



# **WESTLOCK COUNTY**

## **SPECIAL COUNCIL MEETING**

**DATE:** AUGUST 30, 2017  
**TIME:** 9:00 A.M.  
**PLACE:** Council Chambers, County Administration Building (In-Camera Portion)  
Memorial Hall, 99 Avenue and 106 Street, Westlock (Public Portion)

## **AGENDA**

1. **CALL TO ORDER**
  - Confirmation from Administration that notice of the Special Council Meeting was properly provided (Municipal Government Act Section 194(3)).
  
2. **IN CAMERA**
  - 2.1 Presentation of the Municipal Inspection Report – Appointed Municipal Inspectors and Municipal Affairs Staff (FOIPP Section 29(1)(b))
  
3. **RECESS**
  
4. **10:30 A.M. RECONVENE – Public Session at the Memorial Hall (99 Ave & 106 St.)**
  
5. **BUSINESS ITEMS**
  - 5.1 Public Presentation of the Municipal Inspection Report – Appointed Municipal Inspectors and Municipal Affairs Staff
  
6. **ADJOURNMENT**

# Request for Decision

**SPECIAL MEETING OF COUNCIL – AUGUST 30, 2017**

**Subject:**                   **Westlock County Municipal Inspection Report**

**Recommendation:** **Moved by Councillor \_\_\_\_ that the Municipal Inspection Report on Westlock County be accepted as presented.**

**Background:**

At the June 28, 2016 Council Meeting the following resolution was approved:

*“MOVED by Reeve Bud Massey that the Westlock County Council have Administration approach Municipal Affairs for a Review of Council, Management and Staff.”*

At the July 12, 2016 Council Meeting that resolution was rescinded and the following resolution was approved:

*“MOVED by Councillor Ron Zadunayski that Westlock County Council request the Minister of Municipal Affairs undertake an Inspection of Westlock County as per the Municipal Government Act, under Sections 157(1) and 157(1)(b).”*

The request for the Inspection was subsequently submitted to the Minister of Municipal Affairs. A preliminary review was conducted by Municipal Affairs staff in August and September 2016. On November 30, 2016 the County received a letter from the Minister of Municipal Affairs indicating that an Inspection of Westlock County would be ordered by the Minister. On February 27, 2017, the County received a letter from the Minister of Municipal Affairs regarding the Inspection and a copy of Ministerial Order No. MSL:007/17, appointing Shari-Anne Doolaege and Ted Gillespie of Strategic Steps Inc., as the official inspectors.

The Inspectors conducted their inspection over the next few months gathering input from Councillors, staff, public, former staff and a comprehensive review of County documents. Subsequently, the Inspectors drafted their report and submitted it to the Minister of Municipal Affairs in early July 2017.

On August 21, 2017, the County was notified that the Minister had accepted the report and requested that the County schedule a meeting for the presentation of the report to the Council and to the community. At the August 22, 2017 Council meeting, a resolution was approved scheduling a Special Council meeting on August 30, 2017, for the presentation of the Inspection Report.

Process on the presentation was provided by Municipal Affairs and is as follows:

1. The Inspection Report will be presented to County Council and the CAO, in-camera, by the Inspectors.
2. Should there be any directives from the Minister in response to the report, they will be presented to the Council and CAO, in-camera, following the inspectors' presentation.
3. Their estimate of the time steps 1 and 2 will take is approximately one hour plus.
4. After the presentation is concluded, the meeting will revert to a public session, be recessed, and reconvened shortly thereafter in a setting suitable for public presentation.
5. Steps 1 and 2 will be repeated, except that they will be done in a public/open session of the Council meeting.
6. Council may ask questions of the presenters, but there is no public Q&A session (following the rule of representative democracy).
7. Following the presentations, and prior to adjournment, there will be a recommendation that Council entertain a resolution to accept the inspection report as presented.

**Implementation/Communication:**

A copy of the Inspection Report will be available at the meeting and will also be posted on the County's website shortly after the conclusion of the meeting. Implementation will depend entirely on the directives and recommendations in the Inspection Report and cannot be determined at the time of writing this staff report to Council.

**Attachments:**

The Inspection Report will be presented to Council and the public at the meeting as it is not provided to the Municipality in any form beforehand.

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Prepared By: \_\_\_\_\_

  
Leo Ludwig, CLGM  
Chief Administrative Officer

Date: August 24, 2017