM Council will review the Government Relations Plan in May</p> <p>Sue Howard 09 Mar 2026 08:46:34 AM This item was delayed by Council to ensure that the Council government relations plan is completed first.</p> <p>Sue Howard 11 Feb 2026 02:58:20 PM This policy is being updated as per the comments received and will be back in April for approval if the GR plan has been approved by Council by then</p> | Active |
| 10 Feb 2026 | Enforcement - ATIA, Section 29 | That Council direct administration to proceed with a facility assessment of the Air Cadet space up to \$50,000 funded from the Local Government Fiscal Framework Grant, and to bring a report back to Council in Q3. | 15 Sep 2026 | <p>Ryan Anders 08 Jun 2026 08:17:59 AM Consultant completed review and developing recommendation, project remains on schedule.</p> <p>Ryan Anders 09 Mar 2026 09:48:09 AM Scope of work being finalized for consultant to quote, remain on schedule.</p> | Active |

Council Action Task Summary as of June 11, 2026

| | | | | | |
|-------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 10 Feb 2026 | Enforcement - ATIA, Section 29 | That Council directs Administration to initiate the pilot program discussed in closed session it 14.4, and report back to Council prior to program implementation. | 09 Jun 2026 | <p>Kevin Bamber 11 Jun 2026 10:30:57 AM This item was removed from the June 9 Regular Council meeting as the Contractor has changed. Administration will revisit the proposal with the new Contractor.</p> <p>Kevin Bamber 05 May 2026 03:26:46 PM RFD developed and will be presented to Council on June 9th.</p> <p>Kevin Bamber 09 Mar 2026 08:59:19 AM Administration is developing program and will bring to Council for final approval.</p> | Active |
|-------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|

Council Action Task Summary as of June 11, 2026

| | | | | | |
|--------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <p>24 Feb 2026</p> | <p>City-Owned Facilities Use Policy - Notice of Motion from February 10, 2026, Councillor Aberle</p> | <p>That Council direct Administration to develop a City-Owned Facilities Use Policy that clearly outlines, among other parameters, restrictions, if any, on the use of City-owned facilities, and bring it back for Council's consideration at the April 28, 2026, Regular Council Meeting.</p> | <p>09 Jun 2026</p> | <p>Zanette Frost 10 Jun 2026 04:03:57 PM Administration brought the revised draft policy on June 9 and is returning on June 23 for an additional review and approval.</p> <p>Denise Graham 13 May 2026 03:05:56 PM This was brought to the May 12, 2026 Council meeting and will be brought back to Council at the June 9, 2026 agenda.</p> <p>Zanette Frost 11 May 2026 01:16:27 PM Draft policy will be presented on May 12 at the Regular Council Meeting, for feedback and questions.</p> <p>Kevin Bamber 05 May 2026 03:24:54 PM Scheduled for May 12 regular Council Meeting.</p> <p>Kevin Bamber 09 Mar 2026 08:56:43 AM Currently developing draft Policy as per Council motion.</p> | <p>Active</p> |
| <p>24 Mar 2026</p> | <p>Advice from Officials - ATIA, Section 29</p> | <p>That Council approves project #3 up to \$22,000 to be funded from the contingency reserve.</p> | <p>31 Jul 2026</p> | <p>Jacqueline Pelechytik 11 Jun 2026 01:39:19 PM Administration will provide Council with an update on or before July 14, 2026.</p> | <p>Active</p> |

Council Action Task Summary as of June 11, 2026

| | | | | | |
|-------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 28 Apr 2026 | 2025 Audited Financial Statements | <p>That Council direct Administration to add the following items to the Task Action Summary report with targeted completion for the end of Q2:</p> <ul style="list-style-type: none"> a. Review of user access be completed to ensure access to accounting modules be limited to staff based on their job responsibility. b. Review of user access as a 'Power User' to senior management only with any exceptions from senior management being cited with the reason for their access. c. Review and update Purchasing Policy to establish a control to monitor and ensure appropriate approval processes and threshold criteria. d. Review and update ActiveNet Flex Pass revenue recognition to comply with Public Sector Accounting Standard PS3400. | 30 Jun 2026 | <p>Jacqueline Pelechytik 11 Jun 2026 11:47:42 AM This report is scheduled for June 23, 2026.</p> | Active |
| 28 Apr 2026 | 2026 Tax Recovery Reserve Bid (Tax Sale) | <p>That Council approve the reserve bids and the terms and conditions of sale for the 2026 Tax Recovery Sale, as presented.</p> | 12 Aug 2026 | <p>Communications Department 11 Jun 2026 03:09:20 PM Council approved the reserve bids and the terms and conditions of sale for the 2026 Tax Recovery Sale during the April 28, 2026, Regular Council Meeting.</p> | Active |

Council Action Task Summary as of June 11, 2026

| | | | | | |
|-------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 12 May 2026 | Manluk Spray Park and Playground - Final Report | That Council directs administration to bring back a final Manluk Spray Park report on all costing, timelines, and lessons learned, by the end of Q3. | 25 Aug 2026 | | Active |
| 14 Apr 2026 | Reserve Policy CO-013 | (Main Motion as Amended) That Council approve the Reserve Policy CO-013, as amended. | 14 Jul 2026 | Jacqueline Pelechytik 11 Jun 2026 01:56:57 PM Administration is bringing back the Reserve Policy to July 14, 2026 P&T meeting for further review by Council. | Active |
| 12 May 2026 | 2026 Fleet Capital Replacement - Phase 1 | That Council approve an amendment to the 2026 Capital Budget in the amount of \$695,940 for the 2026 Fleet Capital Replacement - Phase 1, to be funded from the Fleet Reserve. | 26 May 2026 | Chris Bond 11 Jun 2026 11:07:22 AM Administration is going to public market for with an RFSO (Request for Standing Offer) as per Policy CO-016 (Tendering and Purchasing) for the procurement of the approved vehicle replacements. This item can now be closed. | Complete |
| 26 May 2026 | Containment of Garbage Containers | That Council directs administration to provide an update on or before the next council meeting on the status of enclosure of garbage bins on main streets behind Starbucks. | 26 May 2026 | Kathy Lewin 11 Jun 2026 10:29:07 AM CLOSED - Included in the June 8, 2026 Regular Council Meeting agenda package. | Complete |



REQUEST FOR DECISION

RFD 26-1743

Meeting: Regular Council
Meeting Date: June 23, 2026
Presented By: Jessica Carroll, Records Management and Legislative Coordinator
Title: Annual STARS Update to Council
Report Type: Information Update

STRATEGIC ALIGNMENT:



Economy



Safety



Community



Environmental

RFD PURPOSE:

Annual STARS Update to keep Council and the public up to date on statistics pertinent to the City of Wetaskiwin and area, as well as new happenings at STARS that benefit the City of Wetaskiwin residents, the local hospital, and medical professionals.

REPORT:

The City of Wetaskiwin is an annual municipal supporter of STARS, with a fixed-rate contribution included in the municipal budget each year. The annual presentation is to keep Council well-informed.

ADMINISTRATION'S RECOMMENDED MOTION(S):

(I move) That Council receive the Annual STARS Update report and presentation as information.

IMPLICATIONS:

- a) Financial: The City contributes a fixed rate contribution of \$19,000 to STARS, and there are no changing impacts or financial implications related to this report.
b) Legal / Risk: None at this time.
c) Program or Service: None at this time.
d) Organizational: None at this time.

LEGISLATIVE BACKGROUND:

a) Policies and Bylaws:

b) Municipal Plans:

c) Other Legislation or Agreements:

APPROVAL(S):

Jacqueline Pelechytik, General Manager of Corporate Services
Communications Department, Communications
Sue Howard, City Manager

Approved - 11 Jun 2026
Approved - 11 Jun 2026
Approved - 11 Jun 2026

ATTACHMENTS:

[City of Wetaskiwin June 23 2026](#)



CRITICAL CARE, ANYWHERE

The best hope, in a worst-case scenario.



Critical care, anywhere. Since 1985.

It all began when a pregnant woman from a rural community died from blood loss, leaving a father alone with their newborn. For STARS' founders, her death was one too many. Something had to be done.

As we've grown and evolved, STARS has never wavered from our mission. Fundamentally we believe that where you live — or work, play and travel — shouldn't impact your chance of survival.

Dr. Greg Powell, OC, AOE, MD, FRCPC
STARS FOUNDER



Dr. Greg Powell

O.C., A.O.E., MD, FRCPC

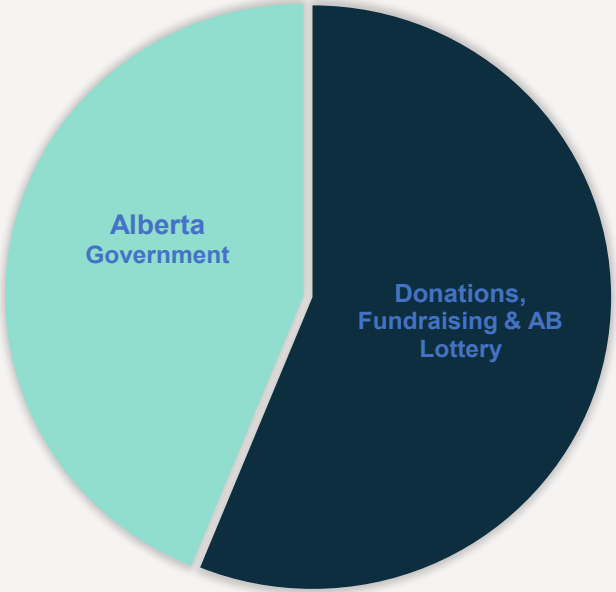
November 24, 1947 - April 30, 2025



**LEADING OUR TEAM
DR. JOHN FROH, President and CEO**



STARS ALBERTA, FY25-26



Direct Operating Costs
\$36.6 million
(\$12.2M per base)

Government Contribution
\$15 million



Donations, Fundraising & Lotteries are needed to cover **59%**
of direct operational costs in Alberta



- **80% Missions: Cardiac / Vehicle Incident / Medical / Trauma**
- Blood on board – Increased to 4 Units
- Massive Hemorrhage Control
- Thrombolytics
- Highly Specialized Equipment

H145 INTENSIVE CARE UNIT (ICU)

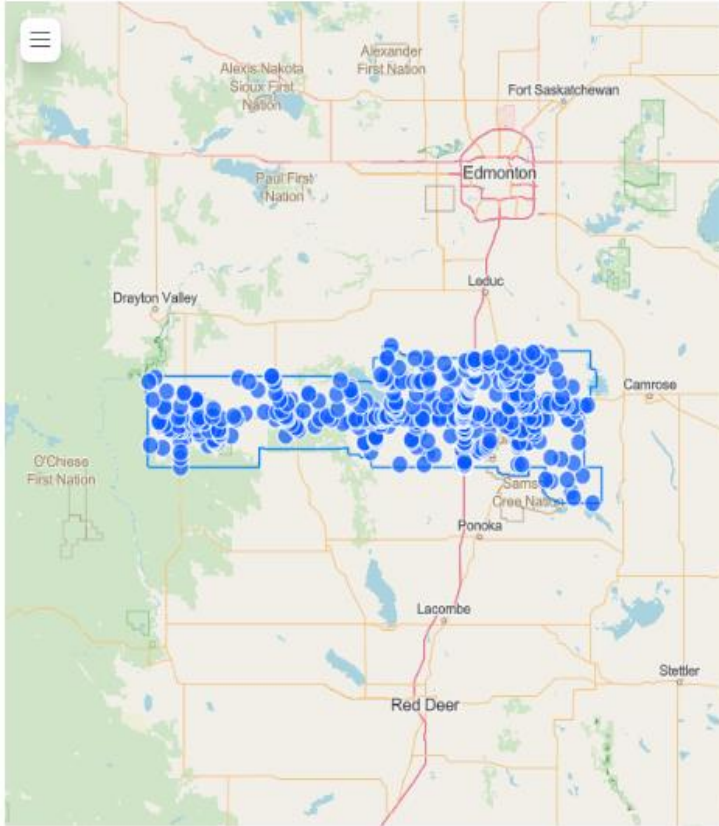


STARS IS BORDERLESS
Mass Casualty Incidents (MCI)
Inter-provincial multiple helicopter response





STARS Mission Locations



| CITY & COUNTY OF WETASKIWIN STARS 5-YEAR MISSION REPORT | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | TOTAL |
|------------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| NEAR ALDER FLATS Scene + SAR * | 1 | 1 | 1 | 2 | | 1 | 6 |
| NEAR BRETON * | 1 | | | | | | 1 |
| NEAR BUCK LAKE | 1 | 1 | 3 | 3 | 2 | | 10 |
| ERMINESKIN 138 FN * | | | | | 1 | | 1 |
| NEAR FALUN | | | | | 1 | | 1 |
| LOUIS BULL 138B FN * | | | | | 1 | | 1 |
| NEAR MA-ME-O BEACH | 1 | 2 | 4 | 1 | | | 8 |
| NEAR MASKWACIS * | 3 | 1 | 3 | 2 | | | 9 |
| NEAR MILLET | 2 | 2 | 2 | 3 | 4 | 2 | 15 |
| NEAR MISSION BEACH | | | | 1 | | | 1 |
| NEAR MULHURST BAY SCENE + SAR * | | | 2 | 1 | | | 3 |
| NEAR NEW NORWAY * | | | 1 | | | | 1 |
| NEAR PIGEON LAKE | | | | | 1 | 1 | 2 |
| NEAR WESTEROSE Scene + SAR * | 3 | | 1 | 1 | | | 5 |
| WETASKIWIN HOSPITAL IFTs | 46 | 42 | 61 | 37 | 32 | 14 | 232 |
| NEAR WETASKIWIN SCENE | 8 | 20 | 19 | 22 | 10 | 3 | 82 |
| NEAR WINFIELD Scene + SAR * | | 3 | 1 | 1 | 2 | | 7 |
| TOTAL City = 80% missions | 66 | 72 | 98 | 74 | 54 | 21 | 385 |

- Scene calls and search & rescue (SAR) coded to nearest community
- Actual mission location used to identify each occurrence within the County of Wetaskiwin boundaries



**STARS
TRANSPORT
PHYSICIANS
AVAILABLE 24/7**

**MORE
THAN
RAPID
TRANSPORT**

Virtual Care – Wetaskiwin Hospital – AB. Top 3



AMTC International Simulation Competition 2025 CHAMPIONS!

ESSENTIAL SERVICES FOR ALL, RURAL

- **95% Alberta in Partnership**
- **80% Regional Leaders**
 - Includes 7 Districts – Northern B.C.

9 PROVINCIAL LEADERS

- Fixed Rate (up to \$250K per year)
- Standing Motion Budget Line-item
- Logo on STARS helicopter

2026 (3) Provincial Leaders






- Special Areas No. 2, 3, 4
- Mountain View County
- Foothills County

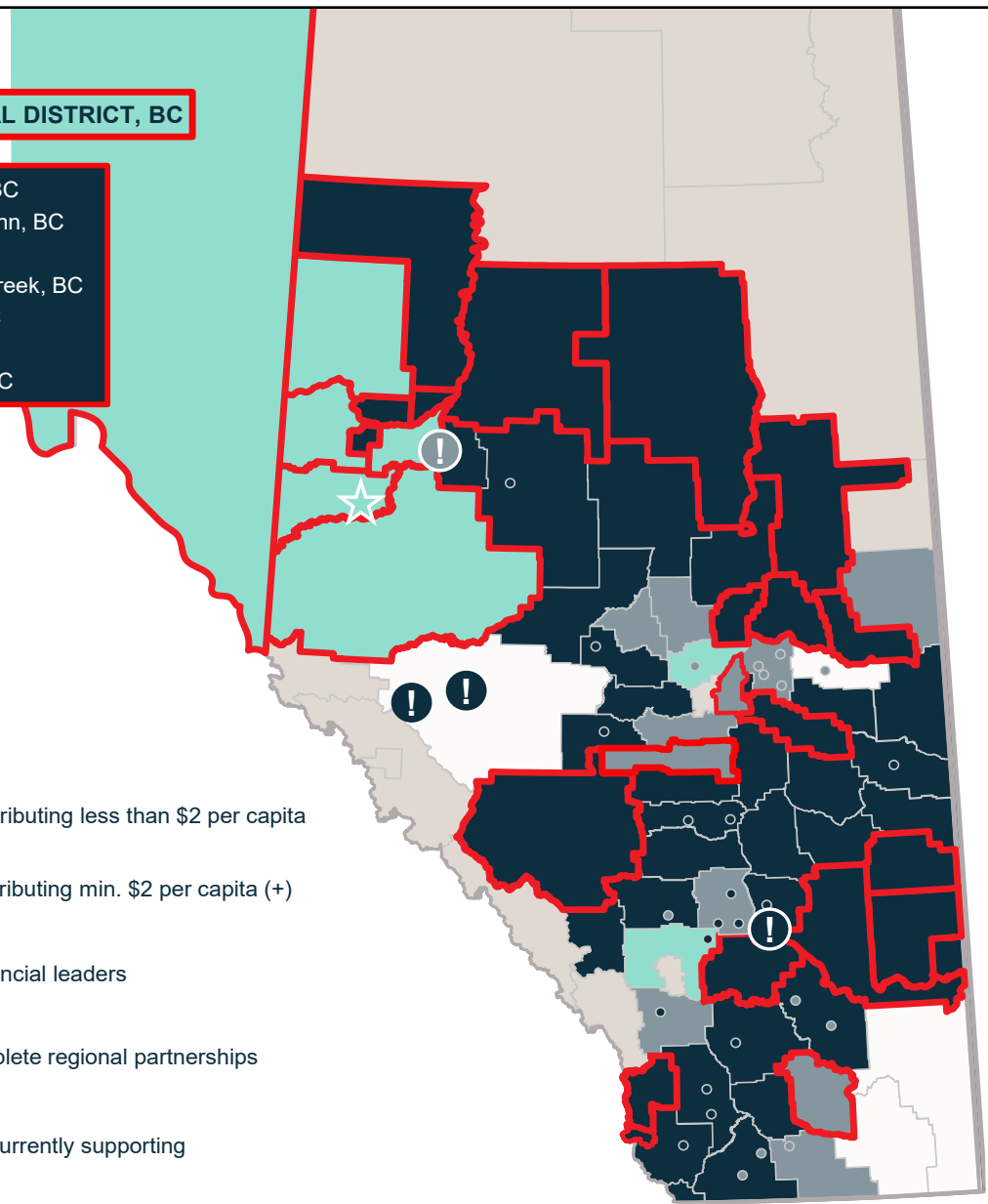
Welcome 30 New REGIONAL LEADERS
*Town of Millet

27 Complete Regional Partnerships
(All towns and villages within boundaries)

PEACE RIVER REGIONAL DISTRICT, BC

- Hudson's Hope, BC
- City of Fort St. John, BC
- Taylor, BC
- City of Dawson Creek, BC
- Pouce Coupe, BC
- Chetwynd, BC
- Tumbler Ridge, BC

-  Contributing less than \$2 per capita
-  Contributing min. \$2 per capita (+)
-  Provincial leaders
-  Complete regional partnerships
-  Not currently supporting





CITY OF WETASKIWIN
Municipal Supporter

Current Support

\$19,000.00
STANDING MOTION
(Based on \$1.50 per capita)

OUR REQUEST
Graduated Proposal

2027 - \$22,200.00
(Based on \$1.75 per capita)

2028 - \$25,500.00
(Based on \$2.00 per capita)

REGIONAL LEADERS

CRITICAL CARE, ANYWHERE. 



REQUEST FOR DECISION

RFD 26-1745

Meeting: Regular Council
Meeting Date: June 23, 2026
Presented By: Tolulope Maraiyesa, Chief Financial Officer
Title: 2025 Audited Consolidated Financial Report- Recommendation Update
Report Type: Request for Decision

STRATEGIC ALIGNMENT:



Economy



Safety



Community



Environmental

RFD PURPOSE:

To provide an update to Council on recommendations from the 2025 Audited Consolidated Financial Statements Report.

REPORT:

Metrix Group LLP, the City's appointed auditors, proposed the following recommendations during their presentation of the 2025 Audited Consolidated Financial Statements during the April 28, 2026 Regular City Council Meeting.

The recommendations were as follows:

1. Review of user access to accounting modules limited to staff based on their job responsibility.
2. Review and update of the purchasing policy.
3. Review and update Active Net Flex pass revenue recognition to comply with Public Sector Accounting Standards PS3400.
4. A report on how the unspent Municipal Sustainability Initiative grant will be applied to project to meet the 2028 deadline.

Administration has completed work on user access to accounting modules, and this has been limited to staff based on their position roles.

An updated purchasing/procurement policy has been drafted for review by the Senior leadership team and will be presented to Council for discussion at the planning and teamwork session on July 14, 2026.

Active Net Flex passes have been updated to align with the revenue recognition requirements

Any unspent Municipal Sustainability Initiative (MSI) grant totaling \$3447,000 will be included in the capital budget to be spent on neighborhood renewal during the 2027 budget deliberations.

Details of the projects to be funded from the funds are as follows:

MSI PROJECTS AS OF JUNE 11 2026

| | |
|------------------------------------------------------------------|---------------------|
| Allocated to Prior Projects | \$ |
| Multiplex (emergency lighting, fire alarm, resilient flooring) | 47,962.45 |
| Civic Centre Roof Replacement | 197,293.00 |
| Facility Heating Ventilation and Air Conditioning System Repairs | 606,000.00 |
| Disaster Recovery Site | 23,522.49 |
| | 874,777.94 |
| Unallocated MSI funds | 347,433.43 |
| | 1,222,211.37 |

The deadline to spend these funds is December 31, 2028. Administration anticipates that these projects will be completed prior to the deadline.

ADMINISTRATION'S RECOMMENDED MOTION(S):

(I move) That Council accepts the update on recommendations from the 2025 Audited Consolidated Financial Report as information.

IMPLICATIONS:

a) Financial:

- The auditors would include these items in their recommendations for the 2026 year if not actioned.

b) Legal / Risk:

c) Program or Service:

d) Organizational:

LEGISLATIVE BACKGROUND:

a) Policies and Bylaws:

b) Municipal Plans:

c) Other Legislation or Agreements:

COMMUNICATION STRATEGY:

Inform: To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, and/or solutions.

Tools:

- Other (otherwise specified)

Information provided in Council Agenda, Minutes and tax notices

NEXT STEPS:

Include the unallocated Municipal Sustainability Initiative uncommitted funds in the 2027 capital budget.

APPROVAL(S):

Communications Department, Communications
Sue Howard, City Manager

Approved - 11 Jun 2026
Approved - 11 Jun 2026



REQUEST FOR DECISION

RFD 26-1764

Meeting: Committee of the Whole
Meeting Date: June 23, 2026
Presented By: Zanette Frost, Recreation Services Manager
Title: City Facilities Use Policy CO-063
Report Type: Request for Further Direction

STRATEGIC ALIGNMENT:



Economy



Safety



Community



Environmental

RFD PURPOSE:

The purpose of this report is to provide Council with an opportunity to review the next iteration of the City Facilities Use Policy and provide feedback to Administration.

REPORT:

Background:

The City of Wetaskiwin provides residents and visitors with access to a wide range of indoor and outdoor facilities available for rent or booking to support community events, meetings, and special occasions.

The purpose of this policy is to establish clear, consistent guidelines for the use of City-owned and run facilities, ensuring they are allocated in a manner that:

- Promotes fair and equitable access.
- Activities are conducted in a safe, legal, and respectful manner.
- Sets reasonable limitations based on objective considerations, including but not limited to: safety, legal requirements, and operational capacity.
- Clarifies that use of City facilities does not imply endorsement.

Update:

On June 9, 2026, Administration presented the second draft of the City Facilities Use Policy. Greater clarity was requested around the question of insurance. This report provides Council with an updated draft for Council's review.

In summary of the changes, they provide clearer guidelines around the recommended insurance requirements and classification of risk as it relates to activities that may take place in a City facility or on City land/open spaces. Additionally, the sections of the policy were revised, aiming for better flow. Schedule "A" was split into three (3) separate schedules. Of particular note:

- Changed the numbering of the policy sections
- Added a definition of Special/Public Event

- Section 8 - Risk Classification System
- Section 9 - Insurance Requirements for Facility Use

This draft also incorporates Council's amendments to the policy made on May 12, 2026:

- Section 3.13f. was amended to "Require Users to obtain, maintain, and produce appropriate liability insurance, as determined by the City, prior to use of a City Facility" (now part of Section 9.1 b).

For the purpose of facility rentals, appropriate liability insurance refers to a policy that is obtained by the user (individual, group, or organization) to provide financial protection against claims for injury, property damage, or loss arising from their use of a City facility. At a minimum, appropriate coverage in Alberta generally includes commercial general liability, coverage for bodily injury and personal injury to participants or attendees, and coverage for third-party damage. The policy should provide coverage limits based on the level of risk associated with the activity.

"Schedule A - C" provides guidance outlining the types of activities typically covered under a \$2,000,000 policy and identifies the factors that may require increased coverage up to \$5,000,000. Higher coverage limits may be required based on risk factors such as (not limited to) alcohol service, large attendance, and/or higher-risk activities. This requirement ensures that the facility user assumes responsibility for risks associated with their event and helps protect the user and the municipality from potential liability.

In order to support the Users when they cannot acquire insurance through their provider and to ensure the appropriate coverage for their event, Administration is setting up an account through Alberta Municipalities with Instant Risk Coverage (IRC). Instant Risk Coverage is a Canadian-based insurance provider that offers a streamlined, user-friendly process tailored to facility renters and event organizers. Coverage can be activated quickly and may include:

- Commercial General Liability
- Participant injury coverage
- Third-party property damage.

The City does not extend its own insurance coverage to user groups, as doing so would increase the municipality's exposure to risk.

Conclusion

This policy provides direction for the development and implementation of User Agreements for bookable spaces owned and operated by the City. It supports consistent risk management practices and helps reduce exposure for both the municipality and user groups.

ADMINISTRATION'S RECOMMENDED MOTION(S):

(I move) that Council accept the draft of City Facilities Use Policy (CO-063) as information.

ALTERNATE OPTIONS:

- (1) Council may choose to seek further refinement prior to approving.
- (2) Council could approve the policy as presented (in regular Council Meeting).

IMPLICATIONS:

a) Financial:

- None at this time.

b) Legal / Risk:

- The framework that this policy provides can mitigate the risks to the City of Wetaskiwin associated with the use City facilities, as it clearly defines the parameters, expectations of use, and the roles and responsibilities of Administration and Users.

c) Program or Service:

- Administration and customer experience: Increased staff effort and clearer processes will be developed to review compliance and help users understand requirements, which may impact service levels and booking timelines.
- Risk management and service delivery: Strengthens liability protection for the City and may require a tiered, risk-based approach to balance safety with accessibility and program flexibility.

d) Organizational:

- Process/Procedural changes: Requires updates to booking procedures, standardized insurance review processes, staff training, and clear internal guidelines to ensure consistent application across departments.
- Resource and workload impacts: Increases administrative workload for staff (document review, compliance tracking, customer support), which may require additional capacity, tools, or system enhancements.
- Strategic alignment and risk posture: Strengthens the City's risk management approach and due diligence, but requires balancing safety with organizational priorities such as accessibility, community engagement, and service levels.

LEGISLATIVE BACKGROUND:

a) Policies and Bylaws:

N/A.

b) Municipal Plans:

N/A.

c) Other Legislation or Agreements:

- RFD 26 1749 MOVED BY COUNCILLOR - "That Council direct Administration to incorporate Council's recommendations into the City Facilities Use Policy and bring the revised policy back to the June 23, 2026, Regular Council Meeting for approval. RES /26 - CARRIED
- RFD 26-1692 MOVED BY COUNCILLOR DEAN BILLINGSLEY "That Council amend the draft policy as follows: 3.13f) be deleted and replaced with: "Require Users to obtain, maintain, and produce appropriate liability insurance, as determined by the City, prior to use of a City Facility." RES 161/26 - CARRIED.
MOVED BY COUNCILLOR KAREN ABERLE "That Council direct Administration to incorporate Council's recommendations into the City Facilities Use Policy and bring the revised policy back to the June 9, 2026, Regular Council Meeting for approval RES 160/25 - CARRIED.
- Municipal Government Act (MGA) [specifically: Authority to require insurance: Sections 7 & 8; which allows municipalities to create bylaws regulating activities and imposing conditions (including insurance requirements)].
- Occupiers Liability Act - core for Recreation and Facilities.
- Common Law (Negligence).

NEXT STEPS:

Administration will incorporate any additional changes to the policy and bring back to Council for approval on July 14, 2026 Regular Council meeting.

APPROVAL(S):

AGENDA ITEM # 9. 9.2

Zanette Frost, Recreation Services Manager

Approved - 16 Jun 2026

Kevin Bamber, General Manager of Community and Protective Services

Approved - 16 Jun 2026

Communications Department, Communications

Approved - 17 Jun 2026


Sue Howard, City Manager

Approved - 17 Jun 2026

ATTACHMENTS:

[City Facilities Use Policy\(June 9,2026\)](#)

[City Facility Use Policy D3\(June 23, 2026\)](#)

| City of Wetaskiwin Council Policy | | City Facilities Use Policy |
|-----------------------------------------------------------------------------------|-----------------------|---------------------------------------------------------|
|  | Policy Number: | CO-063 |
| | Effective On: | <<Approval date>> |
| | Approval History: | N/A |
| | Review Frequency: | Every (4) years |
| | Division Responsible: | CPS / Recreation |
| | Cross-Reference: | Facility User Agreement 2100-25 Fees & Charges Bylaw |

1. Policy Statement

The City of Wetaskiwin provides access to City-owned facilities for a wide range of community uses. This policy establishes a clear, consistent, and transparent framework governing the use of these facilities.

City-owned facilities shall be made available in a manner that:

- Supports broad and equitable community access;
- Ensures use is lawful, safe, and respectful;
- Establishes parameters and restrictions based on objective criteria such as legality, safety, and operational requirements; and
- Confirms that use of a City Facility does not constitute endorsement or support by the City of any individual, group, or activity.

2. Definitions

- 2.1 **‘City’** means the municipal corporation of the City of Wetaskiwin.
- 2.2 **‘City Facility’** means any building, room, park, open space, or other property owned, operated, or managed by the City of Wetaskiwin and available for public booking.
- 2.3 **‘City Manager’** means the Chief Administrative Officer appointed by Council pursuant to the Municipal Government Act.
- 2.4 **‘User’** means any individual, group, or organization that books or uses a City Facility.
- 2.5 **‘Permitted Use’** means a use that complies with this policy, all applicable legislation, bylaws, policies, and agreements of the City.
- 2.6 **‘Prohibited Use’** means any use that does not comply with Section 3 of this policy.

This Policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation.

Elected Official Initial _____

City Manager Initial _____

3. Standards

General Access

- 3.1 City Facilities are community assets intended for public use and will be made available in a fair and equitable manner.
- 3.2 Access shall not be restricted based solely on political, ideological, or philosophical viewpoints, except where the proposed use contravenes this policy, applicable legislation, or creates a demonstrable risk to safety, operations, or property.

Permitted Uses

- 3.3 City Facilities may be used for lawful purposes, including but not limited to:
 - a. Recreational activities,
 - b. Cultural and community events,
 - c. Educational programming,
 - d. Entertainment activities,
 - e. Private events,
 - f. Civic engagement activities.
- 3.4 Political, advocacy, and religious activities are permitted provided they comply with this policy, all applicable laws, and any applicable agreements.

Prohibited Uses

- 3.5 City Facilities shall not be used for activities that:
 - a. Are illegal or promote illegal conduct;
 - b. Promote or involve violence, threats, or intimidation;
 - c. Constitute discrimination or harassment contrary to applicable legislation;
 - d. Create an unreasonable risk to public safety or property;
 - e. Interfere with the City's ability to provide services or with other approved users;
 - f. Violate any City bylaw, policy, or contractual agreement.
 - g. Result in damage to City property or misuse of facilities; or
 - h. Involve material misrepresentation of the intended use of the facility.

Use Requirements

- 3.6 All Users must provide accurate and complete information regarding the intended use of the City Facility at the time of booking.
- 3.7 Users are required to cooperate with City staff and provide any additional information reasonably necessary for the purpose of assessing compliance with this policy, including but not limited to:
 - a. Nature and purpose of the activity,
 - b. Anticipated attendance,
 - c. Description of activities to occur within the City Facility,
 - d. Equipment, materials or services involved.

This Policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation.

Elected Official Initial _____

City Manager Initial _____

- 3.8 Failure to provide accurate or complete information, or to cooperate with City staff, may result in denial, cancellation or conditions being imposed on the booking.

Non-Endorsement

- 3.9 The use of a City Facility by any User does not constitute endorsement, support, or approval by the City of Wetaskiwin of the User's views, opinions, or activities.
- 3.10 Users shall not state or imply that their activity is endorsed by the City.

Administration and Authority

- 3.11 City staff are authorized to:
- a. Review and approve or deny booking requests;
 - b. Request additional information to assess compliance;
 - c. Impose reasonable conditions on City Facility use;
 - d. Cancel bookings where this policy or associated agreements are breached.
- 3.12 Decisions shall be made in a manner consistent with this policy and applicable legislation.
- 3.13 The City Manager may establish administrative directives respecting booking procedures, fees, deposits, insurance requirements, security requirements, occupancy limits, and other operational conditions necessary to implement this policy.

User Agreement Requirement

- 3.14 All Users must enter into a City Facility User Agreement prior to use.
- 3.15 The City Facility User Agreement shall:
- a. Specify the intended use of the City Facility;
 - b. Require compliance with this policy;
 - c. Specify the fees for the City Facility;
 - d. Include liability, indemnification, and waiver provisions;
 - e. Reinforce the City's non-endorsement position, and
 - f. Require Users to obtain, maintain, and produce appropriate liability insurance, as determined by the City, prior to use of a City Facility.
 - g. Include the criteria used to determine the most appropriate coverage as based on "Schedule A" - Special Events Activity Hazard Guideline.

Appeals

- 3.16 Users may appeal a decision related to City Facility use in writing to the City Manager or designate.

This Policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation.

Elected Official Initial _____

City Manager Initial _____

Policy No. CO-063
City Facilities Use Policy
Page 4 of 4

3.17 The City Manager or designate shall review the appeal and may confirm, vary, or overturn the original decision. This decision shall be final and not subject to further appeal within the City.

Joe Branco, Mayor

Sue Howard, City Manager

This Policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation.

Elected Official Initial _____

City Manager Initial _____

**City of Wetaskiwin
Council Policy**

**City Facilities
Use Policy**



| | |
|-----------------------|------------------------------------------------------------|
| Policy Number: | CO-063 |
| Effective On: | <<Approval date>> |
| Approval History: | N/A |
| Review Frequency: | Every (4) years |
| Division Responsible: | CPS / Recreation |
| Cross-Reference: | Facility User Agreement 2100-25 Fees & Charges Bylaw |

Policy Statement

The City of Wetaskiwin provides access to City-owned facilities for a wide range of community uses. This policy establishes a clear, consistent, and transparent framework governing the use of these facilities.

City-owned facilities shall be made available in a manner that:

- Supports broad and equitable community access;
- Ensures use is lawful, safe, and respectful;
- Establishes parameters and restrictions based on objective criteria such as legality, safety, and operational requirements; and
- Confirms that use of a City Facility does not constitute endorsement or support by the City of any individual, group, or activity.

2. Definitions

- 2.1** ‘City’ means the municipal corporation of the City of Wetaskiwin.
- 2.2** ‘City Facility’ means any building, room, park, open space, or other property owned, operated, or managed by the City of Wetaskiwin and available for public booking.
- 2.3** ‘City Manager’ means the Chief Administrative Officer appointed by Council pursuant to the Municipal Government Act.
- 2.4** “Certificate of Insurance” (COI) means a document confirming insurance coverage.
- 2.5** ‘Permitted Use’ means a use that complies with this policy, all applicable legislation, bylaws, policies, and agreements of the City.
- 2.6** ‘Prohibited Use’ means any use that does not comply with Section 3 of this policy.
- 2.7** ‘Risk Classification’ the categorization of an activity as Low, Medium, or High Risk based on safety considerations, equipment used, and potential exposure to injury or property damage and conditions that can change the level of risk, including but not limited to alcohol consumption and attendance numbers can influence overall risk exposure.

This Policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation.

Elected Official Initial _____

City Manager Initial _____

2.8 'Special Public Event' An organized event that is open to the general public and held on City-owned land or within public open spaces, **typically larger in scale or higher in complexity**. These events may involve significant attendance, road closures, temporary structures, alcohol service, amplified sound, vendors, or enhanced safety and servicing requirements. (Examples include festivals, fairs, concerts, large fundraisers, and community celebrations. Special Public Events may be one-time or recurring, free or ticketed, and are organized to generate revenue, support a cause, raise awareness, or provide entertainment.)

2.9 'User' means any individual, group, or organization that books or uses a City Facility.

3.0 Standards

General Access

3.1 City Facilities are community assets intended for public use and will be made available in a fair and equitable manner.

3.2 Access shall not be restricted based solely on political, ideological, or philosophical viewpoints, except where the proposed use contravenes this policy, applicable legislation, or creates a demonstrable risk to safety, operations, or property.

Permitted Uses

3.3 City Facilities may be used for lawful purposes, including but not limited to:

- a. Recreational activities,
- b. Cultural and community events,
- c. Educational programming,
- d. Entertainment activities,
- e. Private events,
- f. Civic engagement activities.

3.4 Political, advocacy, and religious activities are permitted provided they comply with this policy, all applicable laws, and any applicable agreements.

Prohibited Uses

3.5 City Facilities shall not be used for activities that:

- a. Are illegal or promote illegal conduct;
- b. Promote or involve violence, threats, or intimidation;
- c. Constitute discrimination or harassment contrary to applicable legislation;
- d. Create an unreasonable risk to public safety or property;
- e. Interfere with the City's ability to provide services or with other approved users;
- f. Violate any City bylaw, policy, or contractual agreement;
- g. Result in damage to City property or misuse of facilities; or

This Policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation.

Elected Official Initial _____

City Manager Initial _____

- h. Involve material misrepresentation of the intended use of the facility.

4. Requirements

- 4.1** All Users must provide accurate and complete information regarding the intended use of the City Facility at the time of booking.
- 4.2** Users are required to cooperate with City staff and provide any additional information necessary for the purpose of assessing compliance with this policy, including but not limited to:
 - a. Nature and purpose of the activity,
 - b. Anticipated attendance,
 - c. Description of activities to occur within the City Facility,
 - d. Equipment, materials, or services involved.
- 4.3** Failure to provide accurate or complete information, or to cooperate with City staff, may result in denial, cancellation or conditions being imposed on the booking.

5. Non-Endorsement

- 5.1** The use of a City Facility by any User does not constitute endorsement, support, or approval by the City of Wetaskiwin of the User's views, opinions, or activities.
- 5.2** Users shall not state or imply that their activity is endorsed by the City.

6. Administration and Authority

- 6.1** City staff are authorized to:
 - a. Approve or deny booking requests;
 - b. Request additional information to assess compliance;
 - c. Assign risk classification;
 - d. Impose reasonable conditions on City Facility use;
 - e. Cancel bookings where this policy or associated agreements are breached.
- 6.2** Decisions shall be made in a manner consistent with this policy and applicable legislation.

7. User Agreement Requirements

- 7.1** All Users must enter into a City Facility User Agreement prior to use.
- 7.2** The City Facility User Agreement shall:
 - a. Define the use of the space;
 - b. Require compliance with this policy;
 - c. Specify the fees;
 - d. Include liability, indemnification, and waiver provisions;

This Policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation.

Elected Official Initial _____

City Manager Initial _____

- e. Reinforce the City’s non-endorsement, and
- f. Require Users to obtain, maintain, and produce appropriate liability insurance, as determined by the City, prior to use of a City Facility.

8. Risk Classification System

8.1 The City will assign each booking a risk classification based on:

- a) Nature of activity;
- b) equipment or structure used;
- c) Participant interaction or physical activity; and
- d) Potential risk to people or property.

This classification determines insurance and operational requirements.

9. Insurance Requirements for Facility Use

9.1 General Insurance Requirement

- a) All facility and open space bookings must maintain a valid Certificate of Insurance that meets the City’s minimum insurance requirements as a condition of use, unless specifically exempted.
- b) Where required, users must obtain, maintain and produce Commercial General Liability insurance acceptable to the City and provide a Certificate of Insurance prior to use.

9.2 Minimum Insurance Standards

- a) Low Risk Activities (Schedule A) – Insurance MAY be waived at the discretion of the City.
- b) Medium Risk Activities – Minimum of \$2,000,000 Commercial General Liability Insurance per occurrence is required.
- c) High Risk Activities – Minimum of \$5,000,000 Commercial General Liability Insurance per occurrence is required.

The City Manager or designated may require higher limits based on additional risk factors.

9.3 Special Public Events

Special Public Events require additional conditions including:

- Increased insurance limits;
- Security or staffing requirements;
- Site-specific operational controls

Special Public Event classification may apply in addition to the risk classification assigned under Section 9.2.

9.4 Insurance Assistance

- a) Users are responsible for obtaining required insurance.
- b) The City may provide general information regarding potential insurance providers; however, the City does not guarantee coverage of availability or endorse any provider.

This Policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation.

Elected Official Initial _____

City Manager Initial_____

10. Non-Compliance

Failure to provide insurance or a valid Certificate of Insurance may result in:

- Denial of booking approval;
- Cancellation of a confirmed booking; or
- Revocation of space/facility use privileges.

The City is not responsible for any resulting costs or damages.

11. Appeals

- 11.1** Users may appeal a decision related to City Facility use in writing to the City Manager or designate.
- 11.2** The City Manager or designate shall review the appeal and may confirm, vary, or overturn the original decision.
- 11.3** This decision shall be final and not subject to further appeal within the City.

Joe Branco, Mayor

Sue Howard, City Manager

This Policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation.

Elected Official Initial _____

City Manager Initial_____

**Schedule A
Low Risk**

- Anniversary Party
- Antique Shows
- Art Festivals
- Art Shows
- Auctions
- Award Presentations
- Baby Shower
- Backpacking
- Badminton
- Ballet Shows
- Banquets
- Baptism
- Bar/Bat Mitzvah
- Baton Twirling
- Beauty Pageants
- Birthday Party
- Bocce Ball
- Bridal Showers
- Business Meetings
- Business Parties
- Campaign Fund Raisers
- Catering Services
- Charity Auctions/ Dinners
- Christening
- Church Services
- Community Barbeque
- Community Garage Sale
- Concert - Band Rehearsals
- Concert – Choir
- Concert - Symphony
- Conventions
- Cooking Classes
- Cornhole
- Craft Shows
- Debutante Balls
- Demonstrations
- Dog Training
- Educational Classes
- Engagement Party
- Flower Shows
- Funeral Service
- Garden Shows
- Hacky Sack
- Hiking
- Horseshoes
- Job Fair
- Juggling
- Lawn Bowling
- Lectures
- Luncheons Meetings
- Mini Golf
- Music Performers
- Open Door Events
- Paddle Ball
- Photography Class
- Pickleball
- Poetry Readings,
- Quince Nera
- Receptions Recitals
- Religious Assemblies
- Seminars
- Shuffleboard
- Skipping Rope
- Social Receptions
- Speaking Engagements
- Table Tennis
- Talent Shows
- Tennis
- Voter Registration

This Policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation.

Elected Official Initial _____

City Manager Initial _____

**Schedule B
Medium Risk**

- 5ks,10ks Runs
- Aerobics
- Archery
- Baseball
- Basketball
- Bazaars
- Bingo Games
- Board Games
- Broomball (non-contact)
- Card Games
- Cheerleading
- Chess Tournaments
- Comedy Shows
- Concert – Max. 500
- Cricket
- Croquet
- Cross Country
- Curling
- Dance Class
- Dance Lessons
- Darts
- Dodgeball
- Dry Land Training
- Fashion Shows
- Figure Skating
- Flag Football
- Frisbee
- Golf Tournaments
- Half Marathons
-
-
- Handball
- Ice Skating Shows
- In- line Skating
- Kickball
- Marching Bands
- Math Tournaments
- Net Ball
- Nordic Walk
- Picnics
- Play Readings
- Public Skate
- Racquetball
- Reunions
- Show Dance Competitions
- Slo-Pitch
- Snowshoeing
- Softball
- Squash
- Tai Chi
- T-Ball
- Tap Dancing
- Theatrical Productions
- Touch Football
- Touch Rugby
- Track & Field
- Ultimate Frisbee
- Video Gaming
- Volleyball
- Walkathons
- Weight Training
- Yoga
- Zumba

This Policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation.

Elected Official Initial _____

City Manager Initial_____

**Schedule C
High Risk**

* Conditions on policy must be met for limited coverage to apply

** Activity is excluded for Roller Derby, Sledge Hockey, Soccer, Speed Skating, Martial Arts, Aqua Fit, Canoeing, Kayaking, Paddle Boarding, Swimming, Water Aerobics, Water Polo, Water Zumba, Sport activities organized by local chapters of provincial, national, or international organizations and/or sports leagues are excluded on the MNX002 liability policy. This exclusion does not apply to sporting activities organized by local communities or individuals.

- 3 v 3 Hockey
- Alcohol Service
- Amusement Rides
- Animal Rides
- Ball Hockey
- Base jumping**
- Bungee jumping**
- Circus**
- Combative Sport**
- Cycling
- Downhill skateboard**
- Downhill skating**
- Downhill skiing**
- Extreme Sports**
- Field Hockey
- Firearms**
- Fireworks
- Floor Hockey
- Hay/Sleigh Rides
- Hockey Power Drills
- Hockey Speed Drills
- Ice Hockey
- Ice Tennis
- Inflatables*
- Lacrosse
- Motorized racing **
- Mountain Biking
- Mountain board**
- Old Timer Hockey
- Parades
- Petting Zoo
- Pick-up Hockey
- Pyrotechnics
- Ringette
- Rodeos**
- Roller Hockey
- Roller Skating
- Sky diving**
- Snow tubing**
- Temporary Grandstands
- Trampoline**
- Ziplining**
- Zorbing**

This Policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation.

Elected Official Initial _____

City Manager Initial_____



REQUEST FOR DECISION

RFD 26-1758

Meeting: Committee of the Whole
Meeting Date: June 23, 2026
Presented By: Zanette Frost, Recreation Services Manager
Title: Facility Rental Marketing Update
Report Type: Information Update

STRATEGIC ALIGNMENT:



Economy



Safety



Community



Environmental

RFD PURPOSE:

To provide the results of a targeting marketing campaign for City-owned rental facilities.

REPORT:

Background

In the fourth quarter of 2025, \$7,500.00 was allocated to promote bookable City facilities with the goal of increasing rental revenue. Administration is presenting the approach, results, key lessons, and recommendations from this investment.

Campaign Overview

A three (3) month digital marketing campaign launched in January 2026 (to March 2026) to increase awareness and facility rental revenue, with the primary focus on ice rentals. Administration engaged an ad agency to update the facility rentals landing page.



Results

The digital advertising campaign generated strong overall visibility and engagement across both Google Ads and Facebook Ads platforms while maintaining cost-efficient results.

Google Ads High-Level Results

| | | |
|--------|-------------|------------|
| Clicks | Impressions | Cost |
| 3,005 | 112,796 | \$2,558.83 |

Google Ads Competitive Metrics

| | | |
|---------------------|--------------------------|------------------------------|
| Impressions (Top) % | Click Through Rate (CTR) | Average Cost Per Click (CPC) |
| 70.33% | 2.71% | \$0.84 |

Google Ads Conversion Metrics

| | | |
|-------------|---------------------|-----------------|
| Conversions | Cost per Conversion | Conversion Rate |
| 204.45 | \$12.52 | 5.11% |

Facebook Ads High Level

| | | |
|-------------|-------------|------------|
| Link Clicks | Impressions | Total Cost |
| 3,079 | 998, 878 | \$2,780.21 |

Facebook Ads Competitive Metrics

| | | |
|-----------|---------------------|----------------|
| Frequency | Cost Per Link Click | Link Click CTR |
| 4.61 | \$0.90 | 0.31% |

Facebook Ads Conversion Metrics

| | |
|---------------------|------------------|
| Contact Conversions | Cost Per Contact |
| 189 | \$14.71 |

Summary

- Google Ads performed best overall, helping reach a broad audience and generate a strong number of customer actions at a reasonable cost. Search activity for facility rentals is fairly specialized and limited, so ongoing adjustments to the campaign — particularly filtering out irrelevant searches through negative keywords — will help improve efficiency.
- Meeting room rentals received the fewest searches and bookings through advertising, but they are still beneficial to promote because there is very little competition in that market.
- Advertising also reached audiences outside Wetaskiwin, with search interest coming from Edmonton, Nisku, and Camrose, indicating potential regional demand for facilities and rentals.
- Facebook and Instagram advertising generated strong visibility and awareness. On average, users saw the ads approximately 4 to 5 times, which helped reinforce awareness within the community. However, because audiences saw the ads repeatedly, refreshing the advertisements with new images or video content would help maintain interest and prevent ad fatigue.

Social media advertising helped residents learn about available facilities and services, supporting overall awareness goals. Both Google and Facebook ads generated strong visibility and engagement at a reasonable cost. Google Ads was most effective at driving bookings and inquiries, while Facebook Ads helped reach a large audience and increase community awareness.

The next series of tables reflects the comparative revenue of the bookable spaces highlighted in the campaign.

| Resource | Hours Booked | Number of Bookings | Revenue |
|----------|--------------|--------------------|---------|
|----------|--------------|--------------------|---------|

AGENDA ITEM # 9. 9.3

| | 2025 Jan - Jun | 2026 Jan - May 31 | 2025 Jan - Jun | 2026 Jan - May 31 | 2025 Jan - Jun | 2026 Jan - May 31 |
|-------------------|-------------------|----------------------|-------------------|----------------------|-------------------|----------------------|
| By the Lake Park | 332.5 | 522 | 31 | 44 | \$7,198.00 | \$8,086.00 |
| Party Room | 328.5 | 248 | 80 | 55 | \$5,776.00 | \$4,095.00 |
| DeGoeij Room | 284.5 | 307.4 | 73 | 54 | \$4,580.00 | \$4,617.00 |
| Multipurpose Room | 281.5 | 251 | 61 | 48 | \$3,765.00 | \$3,476.00 |
| Arena 1 | 939.75 | 867.25 | 507 | 480 | \$75,406.00 | \$71,250.00 |
| Arena 2 | 671.25 | 811.25 | 398 | 405 | \$48,616.00 | \$51,281.00 |
| Rec Hall | 688.25 | 746.75 | 191 | 220 | \$25,241.00 | \$28,139.00 |
| Mezzanine | 60.25 | 74.5 | 14 | 17 | \$1,485.00 | \$1,540.00 |

Facility Revenue Summary

| | 2025 Jan - Jun | 2026 Jan - May 31 | Change | Percentage |
|------------------|-------------------|----------------------|---------------|--------------|
| Co-op Place | \$150,746 | \$152,209 | +\$1,463 | +1.0% |
| Manluk Centre | \$14,121 | \$12,188 | -\$1,933 | -13.7% |
| By the Lake Park | \$7,198 | \$8,086 | +\$888 | +12.3% |
| Totals | \$172,065 | \$172,483 | +\$418 | +0.2% |

Summary

- Marketing increased awareness and clicks, but did not convert to bookings. This may be influenced by advertisement timing, pricing, limited availability, booking process challenges, and regional competition.
- Operational factors also influence revenue outcomes.
- Reported booking volumes include internal use, which produces no rental revenue.
- At By the Lake Park (BTLP), capacity constraints are influenced by the amount of time needed to clean, reset, and prepare the facility after one rental group leaves and before the next group arrives.
- At a high level, the return on investment should consider the longer sales cycle typically associated with facility rentals (a booking for a year in advance, which may only recognize the deposit and not the full rental value; essentially, it becomes deferred revenue).
- Short-term results may not fully capture the impact of awareness-driven campaigns.
- There are bookable spaces in City Facilities that are guided by scheduling restrictions that prioritize local user groups.
- Council's decision to reduce hours on weekends at Manluk Centre: Wetaskiwin Regional Aquatics & Fitness has likely contributed to the decrease in room revenue at that facility.

Key Recommendations

The campaign results identified opportunities to improve how users discover, inquire about, and book City facilities. While advertising successfully increased visibility and engagement, operation and process improvements are needed to better convert interest into confirmed rentals. The following recommendations are intended to strengthen customer experience, support revenue growth, and align future marketing efforts with facility capacity and target audiences.

Optimize Conversion Pathways

- Enhance landing pages with clear calls to action, professional imagery, and pricing transparency.

AGENDA ITEM # 9. 9.3

- Streamline the booking process by implementing an online reservation system or a centralized, highly monitored contact point (e.g., single email address and main phone line dedicated to event bookings).
- Establish service standards for rapid response times to inquiries.

Target High-Value Market Segments

- Develop structured outreach and partnership initiatives with regional sports organizations to attract tournaments and large events, supported by bundled pricing packages.
- Expand marketing toward weddings and corporate events for the Recreation Hall and BTLP, including dedicated web pages and listings on event platforms such as WeddingWire.

Refine Marketing Strategy

- Refine the first-time digital marketing investment that built awareness, adjust campaign timing and targeting to align with booking decision cycles, and have an “always on low budget” Google search campaign to capture ongoing demand.
- Prioritize promotion of facilities with flexible availability rather than constrained or priority-booked spaces.

A focused approach that integrates improved user experience, targeted market development, and operational alignment is expected to strengthen conversion rates and support revenue recovery.

Conclusion

The digital marketing campaign successfully increased awareness and engagement for City facilities while maintaining cost-effective advertising performance. Although the short-term financial impact on rentals was modest, the campaign demonstrated measurable regional interest, increased online activity, and improved visibility of bookable spaces. Results also highlighted that marketing alone does not determine revenue outcomes, as operational limitations, booking processes, scheduling priorities, and facility availability significantly influence conversion rates. Moving forward, a more integrated approach that combines targeted marketing, streamlined booking systems, improved customer response times, and alignment between promotional efforts and operational capacity is expected to strengthen booking conversions, support long-term revenue growth, and enhance the overall customer experience for facility users.

ADMINISTRATION'S RECOMMENDED MOTION(S):

(I move) that Council accept the Facility Rental Marketing Update as information.

ALTERNATE OPTIONS:

Council could:

- (1) Continue current practices with no additional investment or operational changes.
- (2) Focus future marketing only on high-demand facilities with available capacity.
- (3) Delay further advertising investments until booking processes and operational capacity are reviewed.

IMPLICATIONS:

a) Financial:

- May include operational and marketing investments to support implementation. These could include enhancements to online booking systems, continued digital advertising, webpage improvements, expanded promotional materials, and staff resources to support inquiry response times and booking coordination.
- While additional investment may be required, the proposed actions are intended to improve conversion rates, increase facility utilization, strengthen regional attraction efforts, and support long-term rental

AGENDA ITEM # 9. 9.3

revenue growth. Potential future budget requirements would be brought forward through the annual budget process or future Council reports, as appropriate.

- Increased bookings may require additional staffing, cleaning, and operational resources.

b) Legal / Risk:

- Promotional materials and advertising content must remain accurate and consistent with City policies and facility availability.
- Online booking or payment systems would need to comply with privacy, records management, and cybersecurity requirements.

c) Program or Service:

- Limited facility availability and scheduling restrictions may reduce the ability to convert advertising interest into confirmed bookings (Decreasing the hours at Manluk, impacts the availability of the party rooms).
- Delays in responding to rental inquiries may negatively impact customer experience and booking opportunities.
- Advertising outside the region could create demand that exceeds available rental capacity.

d) Organizational:

- Increased demand on facilities may require additional operational support, including staffing, cleaning, set up, and scheduling coordination
- Increased facility usage also increased wear and tear on City assets (building infrastructure and furnishings).

LEGISLATIVE BACKGROUND:

a) Policies and Bylaws:

- City Facilities Use Policy (CO-063)
- City Fees and Charges Bylaw 2100-25

b) Municipal Plans:

c) Other Legislation or Agreements:

COMMUNICATION STRATEGY:

Inform: To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, and/or solutions.

Tools:

- Other (otherwise specified)

Public record as part of regularly scheduled Council Meeting.

NEXT STEPS:

Administration will proceed with Council's direction.

APPROVAL(S):

Zanette Frost, Recreation Services Manager

Kevin Bamber, General Manager of Community and Protective Services
Communications Department, Communications

Approved - 08 Jun 2026

Approved - 11 Jun 2026

Approved - 11 Jun 2026



REQUEST FOR DECISION

RFD 26-1722

Meeting: Regular Council
Meeting Date: June 23, 2026
Presented By: Sue Howard, City Manager
Title: Monthly City Manager Report to Council and the Community (CONSENT AGENDA)
Report Type: Information Update

STRATEGIC ALIGNMENT:



Economy



Safety



Community



Environmental

RFD PURPOSE:

To keep Council and the Community informed about priorities and challenges, upcoming events and community connections, City human resources, project updates, communications, public participation opportunities, and department wins.

REPORT:

The City Manager Report is an ongoing monthly opportunity to update Council and the community on City operations and public events. Attached is the City Manager Report as well as the most current operating and capital budget updates.

ADMINISTRATION'S RECOMMENDED MOTION(S):

(I move) That Council receive the City Manager Report as information.

ALTERNATE OPTIONS:

Council could refer any items to the regular meeting for further direction.

IMPLICATIONS:

- a) Financial:
 - None at this time
- b) Legal / Risk:
 - None at this time
- c) Program or Service:
 - None at this time

d) Organizational:

- None at this time

LEGISLATIVE BACKGROUND:

a) Policies and Bylaws:

- Not applicable

b) Municipal Plans:

- Not applicable

c) Other Legislation or Agreements:

- Not applicable

COMMUNICATION STRATEGY:

Inform: To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, and/or solutions.

Tools:

- Other (otherwise specified)
council meeting recording

APPROVAL(S):

Communications Department, Communications
Sue Howard, City Manager

Approved - 11 Jun 2026
Approved - 12 Jun 2026

ATTACHMENTS:

- [City Manager Update May Capital+Projects+Coverpage](#)
- [Capital Projects Gantt Chart \(May-26\) Report](#)
- [OPERATING Projects Coverpage](#)
- [All Operational Projects+-+06-09-2026_16-15-30](#)
- [Service Tracker Report - May 2025](#)



CAO Report for the period May 1 to 31, 2026

Priorities and Challenges

Priorities

1. Tax notices were sent out to residents in May which reflected a new communication approach for residents to better understand how levied taxes are being spent on how the City Grows, how the City is Maintained, keeping the City Safe, and Enjoying the City.
2. Council approved the Fleet Replacement program on May 12, and administration is working on actioning the program. This will result in a net reduction of five vehicles and a reduction of capital costs, and improved efficiency.
3. Industrial investment attraction that supports and promotes the current population growth trend to (and beyond) the 15,000-resident milestone.
4. Preparing for events and parades season
5. Updated entrance sign installs – 2 completed to date

Challenges

1. The City is moving to a new permitting software but currently have a tool gap. Administration is working to maintain service levels in the absence of a permitting application. New software is expected to be implemented in the coming months.

Community Connections

1. Community Gardens opened on May 19, and all plots have been fully subscribed. Plots are located in:
 - Montgomery Park (30 plots)
 - 47 Street & 56 Ave (15 plots)
 - Broere Park (15 plots)

Employment Opportunities

1. Current Vacancies – none at this time
2. On-going Recruitment
 - a. Firefighter Recruitment
 - b. Lifeguards 1 and 2

Customer Service

1. There have been no official customer service complaints requiring investigations.
2. Citizens are encouraged to file a formal complaint through our [online feedback form](#) located on the city website. While administration strives to meet concerns within two business days and with respect, we do recognize that residents may still be unhappy with the service they received, and we want to hear from residents so we can help improve our processes. If you are unable to complete the form, residents are encouraged to reach out to the city manager directly at sue.howard@wetaskiwin.ca



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Communications

1. Council Highlights:
 - [May 12 Council Meeting Highlights](#)
 - [May 26 Council Meeting Highlights](#)
2. Significant News Alerts
 - [2026 tax Notices](#)
 - [Have Your Say: Help Shape Wetaskiwin's Future Growth](#)
 - [Potential Solar Scam Notice](#)
 - [Public Notice: Energywise Ltd. Door-to-Door Activity](#)
 - [May 3 to 9: Emergency Preparedness Week](#)
 - [City's new online Property Information Tool now live](#)
3. Street Sweeping Notices:
 - May 27: [Update: Residential Street Sweeping Hours of Operation | City of Wetaskiwin](#)
 - May 26: [Residential Street Sweeping: May 26 | City of Wetaskiwin](#)
 - May 25: [Residential Street Sweeping: May 25 | City of Wetaskiwin](#)
 - May 24: [May 24: Residential Street Sweeping | City of Wetaskiwin](#)
 - May 7: [Street Sweeping Begins May 10 | City of Wetaskiwin](#)

Public Participation

1. What if **Wetaskiwin** is the City's public engagement page and can be found here. You can find both current and historical engagement information on all city projects.
2. The area structure plan for the special study area engagement will continue as the project moves to the next stage and updates can be found on [What if Wetaskiwin](#). A second public open house took place on May 14, 2026.
3. Playground Improvements public consultation is ongoing, complete the survey and find updates on [What if Wetaskiwin](#).

Organizational Wins

1. The City has completed final follow up with outstanding 2026 business licences, this was completed with support from the CPO position which was approved as part of the 2026 operating budget.
2. "Kick It to the Curb" event took place on May 16–17, which diverts unwanted but usable items from the City's landfill through re-use in the community.
3. Workforce economic impact through Rural Renewal Stream has surpassed \$11 M per year. Entrepreneurship economic impact through Rural Entrepreneur stream has surpassed \$4 M per year



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Statistics

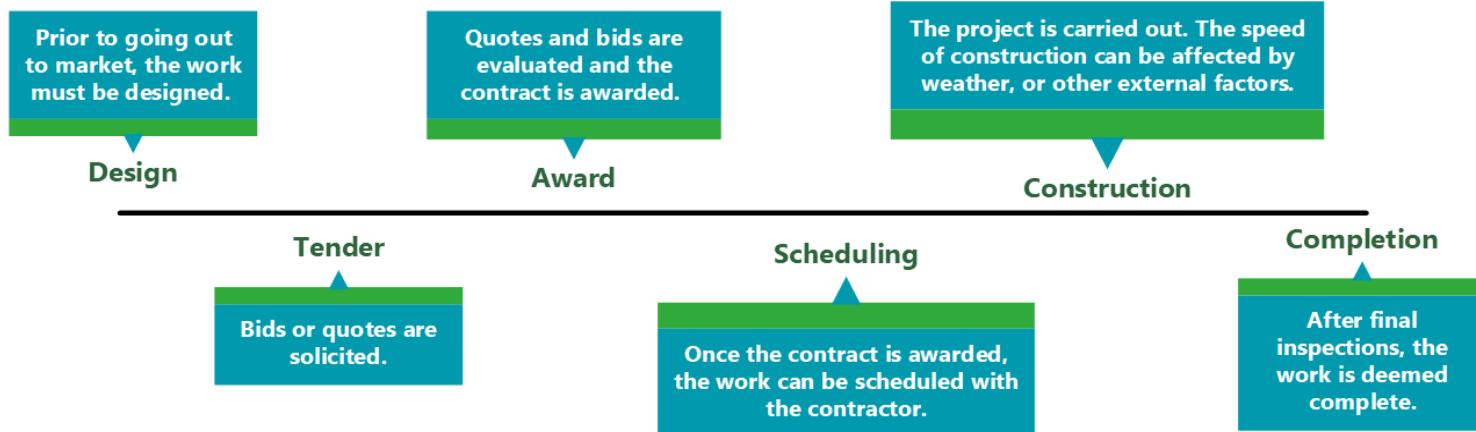
| Service Type | Month | YTD |
|------------------------------|-------|-----|
| Community Standards | 33 | 153 |
| Park Patrols | 19 | 117 |
| Dedicated Traffic Operations | 36 | 206 |



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CAPITAL PROJECTS REPORT

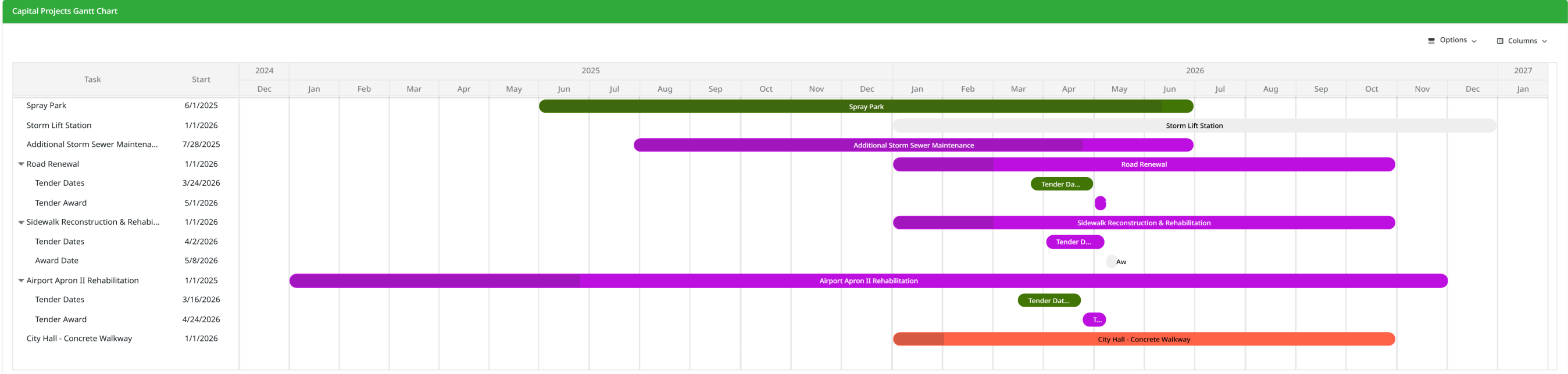


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Capital Projects Gantt Chart (May-26) Report

Engineering Project Dashboard
Engineering

| Capital Projects | | | | | | | |
|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------|-----------------|-------------------------|--|
| Capital Projects | Description | Progress to Date | Percent Complete | End Date | Budget 2026 | Actual Calculated Field | |
| <input checked="" type="checkbox"/> <input type="radio"/> Spray Park | To construct a spray park and co-located playspace in the City of Wetaskiwin for community use. | Project complete, with minor deficiencies to be completed in spring. Commissioning Outstanding. Play quest been notified. | <div style="width: 95%;"><div style="width: 95%;"></div></div> 95% | 6/30/26 | \$ 1,110,925.34 | \$ 1,017,928.50 | |
| <input type="radio"/> Storm Lift Station | ON HOLD until the Area Structure Plan is complete. Install Lift Station system north of 50 Avenue and 62 Street for pumping storm water. | MSI budget has been released. | <div style="width: 0%;"><div style="width: 0%;"></div></div> 0% | 12/31/26 | \$ 15,708.51 | \$ 15,708.51 | |
| <input type="radio"/> Additional Storm Sewer Maintenance | This project was initiated through a concern regarding flooding on 50 Avenue and 50 Street in the downtown area. There are plugged mains and broken catch basin leads that need to be repaired. | Waiting for quotes for the final catch basin repair. All other work is complete. One quote received. Requesting another quote. | <div style="width: 80%;"><div style="width: 80%;"></div></div> 80% | 6/30/26 | \$ 140,000.00 | \$ 62,811.50 | |
| <input type="radio"/> Road Renewal | This annual project extends the life of roadways through an asphalt overlay program. | Tender closed April 30. Bids being evaluated and construction commencement to be determined. | <div style="width: 20%;"><div style="width: 20%;"></div></div> 20% | 10/31/26 | \$ 3,604,228.00 | \$ 795,708.84 | |
| <input type="radio"/> Sidewalk Reconstruction & Rehabilitation | The purpose of this project is to improve overall sidewalk infrastructure with new connector sidewalks, missing connector pieces will be installed, and various deteriorated sidewalks will be rehabilitated through this project. | Tender closes on May 7. Bids will be evaluated and construction commencement to be determined. | <div style="width: 20%;"><div style="width: 20%;"></div></div> 20% | 10/31/26 | \$ 1,200,000.00 | \$ 557,097.41 | |
| <input type="radio"/> Airport Apron II Rehabilitation | This project will upgrade Apron II at the airport. The asphalt surface will be replaced and the surface drainage will be improved, supporting smoother and safer airport operations. | Tender closed on April 23. Bid evaluation in progress with contract award coming soon. | <div style="width: 25%;"><div style="width: 25%;"></div></div> 25% | 12/1/26 | \$ 1,500,000.00 | \$ 57,853.80 | |
| <input checked="" type="radio"/> City Hall - Concrete Walkway | Replace existing cobblestone walkway with concrete for improved durability, safety, and visual appeal. | Tender closes on May 7. Bids will be evaluated and construction commencement to be determined. | <div style="width: 10%;"><div style="width: 10%;"></div></div> 10% | 10/31/26 | \$ 25,000.00 | \$ 0.00 | |



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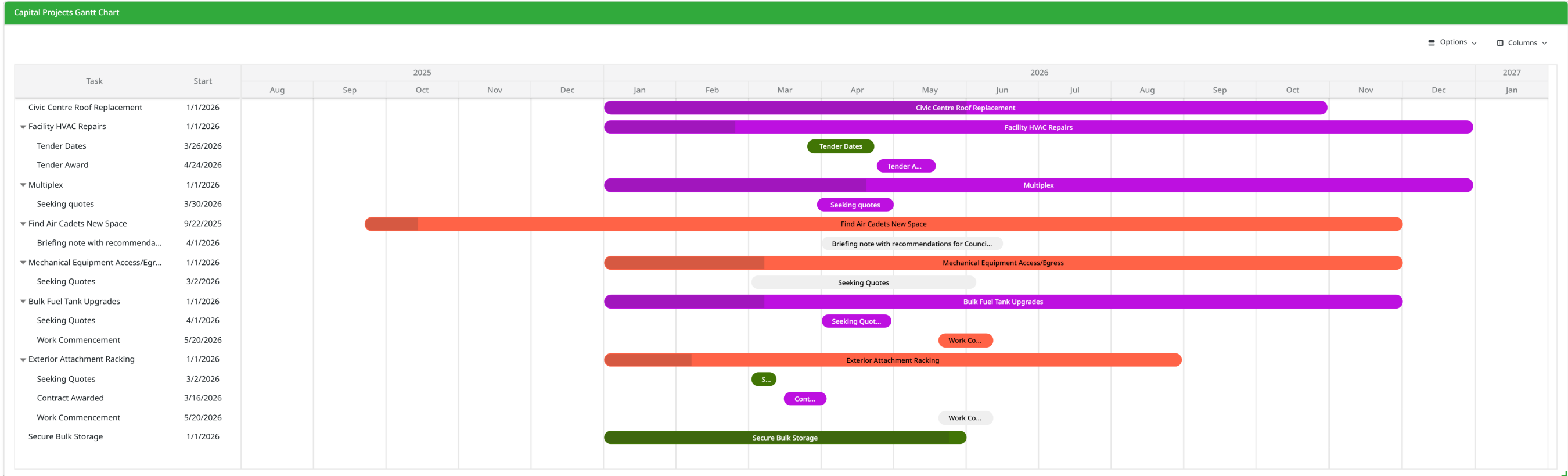
Capital Projects Gantt Chart (May-26) Report

Fleet and Facilities Project Dashboard
Engineering

| Capital Projects | | | | | | | |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|-------------|-------------------------|---------------|
| Capital Projects | Description | Progress to Date | Percent Complete | End Date | Budget 2026 | Actual Calculated Field | |
| <input type="radio"/> Civic Centre Roof Replacement | Repairs to the Civic Centre roof were identified for immediate repair as part of the Facility Assessment Report to address identified structural and water issues. -Arenas 1&2 -Drill Hall Gun Range Lower East Roofs -Drill Hall Lower South Roofs | South Building roof replacement for cadet office area has been awarded and scheduled to be completed the first week of June weather permitting. | 50% | 10/31/26 | | \$ 325,000.00 | \$ 135,499.00 |
| <input type="radio"/> Facility HVAC Repairs | HVAC repairs in City facilities identified for immediate repair as part of the Facility Assessment Report. -Airport -By-The-Lake-Park -City Hall -Civic Centre -Fire Stations East and West -Manluk Centre -Multiplex -Water Treatment Plant | RFP bids have been evaluated for the Chiller at City Hall and is anticipated to be awarded the week of May 15th. | 15% | 12/31/26 | | \$ 606,000.00 | \$ 25,126.39 |
| <input type="radio"/> Multiplex | Repairs in the multiplex identified for immediate attention as part of the Facility Assessment Report. | <ul style="list-style-type: none"> Main sanitary line has been replaced. A scope of work has been developed for the replacement of the emergency lights and has been forwarded to vendors. | 30% | 12/31/26 | | \$ 63,853.00 | \$ 15,890.55 |
| <input checked="" type="radio"/> Find Air Cadets New Space | To identify a suitable location for the Air Cadets, which may include upgrades to the current location, or identification of a new location. | A consultant has been engaged to update the 2023 condition assessment and to include a review of the wall between the gun range and drill hall. | 5% | 12/1/26 | | \$ 250,000.00 | |
| <input checked="" type="radio"/> Mechanical Equipment Access/Egress | To improve safety and compliance by installing proper fixed ladders, platforms, and fall protection systems to access elevated mechanical equipment in the water treatment plant, Co-Op Place, and Manluk Centre: Wetaskiwin Regional Aquatics & Fitness | Site reviews have been completed with our Safety Officer to ensure OH&S compliance. Elements of the project at the WTP and Co-Op place are being quoted. | 20% | 12/1/26 | | \$ 54,000.00 | |
| <input type="radio"/> Bulk Fuel Tank Upgrades | This initiative will: <ul style="list-style-type: none"> Upgrade and replace critical physical infrastructure including pumps, dispensers, and safety systems. Implement fuel tracking, inventory monitoring, and automated reporting capabilities. | Contract has been awarded. Currently awaiting the contractor's schedule all long lead items have been ordered. | 20% | 12/1/26 | | \$ 39,000.00 | \$ 28,625.40 |
| <input checked="" type="radio"/> Exterior Attachment Racking | To procure exterior racking system for organized, elevated storage of equipment attachments, will include up to 16 shelves. | Material have arrived onsite. Ground work is tentatively scheduled to commence the third week of May 2026. | 15% | 8/31/26 | | \$ 10,560.00 | |
| <input checked="" type="radio"/> Secure Bulk Storage | To develop a secure, fenced storage zone within the east shop of the operations yard. This will include integrated racking to support shipping and receiving operations and the organized secure storage of oversized inventory. | Project is substantially complete with minor deficiencies outstanding. | 95% | 6/1/26 | | \$ 6,720.00 | \$ 5,454.57 |

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Capital Projects Gantt Chart (May-26) Report



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Capital Projects Gantt Chart (May-26) Report

Public Works Project Dashboard
Engineering

Capital Projects

| Capital Projects | Description | Progress to Date | Percent Complete | End Date | Budget 2026 | Actual Calculated Field |
|-------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|-------------|-----------------------------|
| Replacement of Entrance Signs | The five entrance signs will be replaced and the sign bases will be refurbished. | Work commenced in February to complete design. Sign mockup approved and provided to manufacturer, and the Government of Alberta permit application submitted at the end of March 2026. Planned installation prior to May long weekend (dependent on permit approval) First sign has been removed (Hwy 13 West) | 40% | 10/31/26 | | \$ 18,625.00 \$ 0.00 |

Capital Projects Gantt Chart

Options Columns

| Task | Start | 2026 | | | | | | | | | | | |
|-------------------------------|----------|------|-------------------------------|-----|----------------|--------|-----------|-----|-----|-----|-----|-----|-----|
| | | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov |
| Replacement of Entrance Signs | 1/1/2026 | | Replacement of Entrance Signs | | | | | | | | | | |
| Work Commencement | 5/7/2026 | | | | | | Work C... | | | | | | |
| Seeking Quotes | 3/3/2026 | | | | Seeking Quotes | | | | | | | | |
| Contract Awarded | 4/6/2026 | | | | | Con... | | | | | | | |

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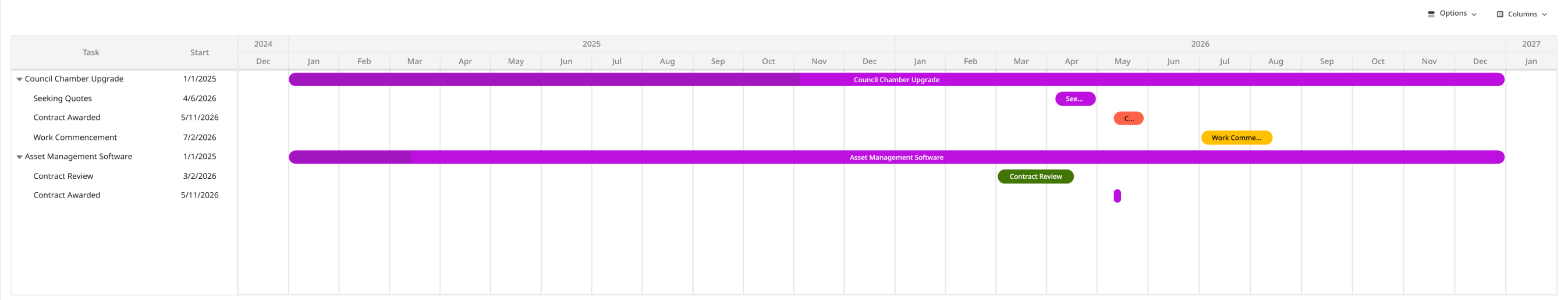
Capital Projects Gantt Chart (May-26) Report

Information Services Project Dashboard
Engineering

Capital Projects

| Capital Projects | Description | Progress to Date | Percent Complete | End Date | Budget 2026 | Actual Calculated Field |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|---------------|-------------------------|
| Council Chamber Upgrade | This project will make improvements to Council Chambers to meet business needs: - This project will modernize AV equipment to address outdated audio-visual equipment which has caused frequent technical issues. -To maximize space efficiency while preserving the building's historic character and improving technology for Council meetings. | June 9, 2026 - Update provided to Council in P&T. Presented layouts, general cost estimates, carpet samples, high level IT equipment details. Further information will be coming to the next council meeting on June 23, 2026. | 42% | 12/31/26 | \$ 119,280.00 | \$ 32,547.52 |
| Asset Management Software | Implement an Enterprise Asset Management (EAM) to streamline and automate maintenance processes for City assets. Project included two parts "Assets" and "Permits". Part 1 - "Assets" is designed for Trimble Unity (Previously Cityworks) Part 2 - "Permits" is currently working on software demonstrations. | Evaluation team attended software demonstrations and are working on an implementation plan. | 10% | 12/31/26 | \$ 215,080.00 | |

Capital Projects Gantt Chart

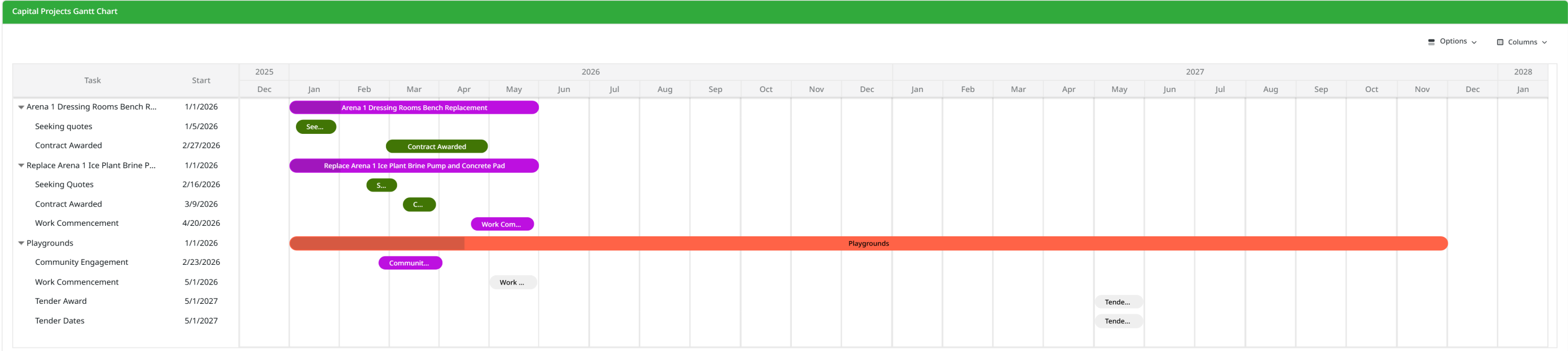


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Capital Projects Gantt Chart (May-26) Report

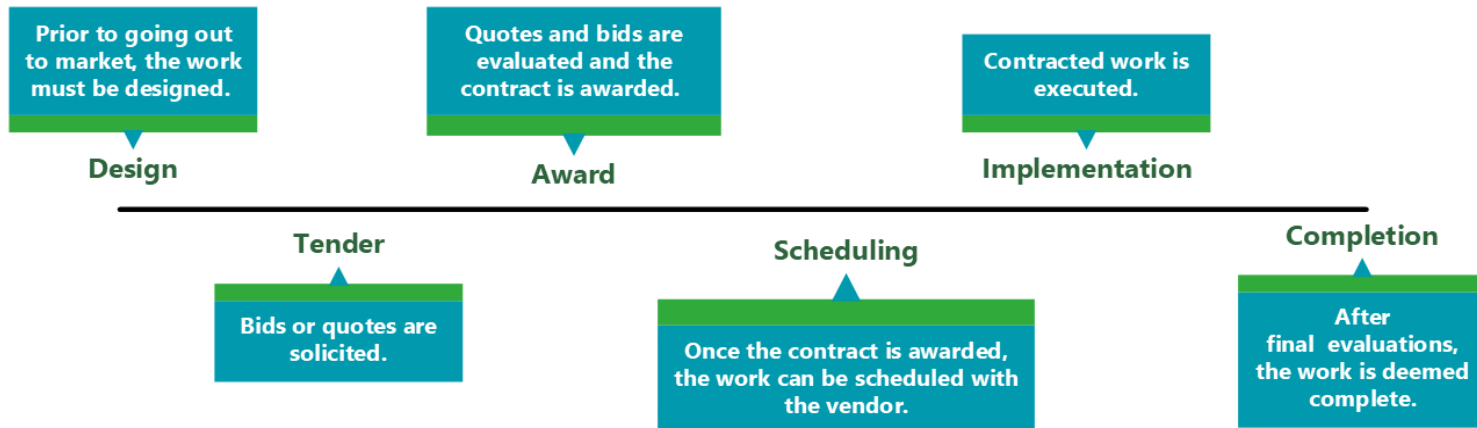
Recreation Services Project Dashboard
Engineering

| Capital Projects | | | | | | |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|---------------|-------------------------|
| Capital Projects | Description | Progress to Date | Percent Complete | End Date | Budget 2026 | Actual Calculated Field |
| <input type="radio"/> Arena 1 Dressing Rooms Bench Replacement | To replace the wood dressing room benches in Arena 1 with plastic top benches. | Bids have been reviewed and evaluated as of February 28, 2026. Administration is reviewing submissions and conducting visits to other local arenas to verify quality as part of evaluation to occur by end of March. Contract award is expected by end of April 2026. | 20% | 6/1/26 | \$ 31,020.00 | |
| <input type="radio"/> Replace Arena 1 Ice Plant Brine Pump and Concrete Pad | To replace Arena 1 Ice Plant Brine Pump and Concrete Pads. | Contract has been awarded as of March 30 2026 and contractor will be on site in April to commence work once the equipment has been shut down for the season. | 20% | 6/1/26 | \$ 38,000.00 | |
| <input checked="" type="radio"/> <input type="radio"/> Playgrounds | To re-imagine City playspaces and modernize locations and amenities, taking into consideration community demographics and needs. This work includes review, as well as procurement, installation, or construction of new public playspaces. | Public Engagement has been initiated. <ul style="list-style-type: none"> Disc Golf community (10 attendees). Playground engagement sessions with BGC (18 program participants). | 15% | 12/1/27 | \$ 750,000.00 | |





























OPERATING PROJECTS REPORT


















All Operational Projects
Strategic Plan





| Operational Projects | Description | Progress to Date | Percent Complete | End Date | Budget 2026 | Actual Calculated Field |
|---------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------|---------------|-------------------------|
|  <input type="radio"/> Off-site Levy Bylaw | <p>The purpose of this project is to develop a City-wide Off-Site Levy Bylaw that reflects current best practices and contributes to the long-term financial sustainability of the municipality. This will ensure the City has sufficient revenue to cover the infrastructure and servicing costs of new development, a comprehensive off-site levy bylaw is needed. This bylaw is anticipated to generate revenue to fund approximately \$93,735,000 in capital projects over 25 years, far above the estimated \$78,000 to develop it.</p> | <p>Off-site levy areas draft and capital project list of levy-able projects complete; currently reviewing financial records for submission to consultant.</p> |  20% | 12/31/26 | \$ 79,000.00 | \$ 48,336.00 |
|  <input type="radio"/> Special Study Area Statutory Plan | <p>With professional assistance from Arcadis, develop an Area Structure Plan supported by technical studies for the Special Study Area northeast of the Airport. This ASP will support future servicing and development of the area.</p> | <p>Initial public engagement completed on high-level concept plans. Technical studies in progress. Draft final land use concept prepared and in review.</p> |  60% | 12/1/26 | \$ 320,112.31 | \$ 20,097.00 |




| | | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------|---------------------|---------------------|
|  <p>Landfill Closure and Post-Closure Report</p> | <p>This project ensures that the City meets its obligations related to closure and post-closure of the landfill. Once a landfill reaches capacity and is closed, ongoing post-closure care is necessary for monitoring and preventing potential environmental hazards, such as leachate leaks and landfill gas emissions.</p> | <p>Administration awarded the contract on March 19, 2026 and has compiled and provided all necessary information for consultant's analysis.</p> | <p> 35%</p> | <p>4/30/26</p> | <p>\$ 9,800.00</p> | <p>\$ 6,659.00</p> |
|  <p>Outdoor / Exterior Plugs for Operations Bld</p> | <p>To install outdoor plugs at the Operations building. This is an operational requirement and will increase efficiency at the Operations building as time is spent in planning which vehicles to store inside and what can be outside.</p> | <p>Project is on hold due to a funding shortfall. An additional \$12,000 is required to complete the full scope of work.</p> | <p> 10%</p> | <p>9/1/26</p> | <p>\$ 6,000.00</p> | |
|  <p>Paint Exterior Sections of City Hall</p> | <p>The existing paint on the exterior of the old portion of City Hall requires scraping / sanding and repainting and completing this work will slow or stop degradation of the exterior of City Hall. This project was identified as a high priority in the 2019 Facilities Assessment Report.</p> | <ul style="list-style-type: none"> • Parapets and soffit areas have been completed • A portion of the storm windows have been removed and are with the restoration contractor for refinishing • Storm windows are scheduled to return on June 15th for reinstallation | <p> 60%</p> | <p>10/31/26</p> | <p>\$ 50,000.00</p> | <p>\$ 48,588.33</p> |
|  <p>Condition Assessment of Water / Sewer Service Lines at City Hall</p> | <p>To obtain report regarding the water and sewer service lines beneath City Hall for future budget planning.</p> | <p>All sanitary lines have been CCTV inspected from City Hall to the sanitary sewer main line. Footage and the report are currently being reviewed.</p> | <p> 35%</p> | <p>9/1/26</p> | <p>\$ 15,000.00</p> | |







| | | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------------|---------------------|---------------------|
|   <p>Condition Assessment of Geothermal at City Hall</p> | <p>To obtain industry expert report for future budget planning. The existing geothermal components are untouched from the original install date (except for replacement or repair of some minor failed components). Infrastructure and equipment is aging and the condition assessment will assist in confirming replacement and repair requirements.</p> | <p>An assessment has been completed, providing recommendations on the condition and performance of the geothermal wells and heat pump systems.</p> |  80% | <p>9/1/26</p> | <p>\$ 10,000.00</p> | <p>\$ 8,294.08</p> |
|   <p>Construct Access to City Hall Roof</p> | <p>To construct roof access from the third floor to access HVAC units on the roof of City Hall, removing the need for riskier access via the East end of the roof.</p> | <p>Materials are scheduled to arrive on May 14th. Once onsite the contractor will schedule the work weather permitting.</p> |  10% | <p>7/31/26</p> | <p>\$ 21,000.00</p> | <p>\$ 20,183.00</p> |
|   <p>Boiler Chemical Treatment</p> | <p>To implement a comprehensive boiler and closed-loop treatment program that includes chemical dosing, glycol management, and infrastructure upgrades such as coupon racks and sample testing ports.</p> | <p>Review of placement and scope of work for each mechanical room is underway. Work will not commence until September in advance of heating season.</p> |  10% | <p>10/30/26</p> | <p>\$ 31,200.00</p> | |
|   <p>Library Painting</p> | <p>As part of ongoing maintenance management, regular painting is necessary to uphold a standard of care, protect building materials, and present a welcoming public facility.</p> | <p>Work has been completed with all deficiencies addressed</p> |  100% | <p>5/15/26</p> | <p>\$ 15,600.00</p> | <p>\$ 9,649.50</p> |

|  Manluk Fire Alarm | <p>This project includes the removal of the existing addressable fire alarm panel, installation of a new code-compliant unit, replacement of all initiating and notification devices, and commissioning of the system with updated programming and inspection.</p> | <p>Currently awaiting materials and contractor schedule. Installation and commissioning will proceed upon confirmation and scheduled to not impact the public or pool operations.</p> |  10% | 9/1/26 | | \$ 36,000.00 | \$ 17,507.44 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------|--|---------------|---------------|
|  Replace Carpet at Council Chamber | <p>Replace flooring in Council Chambers that is failing / buckling / bulging and is currently presenting as a tripping hazard. This project will be sequenced in time with the upgrades to Council Chambers.</p> | <p>Samples have been received and a storyboard is being built by the vendor to seek approval.</p> |  5% | 9/7/26 | | \$ 14,000.00 | |
|   Playspace Modernization | <p>Playground inspections have identified deficiencies that require improvements to ensure that they are compliant with safety standards. This project repaired and replaced aging equipment, and removed redundant equipment.</p> <p>Public Works to install engineered wood fibre in various playgrounds in Spring 2026. Recreation will determine playground equipment removal/replacement and work with PW to coordinate.</p> | <p>Collaboration with Recreation Department.</p> <p>New equipment for Skate park has been supplied.</p> <p>Continuation of ground cover installation at playgrounds in spring.</p> |  15% | 12/31/26 | | \$ 140,400.00 | \$ 128,312.25 |

|   City Hall Ground Maintenance | <p>Make landscaping improvements to restore the grounds of City Hall, and includes planting beds, softscape enhancements, and tree management.</p> <p>This will include removing remaining shrubs, aerating grass areas, top dress, fertilizing and seeding (spring and fall), and will ensure irrigation system is functional.</p> | | 0% | 10/30/26 | | \$ 7,000.00 | \$ 330.00 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------|--|---------------|--------------|
|   IT Security Audit | <p>To retain a consultant to perform a security assessment of the City's systems and infrastructure to ensure preparedness against bad actors.</p> | <p>Results from the security audit have been received and administration is prioritizing the implementation of recommendations to be completed by December 2026.</p> |  70% | 3/30/26 | | \$ 50,700.00 | \$ 37,300.00 |
|   Enterprise Resource Planning System (ERP) Implementation - Consulting | <p>The City of Wetaskiwin is seeking to engage a qualified consulting firm or individual with expertise in municipal ERP systems to lead and support the City through the development and procurement of a new, integrated ERP solution. The purpose of this engagement is to ensure the City selects a system that aligns with its strategic objectives, operational needs, and regulatory requirements while optimizing processes and service delivery across departments.</p> | <p>Current Project is divided into the following parts:</p> <p>Phase 0 Part 1 - ERP Readiness and Support Consultant - RFP released April 22, 2026 on Alberta Purchasing Connection, and will close on May 7, 2026.</p> <p>Phase 0 Part 2 - ERP Current State and Analysis</p> <p>Phase 0 Part 3 - ERP Procurement</p> |  20% | 6/4/26 | | \$ 100,000.00 | |

| | | | | | | |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|----------------|---------------------|---------------------|
|  <p>Market Survey Study</p> | <p>The Market Compensation Survey uses data from our external comparators through benchmarking and gap analysis to evaluate our pay structure to ensure we maintain a comparable pay structure as outlined in our compensation strategy. A thorough compensation analysis provides the data and insights for critical decisions as it relates to salaries and total benefits for employees.</p> | <p>Project is being scope and RFP is anticipated to be released on May 28, 2026.</p> |  <p>5%</p> | <p>9/1/26</p> | <p>\$ 20,000.00</p> | |
|  <p>Public Arts Mural Program</p> | <p>This project is to identify a location and mural concepts to be installed in the community, and manage installation of mural.</p> | <p>The artist for the mural on Co-op Place, will return in early July to complete mural touch ups and the protective coating will be applied.</p> |  <p>75%</p> | <p>7/30/26</p> | <p>\$ 40,000.00</p> | <p>\$ 40,000.00</p> |

| | | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------|---------------------|--|
|   <p>Manluk Annual Maintenance Shutdown 2026</p> | <p>Manluk Regional Recreation Centre's Annual Shut Down consistently improves the management of the facility.</p> | <p>Completed Tasks include:</p> <ul style="list-style-type: none"> • Draining of all hot tub, leisure pool, and competition pool. • Start of tile work in Competition Pool Basin. • Inspection of the Leisure Pool and Hot Tub Basins for potential tile repairs. • Pool basin lights replacement in Competition pool and Hot Tub. • Public Changeroom Showers Descaled. • Surge tank for each basins cleaned and inspected. • Electrical work to disconnect pumps for replacement before end of shutdown, and in the Machine Control Centre to support pumps for pool operations. • Hot Tub Filter opened and filter elements removed for repair work to be completed before end of shutdown. |  50% | <p>5/4/26</p> | <p>\$ 65,000.00</p> | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------|---------------------|--|

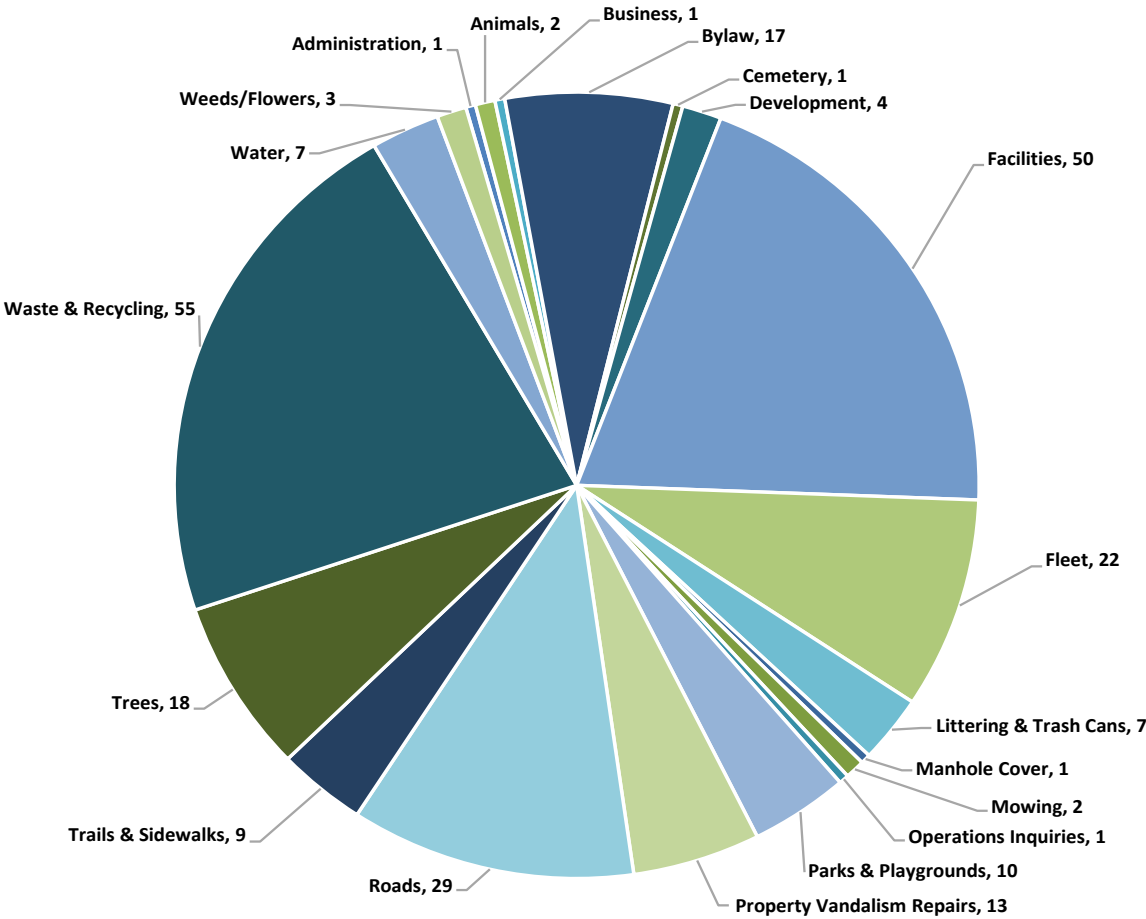
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|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------|---------------------|---------------------|
|  <input type="radio"/> <p>Top Cap Replacement on Ball Diamond Fence</p> | <p>Replace the black top cap on ball diamond fences at the above listed diamonds with new top cap coverings. The new top cap would be specifically made for covering the top of ball diamond fences and is the industry standard found in numerous surrounding communities.</p> | <p>The contract was awarded in March 2026 to complete project and work is currently being scheduled for after supplies arrive, which is expected in April 2026.</p> |  50% | <p>5/30/26</p> | <p>\$ 9,775.00</p> | <p>\$ 0.00</p> |
|  <input type="radio"/> <p>Al Arner #2 Outfield Fence Replacement</p> | <p>The outfield fence on Al Arner #2 diamond needs replacement as several fence posts and pilings that have come out of the ground, and the fence is bent in some areas and no longer reaches to the ground in others.</p> | <p>Supplies ordered in March 2026 and they will arrive in April 2026. Installation is scheduled to take place in April and May 2026.</p> |  25% | <p>5/30/26</p> | <p>\$ 27,600.00</p> | |
|  <input type="radio"/> <p>Tax Strategy (Long-Range)</p> | <p>The Long-term Property Tax Strategy will address all tax rates; taxation classes; the residential to non-residential ratio; and other potential development incentive bylaws. Property taxes are the key revenue source for the City of Wetaskiwin. Due to their importance to both residents and local business, it is prudent for the city to periodically evaluate the tax rate, tax structure, tax split, and incentives provided and assess how these items may be affecting the various taxpayers in the community.</p> | <p>Administration contracted with a consultant in 2025 to complete this work. Administration has reviewed the template and strategy developed by the consultant. Template will be updated based on the new reserve strategy.</p> |  80% | <p>12/1/26</p> | <p>\$ 55,000.00</p> | <p>\$ 15,000.00</p> |



Service Tracker – Report Statistics

| | |
|-----------------------------------------------------------|---------------------------|
| Report Period: | May-01-2025 - May-31-2025 |
| Total Number of Requests: | 255 |
| Open: | 99 |
| Closed: | 156 |
| Average number of days to close a service request: | 4 |
| Number of Public submissions: | 150 |
| Number of Internal submissions: | 65 |

Number of Tickets per Category



Detailed Category Breakdown

| Category | Service Type | Open | Closed |
|-----------------------------------|-----------------------------------------|-------------|---------------|
| Administration | Administration Questions/Complaints | 0 | 1 |
| Animals | Gophers | 1 | 0 |
| | Dead Domestic Animals (dogs, cats, etc) | 0 | 1 |
| Business | Business Licenses | 1 | 0 |
| Bylaw | Violations (radar, tickets, etc) | 0 | 1 |
| | Nuisance/ Complaint | 0 | 14 |
| | Inquiry | 0 | 1 |
| | Encampment | 1 | 0 |
| Cemetery | Cemetery | 1 | 0 |
| Development | Development Questions | 0 | 1 |
| | Development Complaints | 3 | 0 |
| Facilities | RCMP | 0 | 6 |
| | Public Works/Operations | 0 | 2 |
| | Manluk Centre | 5 | 20 |
| | Library | 0 | 4 |
| | Fire Stations | 1 | 1 |
| | Facilities (General) | 4 | 3 |
| | Co-op Place | 1 | 1 |
| | City Hall | 1 | 2 |
| | By-The-Lake Park (Building) | 0 | 1 |
| Fleet | Vehicle Servicing | 13 | 9 |
| Littering & Trash Cans | Trash Cans | 2 | 0 |
| | Litter | 4 | 1 |
| Manhole Cover | Manhole Cover | 1 | 0 |
| Mowing | Mowing | 2 | 0 |
| Operations Inquiries | Parks | 1 | 0 |
| Parks & Playgrounds | Playgrounds | 3 | 0 |
| | Playground Equipment | 1 | 1 |
| | Greenspaces | 1 | 0 |
| | Dog Park | 1 | 0 |
| | By-The-Lake Park | 3 | 0 |
| Property Vandalism Repairs | Graffiti | 3 | 6 |
| | Fence Damage | 2 | 2 |

AGENDA ITEM # 9. 9.4

| Category | Service Type | Open | Closed |
|-------------------------------|----------------------------------------|------|--------|
| Roads | Sweeping | 2 | 3 |
| | Street Signs | 2 | 0 |
| | Road (General) | 5 | 0 |
| | Potholes | 8 | 1 |
| | Damaged Road | 3 | 0 |
| | Barricades | 3 | 0 |
| | Alleys | 2 | 0 |
| Trails & Sidewalks | Sidewalk - Condition | 7 | 1 |
| | Trails | 0 | 1 |
| Trees | Trees | 4 | 14 |
| Waste & Recycling | Waste - General | 1 | 16 |
| | Organics Collection | 0 | 6 |
| | Garbage Collection | 0 | 18 |
| | Garbage Bins (Broken, Missing, Change) | 0 | 14 |
| Water | Flooding / Catch Basins | 2 | 0 |
| | cc | 0 | 2 |
| | Water Valve | 0 | 1 |
| | Water | 0 | 1 |
| | Storm | 1 | 0 |
| Weeds / Flowers | Weeds | 2 | 0 |
| | Flowers | 1 | 0 |

REQUEST FOR DECISION

RFD 26-1750



Meeting: Regular Council
Meeting Date: June 23, 2026
Presented By: Amber Coleman, Fire Chief
Title: County Mutual Aid Agreement Update
Report Type: Request for Decision

STRATEGIC ALIGNMENT:



Economy



Safety



Community



Environmental

RFD PURPOSE:

This report is to request approval of the mutual aid agreement between the City of Wetaskiwin, Wetaskiwin Rural Fire Protection Zone 2 Society, and The County of Wetaskiwin No 10.

REPORT:

Wetaskiwin Fire Services presented the updated agreement to Council during the June 9 Regular City Council Meeting to receive feedback and answer Council's questions. The updated agreement was reviewed by the County of Wetaskiwin's Council on April 30, 2026.

ADMINISTRATION'S RECOMMENDED MOTION(S):

(I move) That City Council approves the County Mutual Aid Agreement Update as presented.

ALTERNATE OPTIONS:

- (1) Council could choose not to approve the updated agreement, or
- (2) provide feedback on additional changes.

IMPLICATIONS:

a) Financial:

- Not continuing with a Mutual Aid Agreement would reduce revenue collected from rural incident responses and other supplemental staff wage support.

b) Legal / Risk:

AGENDA ITEM # 10. 10.1

- Risks to interagency and municipal relationships.

c) Program or Service:

- Reduce response times to rural residents surrounding the City of Wetaskiwin. Wetaskiwin Fire Services would also lose the ability to use County apparatus in the City for larger incidents.

d) Organizational:

- Reduction in access to County resources.

LEGISLATIVE BACKGROUND:

a) Policies and Bylaws:

- N/A

b) Municipal Plans:

- N/A

c) Other Legislation or Agreements:

- Fire Protection Agreement (June 2005 - December 2025)

NEXT STEPS:

Administration will execute the updated agreement as approved by Council.

APPROVAL(S):

Amber Coleman, Fire Chief

Approved - 09 Jun 2026

Kevin Bamber, General Manager of Community and Protective Services

Approved - 09 Jun 2026

Communications Department, Communications

Approved - 09 Jun 2026

Sue Howard, City Manager

Approved - 09 Jun 2026

ATTACHMENTS:

[FINAL DRAFT - City - County - Society - REDLINED](#)

[Rural - City - County CLEAN DRAFT 20260429](#)

FIRE PROTECTION AGREEMENT

Between the

City of Wetaskiwin
(hereinafter called "the City")

and the

Wetaskiwin Rural Fire Protection Zone 2 Society
(hereinafter called "the Society")

and the

County of Wetaskiwin No 10
(hereinafter called the "County")

Whereas the Wetaskiwin Rural Fire Protection Zone 2 Society is charged with providing fire protection services to the people in a portion of the County of Wetaskiwin in accordance with the County of Wetaskiwin by-laws; ~~and~~

AND Whereas the City of Wetaskiwin owns, operates and manages an organized fire service for the residents of the City of Wetaskiwin; ~~and~~

AND Whereas ~~both the~~ City of Wetaskiwin, ~~and~~ The County of Wetaskiwin and the Wetaskiwin Rural Fire Protection Zone 2 Society wish to ~~be effective in providing this service to the community; and~~ cooperate to ensure effective and efficient fire protection services to the community

~~Whereas the County of Wetaskiwin has an interest and wishes to support this agreement:~~

Therefore, the ~~City of Wetaskiwin, the County of Wetaskiwin and the Wetaskiwin Rural Fire Protection Zone 2 Society~~ wish to enter into the following fire protection agreement ~~parties agree~~ as follows:

Definitions:

- a) "Apparatus" means fire department vehicles and onboard equipment that are designed for firefighting ~~purposes~~ or emergency response.
- b) "Fire Protection Services" means all aspects of fire safety, including but not limited to, fire prevention, firefighting, ~~or~~ suppression, pre-fire planning, ~~fire~~ inspections, ~~fire~~ investigations, training, public education ~~and information, training or other staff development, advising, and other~~ emergency incidents ~~to which Fire Services responds~~ response.

- c) "~~Manager of Fire Services~~Fire Chief" means the person appointed ~~as manager of fire services~~ by the City of Wetaskiwin ~~or his designate~~to manage Fire Services, or their designate.
- d) "Fire Zone" means the area of the County of Wetaskiwin ~~in which assigned to the Society has been given the responsibility of providing for fire protection and designated protection, as described~~ in Schedule D,"D" forming part of this agreement.
- e) "Fire Department Officer" means an officers ~~with the rank of dDeputy Cehief, Ccaptain or Llieutenant~~ as appointed by the ~~Manager of Fire Services~~Fire Chief

THE CITY AGREES:

- 1. ~~The City To~~ recognizes the ~~contribution of the~~ County's and the Society's ~~funding contributions towards of~~ facilities and equipment as outlined in Schedule "A" ~~(as updated and maintained on file), forming part of this agreement.~~
- 2. ~~The City shall To~~ continue ~~to house housing~~ and maintaining the Society's apparatus and equipment.
- 3. ~~Firefighters trained in rural fire fighting techniques and fire suppression will staff apparatus To~~ staff apparatus with trained firefighters competent in both urban and rural fire suppression.
- 4. ~~At least one fire department officer will attend each call to an emergency incident.~~
- 5.4. ~~The City shall To~~ provide at least 6 firefighters a minimum response to respond to emergency calls in the ~~fire z~~Zone, except when resources are unavailable or committed elsewhere, in which case mutual aid will be requested already attending an emergency incident, where a second crew will respond or mutual aid will be called.
- 6.5. ~~The Manager of Fire Services~~That the Fire Chief at ~~his their~~ discretion, upon receipt of an emergency call, ~~will shall~~ dispatch appropriate firefighters and apparatus and personnel to ~~any rural fires or~~ emergency incidents within the fFire zZone.
- 7.6. To authorize, ~~a~~At the ~~discretion of the Manager of Fire Services~~Fire Chief's discretion, ~~the City authorizes~~ the use of City-owned apparatus beyond city limits at no charge outside City limits within the ~~fFire z~~Zone at no additional charge.
- 8.7. ~~The City To~~ ~~authorizes the~~authorize the Society to recover and retain costs associated with responses involving a response of City-owned apparatus and equipment.
- 9.8. ~~The City authorizes To~~ allow Society ~~b~~Board ~~m~~Members of the Society to attend, ~~as an observe r,~~ practices and/or inspect Society-owned apparatus and equipment as arranged with the Fire Chief or designate held by the City Fire Services and/or conduct physical inspections of the Society's apparatus and equipment.
- 10.9. ~~The Manager of Fire Services shall To~~ provide the Society with monthly

billing information and incident summaries for emergency responses within the Fire Zone that is collected ~~at emergencies to which the Fire Service has responded at the end of each month.~~

7-5

~~11.10. The Manager of Fire Services shall~~To invoice the Society for agreed honoraria and indicate ~~the hours spent at emergency incidents~~worked by firefighters and apparatus.

~~12.11. The Manager of Fire Services shall~~To provide the Society with an annual equipment replacement and maintenance budget projection.

THE SOCIETY AGREES:

~~13.12. Except when repairs are conducted, Society-owned apparatus, which can be amended as required and equipment listed in Schedule "B" fanning part of this agreement, will be made available to fight fires and respond to emergency incidents in the fire zone.~~To ensure Society-owned apparatus and equipment (as identified and updated in Schedule B) are maintained in good working order.

~~14.13. The Society shall~~To collaborate with the Fire Chief to determine the requirements and provide funding for ~~for all their firefighting equipment to be placed~~installed on Society-owned apparatus, owned by the Society.

~~15.14. The Society shall~~To provide funding for two (2) sets of firefighter turnout gear annually.~~pay for the provision of two sets of firefighter turnout gear annually.~~

~~16.15. The Society shall provide funding for the cost of inspection and maintenance of their apparatus and equipment.~~To fund inspection, maintenance, and repair costs for Society-owned apparatus and equipment.

~~17.16. The Society shall~~To provide the ~~Manager of Fire Services~~Fire Chief with up-to date new County maps and subdivision plans clearly identifying roads, properties, and boundaries as they become available.~~These maps and plans will clearly indicate the roads, properties and boundaries.~~

~~18.17. The Society~~To authorize and fund the payment of honoraria and standby ~~incentives pay to firefighters~~firefighters, equivalent to City fire wages and City fire standby pay, as laid out in Schedule "C" fanning part of this agreement.

~~19.18. To authorize, A~~at the discretion of the ~~Manager of Fire Services~~Fire Chief, the use of Society-owned apparatus and equipment for emergency responses within City limits at no charge, apparatus and equipment owned by the Society may be used at no charge to respond to emergencies within City limits.

~~20.19. To authorize T~~the Society authorizes the ~~Manager of Fire Services~~Chief to request mutual aid assistance from other fire departments to ~~mitigate fires or emergency~~manage incidents within the fFire zone.

~~21.20. The~~o Authorize, at Society authorizes the discretion of the ~~Manager of Fire Services~~Fire Chief, the use of Society-owned apparatus and equipment outside the Fire Zone as part of mutual aid agreements, at their discretion, to have Society apparatus and equipment leave the fire zone as per mutual aid agreements signed by the Society.

~~22. The~~To remit fifty percent 50% of all funding collected for the use of the City Rescue

~~and/or Command Unit (for highway emergencies). Society shall pay the City Rescue Equipment Trust Fund 50% of all funding collected for use of the City Rescue and/or Command Unit and related equipment, invoiced and collected by the Society for highway emergency calls.~~

21.

~~23.22.~~ To pay an annual contribution toward shared costs of utilities, administration, fire fighter training, communications, investigations, fire prevention, and public inquiries. The contribution shall be adjusted annually on January 1 and increased from the previous year based on the Edmonton Consumer Price Index (CPI).The Society shall pay a portion of utilities, administration, firefighter training, communication equipment, fire investigation, fire prevention, and public inquiries, not later than July 1st of each year, the sum of forty two thousand dollars (\$42,000.00) for 2006 and shall be adjusted annually in relation to the Edmonton Consumer Price Index January 1st of each year for the duration of this agreement.

GENERAL ITEMS

~~24.23.~~ Each party shall indemnify and hold harmless the others from damages or losses resulting from its negligence or willful act., as applicable (the "indemnitor") will indemnify and hold harmless the other party and its directors, officers, employees, agents and representatives (the "indemnitee") from and against any direct damages, injuries, losses and other liabilities claimed against the indemnitee, and all related costs and expenses (including reasonable legal fees on a solicitor and his own client full indemnity bases) suffered or incurred by the indemnitee in relation to any claims, cause of causes of actions, action or actions, suits or proceedings by a third party ("Claim") which arises from damage to property or injury to or death of persons resulting from the indemnitors' failure to perform its obligations under this Agreement which failure is caused by the negligence or willful act of the Indemnitor or any of its directors, officers, employees, agents or representatives acting within the scope of their authority or employment. The indemnity under this subsection will be limited to an amount in proportion to the degree to which the Indemnitor or its directors, officers, employees, agents or representatives acting within the scope of their authority or employment are at fault. As used herein, "willful act" will mean any act or omission, which is an intentional tort or a breach of any of the obligations under this Agreement.

~~25.24.~~ All-Each party parties shall maintain a minimum commercial general liability insurance policy of not less than five two million dollars (\$52,000,000.00) per occurrence, naming the other parties as additional insureds. to cover liability.

~~26.25.~~ This Agreement may be amended only by mutual written consent of all three parties. Amendments may be made to this agreement upon the mutual agreement of the Society, the City and the County of Wetaskiwin.

~~hief and updated by mutual resolution. The schedules in this agreement may be changed from time to time by resolution of the City, the Society and the County.~~

~~INCEPTION TERM AND TERMINATION~~

~~28. 27. This Agreement shall commence January 1, 2026, and continue for five (5) years, expiring December 31, 2031, unless extended by written agreement. The term of this agreement shall commence January 1, 2006 and shall continue for a period of twenty (20) years.~~

~~29. 28. This agreement can be revisited from time to time by the signing partners to conduct a needs study in order to ensure that all items are current and up to date. e parties may review terms periodically to ensure continued effectiveness.~~

~~30. If terminated without a successor agreement, the City shall reimburse the Society and County for their investment in the addition to the Fire Station, equal to fifty percent (50%) of the appraised value at termination. In the event that the City, the Society or the County no longer wishes to continue an agreement and are unwilling to continue with this or any other agreement, it is~~

~~understood that the City will reimburse the Society and the County of its investment in the addition to the fire station for a combined total of fifty percent of the addition's appraised value at the time of this agreement termination.~~

~~29.~~

DISPUTE RESOLUTION

~~31.30. Any dispute shall be submitted in writing to The City Manager, The County CAO, and to the President of the Society. In the event the parties are unable to resolve any disputes that may arise from this Agreement, any party may submit the dispute, in writing, to the Chief Administrative Officers of the City and County of Wetaskiwin and the President of the Society.~~

~~32. A Dispute Resolution Board shall consist of three (3) City Council members, two (2) Society members, one (1) County Council member, and one (1) independent chair. Upon written notification of a dispute the Chief Administrative Officers and the President of the Society will appoint a Dispute Resolution Board consisting of:~~

- ~~a. three members of City Council;~~
- ~~b. two members of the Society;~~

~~c.31. one member of the County Council; and~~

- ~~d. one citizen from outside the County and City of Wetaskiwin selected by the members in clause (a), (b) and (c); who will act as Chairman, to resolve the dispute.~~

~~33.32. Each member will shall have one vote.~~

~~34.33. The Dispute Resolution Board shall render a decision within ninety (90) days of notice. will make a decision with respect to the dispute within ninety (90) days of the submission of the dispute in writing to the Chairman.~~

~~34. The decision of the Dispute Resolution Board will be final and binding on the parties hereto.~~

~~35.~~

~~In witness whereof~~ IN WITNESS WHEREOF ~~this agreement is executed on behalf of the City and the Society, by the hands of their officers duly authorized in that behalf.~~ the parties have executed this Agreement under the hands of their duly authorized officers.

CITY OF WETASKIWIN
Signature: _____
Mayor

Date: _____
Signature: _____
City Manager

Date: _____

WETASKIWIN RURAL FIRE PROTECTION
ZONE 2 SOCIETY

Date: JUNE 1/2005

Signature: _____

President

Date: JUNE 6/05

Date: _____

Signature: _____

Treasurer

Date: _____

COUNTY OF WETASKIWIN NO. 10

Signature: _____ Reeve

Date: _____

Signature: _____ Chief

Administrative Officer

Date: _____

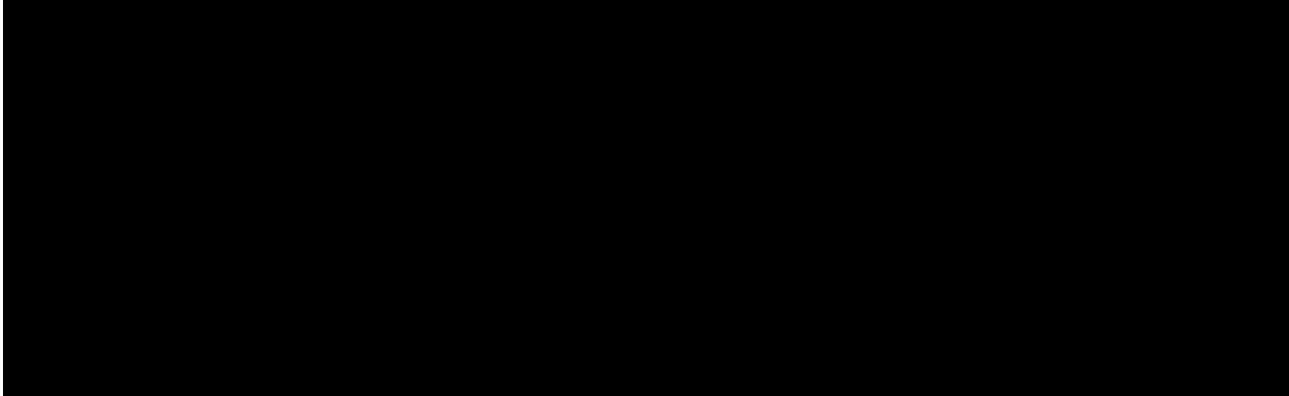
Electronic Signatures: This Agreement may be
executed in counterparts and by electronic means,
and such counterparts together constitute one and
the same instrument.

Schedules (Maintained on File): A. Major
Contributions and Capital Assets | B. Society
Apparatus and Equipment | C. Firefighter Honoraria
| D. Fire Zone Boundaries

Schedules (Maintained on File)

- **Schedule A:** Major Contributions and Capital Assets (Does this even need to be in the agreement anymore?)
- **Schedule B:** Society Apparatus and Equipment List (Updated list will be created)
- **Schedule C:** Firefighter Honoraria and Standby Incentives (Remove – outdated and put wages in agreement under point 17 under “Society Agrees to...”)
- **Schedule D:** Fire Protection Zone 2 Geographic Boundaries (I have attached pdf’s to assist in updating this schedule as there is currently discrepancies and properties missing in the response zone)

City of Wetaskiwin
49th & 51st Street, Wetaskiwin,
Alberta T9A 1L2



~~Wetaskiwin Rural Fire Protection Zone 2 Society
P.O. Box 76034, Wetaskiwin Alberta T9A 2E8~~



~~Date: June 8, 2005~~

Date: June 8/05

~~Rob Ball: Treasurer~~

~~County of Wetaskiwin
P.O. Box 6960, Wetaskiwin, Alberta T9A 2G5~~



~~Date: May 30, 2005~~

~~Garry Dearing, Reeve~~



Date: MAY 30 2005

~~Administrative Officer~~

Schedule "A"

~~Forming part of the Agreement between the City, County and the Society~~

~~Major contributions to the fire department from the City, the County, the Society
and the
Province of Alberta.~~

~~This schedule is to be updated upon completion of the Fire Station.~~

Fire Station Budget

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Provincial Municipal Sponsorship Grant City 100%- Provincial Municipal Sponsorship Grant County 100%- Province of Alberta | \$500,000.00 |
| Wetaskiwin Rural Fire Protection Zone 2 Society | \$100,000.00 |
| City of Wetaskiwin | \$100,000.00 |
| | <u>\$700,000.00</u> |

Rescue Truck

| | |
|-------------------------------------------------------------------------------|--------------------------------|
| Provincial Municipal Sponsorship Grant City 100% = 80% total cost | \$250,000.00 |
| Provincial Municipal Sponsorship Grant County 25% = 20% total cost | \$62,500.00 |
| | <u>\$312,500.00</u> |

**Schedule "B"
Society Equipment List**

Forming part of the agreement between the City, County and the Society

| | PUMP 7 | 1997 Superior Freightliner | |
|--------------|----------------------|----------------------------------------|------------|
| | | Fire Truck | |
| | | Serial # 1FV6LCB3VH830667 | |
| UNIT# | LOCATION | ITEM | QTY |
| PUMP 7 | Cab | Remote Door Opener | 1 |
| PUMP 7 | Cab | Aluminum Clip Board | 1 |
| PUMP 7 | Cab | Incident Report Forms | 10+ |
| PUMP 7 | Cab | NAERG (TDG Guide Book) | 1 |
| PUMP 7 | Cab | DG Placard Chart | 1 |
| PUMP 7 | Cab | Safety Glasses | 3 |
| PUMP 7 | Cab | Beach Balls | 2 |
| PUMP 7 | Cab | Spare Generator Key | 1 |
| PUMP 7 | Cab | Touch-up Paint | 1 |
| PUMP 7 | Cab | Pens and Pencils | 3 each |
| PUMP 7 | Cab | Flashlight-Cigarette Chargers | 2 |
| PUMP 7 | Cab | SCBA "O" Rings | 4 |
| PUMP 7 | Cab | Co-op Gas Card | 1 |
| PUMP 7 | Cab | Stream lite Flashlight | 1 |
| PUMP 7 | Cab | 300W Halogen Bulb | 2 |
| PUMP 7 | Cab | PASS Alarms | 2 |
| PUMP 7 | Cab | SCBA MSA | 4 |
| PUMP 7 | Console | County Map | 1 |
| PUMP 7 | Console | County Map Binder | 1 |
| PUMP 7 | Console | Current Telephone Book | 1 |
| PUMP 7 | Console | Duct tape | 1 |
| PUMP 7 | Console | Container-Rubber-Gloves | 1 |
| PUMP 7 | Console | Bushnell Binoculars 10x50 | 1 |
| PUMP 7 | Console | Wetaskiwin/Millet-Subdivision-Maps | 1 |
| PUMP 7 | Console | Can of Ski Wax | 1 |
| PUMP 7 | Console | Case-Bottled-Water | 1 |
| PUMP 7 | Console | Disposable Camera (check expiry date!) | 1 |
| PUMP 7 | Console | SCBA-wipes-in-plastic-container | 10+ |
| PUMP 7 | Console | Safety Glasses | 2 |
| PUMP 7 | Console | Dust Masks | 6+ |
| PUMP 7 | Console | First Aid Kit | 1 |
| PUMP 7 | Left Under-cab Comp. | Wheel Chocks | 2 |
| PUMP 7 | Left Under-cab Comp. | Low Level Drafting Skimmer | 1 |
| PUMP 7 | Rt. Under-cab Comp. | Logging Chain | 1 |
| PUMP 7 | Rt. Under-cab Comp. | Booster Cables | 1 |
| PUMP 7 | Rt. Under-cab Comp. | Coiled Air Hose | 1 |
| PUMP 7 | L1 | Hose Spanners | 2 |
| PUMP 7 | L1 | Hydrant Wrench | 1 |
| PUMP 7 | L1 | 77mm x 65mm Reducer | 1 |
| PUMP 7 | L1 | 65mm x 38mm Reducer | 1 |
| PUMP 7 | L1 | 65mm x 15M Hose | 2 |
| PUMP 7 | L1 | 65mm x 7.5M Cotton Hose (Pony Length) | 1 |
| PUMP 7 | L1 | Backpacks - (Seasonal) | 2 |
| PUMP 7 | L1 | Collapsible Back-pack (Seasonal) | 1 |
| PUMP 7 | Top Bin | Square Nose Shovel | 1 |

AGENDA ITEM # 10. 10.1

| | | | |
|--------|-----------------------|------------------------------------------|---|
| PUMP 7 | Top-Bin | Rake | 2 |
| PUMP 7 | Top-Bin | Spade | 2 |
| PUMP 7 | Top-Bin | Foam F-500-5-gal | 2 |
| PUMP 7 | Top-Bin | Three-Prong Pitchfork | 1 |
| PUMP 7 | Top-Bin | Stiff Bristle Push-Broom | 1 |
| PUMP 7 | L2 | 25mm x 30M Booster Hose | 1 |
| PUMP 7 | L2 | 25mm Akron Nozzle-Style 1702 | 1 |
| PUMP 7 | L3 | BA-Cylinders-MSA 2216 PSI | 2 |
| PUMP 7 | L3 | Hand Lanterns | 2 |
| PUMP 7 | L3 | SCBA-MSA | 2 |
| PUMP 7 | L3 | Pass Alarms | 2 |
| PUMP 7 | L4 | First Aid Kit | 1 |
| PUMP 7 | L4 | Safety Belts | 2 |
| PUMP 7 | L4 | 18" Pipe Wrench | 1 |
| PUMP 7 | L4 | 84 Pc. 1/4" & 3/8" Drive Ratchet Set | 1 |
| PUMP 7 | L4 | Fire Chem-Wetting Agent | 2 |
| PUMP 7 | L4 | Clevis | 2 |
| PUMP 7 | L4 | Metal Case for forestry nozzles/adapters | 1 |
| PUMP 7 | L4 | Plastic Forestry Nozzles (Combination) | 2 |
| PUMP 7 | L4 | 1/4 Turn X 38mm Threaded Adapters-Female | 4 |
| PUMP 7 | L4 | 1/4 Turn X 38mm Threaded Adapters-Male | 2 |
| PUMP 7 | L4 | Toolbox with assorted tools | 1 |
| PUMP 7 | LS | BA Cylinder-MSA 2216 PSI | 4 |
| PUMP 7 | Top-Left | 77mm x 3M Hard Suction | 4 |
| PUMP 7 | Top-Left | 3M Folding Ladder | 1 |
| PUMP 7 | R1 | 65mm Spanners | 2 |
| PUMP 7 | R1 | 77mm x 65mm Reducer | 1 |
| PUMP 7 | R1 | Gas Can | 1 |
| PUMP 7 | R1 | Honda 5.5 HP PPV Fan | 1 |
| PUMP 7 | R1 | 100mm Storz Adapter-*** | 1 |
| PUMP 7 | R1 | 65mm Hydrant Gate-*** | 1 |
| PUMP 7 | R1 | 100mm Steamer Port Adapter-*** | 1 |
| PUMP 7 | R1 | Hydrant Wrench-*** | 1 |
| PUMP 7 | R2 | Honda EMS000S Generator | 1 |
| PUMP 7 | R3 | Funnel | 1 |
| PUMP 7 | R3 | Chainsaw Chain | 1 |
| PUMP 7 | R3 | Safety Glasses | 1 |
| PUMP 7 | R3 | Chainsaw Greaser | 1 |
| PUMP 7 | R3 | 4 Liters Chain Oil | 1 |
| PUMP 7 | R3 | 250 ml 2 Cycle Engine Oil | 1 |
| PUMP 7 | R3 | Stihl Chainsaw 034 | 1 |
| PUMP 7 | R4 | 2M Piercing Nozzle | 1 |
| PUMP 7 | R4 | Rope Bags | 2 |
| PUMP 7 | R4 | Akron Eductor | 1 |
| PUMP 7 | RS | 36" Bolt Cutters | 1 |
| PUMP 7 | R5 | 6 lb. Sledgehammer | 1 |
| PUMP 7 | R5 | Hose Strap | 1 |
| PUMP 7 | R5 | Halligan Tool | 1 |
| PUMP 7 | R5 | 65mm Double Male/Female Set | 1 |
| PUMP 7 | B1 | Waterous Portable Pump | 1 |
| PUMP 7 | Rear Tailboard | Fire Axes | 2 |
| PUMP 7 | Rear Tailboard | 48" Pry Bar | 1 |
| PUMP 7 | Rear Tailboard | Hose Spanners | 2 |
| PUMP 7 | Right Top | 3.6M Roof Ladder | 1 |
| PUMP 7 | Right Top | 7.3M Extension Ladder | 1 |
| PUMP 7 | Right Top | 2M Pike Poles | 2 |
| PUMP 7 | Right Top | 4M Pike Poles | 2 |
| PUMP 7 | Top front of hose bed | Collapsible Backpacks (Seasonal) | 2 |
| PUMP 7 | Top front of hose bed | Funnel | 1 |
| PUMP 7 | Top front of hose bed | 5 Gal. Hydrocarbon F/F Foam | 2 |
| PUMP 7 | Top front of hose bed | Forestry Hose 38mm X 30M | 6 |
| PUMP 7 | Transverse Hose Bed | 45mm Akron Nozzle-Style 1723 | 2 |

AGENDA ITEM # 10. 10.1

| | | | |
|--------|---------------------|--------------------------------|----|
| PUMP 7 | Transverse Hose Bed | 65mm I<NK Thunder Fog Nozzle | 4 |
| PUMP 7 | Transverse Hose Bed | 45mm x 15M Hose—Angus LB Chief | 13 |
| PUMP 7 | Transverse Hose Bed | 65mm x 15M Hose—Angus LB Chief | 13 |
| PUMP 7 | Rear Hose Bed | 35mm Fog Nozzle—Style 1720 | 2 |
| PUMP 7 | Rear Hose Bed | Porta-Tanks | 2 |
| PUMP 7 | Rear Hose Bed | 65mm x 35mm x 38mm Gated Wye | 4 |
| PUMP 7 | Rear Hose Bed | 100mm x 30M Hi Vol Hose | 3 |
| PUMP 7 | Rear Hose Bed | 100mm x 15M Hi Vol Hose | 4 |
| PUMP 7 | Rear Hose Bed | Hose Bed Tarp | 4 |

Thermal Imaging Camera located on Rescue 1
 Portable Pump 300 GPM located in the Fire Station
 Fax machine located in the Fire Station
 Pressure washer—gas powered located in the Fire Station

| TANKS 2001 Peterbilt Tanker | | | |
|------------------------------------|-----------------|---------------------------------|------------|
| Serial# 2NPNLZ9X71M656689 | | | |
| UNIT# | LOCATION | ITEM | QTY |
| TANKS | Cab | Flashlights | 2 |
| TANKS | Cab | First Aid kit | 4 |
| TANKS | Cab | Jumper Cables—Set | 4 |
| TANKS | Cab | Emergency Warning Triangles | 3 |
| TANKS | Cab | County Subdivision Map Binder | 4 |
| TANKS | Cab | County Map | 4 |
| TANKS | Cab | Safety Glasses | 2 |
| TANKS | Cab | NA Emergency Response Guidebook | 4 |
| TANKS | Comp 1 | 38mm Nozzle Plastic Forestry | 2 |
| TANKS | Comp 1 | Hose Spanners | 4 |
| TANKS | Comp 1 | Hydrant Wrench | 4 |
| TANKS | Comp 1 | Grease Gun | 4 |
| TANKS | Comp 1 | 65mm x 15M Hose | 4 |
| TANKS | Comp 1 | 38mm x 15M Hose | 4 |
| TANKS | Comp 1 | 65mm Double Male/Female Set | 4 |
| TANKS | Comp 1 | 65 x 38 x 38mm Gated Wye | 4 |
| TANKS | Comp 1 | 65mm x 3" Camlock Adaptor | 4 |
| TANKS | Comp 1 | 65mm x 100mm Storz Adaptor | 4 |
| TANKS | Comp 1 | Plastic Funnel | 4 |
| TANKS | Comp 1 | 65mm Floating Strainer | 4 |
| TANKS | Comp 2 | 65mm x 15m Hose | 4 |
| TANKS | Comp 2 | 100mm x 15M Hi Vol Hose | 4 |
| TANKS | Comp 2 | | 4 |
| TANKS | Right Side | 1200 Gallon Portable Dump Tank | 4 |
| TANKS | Right Side | 65mm x 3M Hard Suction | 2 |
| TANKS | Rear | Dump Valve Outlet Extension | 4 |
| TANKS | Left Side | 65mm x 3M Hard Suction | 2 |
| TANKS | Top of Tank | 20' Tow Rope in Canvas Bag | 4 |

Schedule "C"

~~Forming part of the Agreement between the City, County and the Society~~

~~Firefighters will receive honoraria as approved by the Society as follows:~~

| | |
|-------------------------------------|------------------------------|
| Probationary Firefighter | \$ 11.00 per hour |
| Firefighter | \$14.00 per hour |
| Lieutenant | \$15.00 per hour |
| Captain | \$16.00 per hour |

~~In addition, each member that is appointed to be on standby for the Fire Department will receive \$13.00 per day of each weekend and civic holiday.~~

"Schedule D"

Forming part of the Fire Protection Agreement between the City, County and the Society.

The County of Wetaskiwin fire protection zone 2 is described as follows:

| | | |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| In Township 44 | Range 22 | all sections |
| In Township 44 | Range 23 | Sections: 1,2, 10,11,12,13,14,15,16,21,22,23,24,25,26,27,33,34,35,36, and parts of sections 3,9,10, 17,20,29,30 on the east side of the battle river Range 22 |
| In Township 45 | Sections: 4,5,6,8,9,16,17,18,19,20,21,28,29,30,31,32,33 | |
| | Range 23 | all sections |
| In Township 45 | Range 24 | |
| In Township 45 | Sections: 1,2,3,10,11,12,13,14,15,22,23,24,26,27,34,35,36 | |
| | Range 22 | |
| In Township 45 | Sections: 4,5,6,7,8,9,16,17,18,19,20,21,28,29,30,31,32,33 | |
| | Range 23 | all sections |
| In Township 45 | Range 24 | |
| In Township 45 | Sections 1,2,3,10,11,12,13,14,15,22,23,24,26,27,34,35,36 | |
| | Range 25 | |
| In Township 45 | Sections: NW, SW section 25, NW, SE, PT of SW of section 26, PT of SW, PT of SE, NW, NE of section 24, PT of SW, PT of SE, NW, NE of section 28, PT of SW, PT of SE, NW, NE of section 29, PT of NW, PT of NE of section 30, NW, SW of section 36 | |
| | Range 26 | |
| In Township 45 | Sections: 1,2,11,12,13,14,23,24,25,25,35,36 | |
| | Range 22 | |
| In Township 46 | Sections: 4,5,6,7,8,9,16,17,18,19,20,21,22,27,28,29,30, 31,32,33,34 | |
| | Range 23 | all sections |
| In Township 46 | Range 24 | |
| In Township 46 | all sections except those in the City of Wetaskiwin | |
| | Range 25 | |
| In Township 46 | Sections: 1 to 30, and the SE, SW of each of sections 31,32,33,34,35,36 | |
| | Range 26 | |
| In Township 46 | Sections: 1,2,11,12,13,14,22,23,25,26,SW, SE, of section 35, SW, SE of section 36 | |
| | Range 22 | |
| In Township 47 | Sections:2,3,4,5,6,7,8,9,10,11,13,14,15,16,17,18,19,20,21,22,23,24,26,27,29,30,31,32,33,34,35 | |
| | Range 23 | |
| In Township 47 | Sections: 1 to 18, 23,24,25,26,34,35,36, NW, NE of section 27, NE, SE of section 33 | |
| | Range 24 | |
| In Township 47 | Sections: 1,2,3, PT of NE, SE, SW, of section 4, SE, SW, of section 5 | |
| | Range 22 | |
| In Township 48 | Sections: 2,3,4,5,6 | |
| | Range 23 | |
| In Township 48 | Sections: 1,2,3,4 | |

FIRE PROTECTION AGREEMENT

Between the

City of Wetaskiwin
(hereinafter called "the City")

and the

Wetaskiwin Rural Fire Protection Zone 2 Society
(hereinafter called "the Society")

and the

County of Wetaskiwin No 10
(hereinafter called the "County")

Whereas the Wetaskiwin Rural Fire Protection Zone 2 Society is charged with providing fire protection services to the people in a portion of the County of Wetaskiwin in accordance with the County of Wetaskiwin by-laws;

AND Whereas the City of Wetaskiwin owns, operates and manages an organized fire service for the residents of the City of Wetaskiwin;

AND Whereas The City of Wetaskiwin, The County of Wetaskiwin and The Wetaskiwin Rural Fire Protection Zone 2 Society wish to cooperate to ensure effective and efficient fire protection services to the community

Therefore, the parties agree as follows:

Definitions:

- a) "Apparatus" means fire department vehicles and onboard equipment that are designed for firefighting or emergency response.
- b) "Fire Protection Services" means all aspects of fire safety, including but not limited to, fire prevention, firefighting, suppression, pre-fire planning, inspections, investigations, training, public education, and emergency incident response.
- c) "Fire Chief" means the person appointed by the City of Wetaskiwin to manage Fire Services, or their designate.
- d) "Fire Zone" means the area of the County of Wetaskiwin assigned to the Society for fire protection, as described in Schedule D, forming part of this agreement.

- e) "Fire Department Officer" means an officer with the rank of Deputy Chief, Captain, or Lieutenant as appointed by the Fire Chief.

THE CITY AGREES:

1. To recognize the County's and the Society's contributions towards facilities and equipment as outlined in Schedule A (as updated and maintained on file).
2. To continue housing and maintaining the Society's apparatus, and equipment.
3. To staff apparatus with trained firefighters competent in both urban and rural fire suppression.
4. To provide a minimum response to emergency calls in the Fire Zone, except when resources are unavailable or committed elsewhere, in which case mutual aid will be requested.
5. That the Fire Chief at their discretion, upon receipt of an emergency call, shall dispatch appropriate apparatus and personnel to emergency incidents within the Fire Zone.
6. To authorize, at the Fire Chief's discretion, the use of City-owned apparatus beyond city limits within the Fire Zone at no additional charge.
7. To authorize the Society to recover and retain costs associated with responses involving City-owned apparatus and equipment.
8. To allow Society Board Members to observe practices and/or inspect Society-owned apparatus and equipment as arranged with the Fire Chief or designate.
9. To provide the Society with monthly billing information and incident summaries for emergency responses within the Fire Zone.
10. To invoice the Society for agreed honoraria and indicate hours worked by firefighters and apparatus.
11. To provide the Society with an annual equipment replacement and maintenance budget projection.

THE SOCIETY AGREES:

12. To ensure Society-owned apparatus and equipment are maintained in good working order.
13. To collaborate with the Fire Chief to determine requirements and provide funding for firefighting equipment installed on Society-owned apparatus.
14. To provide funding for two (2) sets of firefighter turnout gear annually.
15. To fund inspection, maintenance, and repair costs for Society-owned apparatus and equipment.
16. To provide the Fire Chief with up-to date County maps and subdivision plans clearly identifying roads, properties, and boundaries as they become available.
17. To authorize and fund the payment of honoraria and standby pay to firefighters, equivalent to City fire wages and City fire standby pay.
18. To authorize, at the discretion of the Fire Chief, the use of Society-owned apparatus and equipment for emergency responses within City limits at no charge.
19. To authorize the Fire Chief to request mutual aid assistance from other departments to manage incidents within the Fire Zone.
20. To Authorize, at the discretion of the Fire Chief, the use of Society-owned apparatus and equipment outside the Fire Zone as part of mutual aid agreements.
21. To remit fifty percent 50% of all funding collected for the use of the City Rescue and/or Command Unit (for highway emergencies) by July 1st annually to the City.
22. To pay an annual contribution toward shared costs of utilities, administration, fire fighter training, communications, investigations, fire prevention, and public inquiries. The contribution shall be adjusted annually on July 1st of each year, and the sum of sixty seven thousand seven hundred seventy-three dollars and ninety cents (\$67,773.90) for 2026 and increased from the previous year based on the Edmonton Consumer Price Index (CPI).
23. Each party shall indemnify and hold harmless the others from damages or losses resulting from its negligence or willful act.
24. Each party shall maintain a minimum commercial general liability insurance policy of not less than five million dollars (\$5,000,000.00) per occurrence, naming the other parties as additional insureds.
25. This Agreement may be amended only by mutual written consent of all three parties.

26. Schedules (A,B,C,D) shall be maintained on file by all parties and updated by mutual resolution.

TERM AND TERMINATION

27. This Agreement shall commence January 1, 2026, and continue for five (5) years, expiring December 31, 2031, unless extended by written agreement.
28. The parties may review terms periodically to ensure continued effectiveness.
29. If terminated without a successor agreement, the City shall reimburse the Society and County for their investment in the addition to the Fire Station, equal to fifty percent (50%) of the appraised value at termination.
30. If terminated without a successor agreement, the City shall reimburse the Society and County for their investment in the City's Rescue Truck, equal to twenty percent (20%) of the appraised value at termination.

DISPUTE RESOLUTION

31. Any dispute shall be submitted in writing to The City Manager, The County CAO, and to the President of the Society.
32. A Dispute Resolution Board shall consist of three (3) City Council members, two (2) Society members, one (1) County Council member, and one (1) independent chair.
33. Each member shall have one vote.
34. The Board shall render a decision within ninety (90) days of notice.
35. The decision of the Board will be final and binding.

IN WITNESS WHEREOF, the parties have executed this Agreement under the hands of the of their duly authorized officers.

City of Wetaskiwin
PO Box 6210, Wetaskiwin, AB T9A 2E9

Joe Branco, Mayor

Date: _____, 2026

Sue Howard, Chief Administrative Officer

Date: _____, 2026

Wetaskiwin Rural Fire Protection Zone 2 Society
PO Box 6034, Wetaskiwin, AB T9A 2E8

Ken Lueck, President

Date: _____, 2026

Brianna Buskas, Vice President

Date: _____, 2026

County of Wetaskiwin No. 10
PO Box 6210, Wetaskiwin, AB T9A 2E9

Josh Bishop, Reeve

Date: _____, 2026

Scott MacDougall, Chief Administrative Officer

Date: _____, 2026

REQUEST FOR DECISION

RFD 26-1765



Meeting: Regular Council
Meeting Date: June 23, 2026
Presented By: Jacqueline Pelechytik, General Manager of Corporate Services
Title: Council Chambers Upgrade - Proposed Layouts
Report Type: Request for Decision

STRATEGIC ALIGNMENT:



Economy



Safety



Community



Environmental

RFD PURPOSE:

This report provides City Council with an update on the Council Chambers upgrades and options for room layout.

REPORT:

The upgrades to Council Chambers are intended to address aging technology and improve functionality of the space. Upgrading Council Chambers must balance security enhancements with the preservation of the chamber’s historic character, and the needs of Council.

Background

Capital Charter 25-33501 was approved in the 2025 capital budget to support the continued operational effectiveness of Council Chambers. Due to the historic nature of the building and its furnishings, creating a functional space has extra complexity and requires careful consideration to preserve its heritage. Some furniture will need to be custom-built to match the existing décor, while other components may require disassembly and reassembly. Additionally, recurring audio and video issues have been identified, stemming from outdated and unsupported technology that was not originally designed for current meeting requirements.

The project as approved is split into two phases:

Phase 1: \$20,280 for technology and audio/visual upgrades to the Committee Room in 2025. This phase is completed.

Phase 2: \$195,000 for physical, technology, and audio/visual upgrades to Council Chambers in 2026, and was split between:

- Information Technology: \$99,000 which will fund the replacement of equipment in the room,
- Facilities: \$96,000 which will fund the replacement of furniture and millwork in the room, as well as installation work required to facilitate technology upgrades.

AGENDA ITEM # 10. 10.2

In addition to CC-25-33501, Council approved \$14,000 to replace carpet in Council Chambers during the 2024 budget presented in OBC 24-70011. This work will be completed during the facility upgrades to Council Chambers.

Informing the layout design are the security recommendations for Council Chambers. In 2024, the City contracted a site security review report with Price-Langevin Technical Security, which evaluated the security features of Council Chambers and City Hall. This review was prompted by verbal and perceived intimidation incidents directed at leadership and administrative staff during Council meetings. The report includes a number of recommendations for improving safety and security of council meetings, and includes recommendations related to the layout of Council Chambers to ensure separation between Council/Administration and the public.

Summary of Current Work Underway

Phase 2 is in the physical design stage, aiming to balance security enhancements with the preservation of the chamber's historic character and the needs of Council members. Administration has done work to open up a portion of the floor to identify the direction of the floor joists and to work with audio-visual and electrical contractors to determine how conduit may be installed.

Administration has prepared potential layouts for Council's review and decision, which administration expects can be completed within the approved budget.

Aside from these proposed layouts, Council may direct administration to investigate other layouts. It is possible that depending on the arrangement of other layouts, there may be additional cost implications or there may be implication with the Historic Resources Management Branch in the Ministry of Arts, Culture and Status of Women due to City Hall's status on the Alberta register of Historic Places.

ADMINISTRATION'S RECOMMENDED MOTION(S):

(I move) that Council directs administration to proceed with Council Chambers layout option _____ .

ALTERNATE OPTIONS:

Council may direct administration to direct options not included within this RFD, which may require scope and budget amendments to the approved capital charter.

Council may direct administration to discontinue this work, and may release the uncommitted funds back to the IT and facilities reserves.

IMPLICATIONS:

- a) Financial: The proposed layouts may be completed within approved budget. Should Council favour a layout not presented, additional budget may be required.
- b) Legal / Risk: City Hall appears on the Alberta register of Historic Places, and has previously received grant funding from the province because of this, and the agreement compels the City to engage with the province on major changes to the historic sections of City Hall.
- c) Program or Service: Council meetings take place within Council Chambers, should meetings be disrupted by renovations to Chambers, meetings will take place in the Committee Room.

d) Organizational: N/A

LEGISLATIVE BACKGROUND:

a) Policies and Bylaws: N/A

b) Municipal Plans: N/A

c) Other Legislation or Agreements: City Hall appears on the Alberta register of Historic Places, and substantial changes to original sections of City Hall require approval of the Historic Resources Management Branch. City Hall also appears on the Canadian Register of Historic Places National Historic Site of Canada, Alberta Register of Historic Places.

APPROVAL(S):

| | |
|--------------------------------------------------------------|------------------------|
| Jacqueline Pelechytik, General Manager of Corporate Services | Approved - 11 Jun 2026 |
| Richard Bennett | Approved - 11 Jun 2026 |
| Chris Bond, Manager of Fleet and Facilities | Approved - 11 Jun 2026 |
| Communications Department, Communications | Approved - 11 Jun 2026 |
| Sue Howard, City Manager | Approved - 11 Jun 2026 |

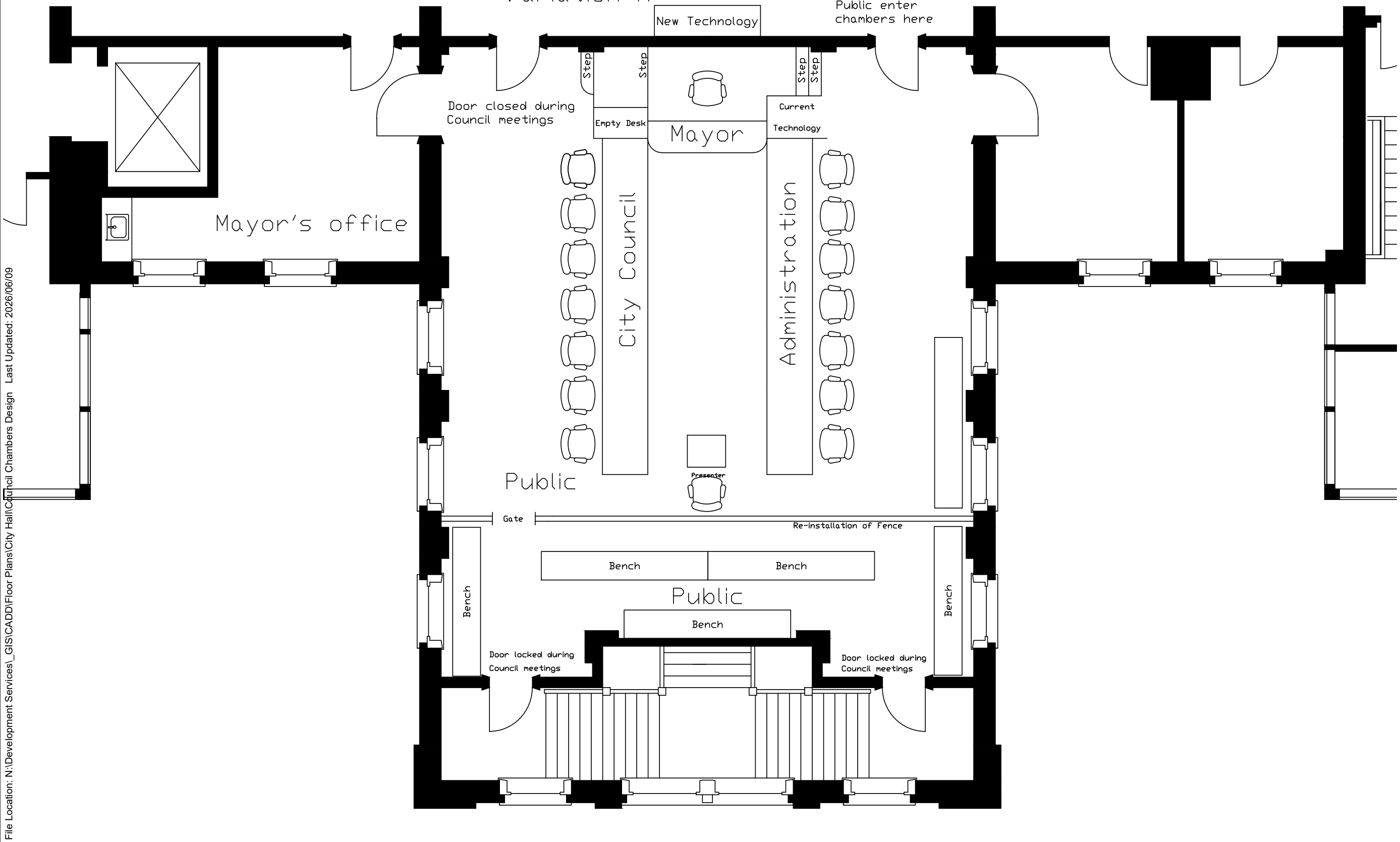
ATTACHMENTS:

[CityHall_Floor Plans_20260611-3rd Floor_Council_OptA](#)
[CityHall_Floor Plans_20260611-3rd Floor_Council_OptB](#)
[CityHall_Floor Plans_20260611-3rd Floor_Council_OptC](#)
[CityHall_Floor Plans_20260611-3rd Floor_Council_OptD](#)
[CityHall_Floor Plans_20260611-3rd Floor_Council_OptE](#)



City Hall
3rd Floor

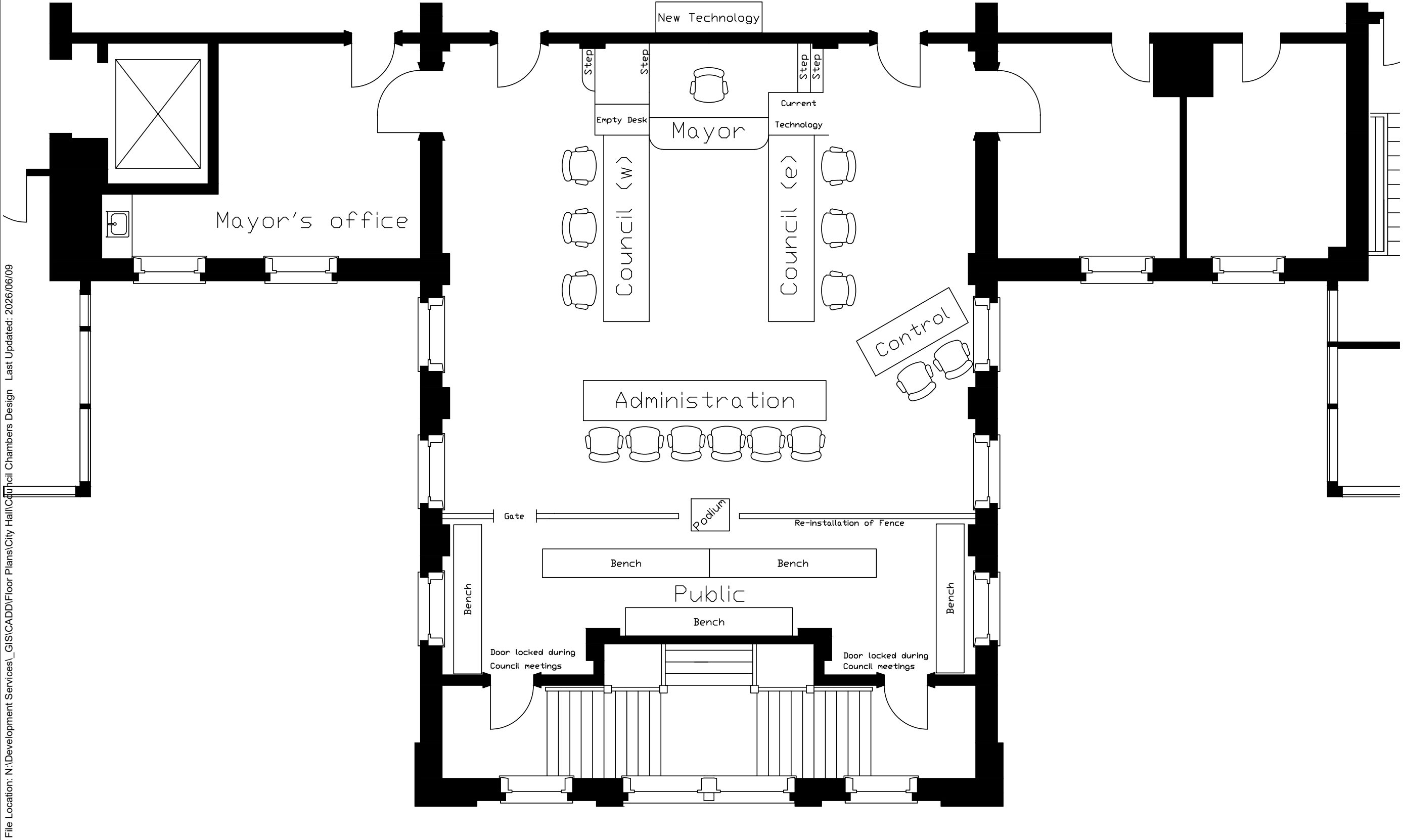
Variation A





City Hall
3rd Floor

Variation B



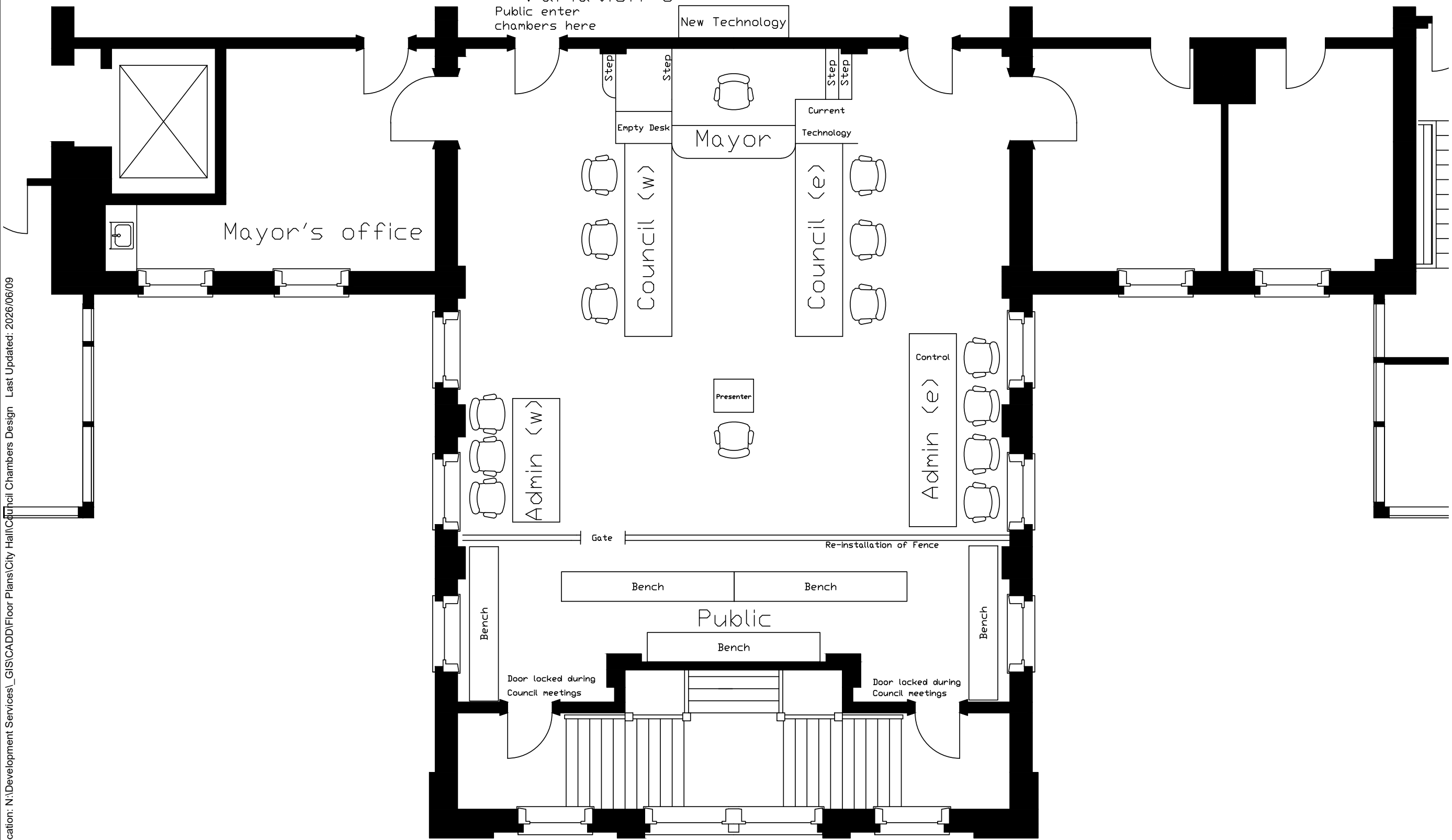
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City Hall
3rd Floor

Variation C

Public enter chambers here



File Location: N:\Development Services\GIS\CAD\IFloor Plans\City Hall\Council Chambers Design Last Updated: 2026/06/09



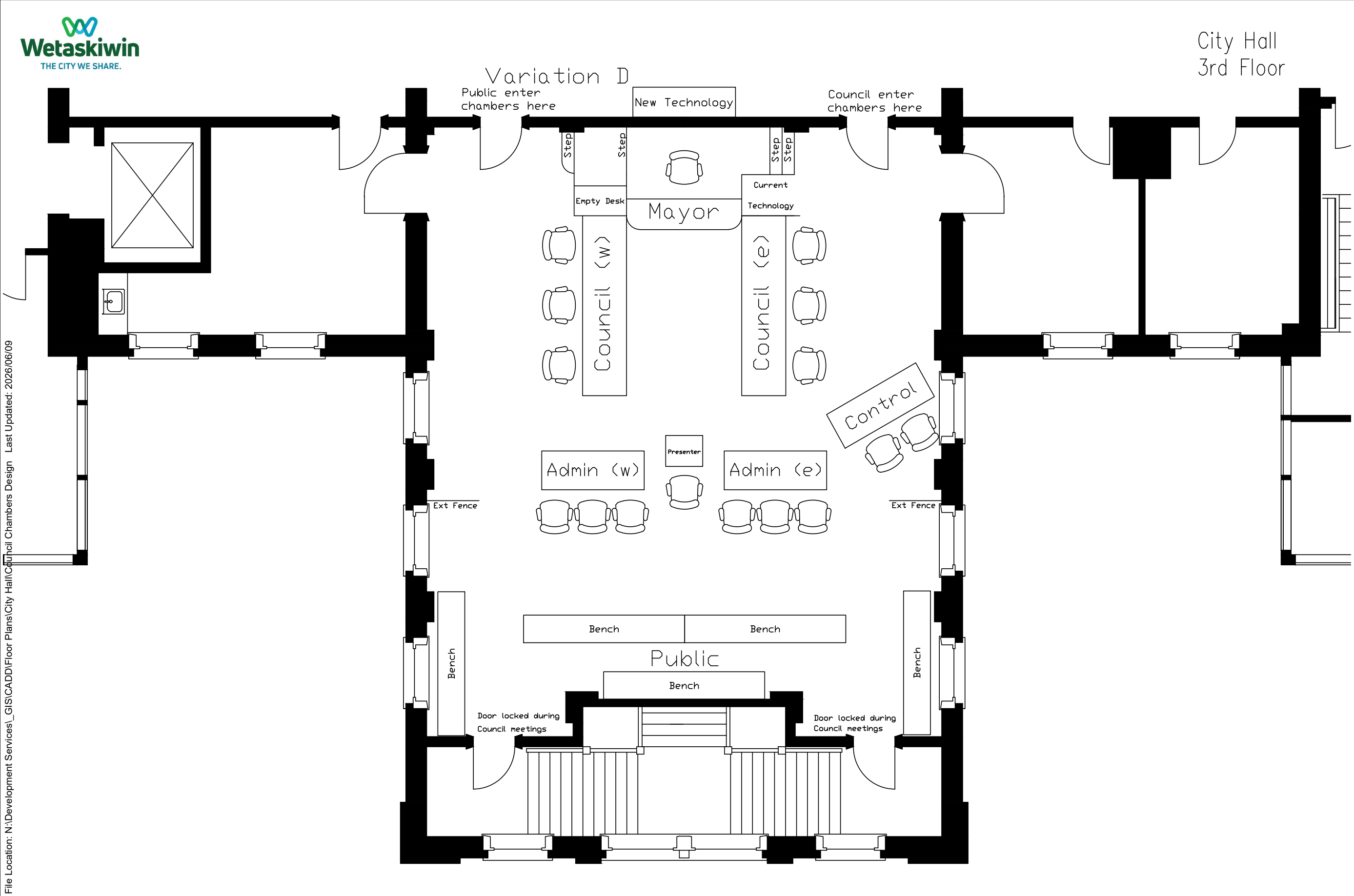
City Hall
3rd Floor

Variation D

Public enter chambers here

Council enter chambers here

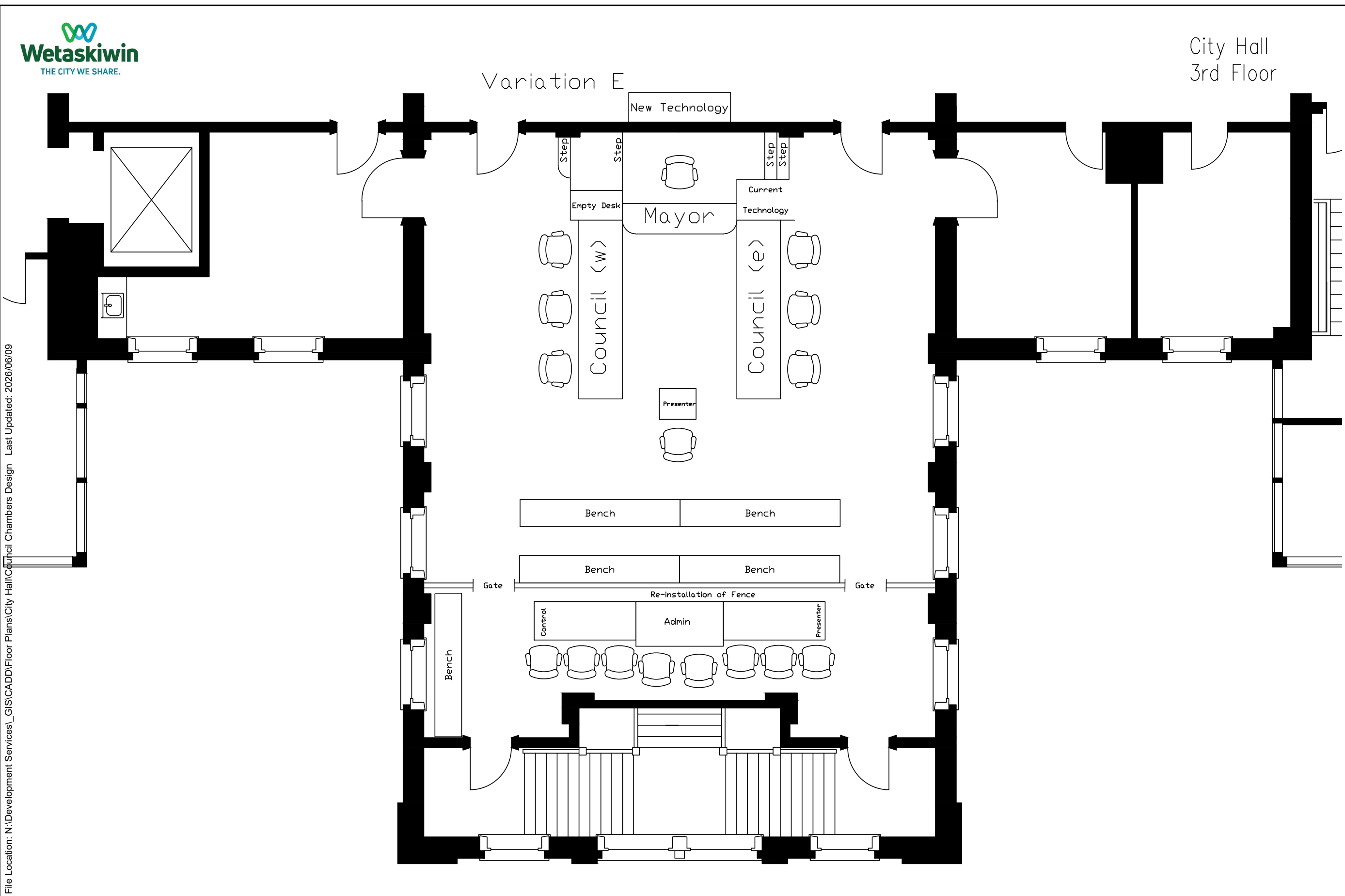
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City Hall
3rd Floor

Variation E



File Location: N:\Development Services\GIS\CADD\Floor Plans\City Hall\Council Chambers Design Last Updated: 2026/06/09

REQUEST FOR DECISION

RFD 26-1769



Meeting: Regular Council
Meeting Date: June 23, 2026
Presented By: Sue Howard, City Manager
Title: Yellowhead Regional Library Fees Increase Request
Report Type: Request for Decision

STRATEGIC ALIGNMENT:



Economy



Safety



Community



Environmental

RFD PURPOSE:

The Library received a request to increase the fees being paid to YRL for services provided to our local library.

REPORT:

Yellowhead Regional Library (YRL) provides services to 54 municipalities (which includes 43 municipal and 43 school libraries). Representatives will be in attendance to present the proposed increase to Council for consideration. This same ask is going to all municipalities in YRL's master agreement, the rate hike will only take place if two-thirds of all member municipalities vote in favour of it.

ADMINISTRATION'S RECOMMENDED MOTION(S):

1. (I move) that Council accepts the Yellowhead Regional Library presentation on June 23, 2026, as information.
2. (I move) that Council directs Administration to bring forward the Yellowhead Regional Library request for consideration during the 2027 operating budget deliberations.

IMPLICATIONS:

a) Financial:

If passed by two-thirds of the municipalities, the annual levy contribution will go from \$4.85 to \$5.60 per resident (an increase of \$0.75 per capita).

b) Legal / Risk:

None at this time.

c) Program or Service:

None at this time.

d) Organizational:

None at this time.

LEGISLATIVE BACKGROUND:

a) Policies and Bylaws:

N/A.

b) Municipal Plans:

N/A.

c) Other Legislation or Agreements:

N/A.

APPROVAL(S):

Communications Department, Communications
Sue Howard, City Manager

Approved - 17 Jun 2026

Approved - 18 Jun 2026

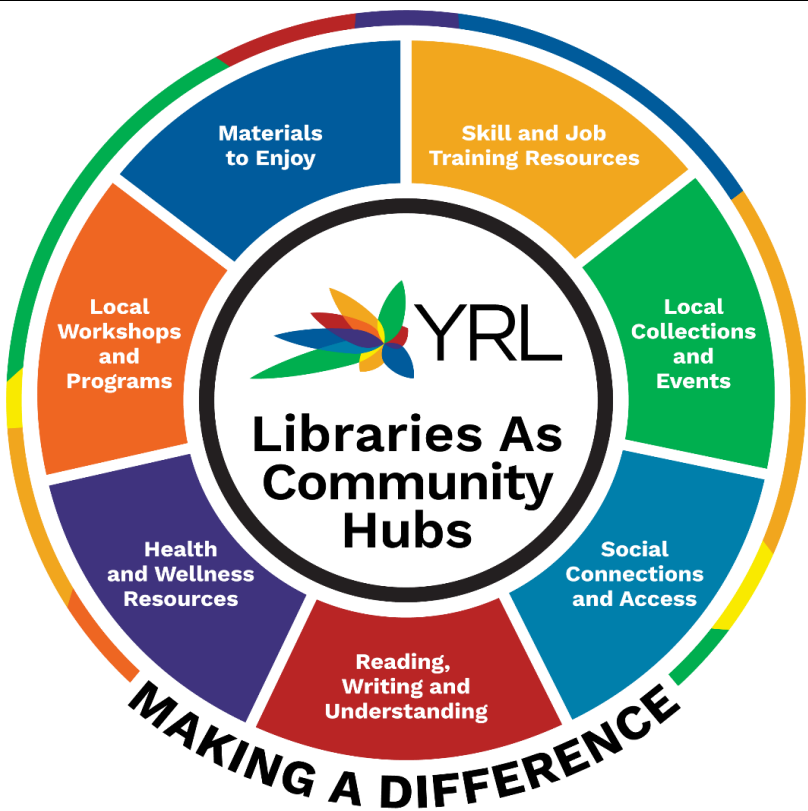
ATTACHMENTS:

[YRL Presentation for City of Wetaskiwin Council - June 23, 2026](#)



City of Wetaskiwin Council

June 2026



Libraries help to:

- Enable access to information and ideas.
- Ensure equitable access to internet and computers.
- Embrace lifelong learning.

Libraries are essential to:

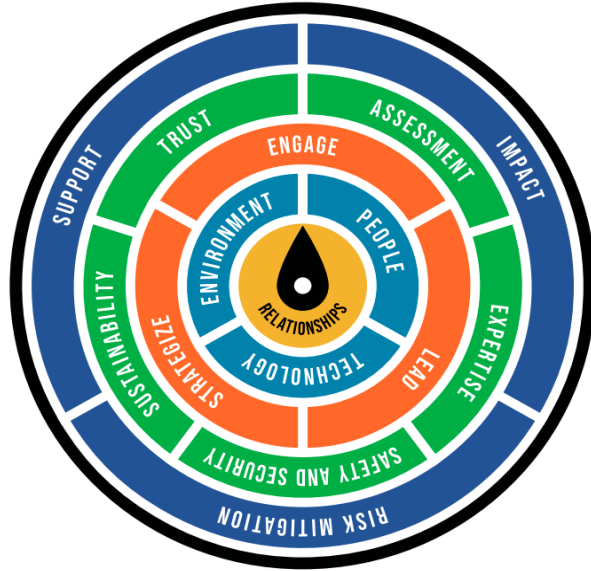
- Sustain local economic development.
- Support career and job training.
- Strengthen community connections.
- Celebrate literacy.

2026-2030 Strategic Plan



Strategic Compass

Libraries
**VALUE
BEYOND**
words



Issues and Pressures



Volatility

- Economy, tariffs, cost increases.

Addressed by:

- Sourcing new suppliers, bulk purchases.
- New YRL levy rate.

Uncertainty

- Recent municipal elections and future provincial elections.

Addressed by:

- Advocacy, information to councils, robust YRL board orientation, YRL open house, Stronger Together Conference.

Changes

- Technology, cyber-security threats.
- Population changes.

Addressed by:

- Heightened technology vigilance.
- Local library staff training.

Ambiguity

- Pandemics, changes to Provincial policy.

Addressed by:

- Preparation.
- YRL acts as a hub for information and practices during crisis, change.

How YRL Supports Your Municipality



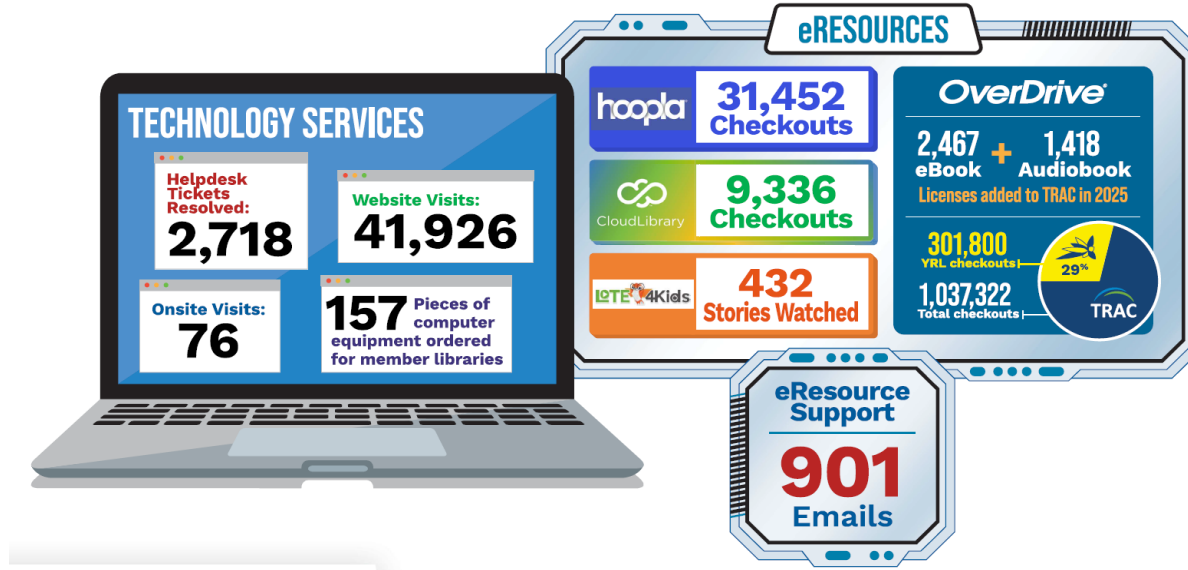
We support your local library by:

- Shared materials, purchasing power.
- Technology, cybersecurity.
- Training and support to staff.
- Policy development support.
- Networking, Community of Practice.

2025 Overview



2025 Overview



2026 Priorities

- Completion of public computer project.
 - Cybrarian software implemented at all member public libraries, costs covered by YRL.
- Limit risk to libraries by moving core software to cloud hosted solutions.
- Supporting POPA/ATIA policy and procedures in member libraries.
- Patron Incident Tracking Software (PITS).
 - Implementation and analysis.

2026 Priorities

- Advocacy
- Partnerships
- Train and support local library staff.
 - Bill 28 coffee chats, documentation, and speaking points.
 - Policy development.
 - De-escalation training.

Return on Investment

DEMONSTRATING VALUE



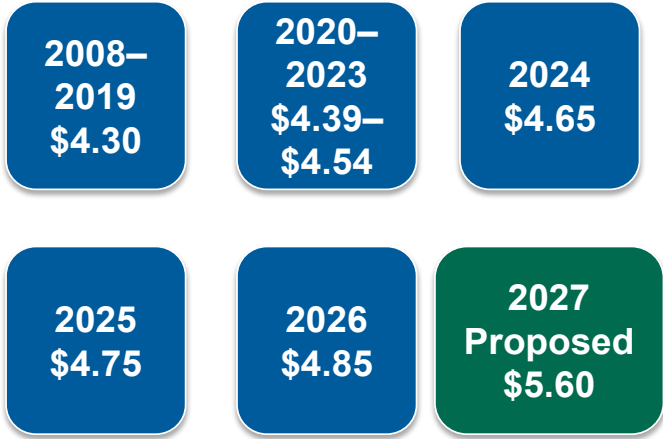
Wetaskiwin Public Library

- Membership levy \$59,822
- Financial return for materials \$9,446
- Cost avoidance \$1,096,033
 - Technology, resource sharing, library operations software, kits/materials, and funded training.

Return on Investment (ROI) **\$1.00 = \$18.54**

Levies and the Funding Reality

Levy Transfers (per capita)



Funding Reality

- Municipal funding was frozen for 11 years, creating a structural gap.
- ~\$300,000 per year in provincial funds meant for innovation is covering basic municipal costs.
- Reserves have been drawn down to the level the auditor is comfortable with.
- Proposed adjustment: \$4.85 > \$5.60 per capita (accountability, not expansion).

Gradual increases have helped, but costs and service demands have outpaced municipal contributions.

The Proposed Levy Adjustment (The Ask)

- Request: \$0.85 per capita increase.
- Does not fund new programs.
- Closer alignment of municipal contributions with the true cost of existing services.
- Supports YRL's ability to meet obligations under the Master Membership Agreement.

What This Protects (Stability for Service)

- YRL Libraries rely on shared services, including expertise, technology, and collections.
- The breadth of service is not affordable independently.
- This adjustment is about stability, not growth — preventing future disruption or reduction in contracted services.

Cost to Residents is Small — Benefit is Significant

- For the average household: roughly the cost of two coffees per year.
- Restores proper use of provincial funds and stabilizes the system.
- Protects investments in collections, digital resources, and shared infrastructure that benefit local libraries.
- Council consideration: Support the levy adjustment to sustain services residents already rely on.

Your citizens have access to:

- More than 3 million items via TRAC.
- Digital materials, such as 600,000+ eBooks, 111,000+ eAudiobooks, 300,000+ music albums, and much more.
- Free broadband internet through SuperNet and WiFi.



**We bring the
world to your
residents.**

Thank you!



REQUEST FOR DECISION

RFD 26-1757

Meeting: Regular Council
Meeting Date: June 23, 2026
Presented By: Karin Boddy, Intergovernmental Affairs Coordinator - Executive Assistant
Title: Council Committee Reports and Attendance (CONSENT AGENDA)
Report Type: Information Update

STRATEGIC ALIGNMENT:



Economy



Safety



Community



Environmental

RFD PURPOSE:

The purpose of this report is to keep our community updated on the work of Council outside of the Regular Council meetings.

Council Attendance reports will be presented by each member of Council as they speak to their committees.

REPORT:

Each Council member will speak to their report.

ADMINISTRATION'S RECOMMENDED MOTION(S):

(I move) That Council receives the Council Committee Reports and Attendance for June 23, 2026, as information.

IMPLICATIONS:

- a) Financial: None at this time,
b) Legal / Risk: None at this time,
c) Program or Service: None at this time,
d) Organizational: None at this time,

LEGISLATIVE BACKGROUND:

- a) Policies and Bylaws: Council Meeting Procedural Bylaw; Remuneration and Expense Policy

b) Municipal Plans: N/A

c) Other Legislation or Agreements: N/A

NEXT STEPS:

Signed versions of the reports will be shared with finance for processing. These reports will be included in the quarterly financial updates on the City website.

APPROVAL(S):

Communications Department, Communications
Sue Howard, City Manager

Approved - 08 Jun 2026
Approved - 08 Jun 2026

ATTACHMENTS:

- [Councillor Hoyle Attendance Report May 2026](#)
- [Councillor White Council Attendance Report May 2026](#)
- [Councillor Billingsley Council Attendance Report May 2026](#)
- [Councillor Neilson Council Attendance Report May 2026_Redacted](#)



Appendix "B" Council Attendance and Committee Report

MAY 2026
WENDY HOYLE

Month/Reporting Period
Name

| Date | Function Attended | Total Hours | Claimed as Per Diem | Rate <small>(if claimed as per diem)</small> | Report Submitted | Development | Required Boards/Committee |
|---------------|-------------------------------|-------------|---------------------|-------------------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 12 | Regular Council / P&T | 8 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | Library Board | 3 | x | 100 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 13 | SDAB Training | 7 | x | 200 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 14 | SDAB Training | 7 | x | 200 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15 | SDAB Training | 7 | x | 200 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16 | SDAB Training EXAM | 1 | x | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 19 | Agenda Review | .75 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19 | Hope Mission Tour for Council | 1.5 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26 | Regular Council / P&T | 8 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 28 | Permit Development Process | 3 | x | 100 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| TOTALS | | | | | | | |

Signature _____ Date Signed _____
Authorization Signature _____ Date Signed _____

All forms should be submitted by the 20th of the Month for processing

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Appendix "B" Page 2

Council Attendance and Committee Report

| <u>Date</u> | <u>Hospitality, Gifts or Benefits Received</u> (include description) | <u>Claimed</u> |
|-------------|-------------------------------------------------------------------------|--------------------------|
| | N/A | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
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Signature _____ **Date Signed** _____
Authorization Signature _____ **Date Signed** _____

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Appendix "B" Page 2

Council Attendance and Committee Report

| <u>Date</u> | <u>Hospitality, Gifts or Benefits Received</u> (include description) | <u>Claimed</u> |
|-------------|-------------------------------------------------------------------------|--------------------------|
| | N/A | <input type="checkbox"/> |
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| | | <input type="checkbox"/> |

Signature _____ **Date Signed** _____
Authorization Signature _____ **Date Signed** _____

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Appendix "B" Page 2

Council Attendance and Committee Report

| <u>Date</u> | <u>Hospitality, Gifts or Benefits Received</u> (include description) | <u>Claimed</u> |
|-------------|-------------------------------------------------------------------------|--------------------------|
| | N/A | <input type="checkbox"/> |
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Signature _____ **Date Signed** _____
Authorization Signature _____ **Date Signed** _____

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Appendix "B" Council Attendance and Committee Report

May 2026
Wayne Neilson

Month/Reporting Period
Name

| Date | Function Attended | Total Hours | Claimed as Per Diem | Rate <small>(if claimed as per diem)</small> | Report Submitted | Development | Required Boards/Committee |
|---------------|-----------------------------------------------------------------|-------------|---------------------|-------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| May 2 | Carapace Community Clean-up | 4 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| May 4 | Agenda Review Committee | 1.5 | X | \$50 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| May 5 | FCSS Gen Meeting | 2.5 | X | \$100 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| May 6 | WALA Board Meeting - Westeros McHappy Day Volunteering | 4.5 2 | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| May 11 | Hope Mission Tour | .5 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| May 12 | Council Meeting | 6 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| May 14 | Polygen Grand Opening Public Engagement - Special Study Area | 1 1.5 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| May 15 | Meeting with Minister Wilson | 2 | X | \$100 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| May 19 | Agenda Review Kickstand Meeting | 1.5 1 | X | \$50 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| May 26 | Council Meeting | 6 | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| May 28 | Development Processes Training | 3 | X | \$100 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| TOTALS | | | | \$400 | | | |

Signature [REDACTED]
May 31, 2026

All forms should be submitted by the 20th of the Month for processing

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_____ Date Signed
Authorization
Signature _____ Date Signed

Appendix "B" Page 2
Council Attendance and Committee Report

| <u>Date</u> | <u>Hospitality, Gifts or Benefits Received</u> (include description) | <u>Claimed</u> |
|-------------|-------------------------------------------------------------------------|--------------------------|
| | N/A | <input type="checkbox"/> |
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Signature _____ Date Signed _____
Authorization _____

All forms should be submitted by the 20th of the Month for processing

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Signature _____ **Date Signed** _____

****All forms should be submitted by the 20th of the Month for processing****

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REQUEST FOR DECISION

RFD 26-1770



Meeting: Regular Council
Meeting Date: June 23, 2026
Presented By: Sue Howard, City Manager
Title: Council Procedural Amending Bylaw 2111-26
Report Type: Bylaw

STRATEGIC ALIGNMENT:



Economy



Safety



Community



Environmental

RFD PURPOSE:

To bring forward amendments to the Procedures for Council and Committee Meetings Bylaw 2079-24 which would split Committee of the Whole into a standalone meeting of Council, and to for Council to amend the Council Meeting Schedule.

REPORT:

Under the current Procedures for Council and Committee Meeting Bylaw, Committee of the Whole is included within Regular Council Meetings. Amendments that have been prepared for Council's consideration, and would result in:

1. Committee of the Whole is split out as a distinct and separate Meeting of Council. Should Council pass third reading of the amending bylaw, Council would be required to approve an amended Council Meeting Schedule, which has been included within this Request for Decision.
2. Open microphone, delegations, agenda review, action list, and correspondence would move to Committee of the Whole, and would no longer be included in Regular Council Meetings. This is to facilitate easier conversation and questioning, which may result from these items, which is facilitated by the less formal structure of Committee of the Whole.
3. Removal of consent agenda from either Regular Council or Committee of the Whole meetings.
4. The following committees would be dissolved, and their mandates would be included within Committee of the Whole: Finance and Audit Committee, Agenda Review, Community Art Committee, and the Community Safety and Well-being Steering Committee.
5. Administrative housekeeping amendments, such as updating titles of legislation, positions, or function titles.

ADMINISTRATION'S RECOMMENDED MOTION(S):

AGENDA ITEM # 12. 12.1

1. (I move) That Council give first reading to the Council Procedural Amending Bylaw 2111-26, as presented.
2. (I move) That Council give second reading to the Council Procedural Amending Bylaw 2111-26, as presented (or amended).
3. (I move) That Council give unanimous consent to go to third reading of the Council Procedural Amending Bylaw 2111-26.
4. (I move) That Council give third and final reading to the Council Procedural Amending Bylaw 2111-26, as presented. (or amended).
5. (I move) that Council approve the revised Council Meeting schedule option _____.

ALTERNATE OPTIONS:

- Council could refer the draft amendments to Planning and Training (P&T) or to Committee of the Whole for further discussion.
- Council could make amendments to the Council schedule options.

IMPLICATIONS:

- a) Financial: None at this time.
- b) Legal / Risk: The amendments to this bylaw ensure that Council meetings are conducted in alignment with the requirements of the Municipal Government Act.
- c) Program or Service: Administration supports Council meetings through approved service levels.
- d) Organizational: None at this time.

LEGISLATIVE BACKGROUND:

- a) Policies and Bylaws: Procedures for Council and Committee Meeting Bylaw 2079-24
- b) Municipal Plans: N/A
- c) Other Legislation or Agreements: Municipal Government Act.

COMMUNICATION STRATEGY:

Inform: To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, and/or solutions.

Tools:

- Website/Social Media Notice

NEXT STEPS:

Administration would update the Council and Committee Meeting Schedule to reflect the changes enacted by the amending bylaw, and new meeting dates would be advertised and scheduled.

APPROVAL(S):

AGENDA ITEM # 12. 12.1

Communications Department, Communications
Sue Howard, City Manager

Approved - 18 Jun 2026

Approved - 18 Jun 2026

ATTACHMENTS:

[20260519 redline Council Meeting Procedural Bylaw](#)

[BYLAW NO 2111-26 Amendment to the Procedural Bylaw](#)

[2025 to 2026 Regular Council Meeting Schedule Option 4 \(recommended\)](#)



BYLAW NO 2079-24

A BYLAW OF THE CITY OF WETASKIWIN, IN THE PROVINCE OF ALBERTA, TO ESTABLISH PROCEDURES FOR COUNCIL AND COUNCIL COMMITTEE MEETINGS.

WHEREAS Section 145 of the *Municipal Government Act*, RSA 2000, c M-26 provides that Council may pass bylaws to establish the procedures to be followed by council and council committees;

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the City of Wetaskiwin, in the Province of Alberta, enacts as follows:

PART 1 - PURPOSE AND INTERPRETATION

1. TITLE

1.1 This bylaw may be cited as the "Procedures for Council and Committee Meeting Bylaw".

2. DEFINITIONS

2.1 In this Bylaw, any word or expression used in the Act has its statutory meaning unless otherwise specified in this section, and:

- a) 'Act' means the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended from time to time;
- b) 'Administration' means the City Manager and any other person who exercises a power, function or duty on behalf of the City;
- c) 'Chair' means the person who presides over a Council meeting/Meeting or a eCouncil eCommittee meeting/Meeting;
- d) 'City' means the City of Wetaskiwin;
- e) 'City Manager' means the City's chief administrative officer or their designate;
- e) e.1) 'Clerk' means the member of administration providing administrative support to Council and administration to facilitate and support a Meeting.
- f) 'Council' means the City's eCouncil;
- g) 'Councillor' means the City's eCouncillors, including the Mayor;
- h) 'Committee of the Whole' or 'COW' means a eCouncil committee comprised entirely of Councillors;
- i) 'Deputy Mayor' means the Councillor who is appointed under section 152(1) of the Act;
- j) 'Electronic Means' means a virtual electronic communication platform or a telephonic communication platform;
- k) 'Majority Vote of Council' means the majority of the Council Members/Councillors present voting on a motion before Council;

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l) **'Mayor'** means the chief elected official of the City;

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l.1) **'Meeting'** means a gathering of Councillors for a regular ~~e~~Council ~~meeting~~Meeting or a ~~e~~Committee of the ~~w~~Whole ~~meeting~~Meeting under this ~~b~~Bylaw, where quorum is present and where decisions may be made by Councillors.

m) **'Motion'** means a formal suggestion put forward by a Councillor in attendance at a ~~meeting~~Meeting with the intention that it be put to a vote;

n) **'Notice of Motion'** means a notice given by a Councillor advising of the intent to put a new Motion forward at a subsequent Council ~~meeting~~Meeting;

o) **'Point of Order'** means a statement by a Councillor calling attention to any departure from this Bylaw or other customary Council proceedings;

p) **'Point of Privilege'** means a request to the Chair to immediately consider and act to remedy a situation negatively affecting the rights or privileges of a Councillor or of Council as a whole, despite other pending business currently before Council; and

q) **'Resolution'** means a Motion which has been voted on and carried by Council.

3. APPLICATION AND GOVERNANCE

3.1 If a procedural matter is not addressed in this Bylaw or the Act, the matter will be determined by referring to the most current version of Robert's Rules of Order.

~~3.1.2 All Meetings will be advertised in accordance with requirements of the Municipal Government Act, and may be recorded and then publicly posted online.~~

PART 2 – MEETINGS

4. MEETING LOCATIONS

4.1 Unless otherwise advertised, all Council ~~meeting~~Meetings shall be held in the Council Chambers at City Hall located at 4705 50 Avenue in Wetaskiwin.

~~4.2 All Council and Council committee meetings shall be advertised on the City's website at least 24 hours in advance of the meeting.~~

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5. ORGANIZATIONAL MEETINGS

~~5.4 Council must hold an annual organizational ~~meeting~~Meeting in accordance with the Act, no later than 14 days after the 3rd Monday in October to:~~

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~~a) set a process for determining which Councillors will serve as Deputy Mayor throughout the year;~~

~~b) set dates, times and locations for regularly scheduled Council and Committee of the Whole meetings for the upcoming year; and~~

~~c) conduct any other business included in the notice given for the organizational meeting.~~

6. SPECIAL MEETINGS

6.1 Special ~~meeting~~Meetings may be called in accordance with the Act.



7. ELECTRONIC MEETINGS

- 7.1 Councillors may participate in ~~a regular Council meeting~~ Meetings either in person or through ~~Electronic Means~~.
- 7.2 A Councillor who intends to participate through Electronic Means must:
- provide notice in advance to the Chair, City Manager and ~~Legislative Executive Assistant~~ Clerk;
 - ensure the Councillor can attend from an appropriate location and has no connectivity issues;
 - confirm their identity by using the video or by providing their full name each time they speak; and
 - confirm to the Chair that they are in a private location and able to maintain confidentiality.
- 7.3 If a Councillor who is attending a ~~meeting~~ Meeting by Electronic Means declares a pecuniary interest in respect of a matter, the Councillor's electronic participation will be ended while the matter is discussed and voted upon, and the Councillor will be invited to rejoin the ~~meeting~~ Meeting once discussion and voting has finished.
- 7.4 If a Councillor experiences connectivity issues during a ~~meeting~~ Meeting, the Chair will call a recess to allow time to resolve the issue. If, after a period of 5 minutes, the issues cannot be resolved, the Chair will resume the ~~meeting~~ Meeting, and the Councillor will be deemed absent during the period of time in which they are unable to hear or participate in the ~~meeting~~ Meeting.
- 7.5 Members of the public may participate in statutory public hearings under Part 17 of the Act by Electronic Means if they register in advance.
- 7.6 Due to the potential for connectivity issues, including but not limited to internet or telephone connection issues or technical problems, no guarantee can be provided for continued connectivity or participation by Electronic Means; therefore, members of the public who choose to participate by Electronic Means must:
- provide a written copy of their oral submissions or notes by the deadline for submissions; and
 - connect and test their connection to the public hearing by Electronic Means at least 15 minutes prior to the start time.
- 7.7 If a registered participant experiences connectivity issues during a public hearing, the Chair will move to the next speaker. If the registered speaker can resolve the issue and reconnect, Administration will advise the Chair who may allow the speaker to continue with their presentation. If the issue is not resolved before the end of the public hearing, the Chair will refer Council to the written copy of the oral submission provided by the speaker.
- 7.8 The notice for a statutory public hearing under Part 17 of the Act will, in addition to other notice requirements, specify:
- the method for accessing the public hearing by Electronic Means;



- b) information about how to register to participate by Electronic Means; and
- c) the method for accessing information in respect of the public hearing in advance of the hearing.

7.9 The City may provide live streaming of Council [meetingMeetings](#) and statutory public hearings under Part 17 of the Act but is not required to do so.

8. QUORUM

8.1 Quorum for a Council [meetingMeeting](#) and for a [meetingMeeting](#) of the Committee of the Whole is the majority of all Councillors.

8.2 If there is no quorum within fifteen minutes after the scheduled start time of a [meetingMeeting](#), the City Manager will record the names of the Councillors present and the [meetingMeeting](#) will be cancelled with all business moving to the next immediate [meetingMeeting](#) agenda.

8.3 If at any time during a [meetingMeeting](#) quorum is lost, the Chair shall call a recess and, subject to a resolution stating otherwise, if quorum is not achieved again within fifteen minutes, the [meetingMeeting](#) will be adjourned with all unfinished business moving to the next immediate [meetingMeeting](#) agenda.

9. CLOSED SESSION

9.1 Council or Council Committees may close all or part of their [meetingMeeting](#) to the public in accordance with the [Act](#) and [Division 2 of Part 1 of the Freedom of Information and Protection of Privacy/Access to Information Act](#).

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9.2 Before moving into closed session, Council or the Council Committee must by resolution confirm the part of the [meetingMeeting](#) to be closed and the basis on which the [meetingMeeting](#) is to be closed in accordance with the [Access to Information Act](#).

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9.3 The closed session portion of the [meetingMeeting](#) will:

- a) be chaired by the same person chairing the rest of the [meetingMeeting](#); and
- b) be held without the presence of the public unless one or more members of the public are invited by Council to participate in the closed session.

9.4 The Chair will determine if any [City Administration](#) should be included in the closed session.

9.5 The minutes shall note the names of any person, other than a Councillor, that attends the closed session portion of a [meetingMeeting](#).

PART 3 – COMMITTEE OF THE WHOLE

10. COMMITTEE OF THE WHOLE

10.1 A Committee of the Whole is established.



10.2 The purposes of the Committee of the Whole are to:

- a) Meet principally as a forum for discussion rather than a decision-making arena;
- b) Review upcoming and important issues and opportunities with Administration where the focus is on understanding the broader policy implications of the items being considered; and
- c) Receive updates on emerging and ongoing projects and initiatives.

10.3 The Committee of the Whole may:

- a) Conduct non-statutory public hearings for information;
- b) Receive information from and refer matters to Administration;
- c) Make recommendations to Council;
- d) ~~Meet in-camera~~ *Close a portion of the Meeting to the public* if a matter to be discussed is within one of the exceptions to disclosure in ~~the~~ *Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act*; ~~Access to Information Act~~; and
- e) Discuss and debate policy matters to formulate recommendations to Council.

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10.4 The Committee of the Whole may not commit funds.

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10.5 The Mandate of the Committee of the Whole shall be:

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- a) Agenda Review: to review items proposed for consideration by Council, any other Committee and Administration, to be scheduled for future Council Meetings, or Committee of the Whole Meetings.
- b) Finance, Budget, and Audit: to consider the financial implications of existing and proposed policies, programs, and actions, to assess their financial impact, and to recommend to Council the measures of adjustments required to make the best use of the City's of Wetaskiwin's (City) financial resources.
- c) Community Art: to consider Public Art projects and to make decisions regarding final artist submissions for approval.
- d) Community Safety and Well-being (CSWB): Review the CSWB Strategy, identify priorities for the implementation phase and the CSWB strategy, provide feedback and guidance on the implementation of the strategy.

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Order of Business

10.6 The agenda for all Committee of the Whole ~~meeting~~ Meetings may contain the following matters in the order in which they are listed below:

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- a) Call to Order
- b) Open Microphone
- c) Adoption of the Agenda
- d) Public Hearings (non statutory)
- e) Delegations
- f) Agenda Review
- g) Action List (responses to administrative inquiries)
- h) Staff Reports for information
- i) Council Reports for information

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- j) Closed Session as needed
- k) New Business
- l) Correspondence
- m) Adjournment

Committee Proceedings

10.7 Committee of the Whole Meetings shall follow the same procedure as Council Meetings with the exception of:

a) The Deputy Mayor shall be the Chair for Committee of the Whole Meetings. Should the Deputy Mayor be absent from the Meeting, the Councillor who is next in line to be Deputy Mayor shall chair the Meeting.

10.4b) All discussion may be directed to delegations, members of Administration, or other members of Council.

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PART 4 – REGULAR COUNCIL MEETINGS AGENDA AND MINUTES

11. ORDER OF BUSINESS

11.1 The agenda for all regular ~~meeting~~ Meetings of Council may contain the following matters in the order in which they are listed below:

- a) Call to Order;
- b) Adoption of Agenda;
- b)c) Public Hearings
- e) Public Open Microphone;
- d) Approval of Minutes;
- e) Business Arising Out of the Minutes;
- f) Action List (responses to administrative inquiries);
- g) Consent Agenda (matters for information only);
- h)g) Committee of the Whole;
- h)h) Staff Reports for Decision;
- j)l) Bylaws;
- k) Council Schedule, Attendance, Committees, and Boards;
- l) Correspondence;
- m)j) Closed Session;
- n)k) New Business; and
- e)l) Adjournment.

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11.2 Council must adopt the agenda by a majority vote prior to transacting other business.

11.3 In adopting the agenda, Council may, by a two-thirds vote:

- a) add a new item to the agenda;
- b) delete any item from the agenda;



~~e) move a matter on the consent agenda to a different portion of the meetingMeeting for discussion; or~~

~~e)c) change the order of the agenda.~~

11.4 Any agenda items that have not been disposed of at the time that a meetingMeeting is adjourned will be addressed at the beginning of the next regular meetingMeeting unless a special meetingMeeting is called to deal with the business of the adjourned meetingMeeting.

11.5 Following the adoption of the agenda, Council may modify the order of business should circumstances arise where it is appropriate to do so, through general consent.

11.6 The Chair, in their sole discretion, may deviate from the order of business to accommodate special circumstances or to ensure effective and efficient use of time.

12. COMMENCEMENT OF MEETINGS

12.1 This section applies to all Council meetingMeetings and Committee of the Whole meetingMeetings.

12.2 As soon as there is a quorum after the time for commencement of a Council meetingMeeting:

- a) the Mayor ~~or Deputy Mayor, depending on the meetingMeeting~~, must take the Chair and begin the meetingMeeting; or
- b) if the Mayor is absent, the Deputy Mayor must take the Chair and begin the meetingMeeting; or
- c) if the Mayor and Deputy Mayor are not in attendance within fifteen minutes after the time set for the meetingMeeting and there is a quorum, the City Manager must begin the meetingMeeting by calling for a motion for the appointment of a Chair.

13. MINUTES

13.1 Minutes shall include the following:

- a) the time when the meetingMeeting:
 - i. commenced;
 - ii. recessed;
 - iii. moved in and out of closed session; and
 - iv. adjourned;
- b) the names of the Councillors and Administration present;
- c) the time when the Councillors:
 - i. arrived at the meetingMeeting after the call to order; and
 - ii. left and returned, if applicable, during the meetingMeeting;
- d) all bylaws and resolutions;
- e) the names of Administration or members of the public who spoke to an item; and
- ~~f) time and reason for any abstention by a Councillor, if applicable, in accordance with the Act.~~



13.2 The minutes of a Council ~~meeting~~Meeting during which a Public Hearing is held must contain the names of the speakers.

13.3 All minutes, once approved, shall be signed by the Chair and the City Manager.

PART 5 – COUNCIL PROCEEDINGS

14. THE CHAIR

14.1 The role of the Chair is to:

- a) preserve order in Council ~~meeting~~Meetings, and call to order any Councillor, member of Administration or member of the public who is out of order;
- b) decide all questions of procedure, Points of Privilege and Points of Order;
- c) ensure that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so;
- d) state and put to a vote all questions that legitimately come before Council as motions and declare the results of all votes;
- e) decide who, aside from Councillors, may address Council; and
- f) declare ~~meeting~~Meetings adjourned when Council so votes or, where applicable, at the time appointed for adjournment, or at any time in the event of an emergency.

14.2 The Chair shall be addressed as Chair, or otherwise as directed by the Chair.

15. DISCUSSION

15.1 All discussion at a Council ~~meeting~~Meeting must be directed through the Chair and a Councillor may not speak unless and until recognized by the Chair.

15.2 A Councillor may only speak once in debate not including relevant questions on the matter before Council.

15.3 A Councillor may only speak more than once on any matter if every other Councillor choosing to speak has had a chance to speak.

15.4 Each Councillor may speak for only five minutes, unless otherwise permitted by the Chair.

16. INTERRUPTION OF A SPEAKER

16.1 A Councillor who is speaking may only be interrupted:

- a) on a question of privilege; or
- b) on a Point of Order.

16.2 A Councillor who is speaking when a question of privilege or a point of order is raised must cease speaking immediately.



- 16.3 A question of privilege or a point of order is not debatable or amendable.
- 16.4 The Chair may grant permission:
- a) to the Councillor raising a question of privilege or a point of order to explain the question or point briefly; and
 - b) to the Councillor who was speaking to respond briefly.
- 16.5 The Chair may seek advice on a question of privilege or point of order to determine whether a matter is within the jurisdiction of Council.

17. CHALLENGING A RULING

- 17.1 Any ruling of the Chair may be challenged.
- 17.2 A motion to challenge may be made only at the time of the ruling, whether or not another speaker has the floor.
- 17.3 A motion to challenge is debatable unless it is related to decorum, the priority of business, or an undebatable pending motion.
- 17.4 If a motion to challenge is made, the Chair must state the question: "Is the ruling of the Chair upheld" and may participate in debate on the challenge without leaving the Chair.
- 17.5 If the Chair refuses to put the question on a challenge, the person who would preside if the individual occupying the Chair were absent must put the question to Council.
- 17.6 Council will decide the challenge by a majority vote, and the decision of Council is final.

PART 6 – MOTIONS

18. CONSIDERATION OF MOTIONS

- 18.1 Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.
- 18.2 A Councillor may move a motion whether or not the Councillor intends to support it.
- 18.3 The Councillor who made the motion may withdraw or amend the motion at any time prior to the vote on the motion.
- 18.4 A motion does not require a seconder.
- 18.5 A motion that contains several propositions may be voted on as a single motion or may be separated into separate motions if any Councillor requests it.

19. MOTIONS TO THE MAIN MOTION

- 19.1 When a motion is made and is being considered, no Councillor may make another motion except to:



- a) amend the motion;
- b) amend any amendment to the motion;
- c) refer the main motion for consideration;
- d) table the motion; or
- e) move a privileged motion.

20. PRIVILEGED MOTIONS

20.1 The following motions are privileged motions:

- a) a motion to recess;
- b) a motion to adjourn;
- c) a motion to set the time for adjournment; and
- d) a question of privilege.

21. MOTION TO RECESS

21.1 The Chair, without a motion, may recess the [meetingMeeting](#) for a specific period.

21.2 Any Councillor may move that Council recess for a specific period.

21.3 After a recess, business will be resumed at the point where it was interrupted.

22. AMENDING MOTIONS

22.1 A Councillor may not propose an amending motion which:

- a) does not relate to the subject matter of the main motion; or
- b) is contrary to the main motion.

22.2 The main motion will not be debated until any proposed amendments to it have been debated and voted on.

22.3 When all proposed amendments have been voted on, the main motion, incorporating any amendments that have been adopted by Council, will be debated and voted on.

23. MOTION TO REFER

23.1 A Councillor may move to refer any motion to the appropriate Council Committee and the motion to refer:

- a) precludes all further amendments to the motion;
- b) is debatable only as to the desirability of referring the main motion; and
- c) may be amended only as to the body to which the motion is referred and the instructions on the referral.



24. MOTION TO LIMIT OR END DEBATE

- 24.1 Any motion to limit or end debate of another motion:
- a) cannot be debated;
 - b) must be passed by a two-thirds vote; and
 - c) may only be amended as to the limit to be placed on debate.

25. MOTION TO TABLE

- 25.1 A motion to table:
- a) must specify the date, time, or event that must transpire ~~in order~~ for the motion or matter being tabled to be disposed of;
 - b) can only be debated as to the date, time, or event that the motion or matter is being tabled until; and
 - c) takes precedence over any other motion.
- 25.2 If the tabling motion involves tabling a motion that is before Council, when the tabled motion is subsequently returned to Council, a motion to "lift the motion from the table" is required and the tabled motion is brought back with all of the motions connected with it, exactly as it was when it was tabled. A motion to "lift the motion from the table" is passed with a majority vote of Council.

26. RECONSIDERATION OF MOTIONS

- 26.1 If a motion is voted on by Council, the same matter dealt with in the motion cannot be reconsidered by Council unless:
- a) a General Election has been held;
 - b) six months have passed since the date that motion was considered;
 - c) a motion to reconsider has passed; or
 - d) new and compelling information has come to light which could have an impact on Council's previous decision.
- 26.2 A Councillor may introduce a motion asking Council to reconsider a matter dealt with by a previous motion providing:
- a) the motion is made at the same ~~meeting~~Meeting of Council at which the original matter was considered and is moved by a Councillor who voted with the prevailing side; or
 - b) a Notice of Motion is submitted by a Councillor who voted with the prevailing side, prior to the ~~meeting~~Meeting at which it is to be considered, in which the Councillor sets out what special or exceptional circumstances warrant Council reconsidering the matter; and
 - c) the motion to which it is to apply has not already been acted upon.



26.3 If a motion to reconsider is passed, the original motion is on the floor.

27. NOTICE OF MOTION

27.1 A Councillor wishing to introduce a new matter for consideration may do so either by providing all of Council and the City Manager with written notice no less than two weeks prior to the ~~meeting~~Meeting they wish to have the matter dealt with or by making a verbal request during the ~~Council Attendance Report- New Business~~ section of a ~~meeting~~Meeting, in which case the matter will be brought forward at the next Regular Council ~~meeting~~Meeting.

27.2 Councillors may submit Notices of Motion to Administration for review and revision prior to bringing the Notice of Motion.

28. ADMINISTRATIVE INQUIRIES

28.1 Any Councillor may make a motion for an Administrative Inquiry.

28.2 An Administrative Inquiry is a question that requires Administration to expend additional time and/or resources to provide a response. ~~Questions that can be answered immediately by Administration or without expending additional time or resources.~~

28.3 Administration will try to provide a response to an Administrative Inquiry within two weeks but the timing will depend on the following:

- a) the scope of the Administrative Inquiry; and
- b) whether any specialized or third-party information is required to answer the inquiry.

PART 7 – BYLAWS

29 INTRODUCING A BYLAW

29.1 Administration may provide information on a bylaw prior to first reading of the bylaw.

29.2 After moving first, second, or third reading of a bylaw, Councillors may debate the bylaw, propose and vote on amendments to the bylaw; table or postpone the vote on the bylaw, or vote on the bylaw reading, in accordance with the Act.

30 AMENDING A BYLAW

30.1 Any amendments to be made to a proposed bylaw that has not yet been passed or defeated are to be made after first reading and prior to third reading.

30.2 A Councillor may make a motion to amend a bylaw under consideration.

31 BYLAWS SIGNED AND SEALED

31.1 The Mayor and the City Manager must sign all bylaws as soon as reasonably possible after third reading is given.



PART 8 – VOTES OF COUNCIL

32 METHOD OF VOTING

- 32.1 Councillors vote by a show of hands or other method agreed to by Council.
- 32.2 Unless otherwise specified in the Act or this Bylaw, a motion is carried when a majority of Councillors present at a ~~meeting~~Meeting vote in favor of the motion.
- 32.3 After the Chair declares the result of the vote, Councillors may not change their vote for any reason.
- 32.4 If there is confusion on the outcome of a vote the Chair may ask for a second show of hands to clarify the result of the vote.

PART 9 – PUBLIC PARTICIPATION

33 PUBLIC CONDUCT AT MEETINGS

- 33.1 During a Council ~~meeting~~Meeting, members of the public must:
 - a) not approach or speak to Council without permission of the Chair;
 - b) not speak on any matter for longer than five minutes unless permitted by the Chair;
 - c) maintain order and quiet; and
 - d) not interrupt a speech or action of Council or another person addressing Council.

34 PUBLIC OPEN MICROPHONE AT COUNCIL

- 34.1 If a member of the public wishes to make a public address to Council that is not a topic on the agenda they may do so by:
 - a) attending the ~~public~~Committee of the ~~W~~whole ~~meeting~~Meeting and registering their name, topic of discussion, and providing paper copies of any written handouts they may have to the ~~Legislative Executive Assistant~~Clerk prior to the ~~meeting~~Meeting start time, and
 - b) identifying themselves as a resident or local business with an address.
- 34.2 Any written handout for a public open microphone session must meet the standards for written communications to Council as set out in section 35.1 below. Handouts that do not meet this standard will not be distributed and will not be returned to the presenter.
- 34.3 Public open microphone presentations will be in the order they registered in.
- 34.4 The Chair will call public open microphone participants to the ~~Chamber's~~ presentation podium on an individual basis and shall restate the person's name.
- 34.5 The presenter must limit their presentation time to five minutes during the open microphone session, and the microphone will be muted after this time allotment.



34.6 Council will direct Administration on how and when to address matters arising in an open microphone session that require a response.

35 PUBLIC COMMUNICATIONS TO COUNCIL

35.1 Any communication intended for Council must be forwarded to the City Manager in writing and must:

- a) be legible and coherent;
- b) identify the writer and the writer's contact information;
- c) be on paper or in an electronic, printable format; and
- d) not be libelous, impertinent, or improper.

35.2 If the standards in section 35.1 are not met, the City Manager may file the communication without any action being taken.

35.3 The City Manager will forward all communications intended for Council to Council with an opinion whether the communication is within the governance authority of Council.

35.4 If Council determines the communication is within their governance authority, they shall:

- a) Direct Administration to acquire all the information necessary for the matter to be included on a future Council Agenda for the consideration of Council; or
- b) Direct Administration to respond to the original correspondence with Council's majority position on the matter.

35.5 If a Councillor objects to the process determined by the City Manager, a Councillor may introduce a Notice of Motion requesting the item be included for Council consideration on a Council Agenda.

35.6 If Council determines the communication is not within their governance authority, they will defer the communication to Administration to respond to the person sending the original communication and advise them of the process to be followed and any action taken on the subject of the communication.

36 PUBLIC PRESENTATIONS TO COUNCIL

36.1 Requests for an appointment to make a presentation to Council must be received by the City Manager and must:

- a) be in writing and received at least 14 days prior to the Council meeting/Meeting date;
- b) clearly identify the reason or purpose of the appointment;
- c) identify the individual or primary contact for a group or organization; and
- d) include contact information of the individual or organization.

36.2 Presentations for the purposes of promoting commercial products or services will not be accepted.



- 36.3 Delegations from the same party or parties, or for the same matter as a previous delegation, held within the previous six months, may not be allowed to appear before Council unless, in the opinion of the City Manager, new and compelling information comes to light which would warrant the delegation within the six-month period.
- 36.4 The amount of time allotted for each presentation is ten minutes unless the Chair allows for the time to be extended. Time taken in responding to questions from Council shall not be counted in calculating the length of the presentation.

PART 10 – PUBLIC HEARINGS

37 REGISTRATION AND ATTENDANCE

- 37.1 Individuals or organizations wishing to make representation at a Public Hearing must register with Legislative Services by 12:00 p.m. the Friday before the scheduled Public Hearing and provide their name, contact information, address, and whether they plan to speak in favour of or against the issue. Non-registered individuals may be heard only at Council's discretion.
- 37.2 Members of the public may submit written comments, presentations, or other audio-visual submissions seven days prior to the hearing date. Materials submitted must provide the full name, address, and contact information for the person. Materials will not be returned and will be made public as part of the Council agenda package. Materials that are anonymous, not legible, cannot be accessed, are damaged or corrupted, or are offensive or inappropriate may be rejected by the City.
- 37.3 If a person is unable to attend a Public Hearing, they may authorize another individual to speak on their behalf.

38 PROCEDURE

- 38.1 The procedure for a Public Hearing is as follows:
- a) The Chair will outline the purpose of the Public Hearing, the process to be followed in the Public Hearing and any other preliminary matters;
 - b) Administration will introduce the proposed bylaw or resolution, followed by questions by Council;
 - c) Members of the public will be invited to make verbal presentations, followed by questions by Council. Registered speakers will be called in the order that they registered. Once all registered speakers have spoken, the Chair will ask if any other speakers wish to speak.
- 38.2 Persons addressing Council shall give their full name, location of residence; state whether they are speaking on their own behalf or for another person or a group; and address the Chair when responding to questions or providing information.

39 TIME LIMITS

- 39.1 Oral submissions are limited to five minutes.
- 39.2 Organizations and business entities are only permitted to make one representation during a



Public Hearing. Multiple representatives from the same organization are not permitted to make representations at different times during a Public Hearing.

39.3 The time limitations for speakers do not include time for questions.

39.4 At the discretion of the Chair:

- a) the time limits for speaking and presentations may be extended to ensure that all interested parties have had a fair and equitable opportunity to express their views; and
- b) after everyone has had an opportunity to speak once, those interested in speaking a further time to provide new information may be granted further opportunity to speak.

40 CONCLUSION OF A PUBLIC HEARING

40.1 At the conclusion of the business of a Public Hearing, the Chair shall declare the Public Hearing closed or call for continuance and establish a date for reconvening the Public Hearing, and then recess the Public Hearing.

40.2 Once a Public Hearing is closed, it cannot be reopened, and no further submissions may be received by Council.

PART 11 – GENERAL

41 SEVERABILITY

41.1 If a court of competent jurisdiction should declare any Section or Subsection of this ~~Bylaw~~ to be invalid, such Section or Subsection shall not be construed as having persuaded or influenced Council to pass the remainder of the ~~Bylaw~~, and it is hereby declared that the remainder of the ~~Bylaw~~ shall be valid and remain in force.

42 TRANSITION

~~42.1 Bylaws no. 1917-18, No.2021-22, No.2066-24, No. 2076-24 are hereby repealed.~~

~~42.1.2~~ This Bylaw will come into force and effect upon third and final reading of this ~~Bylaw~~.



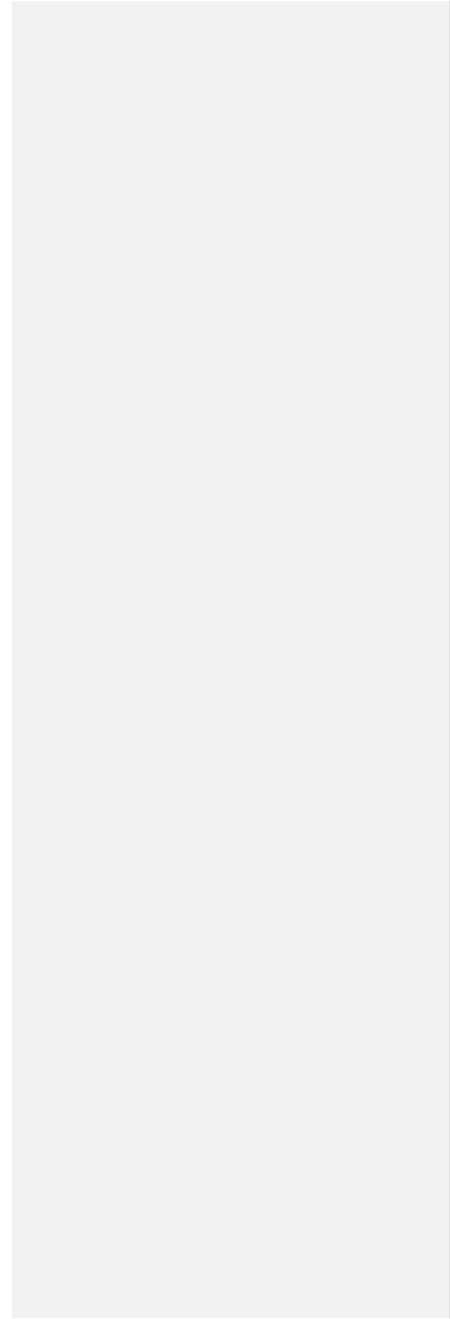
READ a first time this 10th day of March, 2025.

READ a second time this 10th day of March, 2025.

READ a third time this 10th day of March, 2025.

Original signed & sealed
Tyler Gandam, Mayor

Sue Howard, City Manager



BYLAW NO 2111-26

BEING A BYLAW OF THE CITY OF WETASKIWIN, IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW 2079-24, BEING COUNCIL'S PROCEDURES FOR COUNCIL AND COMMITTEE MEETINGS BYLAW.

WHEREAS pursuant to section 191 of the *Municipal Government Act*, RSA 2000 Chapter M-26, as amended, provides a council with the authority to amend or repeal a bylaw;

WHEREAS Section 145 of the *Municipal Government Act*, RSA 2000, c M-26 provides that Council may pass bylaws to establish the procedures to be followed by council and council committees;

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the City of Wetaskiwin, in the Province of Alberta, enacts as follows:

1. GENERAL

1.1. Bylaw 2079-24 is hereby amended by this bylaw.

1.2. All references to 'Division 2 of Part 1 of the Freedom of Information and Protection of Privacy' are deleted and replaced with 'the Access to Information Act'.

1.3. Section 2.1 is amended to insert

l.1) 'Meeting' means a gathering of Councillors for a regular council meeting or a committee of the whole meeting under this bylaw, where quorum is present and where decisions may be made by Councillors.

e.1) 'Clerk' means the member of administration providing administrative support to Council and administration to facilitate and support a Meeting.

1.4. Section 2.1 k) is deleted and in its place the following is inserted

k) 'Majority Vote of Council' means the majority of the Councillors present voting on a motion before Council;

1.5. Section 3 is amended to insert

3.2 All Meetings will be advertised in accordance with requirements of the Municipal Government Act, and may be recorded and then publicly posted online.

1.6. Section 4.2 is deleted in its entirety.

-
- 1.7. Section 5.2 is deleted and in its place the following is inserted
5.2 Council must hold an annual organizational meeting in accordance with the Act.
- 1.8. Section 7.1 is deleted and in its place the following is inserted
7.1 Councillors may participate in meetings either in person or through electronic means.
- 1.9. Section 7.2 a) is deleted and in its place the following is inserted
a) provide notice in advance to the Chair, City Manager and Clerk;
- 1.10. Section 9.2) is deleted and in its place the following is inserted
9.2 Before moving into closed session, Council or the Council Committee must by resolution confirm the part of the Meeting to be closed and the basis on which the Meeting is to be closed in accordance with the Access to Information Act.
- 1.11. Section 10.3 d) is deleted and in its place the following is inserted
d) Close a portion of the Meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in the Access to Information Act; and
- 1.12. Section 10 is amended to insert
10.5 The Mandate of the Committee of the Whole shall be:
a) Agenda Review: to review items proposed for consideration by Council, any other Committee and Administration, to be scheduled for future Council Meetings, or Committee of the Whole Meetings.
b) Finance, Budget, and Audit: to consider the financial implications of existing and proposed policies, programs, and actions, to assess their financial impact, and to recommend to Council the measures of adjustments required to make the best use of the City of Wetaskiwin's (City) financial resources.
c) Community Art: to consider Public Art projects and to make decisions regarding final artist submissions for approval.
d) Community Safety and Well-being (CSWB): Review the CSWB Strategy, identify priorities for the implementation phase and the CSWB strategy, provide feedback and guidance on the implementation of the strategy.
- 1.13. Section 10 is amended to insert
10.6 The agenda for all Committee of the Whole meetings may contain the following matters in the order in which they are listed below:
a) Call to Order
b) Open Microphone

-
- c) *Adoption of the Agenda*
 - d) *Public Hearings (non statutory)*
 - e) *Delegations*
 - f) *Agenda Review*
 - g) *Action List (responses to administrative inquiries)*
 - h) *Staff Reports for information*
 - i) *Council Reports for information*
 - j) *Closed Session as needed*
 - k) *New Business*
 - l) *Correspondence*
 - m) *Adjournment*
- 1.14. Section 10 is amended to insert
Committee Proceedings
10.7 *Committee of the Whole Meetings shall follow the same procedure as Council Meetings with the exception of:*
- a) *The Deputy Mayor shall be the Chair for Committee of the Whole meetings. Should the Deputy Mayor be absent from the Meeting, the Councillor who is next in line to be Deputy Mayor shall chair the meeting.*
 - b) *All discussion may be directed to delegations, members of Administration, or other members of Council.*
- 1.15. Part 4 heading is renamed as “*Regular Council Meetings*”.
- 1.16. Section 11.1 is deleted and in its place the following is inserted
11.1 *The agenda for all regular meetings of Council may contain the following matters in the order in which they are listed below:*
- a) *Call to Order;*
 - b) *Adoption of Agenda;*
 - c) *Public Hearings*
 - d) *Approval of Minutes;*
 - e) *Business Arising Out of the Minutes;*
 - f) *Staff Reports for Decision;*
 - g) *Bylaws;*
 - h) *Closed Session;*
 - i) *New Business; and*
 - j) *Adjournment.*
- 1.17. Section 11.3 c) is deleted in its entirety.
- 1.18. Section 12.2 a) is deleted and in its place the following is inserted

a) *the Mayor or Deputy Mayor, depending on the meeting, must take the Chair and begin the meeting; or*

- 1.19. Section 27.1 is deleted and in its place the following is inserted
27.1 A Councillor wishing to introduce a new matter for consideration may do so either by providing all of Council and the City Manager with written notice no less than two weeks prior to the meeting they wish to have the matter dealt with or by making a verbal request during the New Business section of a meeting, in which case the matter will be brought forward at the next Regular Council meeting.
- 1.20. Section 28.2 is deleted and in its place the following is inserted
28.2 An Administrative Inquiry is a question that requires Administration to expend additional time and/or resources to provide a response.
- 1.21. Section 34 heading is renamed as *“Public Open Microphone”*
- 1.22. Section 34.1 a) is deleted and in its place the following is inserted
a) attending the Committee of the Whole meeting and registering their name, topic of discussion and providing paper copies of any written handouts they may have to the Clerk prior to the meeting start time, and
- 1.23. Section 34.4 is deleted and in its place the following is inserted
34.4 The Chair will call public open microphone participants to the presentation podium on an individual basis and shall restate the person’s name.
- 1.24. Section 42.1 is deleted and in its place the following is inserted
42.1 Bylaws no. 1917-18, No.2021-22, No.2066-24, No. 2076-24 are hereby repealed.

2. SEVERABILITY

- 2.1 If a court of competent jurisdiction should declare any section or subsection of this bylaw to be invalid, such section or subsection shall not be construed as having persuaded or influenced Council to pass the remainder of the bylaw, and it is hereby declared that the remainder of the bylaw shall be valid and remain in force.

3. TRANSITION

- 3.1 This bylaw shall come into full force and effect on third and final reading.



READ a first time this __ day of ____, 2025

READ a second time this __ day of ____, 2025

READ a third time this __ day of ____, 2025

Joe Branco, Mayor

Sue Howard, City Manager

DRAFT



2026 City Council Meeting Schedule – OPTION 1

Regular City Council Meetings are held every **second and fourth Tuesday** of each month at **9:00 a.m.** in Council Chambers on the third floor of Wetaskiwin City Hall (4705 50 Avenue), unless otherwise stated.

Committee of the Whole Meetings are held on the **third Tuesday** of each month at **1:00 p.m.** in Council Committee Room on the third floor of Wetaskiwin City Hall (4705 50 Avenue), unless otherwise stated.

| Month | Meeting | Meeting Dates |
|-----------|------------------------|-------------------------------------------------------|
| July | Committee of the Whole | July 21, 2026 1:00PM |
| | Regular Council | July 14, 2026 9:00AM July 28, 2026 9:00AM |
| August | Committee of the Whole | August 18, 2026 1:00PM |
| | Regular Council | August 11, 2026 9:00AM |
| September | Committee of the Whole | September 15, 2026 1:00PM |
| | Regular Council | September 8, 2026 9:00AM September 22, 2026 9:00AM |
| October | Committee of the Whole | October 20, 2026 1:00PM |
| | Regular Council | October 13, 2026 9:00AM October 27, 2026 9:00AM |



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2026 City Council Meeting Schedule – OPTION 2

Regular City Council Meetings are held every **second and fourth Tuesday** of each month at **9:00 a.m.** in Council Chambers on the third floor of Wetaskiwin City Hall (4705 50 Avenue), unless otherwise stated.

Committee of the Whole Meetings are held on the **first Tuesday** of each month at **1:00 p.m.** in Council Committee Room on the third floor of Wetaskiwin City Hall (4705 50 Avenue), unless otherwise stated.

| Month | Meeting | Meeting Dates |
|-----------|------------------------|-------------------------------------------------------|
| July | Committee of the Whole | July 7, 2026 1:00PM |
| | Regular Council | July 14, 2026 9:00AM July 28, 2026 9:00AM |
| August | Committee of the Whole | August 4, 2026 1:00PM |
| | Regular Council | August 11, 2026 9:00AM |
| September | Committee of the Whole | September 1, 2026 1:00PM |
| | Regular Council | September 8, 2026 9:00AM September 22, 2026 9:00AM |
| October | Committee of the Whole | October 6, 2026 1:00PM |
| | Regular Council | October 13, 2026 9:00AM October 27, 2026 9:00AM |



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2026 City Council Meeting Schedule – OPTION 3

Regular City Council Meetings are held every **second and fourth Tuesday** of each month at **4:00 p.m.** in Council Chambers on the third floor of Wetaskiwin City Hall (4705 50 Avenue), unless otherwise stated.

Committee of the Whole Meetings are held on the **first Tuesday** of each month at **9:00 a.m.** in Council Committee Room on the third floor of Wetaskiwin City Hall (4705 50 Avenue), unless otherwise stated.

| Month | Meeting | Meeting Dates |
|-----------|------------------------|-------------------------------------------------------|
| July | Committee of the Whole | July 7, 2026 9:00AM |
| | Regular Council | July 14, 2026 4:00PM July 28, 2026 4:00PM |
| August | Committee of the Whole | August 4, 2026 9:00AM |
| | Regular Council | August 11, 2026 4:00PM |
| September | Committee of the Whole | September 1, 2026 9:00AM |
| | Regular Council | September 8, 2026 4:00PM September 22, 2026 4:00PM |
| October | Committee of the Whole | October 6, 2026 9:00AM |
| | Regular Council | October 13, 2026 4:00PM October 27, 2026 4:00PM |



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2026 City Council Meeting Schedule – OPTION 4 (recommended)

Regular City Council Meetings are held every **second and fourth** Tuesday of each month at **4:00 p.m.** in Council Chambers on the third floor of Wetaskiwin City Hall (4705 50 Avenue), unless otherwise stated.

Committee of the Whole Meetings are held on the **third Tuesday** of each month at **9:00 a.m.** in Council Committee Room on the third floor of Wetaskiwin City Hall (4705 50 Avenue), unless otherwise stated.

| Month | Meeting | Meeting Dates |
|-----------|------------------------|-------------------------------------------------------|
| July | Committee of the Whole | July 21, 2026 9:00AM |
| | Regular Council | July 14, 2026 4:00PM July 28, 2026 4:00PM |
| August | Committee of the Whole | August 18, 2026 9:00AM |
| | Regular Council | August 11, 2026 4:00PM |
| September | Committee of the Whole | September 15, 2026 9:00AM |
| | Regular Council | September 8, 2026 4:00PM September 22, 2026 4:00PM |
| October | Committee of the Whole | October 20, 2026 9:00AM |
| | Regular Council | October 13, 2026 4:00PM October 27, 2026 4:00PM |



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