



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

MARCH 8, 2016

10:00 A.M.

**COUNCIL CHAMBERS
FORT VERMILION, AB**



STRATEGIC PRIORITIES CHART

COUNCIL PRIORITIES (Council/CAO)

| NOW | | ADVOCACY |
|---|--|---|
| <ol style="list-style-type: none"> 1. RATEPAYER ENGAGEMENT 2. REGIONAL RELATIONSHIPS 3. FISCAL RESPONSIBILITY 4. POTABLE WATER: Availability & Infrastructure 5. CAMPGROUNDS: Expansion and New Boat Docks 6. RECREATION CENTRES & ARENA UPGRADES 7. MASTER FLOOD CONTROL PLAN & FLOOD CONTROL SYSTEMS 8. TRANSPORTATION DEVELOPMENT 9. ECONOMIC DEVELOPMENT 10. INDUSTRY RELATIONS | | <input type="checkbox"/> <i>Provincial Government Relationships</i> <input type="checkbox"/> <i>Land Use</i> <input type="checkbox"/> <i>Health Services</i> <input type="checkbox"/> <i>La Crete Postal Service</i> <input type="checkbox"/> <i>Transportation Development</i> |
| | | <p><u>Codes:</u> BOLD CAPITALS – Council NOW Priorities CAPITALS – Council NEXT Priorities <i>Italics</i> – Advocacy Regular Title Case – Operational Strategies * See Monthly Capital Projects Progress Report</p> |

OPERATIONAL STRATEGIES (CAO/Staff)

| CHIEF ADMINISTRATIVE OFFICER (Joulia) | | | |
|--|---|--|--|
| <ol style="list-style-type: none"> 1. RATEPAYER ENGAGEMENT – Citizen Engagement Policy 2. REGIONAL RELATIONSHIPS – Regional Sustainability Plan Phase II (RFP) 3. REGIONAL RELATIONSHIPS – Rainbow Lake Agreement 4. FISCAL RESPONSIBILITY – non-traditional municipal revenue streams | Sept. Oct. Nov. Nov. | <input type="checkbox"/> <i>La Crete Library – Lease Agreement</i> <input type="checkbox"/> <i>AUPE Negotiations – internal review of the agreement</i> <input type="checkbox"/> Regional Emergency Planning – Risk & Self-Assessment <input type="checkbox"/> Municipal Climate Resilience Workshop <input type="checkbox"/> <i>Connectivity with NPTC</i> | Oct. Dec. Nov. Nov. Nov. |
| ECONOMIC DEVELOPMENT (Joulia/Byron) | | AGRICULTURAL SERVICES (Grant) | |
| <ol style="list-style-type: none"> 1. ECONOMIC DEVELOPMENT – Establish Action Plan (Award RFP) 2. TRANSPORTATION DEVELOPMENT – Meet Ministers (P5/Zama, RBLK/Hwy 58) 3. INDUSTRY RELATIONS – Meet Industry Partners | Sept. Nov. | <ol style="list-style-type: none"> 1. MASTER FLOOD CONTROL PLAN – Provincial Endorsement 2. Emergency Livestock Response Plan 3. _____ <input type="checkbox"/> Easements for Existing Drainage Channel | Oct. Oct. |
| COMMUNITY SERVICES (Ron/Len) | | PUBLIC WORKS* (Ron/Len) | |
| <ol style="list-style-type: none"> 1. CAMPGROUNDS – build roads in expansion area 2. RECREATION CENTRES & ARENA UPGRADES – Assessment 3. COR Certificate – Self Audit Review <input type="checkbox"/> Dock expansion plan for campgrounds | Nov. Dec. Dec. | <ol style="list-style-type: none"> 1. Review Alternate Dust Control Products 2. Review 105 St. Closure (LC) 3. Finalize Meander River Gravel Pit Transfer <input type="checkbox"/> Hamlet 3 Year Upgrading Plan – Review & Update <input type="checkbox"/> Engineering Services Procurement RFP <input type="checkbox"/> Utility Laneway/Back Alley Policy | Dec. Dec. Dec. Dec. Dec. |
| PLANNING & DEVELOPMENT (Byron) | | LEGISLATIVE SERVICES (Carol) | |
| <ol style="list-style-type: none"> 1. Infrastructure Master Plans 2. LC & FV Design Guide – Award RFP 3. _____ <input type="checkbox"/> Land Use Framework <input type="checkbox"/> LC & FV Airports – Infrastructure Review | Oct. Sept. 2016 | <ol style="list-style-type: none"> 1. Website “Content” Review & Update 2. Filing/Records Management Procedures 3. _____ <input type="checkbox"/> Human Resource Policy Review <input type="checkbox"/> Communication Plan | Dec Dec |
| FINANCE (Mark) | | ENVIRONMENTAL (Fred) | |
| <ol style="list-style-type: none"> 1. FISCAL RESPONSIBILITY – Mill Rate Discussion & Policy 2. <i>AUPE Negotiations (calculations)</i> 3. Multi-year capital plan | Nov. Nov. Dec. | <ol style="list-style-type: none"> 1. FV Frozen Services Plan 2. Hamlet Easement Strategy 3. _____ | Nov. Dec. |

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday March 8, 2016
10:00 a.m.**

**Fort Vermilion Council Chambers
Fort Vermilion, Alberta**

AGENDA

| | | | Page |
|---|----|---|------|
| CALL TO ORDER: | 1. | a) Call to Order | |
| AGENDA: | 2. | a) Adoption of Agenda | |
| ADOPTION OF PREVIOUS MINUTES: | 3. | a) Minutes of the February 22, 2016 Regular Council Meeting | 7 |
| | | b) | |
| DELEGATIONS: | 4. | a) C/Supt. Brenda Lucki, District Commander Western Alberta District – RCMP (10:15 a.m.) | 25 |
| | | b) Grade 6 Class – Ridgeview Central School (10:30 a.m.) | |
| | | c) Blaine Brody, Manager of Alberta Medical First Response Program – Alberta Medical First Response Program-Alberta Health Services (2:00 p.m.) | |
| | | d) | |
| | | e) | |
| COUNCIL COMMITTEE REPORTS: | 5. | a) Council Committee Reports (verbal) | |
| | | b) Agricultural Service Board Meeting Minutes | 29 |
| | | c) Municipal Planning Commission Meeting Minutes | 35 |
| | | d) | |

| | | | | |
|------------------------------|-----|----|--|-----|
| | | e) | | |
| GENERAL REPORTS: | 6. | a) | CAO Report | 55 |
| | | b) | | |
| | | c) | | |
| TENDERS: | 7. | a) | | |
| | | b) | | |
| PUBLIC HEARINGS: | | | Public hearings are scheduled for 1:15 p.m. | |
| | 8. | a) | | |
| | | b) | | |
| ADMINISTRATION: | 9. | a) | Policy ADM042 General Safety Policy | 173 |
| | | b) | Office Building on Mackenzie Applied Research Association (MARA) farm grounds | 181 |
| | | c) | Letter of Support – La Crete Recreation Society – Community Facility Enhancement Program | 187 |
| | | d) | Citizen’s Contribution for Street Lamps | 191 |
| | | e) | Fort Vermilion School Division (Councillor Request) | |
| | | f) | Jubilee & Genesis Reciprocal Insurance Exchange Annual General Meeting | 193 |
| | | g) | 2016 Mackenzie Regional Charity Golf Tournament | 205 |
| AGRICULTURE SERVICES: | 10. | a) | Policy ASB018 - Clubroot of Canola Policy | 207 |
| | | b) | Policy ASB019 - Fusarium Graminearum Policy | 213 |
| | | c) | | |

| | | | | |
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| | | d) | | |
| COMMUNITY SERVICES: | 11. | a) | Request for Proposals – Awarding Hutch Lake Campground Caretaker | 217 |
| | | b) | Request for Proposals– Awarding Machesis Lake Campground Caretaker | 221 |
| | | c) | Medical First Response Program | 225 |
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| | | e) | | |
| FINANCE: | 12. | a) | Zama Recreation Board – Capital | 233 |
| | | b) | Reversal of Late Reporting Penalty (Community Aggregate Payment Levy) | 235 |
| | | c) | Accredited Supportive Living Services (ASLS) – 2016 Property Tax Exemption Request | 237 |
| | | d) | Maranatha Evangelical Church – 2016 Property Tax Exemption Request | 243 |
| | | e) | Noralta Inn West – 2016 Property Tax Exemption Request | 249 |
| | | f) | | |
| | | g) | | |
| OPERATIONS: | 13. | a) | Tolko DLO 3841 Road | 255 |
| | | b) | Proposed Lease for Meander River Gravel Pits | 259 |
| | | c) | | |
| | | d) | | |
| PLANNING & DEVELOPMENT: | 14. | a) | Bylaw 1016-16 Land Use Bylaw Amendment to Rezone Lot 1, Block 3, Plan 580KS from Hamlet Residential District 1 “HR1” to Residential Condominium District “RCD” | 269 |

- | | | | |
|--------------------------------------|-----|--|-----|
| | b) | Bylaw 1018-16 – Hawkers and Peddlers | 273 |
| | c) | | |
| | d) | | |
| UTILITIES: | 15. | a) Lagoon Sludge Application to Land Policy | 287 |
| | | b) Rural Potable Water Infrastructure – Expression of Interest and Pre-Qualifications | 293 |
| | | c) | |
| | | d) | |
| INFORMATION / CORRESPONDENCE: | 16. | a) Information/Correspondence | 295 |
| IN CAMERA SESSION: | 17. | a) Legal | |
| | | b) Labour | |
| | | • AUPE Negotiations | |
| | | c) Land | |
| | | • Gravel Proposal | |
| NOTICE OF MOTION: | 18. | Notices of Motion | |
| NEXT MEETING DATES: | 19. | a) Committee of the Whole Meeting Tuesday March 22, 2016 10:00 a.m. Fort Vermilion Council Chambers | |
| | | b) Regular Council Meeting Wednesday March 23, 2016 10:00 a.m. Fort Vermilion Council Chambers | |
| ADJOURNMENT: | 20. | a) Adjournment | |



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | Minutes of the February 22, 2016 Regular Council Meeting |

BACKGROUND / PROPOSAL:

Minutes of the February 22, 2016, Regular Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Approved Council Meetings are posted on the County website.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the February 22, 2016, Regular Council Meeting be adopted as presented.

Author: C. Simpson Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Monday, February 22, 2016
11:00 a.m.**

**Fort Vermilion Council Chambers
Fort Vermilion, Alberta**

PRESENT:

| | |
|------------------|--------------|
| Bill Neufeld | Reeve |
| Walter Sarapuk | Deputy Reeve |
| Jacque Bateman | Councillor |
| Peter F. Braun | Councillor |
| Elmer Derksen | Councillor |
| John W. Driedger | Councillor |
| Eric Jorgensen | Councillor |
| Josh Knelsen | Councillor |
| Ricky Paul | Councillor |
| Lisa Wardley | Councillor |

REGRETS:

ADMINISTRATION:

| | |
|---------------------|---|
| Joulia Whittleton | Chief Administrative Officer |
| Len Racher | Director of Facilities & Operations (South) |
| Byron Peters | Director of Planning & Development |
| Mark Schonken | Interim Director of Finance |
| Fred Wiebe | Manager of Utilities |
| Ron Pelensky | Director of Community Services & Operations |
| Carrie Simpson | Executive Assistant to the CAO/Recording Secretary |
| Alexandra Codispodi | Municipal Intern |

ALSO PRESENT: Members of the public and media.
Marilee Toews – Concerned Citizen
Greg Newman – Mackenzie Applied Research Association

Minutes of the Regular Council meeting for Mackenzie County held on February 22, 2016 in the Fort Vermilion Council Chambers.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 11:02 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 16-02-104 **MOVED** by Deputy Reeve Sarapuk

That the agenda be approved with the following additions/revisions:

- 14. f) AAMD&C Spring Convention

CARRIED

ADOPTION OF PREVIOUS MINUTES: **3. a) Minutes of the February 9, 2016 Regular Council Meeting**

MOTION 16-02-105 **MOVED** by Councillor Wardley

That the minutes of the February 9, 2016 Regular Council Meeting be adopted as presented.

CARRIED

COUNCIL COMMITTEE REPORTS: **5. a) Council Committee Reports (Verbal)**

MOTION 16-02-106 **MOVED** by Deputy Reeve Sarapuk

That the Council Committee verbal reports be received for information.

CARRIED

5. b) Tompkins Crossing Committee Meeting Minutes

MOTION 16-02-107 **MOVED** by Councillor Bateman

That the Tompkins Crossing Committee meeting minutes of February 8, 2016 be received for information.

CARRIED

GENERAL REPORTS: **6. a) None.**

UTILITIES: **10. a) Frozen Water Service Repairs**

MOTION 16-02-108 **MOVED** by Councillor Wardley

That the letter to residents in the Hamlet of Fort Vermilion who are affected by frozen water services repairs be received for

information.

CARRIED

10. b) Rural Potable Water Contract 2 Expression of Interest & Pre-qualification

MOTION 16-02-109 **MOVED** by Councillor Braun

That administration proceed with advertising with the Rural Potable Water Contract 2 Expression of Interest document as amended.

CARRIED

OPERATIONS: **11. a) Road Right-of-Ways (30 Meter vs. 20 Meter)**

MOTION 16-02-110 **MOVED** by Councillor Bateman

That Policy PW039 - Rural Road Access Construction and Surface Water Management and the Land Use Bylaw be brought back to Council to ensure that all new and reconstructed roads will be built to 30 meter right of ways.

DEFEATED

MOTION 16-02-111 **MOVED** by Councillor Wardley

That Policy PW039 – Rural Road Access Construction and Surface Water Management and the Land Use Bylaw be brought back to Council with options for more discussion regarding collector road right-of-ways, including sub-division and setback requirement options.

CARRIED

Reeve Neufeld recessed the meeting at 12:05 p.m. and reconvened the meeting at 12:53 p.m.

Councillor Jorgensen and Councillor Paul were not present when council reconvened.

TENDERS: **7. a) Request for Proposal Opening – Hutch Lake Campground Caretaker**

MOTION 16-02-112 **MOVED** by Councillor Wardley

That the Request for Proposals for the Hutch Lake Campground Caretaker be opened.

CARRIED

Proposals Received

| | Bid amount/month |
|--------------------------|------------------|
| Margaretha Peters | \$5,500.00 |
| Vernon Shelton | \$5,300.00 |
| Dale & Rachel Neustaeter | \$5,500.00 |

Councillor Jorgensen and Councillor Paul rejoined the meeting at 1:02 p.m.

MOTION 16-02-113

MOVED by Councillor Wardley

That administration review the Hutch Lake Campground Caretaker proposals and bring back a recommendation to council.

CARRIED

Councillor Wardley declared herself in conflict of interest and stepped out of the meeting at 1:08 p.m.

7. b) Request for Proposal Opening – Machesis Lake Campground Caretaker

MOTION 16-02-114

MOVED by Deputy Reeve Sarapuk

That the Request for Proposals for the Machesis Lake Campground Caretaker be opened.

CARRIED

Proposals Received:

| | Bid amount/month |
|-------------------|------------------|
| Kenneth Ward | \$4,500.00 |
| Margaretha Peters | \$5,000.00 |

MOTION 16-02-115

MOVED by Councillor Braun

That administration review the Machesis Lake Campground

Caretaker proposals and bring back a recommendation to council.

CARRIED

Councillor Wardley rejoined the meeting at 1:11 p.m.

**PLANNING &
DEVELOPMENT:**

12. a) Bylaw 1019-16 Land Use Bylaw Amendment to Rezone Plan 102 2773, Block 1, Lot 1 (Part of SE 17-104-15-W5M) from Agricultural "A" to Rural Country Residential District 3 "RC3"(La Crete Rural)

MOTION 16-02-116

MOVED by Councillor Knelsen

That first reading be given to Bylaw 1019-16 being the rezoning of Plan 102 2773, Block 1, Lot 1 (Part of SE 17-104-15-W5M) from Agricultural "A" to Rural Country Residential District 3 "RC3" to allow for the development of multiple residential lots in the rural area, subject to public hearing input.

CARRIED

PUBLIC HEARINGS:

8. a) Bylaw 1014-16 Land Use Bylaw Amendment to Rezone SE 08-106-15-W5M from Urban Fringe "UF" to Hamlet Residential District 1B "HR1B" (La Crete)

Reeve Neufeld called the public hearing for Bylaw 1014-16 to order at 1:41 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 1014-16 was properly advertised. Byron Peters, Director of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first reading was given on January 29, 2016.

Reeve Neufeld asked if Council has any questions of the proposed land Use Bylaw Amendment.

- What kind of development is expected? Single family detached spec homes or larger with attached garage.
- Sewer services, are they dealt with at this stage? Next stage. Not a requirement before the rezoning but it would

need to be dealt with during the subdivision process.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 1014-16. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1014-16. There was no one present to speak to the proposed Bylaw.

Reeve Neufeld closed the public hearing for Bylaw 1014-16 at 1:47 p.m.

MOTION 16-02-117 **MOVED** by Councillor Braun

That second reading be given to Bylaw 1014-16 being the rezoning of Part of SE 08-106-15-W5M and Plan 102 2263, Block 1, Lot 3 from Urban Fringe "UF" to Hamlet Residential District 1B "HR1B" for the purpose of hamlet residential lots.

CARRIED

MOTION 16-02-118 **MOVED** by Councillor Derksen

That third reading be given to Bylaw 1014-16 being the rezoning of Part of SE 08-106-15-W5M and Plan 102 2263, Block 1, Lot 3 from Urban Fringe "UF" to Hamlet Residential District 1B "HR1B" for the purpose of hamlet residential lots.

CARRIED

8. b) Bylaw 1015-16 Land Use Bylaw Amendment to Rezone Lot 2, Block 1, Plan 042 0507 from Public/Institutional "P" to Rural Country Residential District 1 "RC1"

Reeve Neufeld called the public hearing for Bylaw 1015-16 to order at 1:48 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 1015-16 was properly advertised. Byron Peters, Director of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first reading was given on January

29, 2016.

Reeve Neufeld asked if Council has any questions of the proposed land Use Bylaw Amendment. There were no questions.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 1015-16. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1015-16. There was no one present to speak to the proposed Bylaw.

Reeve Neufeld closed the public hearing for Bylaw 1015-16 at 1:49 p.m.

MOTION 16-02-119

MOVED by Councillor Derksen

That second reading be given to Bylaw 1015-16 being a Land Use Bylaw Amendment to rezone Lot 2, Block 1, Plan 042 0507 from Public/Institutional "P" to Rural Country Residential District 1 "RC1" for the purpose of residential development.

CARRIED

MOTION 16-02-120

MOVED by Councillor Wardley

That third reading be given to Bylaw 1015-16 being a Land Use Bylaw Amendment to rezone Lot 2, Block 1, Plan 042 0507 from Public/Institutional "P" to Rural Country Residential District 1 "RC1" for the purpose of residential development.

CARRIED

8. c) Bylaw 1016-16 Land Use Bylaw Amendment to Rezone Lot 1, Block 3, Plan 580KS from Hamlet Residential District 1 "HR1" to Residential Condominium District "RCD"

Reeve Neufeld called the public hearing for Bylaw 1016-16 to order at 1:50 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 1016-16 was properly advertised. Byron Peters, Director of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first reading was given on January 29, 2016.

Reeve Neufeld asked if Council has any questions of the proposed land Use Bylaw Amendment.

- Is there going to be an issue rezoning to a condominium district but they don't actually put in condominiums? No, there will not be with our current bylaws.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 1016-16. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1016-16. There was no one present to speak to the proposed Bylaw.

Reeve Neufeld closed the public hearing for Bylaw 1016-16 at 1:52 p.m.

MOTION 16-02-121

MOVED by Councillor Paul

That second reading be given to Bylaw 1016-16, being a Land Use Bylaw amendment to rezone Lot 1, Block 3, Plan 580KS from Hamlet Residential District 1 "HR1" to Residential Condominium District "RCD" for the purpose of creating rental units.

CARRIED

MOTION 16-02-122

MOVED by Councillor Knelsen

That third reading be given to Bylaw 1016-16, being a Land Use Bylaw amendment to rezone Lot 1, Block 3, Plan 580KS from Hamlet Residential District 1 "HR1" to Residential Condominium District "RCD" for the purpose of creating rental units.

CARRIED

**PLANNING &
DEVELOPMENT:**

12. b) Bylaw 1020-16 Land Use Bylaw Amendment to Rezone Part of NE 26-106-15-W5M from Agricultural "A" to Rural Country Residential District 3 "RC3"(La Crete Rural)

MOTION 16-02-123

MOVED by Councillor Derksen

That first reading be given to Bylaw 1020-16 being the rezoning Part of NE 26-106-15-W5M from Agricultural “A” to Rural Country Residential District 3 “RC3” to allow for the development of multiple lots in the rural area, subject to public hearing input.

CARRIED

TENDERS:

7. c) Rural Potable Water Infrastructure Contract 1 – Clearing

MOTION 16-02-124

MOVED by Councillor Knelsen

That the tenders for the Rural Potable Water Infrastructure Contract 1 – Clearing be opened.

CARRIED

Proposals Received:

| | Option 1 (Clearing, Grubbing and Disposal) | Option 2 (Mulching) |
|------------------------|--|---------------------|
| Northern Road Builders | \$67,000.00 | \$47,500.00 |
| 829659 Alberta Ltd. | \$84,075.00 | No price provided |
| Driedger Construction | \$85,000.00 | \$68,000.00 |

MOTION 16-02-125
 Requires 2/3

MOVED by Councillor Wardley

That the Rural Potable Water Infrastructure Contract 1 – Clearing tender be awarded to the lowest qualified bidder.

CARRIED

DELEGATIONS:

4. a) O2 Design – Economic Development Streetscape Design Project

MOTION 16-02-126

MOVED by Councillor Braun

That the presentation by O2 Design regarding the Economic Development Streetscape Design Project be accepted for

information.

CARRIED

4. b) Al Toews – Old Bay House Restoration Progress

MOTION 16-02-127 **MOVED** by Councillor Driedger

That the presentation regarding the Old Bay House Restoration project be accepted for information.

CARRIED

MOTION 16-02-128 **MOVED** by Councillor Wardley

That administration bring back the initial request for funding for the Old Bay House Restoration project to the next budget review meeting.

CARRIED

4. c) Marilee Toews and Greg Newman – Office Building on the Experimental Farm Grounds

MOTION 16-02-129 **MOVED** by Councillor Jorgensen

That administration and Mackenzie Applied Research Association (MARA) look into the safe removal of the office building on the experimental farm and bring back options to the March 8, 2016 Regular Council meeting.

CARRIED

Reeve Neufeld recessed the meeting at 4:15 p.m. and reconvened the meeting at 4:31 p.m.

TENDERS:

7. d) Wooden Post Frame Sand Shed – La Crete

MOTION 16-02-130 **MOVED** by Councillor Driedger

That the tenders for the Wooden Post Frame Sand Shed be opened.

CARRIED

Tenders Received:

| | Bid Amount |
|-----------------------------|--------------|
| Alpine Builders | \$210,700.00 |
| Vertical Building Solutions | \$288,724.00 |
| Mackenzie Custom Builders | \$293,000.00 |
| Square D Construction | \$356,889.60 |
| Advance Building Systems | \$327,808.00 |

MOTION 16-02-131 **MOVED** by Councillor Wardley

That the Wooden Post Frame Sand Shed be awarded to the lowest qualified bidder.

CARRIED

COMMUNITY SERVICES:

9. a) None

PLANNING & DEVELOPMENT:

12. c) **Bylaw 1021-16 Land Use Bylaw Amendment to Rezone Plan 142 5001, Block 3, Lot 5 & 6 from Hamlet Country Residential District 1 "HCR1" to Public/Institutional "P"(La Crete)**

MOTION 16-02-132 **MOVED** by Councillor Bateman

That first reading be given to Bylaw 1021-16 being the rezoning of Plan 142 5001, Block 3, Lot 5 & 6 from Hamlet Country Residential District 1 "HCR1" to Public/Institutional "P" to allow for a church, subject to public hearing input.

CARRIED

12. d) **Bylaw 1022-16 Service Road Closure**

MOTION 16-02-134 **MOVED** by Deputy Reeve Sarapuk

That first reading be given to Bylaw 1022-16 being a Land Use Bylaw Amendment to Close the Service Road directly north of Plan 052 4622, Block 21, Lot 10 in the Hamlet of La Crete (excluding the utility right of ways on the east and the west) for the purpose of sale and consolidation, subject to public hearing input.

CARRIED

12. e) **Surveyor Cost Sharing Request for Plan 5999CL, Lot E**

(Fort Vermilion)

MOTION 16-02-135 **MOVED** by Councillor Bateman

That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and that administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.

CARRIED

FINANCE: **13. a) Request to Waive Minimum Tax**

MOTION 16-02-136 **MOVED** by Councillor Braun
Requires 2/3

That the remaining balances payable in Grant in Lieu of Property Taxes in the amount of \$300.00 on roll 076658 be waived.

CARRIED

FINANCE: **13. b) Land Titles Download Error**

MOTION 16-02-137 **MOVED** by Deputy Reeve Sarapuk
Requires 2/3

That penalties on rolls 84016, 84056, 82086, 192431, 159318, 72018, 208242 totaling \$4,213.87 be waived and payments be requested from the registered land owners for the outstanding amounts on rolls 76824, 84016, 82086, 203505, 159318, 72018, 197730, 208242.

CARRIED

ADMINISTRATION: **14. a) Appointment of Member-at-Large to Assessment Review Board**

MOTION 16-02-138 **MOVED** by Councillor Wardley

That Wally Schroeder be appointed as a Member at Large to the Assessment Review Board for a three year term ending October 2018.

CARRIED

14. b) Lithium Formations Discovery

MOTION 16-02-139 **MOVED** by Councillor Wardley

That administration send a letter to Apache Canada Ltd. with a copy to the Ministers of Economic Development, Environment and Energy, encouraging industrial development for lithium research and request Apache Canada Ltd. to waive all road use charges on LOC roads for businesses involved with the lithium development project for the next two years.

CARRIED

14. c) 2016 Growing the North Conference

MOTION 16-02-140 **MOVED** by Deputy Reeve Sarapuk

That Reeve Neufeld and Councillor Driedger be authorized to receive honorariums and expenses for their attendance at the 2016 Growing the North Conference in Grande Prairie on February 17 – 18, 2016.

CARRIED

14. d) Mackenzie County Public Land Sale

MOTION 16-02-141 **MOVED** by Councillor Driedger

That administration send a letter to the Provincial government requesting a follow through on the farmland sale of 136,200 acres commitment in the Mackenzie County Public Land Sale as advertised by Alberta Environment and Parks.

CARRIED

14. e) Nomination Information for Consultation Working Groups – Enhanced Protections for Farm and Workers Act

MOTION 16-02-142 **MOVED** by Councillor Wardley

That a letter be sent to the Provincial government regarding the inconvenience of having a local farmer serve as part of the Consultation Working Group – Enhanced Protection for Farm and Workers Act.

CARRIED

MOTION 16-02-143 **MOVED** by Councillor Jorgensen

That a successful Mackenzie County nominee be entitled to

receive financial support for participating and attending the Enhanced Protection for Farm and Workers Act – Consultation Working Group meetings.

CARRIED

14. f) AAMD&C Spring Convention (ADDITION)

MOTION 16-02-144

Requires unanimous

MOVED by Councillor Derksen

That Councillor Derksen be authorized to attend the AAMD&C Spring convention.

DEFEATED

**INFORMATION/
CORRESPONDENCE:**

15. a) Information/Correspondence

MOTION 16-02-145

MOVED by Councillor Braun

That the information/correspondence items be accepted for information purposes.

CARRIED

**IN-CAMERA
SESSION:**

16. In-Camera Session

MOTION 16-02-146

MOVED by Councillor Driedger

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 5:43 p.m.

16. a) Legal

16. b) Labour

16. c) Land

- Buffalo Head Prairie Rural Truckfill Land Purchase
- Option to Purchase Mackenzie County Lands (near High Level)

CARRIED

MOTION 16-02-147

MOVED by Councillor Wardley

That Council move out of camera at 6:19 p.m.

CARRIED

16. c) Land – Buffalo Head Prairie Rural Truckfill Land Purchase

MOTION 16-02-148 **MOVED** by Councillor Knelsen

That administration be authorized to negotiate the Buffalo Head Prairie Rural Truckfill land purchase with the property owner of Plan 102 0707, Block 01, Lot 02 as discussed.

CARRIED

16. b) Land – Option to Purchase Mackenzie County Lands (near High Level)

MOTION 16-02-149 **MOVED** by Councillor Bateman

That administration be authorized to proceed with negotiating the Option to Purchase with Power Wood Canada Corp. for the south 79 acres of NW6-109-19-W5M and North 79 acres of NW6-109-15-W5M as discussed.

CARRIED

NOTICE OF MOTION: **17. a) Notice of Motion**

NEXT MEETING DATES:

- 18. a) Regular Council Meeting
Tuesday, March 8, 2016
10:00 a.m.
Fort Vermilion Council Chambers
- b) Committee of the Whole
Tuesday, March 22, 2016
10:00 a.m.
Fort Vermilion Council Chambers
- b) Regular Council Meeting
Wednesday, March 23, 2016
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: **19. a) Adjournment**

MOTION 16-02-150 **MOVED** by Councillor Jorgensen

That the council meeting be adjourned at 6:20:p.m.

CARRIED

These minutes will be presented to Council for approval on March 8, 2016.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | DELEGATION C/Supt. Brenda Lucki, District Commander Western Alberta District - RCMP |

BACKGROUND / PROPOSAL:

Mackenzie County made a motion to request a meeting with the “K” Division RCMP Commanding Officer at the Spring AAMD&C Convention, in March 2016.

Mackenzie County invited C/Supt. Brenda Lucki to a Council meeting to discuss the following topics before the AAMD&C meeting:

- Adequate staffing levels for the northern districts
- Basic service levels vs. enhanced levels of service.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

Author: C. Simpson Reviewed by: _____ CAO: _____

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: C. Simpson Reviewed by: _____ CAO: _____

From: [Joulia Whittleton](#)
To: [Brenda LUCKI \(brenda.lucki@rcmp-grc.gc.ca\)](#)
Cc: [bradley.giles@rcmp-grc.gc.ca](#); [cal.barter@rcmp-grc.gc.ca](#); [peter.pilgrim@rcmp-grc.gc.ca](#); [Jeff SIMPSON](#)
Subject: Mackenzie County
Date: Tuesday, February 02, 2016 11:55:00 AM
Attachments: [image002.png](#)
[image004.png](#)
Importance: High

Good morning Brenda,

Mackenzie County Council made a motion to request a meeting with the “K” Division RCMP Commanding Officer at the Spring AAMDC Convention, in March 2016.

Their proposed topics for discussion are as follows:

- Adequate staffing levels for the northern districts
- Basic service levels vs. enhanced levels of service

Mackenzie County Council is interested in meeting with you prior to AAMD&C convention to discuss these topics. We have the following regular council meetings scheduled prior to AAMD&C convention: February 9, February 22, March 8. All meetings will take place at Fort Vermilion Council Chambers and will commence at 10:00 a.m. (except for February 22nd – this one will start at 11:00 a.m.). Please advise if you will be available to attend one of these meetings.

Thank you

Joulia Whittleton

Chief Administrative Officer

Mackenzie County

P.O. Box 640, Fort Vermilion, AB, T0H 1N0, Canada

Direct Tel: 780.927.3719 ext. 2223

Tel.: 780.927.3718, Fax: 780.927.4266

Toll Free: 1.877.927.0677

Cell: 780.841.8343 Email: jwhittleton@mackenziecounty.com



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Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Grant Smith, Agricultural Fieldman |
| Title: | Agricultural Service Board Meeting Minutes |

BACKGROUND / PROPOSAL:

The unapproved minutes of the February 29, 2016 Agriculture Service Board meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the Agricultural Service Board Meeting minutes of the February 29, 2016 meeting be received for information.

Author: G. Smith Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
AGRICULTURAL SERVICE BOARD MEETING**

**Monday February 29, 2016
10:00 a.m.
La Crete, AB**

PRESENT: Josh Knelsen ASB Chair
Bill Neufeld Reeve
Eric Jorgensen Council Representative
David Doerksen Member at Large
Terry Batt Member at Large
Ernie Dyck Member at Large

ABSENT:

ALSO PRESENT: Joulia Whittleton Chief Administrative Officer
Grant Smith Agricultural Fieldman
Colleen Sarapuk Public Works Administrative Officer (Recording Secretary)

Minutes of the Mackenzie County Agricultural Service Board meeting held on Monday February 29, 2016.

CALL TO ORDER: 1. a) Call to Order

Chair Knelsen called the meeting to order at 10:02 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION ASB 16-02-012 Moved By Bill Neufeld

That the agenda be adopted with the additions 7.m) Wet Land Policy; 7.n) MARA Update; 7.o) La Crete Seed Cleaning Plant. 7.p) Peace Country Classic.

CARRIED

PREVIOUS MINUTES 3.a) Minutes of the January 15, 2016 ASB Minutes

MOTION ASB 16-02-013 Moved by Eric Jorgensen

That the minutes of the January 15, 2016 ASB meeting be approved as amended.

CARRIED

ACTION LIST

5.a) Action List

MOTION ASB 16-02-014

Moved by Terry Batt

That the action list be received as information.

CARRIED

7.a) Agricultural Fieldman Report

MOTION ASB 16-02-015

Moved by Bill Neufeld

That the Agricultural Fieldman Report be received for information.

CARRIED

7.b) Draft Clubroot of Canola Policy

MOTION ASB 16-02-016

Moved by David Doerksen

That a recommendation be taken to Council to approve the Clubroot of Canola Policy as amended.

CARRIED

7.c) Draft Fusarium Graminearum Policy

MOTION ASB 16-02-017

Moved by David Doerksen

That a recommendation be taken to Council to approve the Fusarium Graminearum Policy as amended.

CARRIED

7.d) Buffalo Head/Steephill Creek Drainage Project

MOTION ASB 16-02-018

Moved by Bill Neufeld

That the Buffalo Head/Steephill Creek Drainage Project update be received for information.

CARRIED

7.e) Mackenzie Oat Producers

MOTION ASB 16-02-019 **Moved by** Eric Jorgensen

The ASB send a letter to Alberta Agriculture and Forestry outlining and identifying gaps in agriculture related stats.

CARRIED

7.f) Letter from Clear Hills County

MOTION ASB 16-02-020 **Moved by** Bill Neufeld

That the letter from Clear Hills County be received for information.

CARRIED

7.g) Farm Safety Request

MOTION ASB 16-02-021 **Moved by** Terry Batt

That the Farm Safety Request be received as information.

CARRIED

7.h) Hall of Fame Nominations

MOTION ASB 16-02-022 **Moved by** Eric Jorgensen

That the Hall of Fame Nominations be received for information.

CARRIED

7.j) Insect Survey

MOTION ASB 16-02-023 **Moved by** David Doerksen

That the insect survey be sent to Council as information.

CARRIED

7.k) Organic Grain Conference

MOTION ASB 16-02-024 **Moved by** David Doerksen

That the ASB attend the Organic Grain Conference in La Crete on April 1 & 2, 2016.

CARRIED

7.l) Council Motion 15-08-599

MOTION ASB 16-02-025 **Moved by** Eric Jorgensen

That administration invite Garth Steidl from the Canadian Grain Commission to meeting with local grain producers to discuss grain transportation issues.

CARRIED

Recessed 12:00 PM
Reconvened 1:00 PM

7.m) Wetland Policy

MOTION ASB 16-02-026 **Moved by** Bill Neufeld

That the ASB send a letter to the Premier requesting that Agriculture & Forestry be actively involved in the Wet Land Policy, and that the government provide education to landowners regarding the Wet Land Policy.

CARRIED

7.n) MARA Update

MOTION ASB 16-02-027 **Moved by** David Doerksen

That the MARA update be received as information.

CARRIED

7.o) Seed Cleaning Plant

MOTION ASB 16-02-028 **Moved by** Ernie Dyck

That the Seed Cleaning Plant discussion be received as information.

CARRIED

7.p) Peace County Classic

MOTION ASB 16-02-029 **Moved by** Eric Jorgensen

That David Doerksen be authorized to attend the Pease Country Classic in Grande Prairie as his option conference.

CARRIED

**SET NEXT MEETING
DATE**

8.a) Next Meeting Date

The next ASB meeting will be held on April 5th, 2016 10:00 a.m. in La Crete.

ADJOURNMENT

9.a) Adjournment

MOTION ASB 16-02-030

Moved by David Doerksen

That the ASB meeting be adjourned at 12:16 p.m.

CARRIED

These minutes will be present for approval at the next ASB Meeting.

Josh Knelsen, Chair

Grant Smith, Agricultural Fieldman



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Byron Peters, Director of Planning & Development |
| Title: | Municipal Planning Commission Meeting Minutes |

BACKGROUND / PROPOSAL:

The adopted minutes of the February 4, 2016 and February 19, 2016 Municipal Planning Commission meetings are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: M. Friesen Reviewed by: _____ CAO: JW

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Municipal Planning Commission meeting minutes of February 4, 2016 and February 19, 2016 be received for information.

Author: B. Peters Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Thursday, February 4, 2016 @ 10:00 a.m.

| | | |
|---------------------------|------------------|--|
| PRESENT: | John W. Driedger | Chair, Councilor, MPC Member |
| | Erick Carter | Vice Chair, MPC Member (arrived at 10:04 a.m.) |
| | Jacque Bateman | Councilor, MPC Member |
| | Beth Kappelar | MPC Member |
| | Jack Eccles | MPC Member |
| ADMINISTRATION: | Byron Peters | Director of Planning and Development |
| | Liane Lambert | Planner |
| | Caitlin Smith | Development Officer/Recording Secretary |
| MEMBERS OF PUBLIC: | Allan Derksen | |
| | Willie Froese | |
| | Eric Jorgensen | |

MOTION

1. Call to Order

John W. Driedger called the meeting to order at 10:00 a.m.

2. Adoption of Agenda

MPC-16-02-011

MOVED by Jacque Bateman

That the agenda be adopted as presented.

CARRIED

3. Minutes

a) Adoption of Minutes

MPC-16-02-012

MOVED by Beth Kappelar

That the minutes of the January 14, 2016 Municipal Planning Commission meeting be adopted as amended.

CARRIED

b) Business Arising from Previous Minutes

4. DEVELOPMENT

- a) 010-DP-16 Flight Fuels LP - Bulk Fuel in “AP”
(High Level Airport)
Plan 982 1131,, Area 03**

MPC-16-02-013

MOVED by Jacquie Bateman

That Development Permit 010-DP-16 be presented to the Inter-municipal Planning Commission for approval.

CARRIED

- b) 011-DP-16 Walter & Norma Tindall – Garage –
Detached with Storage Loft in “CR” (Hutch Lake)
Plan 922 2231,, Lot 32**

Allan Derksen joined the meeting at 10:03 a.m.

Erick Carter joined the meeting at 10:04 a.m.

Eric Jorgensen joined the meeting at 10:05 a.m.

MPC-16-02-014

MOVED by Beth Kappelar

1. The developer shall enter into and abide by a Development Agreement with Mackenzie County.
2. Minimum building setbacks:
 - a. 15.2 meters (50 feet) front (East) yard;
 - b. 7.6 meters (25 feet) side (North & South) yards;
and
 - c. 7.6 meters (25 feet) rear (West) yard; from the property lines.
3. **A Secondary Suite is not permitted in this Garage – Detached; should the applicant change the intention of this building a new development permit is required.**
4. **The interior ceiling height of the Garage – Detached shall not exceed than 3.7 meters (12 feet) in height.**
5. **The vehicle entrance doors shall not exceed 3.7 meters (12 feet) in height.**
6. The architecture, construction materials and appearance of buildings and other structures shall be to accepted

standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.

7. **The Garage – Detached is approved for residential purposes only and no commercial activity is permitted in this building.**
8. One (1) RECREATIONAL VEHICLE parking stall plus a minimum of two (2) parking stalls is required.
9. The site shall be landscaped as required by the Development Authority to ensure proper vegetation and tree coverage for appearance and drainage purposes.
10. The site shall be of a style and appearance which is compatible with the natural qualities of the recreation area. The character and appearance of all DEVELOPMENT on each recreation LOT shall be maintained to minimize any adverse impacts which may occur on adjacent recreation LOTS or the recreation area in general.
11. All water and sewage disposal must conform to the requirements of the Hutch Lake AREA STRUCTURE PLAN and Alberta Private Sewage Systems Standard of Practice 2009.
12. **This permit approval is subject to the access to the property being constructed to County standards.** PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
13. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
14. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
15. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- c) 012-DP-16 Payless Mobility Inc. – Sign in “HC2” (La Crete)
Plan 062 7695, Block 24, Lot 02**

MPC-16-02-015

MOVED by Jack Eccles

1. **This permit may be revoked at any time if, in the opinion of the Development Authority, the proposed development has become detrimental or otherwise incompatible with the amenities of the neighbourhood.**
2. **Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street which is at the discretion of the Development Authority to determine.**
3. **The sign shall be placed on site and is not permitted to be placed on any County lands and/or road rights-of-way.**
4. The sign shall be located a minimum of:
 - a. 20 meters from regulatory signs, and
 - b. Not less than 1.5 meters from the curb/sidewalk.
5. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk.
6. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
7. **The sign shall:**
 - a. **Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,**
 - b. **Not unduly interfere with the amenities of the district,**
 - c. **Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and**
 - d. **Not create visual or aesthetic blight.**
8. Wiring and conduits of the sign must be concealed from view.

9. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
10. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
11. **The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.**
12. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
13. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

CARRIED

5. **SUBDIVISION**

- a) **00-SUB-16 Bob Schartner
(Fort Vermilion Rural)**

MPC-16-02-016

MOVED by Jacquie Bateman

That Administration advises the applicant to submit a complete subdivision application for consideration.

CARRIED

6. **MISCELLANEOUS ITEMS**

- a) **Bylaw 10xx-16
Land Use Bylaw Amendment to Rezone Plan 102
2773, Block 01, Lot 01 (Part of SE 17-104-15-W5M)
from Agricultural "A" to Rural Country Residential**

“RC” (La Crete Rural)

MPC-16-02-017

MOVED by Jacquie Bateman

That the Municipal Planning Commission recommend to Council for the approval of Bylaw 10xx-16 being the rezoning of Plan 102 2773, Block 1, Lot 1 (Part of SE 17-104-15-W5M) from Agricultural “A” to Rural Country Residential “RC3” to allow for the development of multiple residential lots in the rural area.

CARRIED

b) Bylaw 10xx-16 Land Use Bylaw Amendment to Rezone Plan 142 5001, Block 03, Lots 5 & 6 from Hamlet Country Residential “HCR1” to Public/Institutional “P” (La Crete)

MPC-16-02-018

MOVED by Jacquie Bateman

That the Municipal Planning Commission recommend to Council for the approval of Bylaw 10xx-16 being the rezoning of Plan 142 5001, Block 03, Lot 5 & 6 from Hamlet Country Residential “HCR1” to Public/Institutional “P” to allow for a church.

CARRIED

c) Bylaw 10xx-16 Land Use Bylaw Amendment to Rezone Part of NE 26-106-15-W5M from Agricultural “A” to Rural Country Residential “RC3” (La Crete Rural)

MPC-16-02-019

MOVED by Jacquie Bateman

That the Municipal Planning Commission recommend to Council for the approval of Bylaw 10xx-16 being the rezoning of Part of NE 26-106-15-W5M from Agricultural “A” to Rural Country Residential “RC3” to allow for the development of multiple lots in the rural area.

CARRIED

All members of public left at 11:07 a.m.
John W Driedger called a recess at 11:07 a.m. and reconvened at 11:19 a.m.

d) Northpoint Waterline Oversizing (Handout)

MPC-16-02-020

MOVED by Jacquie Bateman

That the Northpoint Waterline Oversizing be received for information.

CARRIED

e) Pineridge Asphalt (Handout)

MPC-16-02-021

MOVED by Beth Kappelar

That Pineridge Asphalt be received for information.

CARRIED

f) Action List

For information.

7. IN CAMERA

a) None

8. MEETING DATES

- ❖ February 19, 2016 at 10:00 a.m. in Fort Vermilion
- ❖ March 3, 2016 at 10:00 a.m. in La Crete
- ❖ March 18, 2016 at 10:00 a.m. in Fort Vermilion

9. ADJOURNMENT

MPC-16-02-022

MOVED by Jack Eccles

That the Municipal Planning Commission Meeting be adjourned at 12:13 p.m.

CARRIED

These minutes were adopted this 19th day of February, 2016.

John W. Driedger, Chair

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Friday, February 19, 2016 @ 10:00 a.m.

PRESENT: John W. Driedger Chair, Councilor, MPC Member (via
teleconference)
Erick Carter Vice Chair, MPC Member
Jacquie Bateman Councilor, MPC Member
Beth Kappelar MPC Member

REGRETS: Jack Eccles MPC Member

ADMINISTRATION: Liane Lambert Planner
Morgan Friesen Administrative Assistant/Recording Secretary

**MEMBERS OF
PUBLIC:** Barry Neufeld
Peter Braun

MOTION

1. Call to Order

Erick Carter called the meeting to order at 10:00 a.m.

2. Adoption of Agenda

MPC-16-02-023

MOVED by John W. Driedger

That the agenda be adopted as presented.

CARRIED

3. Minutes

a) Adoption of Minutes

MPC-16-02-024

MOVED by Beth Kappelar

That the minutes of the February 4, 2016 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

4. DEVELOPMENT

**a) 008-DP-16 Priority Permits Ltd. – Sign in
“HC2” (La Crete)
Plan 072 7718, Block 02, Lot 01**

MPC-16-02-025

MOVED by Jacquie Bateman

That Development Permit 008-DP-16 on Plan 072 7718, Block 02, Lot 01 in the name of Priority Permits Ltd. be APPROVED with the following conditions:

Failure to comply with one or more of the attached conditions shall render this permit Null and Void

1. This permit may be revoked at any time if, in the opinion of the Development Authority, the proposed development has become detrimental or otherwise incompatible with the amenities of the neighbourhood.

2. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street. The brightness of illumination is at the discretion of the Development Authority.

3. The sign shall be located a minimum of:

a) 200 meters (256 feet) from regulatory signs;

b) 3.1 meters (10 feet) from the outer edge of the road or no less than 1.5 meters (5 feet) from the property line;

c) 1.5 meters (5 feet) to a maximum of 2.5 meters (8 feet) in height above the shoulder of the road.

4. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.

5. The sign shall:

a) Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,

- b) Not unduly interfere with the amenities of the district,**
 - c) Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and**
 - d) Not create visual or aesthetic blight.**
6. Wiring and conduits of the sign must be concealed from view.
 7. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
 8. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
 - 9. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.**
 10. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
 11. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

MPC-16-02-026

CARRIED

MOVED by Jacquie Bateman

That future development permits for signs must have a condition stating that illumination of the sign is at the discretion of the development authority to determine.

CARRIED

**b) 009-DP-16 Federated Cooperatives Ltd. –
Bulk Fuel Sales in “HC2” (La Crete)
Plan 902 2145,, Lot 21**

MPC-16-02-027

MOVED by Beth Kappelar

That Development Permit 009-DP-16 on Plan 902 2145,, Lot 21 in the name of Federated Cooperatives Ltd. be APPROVED with the following conditions:

Failure to comply with one or more of the attached conditions shall render this permit Null and Void.

1. The Equipment Shed shall meet all Alberta Safety Code requirements for Commercial/Industrial Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.

2. All conditions and regulation set out by Petroleum Tank Management of Alberta Association (PTMAA) are to be met to their specifications and standards. Copy of the approval from PTMAA must be submitted to Mackenzie County prior to operation. Failure to do so will render this permit Null and Void.

3. An Environmental Containment Plan shall be completed and a copy submitted to Mackenzie County prior to any construction. Failure to do so will render this permit Null and Void.

4. Minimum building and Bulk Fuel station setbacks;

a) 9.1 meters (30 feet) from the front yard facing 100th Street, and

b) 3.1 meters (10 feet), from the rear (East) yard.

5. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and paved at the developers' expense.

6. The developer must enter into a road use agreement with Mackenzie County, and all reasonable efforts shall be taken to ensure that all Federated Cooperatives Ltd's transporting/hauling vehicles shall enter the site from the north end of 100th Street, and shall exit the site from 101th Street going north out of the Hamlet.

7. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.

8. The exterior yards shall be landscaped to the satisfaction of the Development Authority. Landscaped strips are required between the fuel pumps and tanks and the right of way (100 Street & 101 Street). The landscaped strips shall be a minimum of 3.1 m in width and consist of a combination of grass, shrubs and trees.

9. The property must at all times be kept in a neat and orderly fashion.

10. Provide adequate clear signage locating exits, entrance and parking, as required by the Development Authority.

11. The municipality has assigned the following address to the noted property **10502-100th Street**. You are required to display the address (**10502**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.

12. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

13. This permit may be revoked at any time if, in the opinion of the Development Officer, the proposed development has become detrimental, unsightly or otherwise incompatible with the amenities of the neighbourhood.

14. The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:

- a) Erosion prevention systems, as required

b) Direction of site drainage

c) Petroleum spill containment and or separation system

15. All sewage disposal systems to be in conformance with the Alberta Private Sewage Systems Standard of Practice 2009.

16. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.

17. The sign shall be located a minimum of:

a) 20 meters from regulatory signs, and

b) Not less than 1.5 meters from the curb/sidewalk.

18. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk.

19. The sight and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.

20. The sign shall:

a) Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,

b) Not unduly interfere with the amenities of the district,

c) Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and

d) Not create visual or aesthetic blight.

21. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.

CARRIED

5. SUBDIVISION

a) 01-SUB-16 Siemens Contracting

(La Crete Rural)
NW 5-106-15-W5M

MPC-16-02-028

MOVED by Jacquie Bateman

That Subdivision Application 01-SUB-15 in the name of Siemens Contracting on NW 5-106-15-W5M be TABLED until the developer provides an assessment, prepared by a qualified person, of surface or subsurface characteristics of the land that is to be subdivided including susceptibility to potential for any flooding, slumping or subsidence or erosion of the land, the depth of the water table and suitability for any proposed onsite sewage disposal system.

CARRIED

b) 02-SUB-16 Tim Krahn
(Buffalo Head Area)
NE 12-104-16-W5M

MPC-16-02-029

MOVED by Jacquie Bateman

That Subdivision Application 0-SUB-16 in the name of Tim Krahn on NE 12-104-16-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE A** single lot subdivision, 26.17 acres (10.59 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) Alberta Transportation requires the following:
 - I. Dedication of a 30 meter wide service road right-of-way across the highway frontage of the proposed parcel, at no cost to the department. In this instance Alberta Transportation is

willing to accept the service road dedication by caveat.

II. No direct highway access will be considered as a result of subdivision or development, to the remnant portion of NE 12-104-16-W5M. Access will be via local road only.

d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.

e) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.

f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.

g) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.

h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

i) Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.

6. MISCELLANEOUS ITEMS

a) Action List

For information.

7. IN CAMERA

a) None

8. MEETING DATES

- ❖ March 3, 2016 at 10:00 a.m. in La Crete
- ❖ March 18, 2016 at 10:00 a.m. in Fort Vermilion
- ❖ April 7, 2016, at 10:00 a.m. in La Crete
- ❖ April 21, 2016 at 10:00 a.m. in Fort Vermilion

9. ADJOURNMENT

MPC-16-02-030

MOVED by Erick Carter

That the Municipal Planning Commission Meeting be adjourned at 10:40 a.m.

CARRIED

These minutes were adopted this 3rd day of March, 2016.

John W. Driedger, Chair



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | CAO Report |

BACKGROUND / PROPOSAL:

The CAO and directors reports are attached for information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the CAO and Directors reports for February 2016 be received for information.

Author: C. Simpson Reviewed by: _____ CAO: _____

Mackenzie County

Monthly CAO Report to Council - February 2016

I wish to provide a few highlights of February activities.

- A public meeting was held on February 1, 2016 to deal with private properties in the Hamlet of Fort Vermilion that have been having issues with water lines freezing. The meeting was poorly attended, therefore follow up letters have been issued (this letter was first presented to Council in draft format).
- Incident Command Training 100 and 200 was provided to staff over three days.
- Land for the rural water cardlock project is being secured (the paper work is signed, pending transfers).
- Administration met with Alberta Health Services in regards to the Medical First Responders Program (an updated version of the Medical Co-response program). An RFD will be presented to Council.
- The FCM Sustainable Communities conference was very informative (attended February 9-11). I also attended a full day Cost-Effective and Sustainable Approaches to Brownfield Redevelopment workshop, which was also very informative. The presenters provided planning tools for municipalities. The Honourable Catherine McKenna, Minister of Environment and Climate Change, was a guest speaker. The climate change initiatives were the main focus of her speech. I attended the Building First Nations-Municipal Partnerships and Making Natural Assets Count sessions. The Making Natural Assets count session presenters identified three types of assets: engineered (man-made), natural and green (e.i. bio-swale, green roof, engineered wetland). The main focus was on the natural assets (weighing its costs vs. man-made asset cost). A suggestion was made for municipalities to take inventory and recognize their natural assets, adequately reflecting the true value of their communities' assets in their municipal/planning records. A British Columbia municipality made a presentation whereby their council selected to identify the natural assets in their strategic plan, creating a natural assets policy, and allocated funds in their budget to manage these as efficiently as possible. The speakers debated a few questions: if a natural system delivers you a service, should we assume it always will going to work? What is the cost of not valuing this natural asset? What are potential economic losses if the natural asset stops delivering? Some municipalities have an expressed goal to have less infrastructure – what is it we want to maintain? Some are changing their development standards – relaxing the requirements, incorporating natural assets, therefore, lowering operational/maintenance costs and future replacement cost. These municipalities are also retraining staff – how do we maintain a natural asset? I believe this subject deserves discussion by Mackenzie County Council. Mackenzie County is rich in natural assets and it is easy to take this abundance for granted. This, however, may change if we do not pay adequate attention to our surroundings and fail to do proper land use planning.
- I attended the Growing the North conference and the Wetland Policy workshop during the week of February 14. This is always informative.
- AUPE negotiations face-to-face meeting is scheduled for March 16 & 17 in Edmonton.
- Mackenzie County's 2015 assessment for 2016 taxation year was submitted to ASSET system. 2016 assessment presentations to Council are scheduled for March 22 (by

Municipal Affairs and by Alliance Assessment). Administration will be bringing a revised draft budget to the April 12 meeting, reflecting the changes associated with actual assessment.

AUMA released their position papers and summary of the linear assessment symposium (included in the information section).

Mackenzie County employees were requested to respond to the second annual survey. We now have comparatives to monitor the overall job satisfaction and identify issues. We do have a great team of employees that is dedicated to provision of excellent public service, and morale is high. I would like to take this opportunity to thank Council for your continuing support and understanding when issues arise.

Respectfully submitted,

Joulia Whittleton



LINEAR ASSESSMENT IN RURAL ALBERTA



Introduction



1. Rural Alberta's Municipalities 101
2. AAMDC Inter-municipal Collaboration Survey
3. AAMDC Positions on Linear Assessment
4. Considerations on Linear Assessment
5. Recommendations
6. Q&A

Rural Municipalities 101



- Alberta has 69 rural municipalities
- AAMDC members govern 86.5% of Alberta's land mass from North to South, East to West
- AAMDC's membership includes:
 - Municipal Districts
 - Specialized Municipalities
 - Specials Areas Board



Rural Municipalities 101



- Rural municipalities are responsible for approx. 75% of Alberta's roads (173,226km) and 60% of Alberta's bridges (8468 bridges)
- Infrastructure capital projects, maintenance, replacement, and repair are rural municipalities biggest budget items
- Each rural municipality is unique:
 - Diversity in the number of urban municipalities within the rural municipalities boundaries (0 - 10+)
 - Diversity of revenue sources (linear, M&E, residential, etc.)
 - Diversity in overall budget sizes

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AAMDC Inter-municipal Finance Survey – Fall 2015



- AAMDC surveyed all rural municipalities and received a 90%+ response rate
- Asked questions about the nature of inter-municipal arrangements including:
 - Cost-sharing
 - Revenue-sharing
 - In-kind services
 - Regional service commissions
 - 'Other'

5

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AAMDC Inter-municipal Finance Survey – Fall 2015

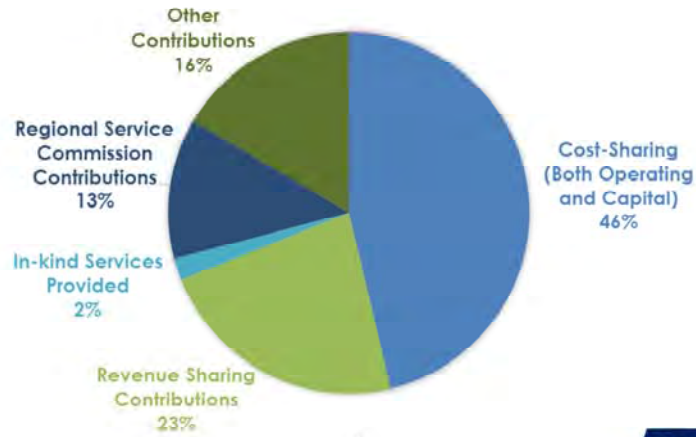


| | Cost-Sharing (Operating and Capital) | Revenue Sharing | In-kind Services | Regional Service Commissions | Other | Total Intermunicipal Contributions (Rural to Urban) |
|-------------------------------------|--|--------------------|---------------------|------------------------------------|--------|--|
| Total (millions of \$) | \$74.5 | \$35.8 | \$3.4 | \$20.5 | \$26.5 | \$160.7 |
| Respondents that Contribute | 51 | 28 | 24 | 42 | 34 | 60 |
| % of respondents that contribute | 84% | 46% | 39% | 69% | 56% | 98% |

AAMDC Inter-municipal Finance Survey – Fall 2015



Distribution of Inter-municipal Financial Arrangements by Dollars Contributed

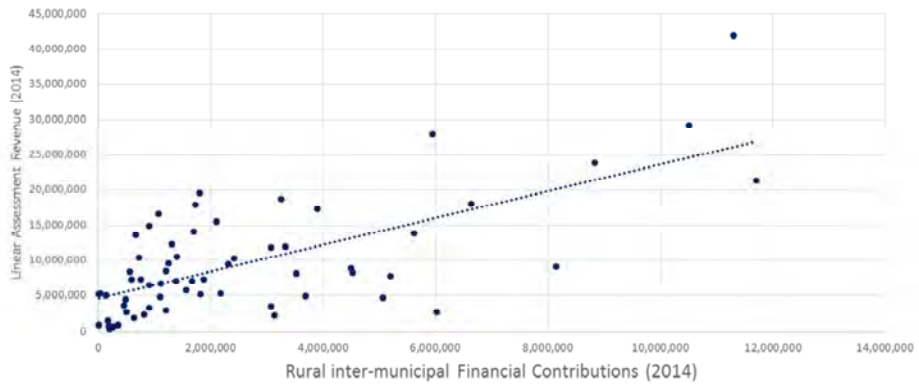


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AAMDC Inter-municipal Finance Survey – Fall 2015



Relationship of Inter-municipal Contributions and Linear Assessment Tax Revenue (\$)



AAMDC Inter-municipal Finance Survey – Findings



- Rural municipalities are sharing and collaborating with their urban neighbors.
- Rural municipalities are using a number of different types of arrangements with their urban partners to share services and funding.
- The values contributed by each municipality vary widely within each of the contribution types, and by the total contributions for each municipality.

AAMDC Inter-municipal Finance Survey – Findings



- Rural municipalities collaborate for the benefit of their residents, their urban neighbors, and to promote regional development and prosperity.
- Rural municipalities are sharing a considerable portion of the linear property taxation revenue that they receive with their urban neighbors, and there is a relationship between their contributions and their 'ability to pay'.

AAMDC Positions on Linear Redistribution



- The AAMDC and Alberta's rural municipalities support regional collaboration. Municipalities must work together to meet regional needs.
- The AAMDC supports voluntary cooperation and local decision making.
- The AAMDC does not support weakening some municipalities to strengthen others as a fair or sustainable solution to municipal funding challenges.
- The AAMDC believes that all linear discussions must consider both the revenue and expenditures of rural municipalities.

AAMDC Positions on Linear Redistribution



- Linear taxation revenue is being collected for a purpose and is being spent, largely, on infrastructure projects
- Reserve funds are a sign of prudent long-term planning

AAMDC reports at AAMDC.com

- *Apples to Apples: Rural Municipal Finance in Alberta*
- *Cost-Sharing Works: An Examination of Cooperative Intermunicipal Financing*

AAMDC Positions on Linear Redistribution



“The most important point is that municipal infrastructure should be financed, ...by the residents who benefit from it, because this provides the surest guide to how much should be invested in what. [...] Those who benefit from local infrastructure and services it provides should pay for it.” – Harry Kitchen (2006)

“Whenever a direct link exists between the users of a service and its funding, a more efficient use of resources ensues. Accountability, transparency and fairness also result.” – Harry Kitchen (2006)

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Linear Assessment Considerations



- **Infrastructure Challenges** – Industry’s use of rural infrastructure causes significant damage that requires a level of financial and human resources not typical in urban areas
- **Provincial Economy** – This infrastructure is critical to rural municipalities and to Alberta’s economy as a whole
- **Impact on Small Urban Communities** – a redistribution could force RMs to withdraw from sharing arrangements that support a range of regional projects and services

Linear Assessment Considerations



- **Outliers** – a number of rural municipalities collect considerable revenues for linear but they are the exception to the norm
- **Dissolutions** – As small urban communities dissolve, rural municipalities carry their infrastructure deficit
- **Low Commodity Prices and Volatility in Linear** – Rural municipalities are feeling the pinch of low commodity prices in reduced linear assessment (10% reduction)
- **One size does not fit all** – each RM is in a unique position and their ability to share with neighbors varies

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Linear Assessment Considerations



- **School Tax Contributions** – Rural municipalities are paying a higher proportion of education property taxes based on the proportion of equalized assessment
- **Focus on Linear** – it is important to focus on the broad perspective
- **Per-capita Measures** – per-capita measurements do not accurately transcend between rural and urban communities. Rural municipalities manage 77% of Alberta's roads and 61% of Alberta's bridges.

Linear Assessment Recommendations



- **Holistic Approach** – Changes to the status quo must consider the entire picture and what this will mean to the viability of rural communities – rural and urban
- **Support Local Decision Making and Regional Planning** – The AAMDC supports collaboration within regions to meet common objectives and regional needs
- **Maintain the Responsibility to the Tax Payer** – Maintain the traceability of tax dollars and ensure that those who pay for infrastructure or services are those that benefit from it

THANK YOU



QUESTIONS OR COMMENTS

For more information, visit AAMDC.com or contact:

Al Kemmere, President
akemmere@aamdc.com
780.955.4076

Gerald Rhodes
gerald@aamdc.com
780.955.3639

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AAMDC.COM

SPEAKING NOTES

AL KEMMERE, PRESIDENT

AUMA LINEAR ASSESSMENT WORKSHOP

Friday, January 15, 2016

SLIDE 1: OPENING

Good morning. My name is Al Kemmere and I am the President of the Alberta Association of Municipal Districts and Counties.

Before I begin, I want to extend a thank you to the AUMA for their invitation to speak to you. We have always appreciated a solid working relationship with the AUMA and we feel that it is important to remember that our two associations have far more in common than we have differences.

SLIDE 2: INTRODUCTION

In my time this morning I want to talk about three things. First, the results of a survey we just completed which can also be found in the hand out on your table. Second, the AAMDC's position on linear assessment and third, some considerations we hope will inform your discussion throughout the rest of the day. At the end, if we have some time for questions, I am happy to take them at that time.

SLIDE 3: RURAL MUNICIPALITIES 101

At the AAMDC, we represent Alberta's 69 rural municipalities and this includes both Municipal Districts, Specialized Municipalities, and the Special Areas Board which is found on the eastern side of the province. Alberta is the only province in Canada that has municipalities governing to each edge of the province and in total, rural municipalities cover 86% of Alberta's land mass with the rest being covered by national parks and urban municipalities.

SLIDE 4: RURAL MUNICIPALITIES 101

As should be expected, the needs of rural municipalities differ from those of our urban neighbors. For instance, across the province, rural municipalities own and operate 75% of Alberta's road and 60% of Alberta's bridges. This means that funding to build and maintain this infrastructure is one of our biggest jobs and consumes considerable time and resources on a scale not proportional to our populations. It has been estimated that it will take \$70 million a year for the next 10 years to replace the bridge infrastructure deficit in rural Alberta.

It is also important to emphasize that each rural municipalities – just like urban municipalities – is unique. Some rural municipalities have only one (1) or two (2) urban municipalities within their boundaries, others have more than ten (10). Some rural municipalities have a strong industrial tax base, others rely more on residential and agriculture taxation revenue. Some of our members have budgets rivaling mid to large sized cities, others have budgets the size of a small town or village. It is important to

remember that like the membership of the AUMA, there is tremendous diversity out there.

SLIDE 5: SURVEY RESULTS

During the fall, we conducted a survey with our members about the wide range of inter-municipal financial arrangements that rural municipalities have with their regional neighbors. These include cost-sharing agreements, revenue-sharing agreements, in-kind services, regional service commissions, and an 'other' category for anything else. We had 90% of our members complete the survey and received some interesting results. However, I should emphasize that not everyone included all types of revenues transfers in their submission so this should be understood as a minimum number.

SLIDE 6: SURVEY RESULTS

Here are the results of that survey. In total, rural municipalities contribute \$160 million per year to their urban regional partners through inter-municipal arrangements which includes nearly \$75 million in cost-sharing, \$35 million in revenue sharing, \$3 million in in-kind services, \$20 million to regional service commissions, and another \$27 million in 'other contributions'.

SLIDE 7: SURVEY RESULTS - PIE GRAPH

On this slide you can see the breakdown of those contributions, nearly half of which are cost-sharing agreements. It has long been the AAMDC's position that cost-sharing is the preferred form of financial collaboration in comparison to revenue-sharing, but the information gathered in this survey shows that significant revenue sharing is happening out there. With this in mind, it is important for us at the AAMDC to recognize that, in some contexts, for some partnerships, revenue-sharing might be the best path forward to support some urban centres or regional initiatives as long as the decision is made locally and voluntarily.

SLIDE 8: SURVEY RESULTS – SCATTER LINE GRAPH

When it comes to linear assessment revenue, this graph shows that there is a relationship between linear dollars collected and the willingness of a municipality to share with their neighbors.

Each of the dots on the graph represent a rural municipality and along the bottom is their intermunicipal contributions and running along the side is their linear taxation revenue. This graph shows us that those that have the ability to share generally do so.

In total, the proportion of linear revenue collected in rural municipalities that is shared regionally – excluding specialized municipalities – is approximately 25%.

SLIDE 9: SURVEY FINDINGS

So the main findings we got from this survey are:

- 1) Rural municipalities are sharing and collaborating with their urban neighbors.

We found that 98% of responding rural municipalities indicated some level of collaboration and provision of services or funds to their urban neighbors.

- 2) Rural municipalities are using a number of different types of arrangements with their urban partners to share services and funding.

Some municipalities are using cost-sharing exclusively, some use revenue-sharing exclusively, and some use a combination of different arrangements.

- 3) The values contributed by each municipality vary widely within each of the contribution types, and by the total contributions for each municipality.

As we should expect, no two municipalities are the same and the levels of contribution vary from one to the next.

SLIDE 10: SURVEY FINDINGS

- 4) Rural municipalities collaborate for the benefit of their residents, their urban neighbors, and to promote regional development and prosperity.

In each of the responses, the reasons given for working collaboratively included providing residents with access to services, supporting regional projects, and working to develop a strong and sustainable region.

- 5) Rural municipalities are sharing a considerable portion of the linear property taxation revenue that they receive with their urban neighbors, and there is a relationship between their contributions and their 'ability to pay'.

As identified above, the survey shows a relationship between the level of revenue collected from linear assessment and their willingness to share that revenue.

SLIDE 11: AAMDC POSITIONS ON LINEAR REDISTRIBUTION

On the issue of linear assessment, the AAMDC has some positions that we have developed with our members.

The AAMDC supports regional collaboration. Municipalities must work together to meet regional needs, but on a voluntary basis and in respect of local decision making and autonomy.

We also believe that the status quo is a fair model for linear taxation assessment as it is the rural municipalities that host the vast majority of the natural resource activity in the province and with that comes costs to infrastructure including damage to roads and bridges.

We do not support a per-capita redistribution model as the majority of linear tax dollars would end up in Alberta's metropolitan areas which would significantly harm the rural areas across the province including many smaller urban centres currently relying on their rural neighbours.

Also, the AAMDC is supportive of long-term sustainable funding for all municipalities but does not believe that weakening some municipalities to strengthen others is a fair or sustainable solution to municipal funding. We should not be ‘robbing Peter to pay Paul’. Through the MGA review process, we have asked that municipalities have greater revenue tools to diversify their revenue base and meet the funding challenges that are unique to each municipality.

The AAMDC also believes that all discussions of rural municipal finance must consider both the revenue and expenditures of rural municipalities. Having strong revenue base does not make a municipalities wealthy if they have considerable expenses and a very large infrastructure network to maintain – which many rural municipalities have.

SLIDE 12: AAMDC POSITIONS ON LINEAR REDISTRIBUTION

Related to the previous slide, it is important to remember that linear taxation dollars are being used and spent to meet infrastructure and service needs.

Further, although some rural municipalities do have some money set aside in reserves, this should not be interpreted as just having money lying around. This is money that is dedicated to long term planning needs and infrastructure demands, and is a sign of prudent financial management. The character of rural municipalities is to not borrow for infrastructure but to pay for it with internally.

For more information from the AAMDC, we have put together a number of reports which are available on our website, AAMDC.com. Most notably is the *Apples to Apples* report which looks specifically at linear and the impacts of a per-capita redistribution.

SLIDE 13: AAMDC POSITIONS ON LINEAR REDISTRIBUTION

I'll now direct you to two quotes here on the slide. There is some academic research on this topic that we have incorporated into our report *Apples to Apples*. These quotes are from Harry Kitchen, a municipal finance expert at Trent University.

First, that municipal infrastructure should be financed by the residents who benefit from it. Second, when there is a linkage between those who pay for a service and those who benefit from that service, a dynamic is created that ensures that funding and resources are used efficiently and decision makers are held to account. It is important to emphasize the need for traceability for rate payers so they can see where their taxes are being used. When funds are pooled, this critical piece is lost.

SLIDE 14: LINEAR ASSESSMENT CONSIDERATIONS

We know you are all here to work together on a position for the AUMA and we think that is a valuable process but we want to provide you with some considerations that we hope will inform your conversation.

First, linear is not a free source of revenue. Rural municipalities work hard with industry to minimize the impact of their operations but the constant traffic associated with some industrial projects do take a considerable tolls on rural infrastructure, and intensive projects sometimes cause major land use planning challenges. There is a perception out there that linear is primarily pipeline projects that only have a one-time cost but this not that case. Pipelines only make up 40% of the linear assessment base while wells, which have consistent traffic associated with them, make up 38%.

Second, it has long been the AAMDC's position that Alberta needs to think strategically about our supply chains in this province. To ensure our industries can be strong and competitive, they need to be able to access resources and reach export markets. This is a benefit to all Albertans. To do this relies on a strong infrastructure network which is funded partially through linear assessment dollars.

Third, forcing a redistribution of linear revenue could severely weaken the viability of rural municipalities and with it, compromise the supports they currently offer to the urban municipalities within their boundaries. As identified in our survey, there is a considerable effort to support small urban municipalities in the province and it would be very negative if this level of collaboration was compromised.

SLIDE 15: LINEAR ASSESSMENT CONSIDERATIONS

Fourth, there are only a small number of our rural municipalities that generate significant revenues from linear assessment and these are outliers. In the same vein, there are also wealthy urban municipalities that are also outliers. We need to make sure decisions are not being made for all municipalities based on these outliers and that we consider the average rural municipality that receives only modest revenues from linear. We ask that you also keep in mind the relative expenses that come along with that revenue.

Fifth, another dynamic that rural municipalities are faced with is dissolutions and it is a specific concerns for many of our members, especially those with many small villages within their boundaries. When a small urban municipalities dissolve, it is the rural municipality that must manage and carry the urban municipality's infrastructure deficit despite the rural municipality

having no say in the decisions of the dissolved municipality prior to dissolution.

Sixth, the low price of oil and reduced drilling activity has had an obvious negative impact on the provincial economy, but is also expected to reduce linear assessments this year by about 5%. It is important to remember that linear and other industrial taxes are a volatile revenue source. Additionally, like all taxes on natural resources, linear is a depleting revenue source that only exists while energy resources are being extracted. This is not a permanent source of revenue over the long term.

Seventh, we want to emphasize that all municipalities are in unique circumstances and not all have the equal ability to pay. While some of our members are in a healthy financial state, some of our members are struggling. Further, some of our members have one (1) or two (2) small urbans within their boundaries while

others have eight (8) or nine (9). This diversity creates unique challenges and a 'one-size-fits-all' approach may not be appropriate.

SLIDE 16: LINEAR ASSESSMENT CONSIDERATIONS

Eighth, in addition, because linear tax affects the equalized assessment, it affects the education property tax requisitions that rural municipalities have to make. This means that rural municipalities are paying a greater share of the education property tax on a per capita basis.

Ninth, we need to also think that this is not just a linear issue.

There are a wide range of municipal issues to be discussed and we think that enhanced planning and collaboration can resolve many of the concerns that is driving this conversation.

Tenth, as I've pointed out previously, per capita measures do not translate well between rural and urban communities and a per-capita redistribution model would be devastating for rural municipalities.

SLIDE 18: LINEAR ASSESSMENT RECOMMENDATIONS

To wrap up here, we do have some recommendations here and they speak broadly to the wide range of issues I have talked on.

We hope that you take a holistic approach to this issue and consider the wide ranging implications that redistributing this revenue could have. How will it impact rural infrastructure and the industries this supports? How will it impact the ability of rural municipalities to share with their urban neighbors on existing projects?

We also believe that local decision making and autonomy is the foundation of local governance, but it is also important to work together with our regional partners to meet common challenges.

We encourage our members and all of you here today to talk regularly with your municipal neighbors to find ways to work together and develop innovative projects that boost the levels of service to our residents but also save costs in the long-term.

To conclude, we want to reemphasize the importance of maintaining traceability for our tax payers. When revenue is pooled, there is a broken connection between those who pay for infrastructure and services, and those who benefit from it.

SLIDE 19: CONCLUSION

To conclude, I am thankful for the opportunity to speak with you today and appreciate your time. We think this is a valuable process for your association but we also recognize that this could have negative implications for our members. We hope that we have shared with you some information that will inform your discussion today and we want to emphasize that we will continue to encourage regional collaboration among our members because it ensures that municipalities – both rural and urban – can best serve our residents and use their tax dollars efficiently. Added to that is the importance of the AAMDC and the AUMA to work together to meet the financial challenges faced by all municipalities in the province.

Thank you and if you have any questions, please do not hesitate to contact us.

END

2016 Linear Tax Symposium

January 15 – Calgary, January 27 - Nisku



WE ARE
economies
OF SCALE

WE ARE THE
support
YOU NEED

WE ARE THE
experts
IN MUNICIPALITIES

WE ARE YOUR
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Linear Tax Symposium

The issue:



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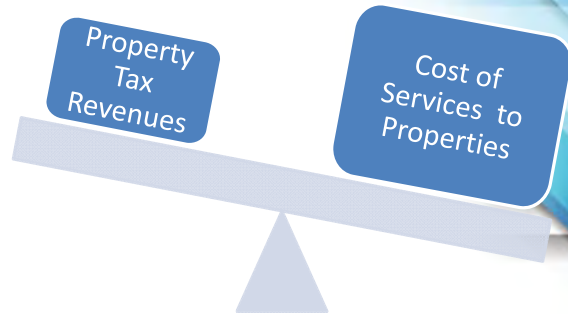
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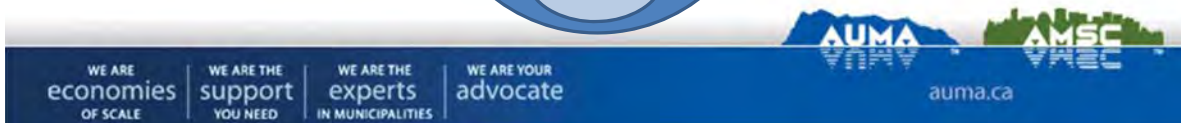
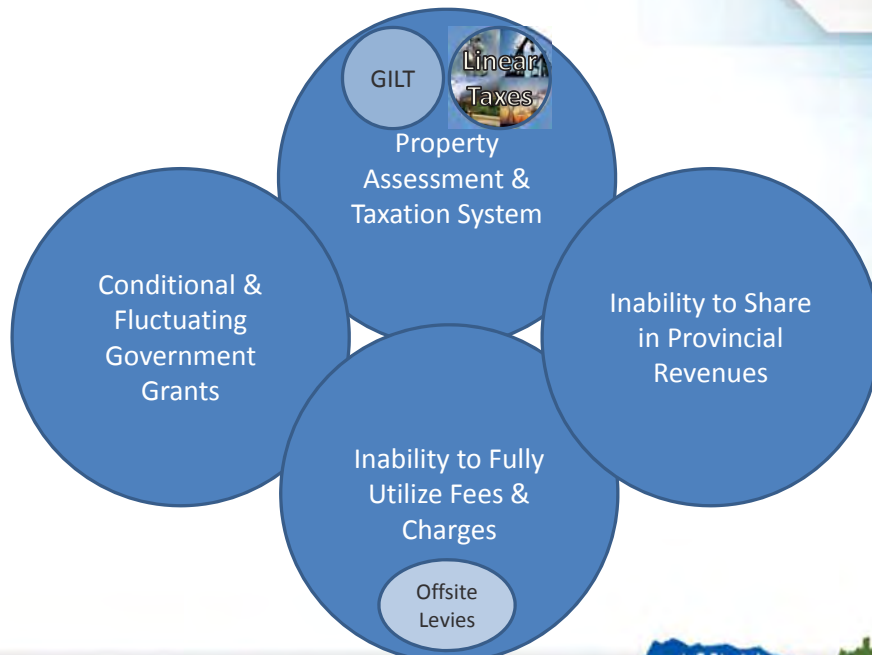
Linear Tax Symposium

It's part of a larger issue.



Linear Tax Symposium

That's connected to problems in municipal funding.



Let's start solutions ...



NDP commitment:

Strong families, strong communities, healthy environment.

Action on the environment:

- (5.9) We will establish a green retrofitting loan program that will assist Alberta families, farms and small businesses to reduce their energy usage affordably, which will reduce environmental impacts and create jobs in the construction industry.
- (5.10) We will phase out coal-fired electricity generation to reduce smog and greenhouse gas emissions and expand cleaner, greener sources, including wind and solar and more industrial co-generation in the oil sands, all of which will improve both the environment and the health of Albertans.
- (5.11) We will end the PCs' costly and ineffective Carbon Capture and Storage experiment and reinvest the 2015/16 component of this project into construction of public transit, which will help reduce families' transportation costs and reduce greenhouse gases and other air pollutants.
- (5.12) We will strengthen environmental standards, inspection, monitoring and enforcement to protect Alberta's water, land and air. We will build standards based on independent science and international best practices, designed transparently in careful consultation with Albertans.
- (5.13) We will take leadership on the issue of climate change and make sure Alberta is part of crafting solutions with stakeholders, other provinces and the federal government. First steps will include an energy efficiency strategy and a renewable energy strategy.
- (5.14) We will ban gas drilling in urban areas.
- (5.15) And we will protect the Castle Wilderness Area.

Cities and towns:

- (5.16) We'll provide stable, predictable funding to both large and smaller municipalities and ensure they have resources they need to fulfil infrastructure priorities, such as transit. We will maintain the Municipal Sustainability Initiative.
- (5.17) We'll ensure rural communities have access to needed health care, education and infrastructure services. As part of this commitment, we will sit down with local government stakeholders to review the question of linear assessment.
- (5.18) We will work with bus companies to reinstate more bus services to rural communities to ensure greater transportation access.

(5.17) We'll ensure rural communities have access to needed health care, education and infrastructure services. As part of this commitment, we will sit down with local government stakeholders to review the question of linear assessment.

"It's grilled into [the PCs'] minds that they'll never lose, and that bothers me."

Fern Smith, Siksaika First Nation Farmer, The Globe and Mail (Nov 11), 2016

Linear Tax Symposium

To set context:

- Current state of linear taxes & what we heard during the MGA review (Municipal Affairs)
- Perspectives of property owners (CAPP)
- Views of Counties and Districts (AAMDC)

Alberta

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Linear Tax Symposium

Hearing your views:

Municipal Experiences

Defining Regional

Funding Arrangements (scope, formula)

Governance and Dispute Resolution

Next Steps

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Defining Regional

- existing approaches?
- could provincial electoral boundaries be used?
- linkages / changes required to IDPs?



How-Tos of a Regional System

- scope of infrastructure and services?
- capital and operating costs?
- funding formulas?



Governance and Dispute Resolution

- how ensure long term and stable?
- governance of services and facilities funded by this revenue?
- dispute resolution processes?



Next steps:



What We Heard
And Policy Positions

Submission to Municipal
Affairs and
Communication to
Members



Upcoming Events

Mayors' Caucus and Provincial Leaders' Breakfast – March 9-10 2016 Edmonton

- 2 days of programming for municipalities of all sizes
- Includes Provincial Leaders' Breakfast
- Updates from Ministers and Input on Policies and Programs: MGA Review, GILT, climate change, asset management, policing and emergency services, economic development, transportation, supports for Syrian refugees
- Member RFDs
- Fee \$75
- Registration www.auma.ca

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Upcoming Events

June Mayors' Caucuses in Olds

- June 15: population 2,500 and under
- June 16: population 10,000 and under
- June 17: population over 10,000
- Registration info: www.auma.ca



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Upcoming Events

Free Webinars for Members – Coming This Winter and Spring!

- Alberta Wetland Policy (February 24)
- Engaging Newcomers in Culture, Sports and Recreation (February 25)

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Linear Tax Symposium

Thank you!

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Speaking Notes
Linear Tax Symposium
January 27, 2016

INTRODUCTION (Slide 1)

- Good morning.
- On behalf of the AUMA Board, I am pleased to welcome you to the second of two symposiums we are hosting on linear tax revenue.
- We are delighted with the turnout – it's an indication of the strong interest that our members have in ensuring appropriate approaches to intermunicipal funding arrangements and the growing importance of regional approaches.
- When we started to plan these symposiums, we had intended to follow our usual approach of having several sessions across the province so that we could make them as accessible to you as possible, particularly those of you from the northern and southern parts of the province.
- As some of our guest speakers were unable to attend all of the intended sessions or travel to the locations we had originally envisioned, we had to adjust our approach which resulted in holding one session in Calgary earlier this month and today's session in the Edmonton area.
- We appreciate this was a bit of a compromise for our members as well as our guests.
- But I'm sure you'll find that the presentations from our guests are well worth the adjustment to our approach and we are very glad that they could join us today.
- Before introducing our guests, I'm going to take a few minutes to explain the purpose of this symposium.
- (Slide 2) Linear taxes are a subject that sparks much debate and some very strong opinions amongst municipalities themselves as well as with the property owners who pay these taxes.
- (Slide 3) Linear taxes are just one component of Alberta's property assessment and taxation system that needs a complete modernization as the responsibility and cost of providing municipal services and supports to the properties and the owners of the properties are not aligned with the property tax revenue stream.

- AUMA's submission to the MGA review identified nearly 50 important changes that should be made to this system based on resolutions and other recommendations from members.
- Most recently we added a new resolution calling for grants in lieu of taxes to be legislated so that they could not be unexpectedly discontinued as we are now experiencing with social housing.
- In terms of linear taxes, AUMA's submission outlined the need for them to be shared regionally so that service responsibility and revenue could be aligned.
- (Slide 4) Property taxes are just one of the many challenges that we need to address in the overall municipal funding model.
- As you can see on this slide, our MGA submission identified a number of other key changes such as calling for a share of provincial revenue, broadening the ability for municipalities to levy fees and charges and replacing conditional grants with statutory and indexed grants.
- So there is no one silver bullet or magic fix to the funding model.
- (Slide 5) But we need to start solutions somewhere and that's what today's symposium is all about.
- (Slide 6) We were very pleased by the NDP government's election platform that committed to undertake a review of linear taxes.
- We are aware that our colleagues at AAMDC would prefer that funding arrangements be handled through cost sharing arrangements.
- However, many of you tell us that cost sharing agreements cannot be struck with your neighboring municipalities despite many years of trying.
- Others mention that you had a cost sharing agreement but it was unexpectedly ended, leaving your municipality in a real financial predicament.
- Those of you that still have a cost sharing agreement say that it is difficult to understand the relationship between the use of your infrastructure and services and the funding amount provided by the neighboring municipality.
- Regardless of whether you have a cost sharing agreement or not, there is a strong sentiment that funding arrangements should be objective, equitable and stable, while accommodating regionalization.

- Many members say it isn't appropriate to have to plead with your neighbors for funding or that funding should be so dependent on relationships.
- While some good progress has been made with cost sharing, when you take out the regional commissions and compare the total number of municipalities with the number of cost sharing agreements, it's very clear that we have a long ways to go.
- For example, 75 per cent of the cost sharing comes from only 41 per cent of the municipalities.
- This illustrates the dilemma that those of you without a cost sharing agreement experience as many areas are completely lacking a funding arrangement.
- So today's session is an opportunity to discuss the specific changes you are looking for.

OVERVIEW OF THE DAY

- (Slide 7) Let me explain how today's session will unfold.
- Given that there is a lot of confusion about how linear taxes are handled, we have a panel of presenters to help us set some context for our discussion.
- We'll begin by hearing from Municipal Affairs how linear taxes are defined and assessed as well as some stats and facts about them.
- Municipal Affairs will also highlight what they heard about these taxes from municipalities and property owners during the recent MGA review.
- Then you'll hear the perspectives of the property owners through some remarks from the Canadian Association of Petroleum Producers.
- We've also invited AAMDC to share the views of the counties and districts who currently receive the majority of the linear tax revenue.
- We'll have time for a few questions of this panel before we move on to hearing from you as our members.
- (Slide 8) We'll take a brief stretch break as our presenters depart and then we'll move into our discussions with you as our members.

- Knowing opinions are diverse, we invited four municipalities to briefly share their experiences with linear taxes or cost sharing agreements.
- We then have three working sessions where we will break into groups and pose questions for your input.
- I have no doubt these discussions will be diverse.
- We'll conclude by talking about our next steps that will take us to our overall goal of submitting our recommended approaches to the Minister of Municipal Affairs by her requested deadline of mid-February.
- This timing is critical as you'll recall that the Minister committed to finalize decisions on the associated MGA amendments and table the Bill in spring 2016.

GUEST PANEL

- To set some context for our discussions and to get a sense of the diverse perspectives, let's hear from our guest panel.
- Each speaker has about 10 minutes to share their views.
- Once all speakers are finished, we'll have a few minutes for questions.
- Our first speaker is Meryl Whittaker who is the Assistant Deputy Minister from Municipal Affairs who oversees municipal assessment.

...

- I'm pleased to welcome Chris Montgomery from the Canadian Association of Petroleum Producers or CAPP as we know them well.
- CAPP was an active participant on the MGA municipal-business working group and we appreciate that they are sharing views from the perspective of property owners.

...

- Many of you know our next speaker very well.
- We appreciate that Al Kemmere is taking time to share the views of the counties and districts that AAMDC represents.

- Joining him is Executive Director Gerald Rhodes.
- Al, over to you.

...

- These presentations have been very helpful in understanding the context in which our conversations need to occur.
- Thank you once again to our presenters for taking time to meet with us today.
- As our presenters depart, we'll take a few minutes to refresh your coffee.
- We'll start again in 5 minutes and I'll ask our speakers from Edson, Fairview, Strathcona County and Trochu to come to the front during the break.

MUNICIPAL PERSPECTIVES (Slide 5)

- Welcome back.
- When I met with the Minister recently, she expressed concern that she was hearing some mixed messages from within the urban municipal group.
- While that's not surprising given the alternative of cost sharing is often about personal relationships and history that is deeply vested, it is critical that we build consensus so we can come to some definitive conclusions.
- We've been doing a lot of consensus building throughout the MGA process, resolving a number of other complex issues.
- We must take action to build consensus on this issue because if we don't, it is possible that the province will do nothing.
- Another possibility is that the province will make a decision based on not having the complete picture.
- Both possibilities are dangerous and will greatly put our municipalities at risk.
- The good news is that we have a good process to resolve this.

- It's one that we've been using throughout the MGA review process as we worked through other complex issues.
- It starts with hearing from our members about what they need and that's why you are all here today.
- All along we've said one size won't always work so we need to clarify what should be standard and what needs to be tailored.
- Let me introduce our panel of municipal leaders who collectively will share their very diverse experiences.
- In order of speaking, we have:
 - Mayor Greg Pasychny from Edson
 - Mayor Roxanne Carr from Strathcona County
 - Mayor Barry Kletke from Trochu
 - Councillor Dennis Radbourne from Fairview
- Each speaker will have five minutes to share their views.

DISCUSSION GROUPS

- All right let's move into our 3 discussion groups.
- I know that some of you are here with your colleagues from Council so I'm going to suggest that you spread yourself out so you can sit with people from other municipalities.
- We have 3 key topics we'll be going through today. One will be before lunch and two after.
- I'll turn things over to Board Member Jim Stevenson, Councillor from the City of Calgary, to explain the first exercise.

(Slides 9-11)

CONCLUDING REMARKS (Slide 12)

- Thank you for a day of great discussion.
- Let me explain our next steps.
- Staff will be putting together a summary of what we heard from you during our two symposiums as well as from our policy committees comprised of elected officials and administrators.
- We will also incorporate what we've heard from municipalities who sent us feedback.
- Our Board will review this input and finalize our policy positions over the next two weeks so we can meet the Minister's request to make our submission by mid-February.
- We will convey the results to you later that month and will also discuss at the March Mayors Caucus.
- (Slide 13) In case you haven't heard about the Mayors Caucus, here's a reminder of the dates in Edmonton.
- Similar to prior years, we have a breakfast with the provincial leadership which includes the Premier, Cabinet and all MLAs.
- (Slide 14) And just a reminder of some other upcoming AUMA events that you may want to attend such as our June Mayors Caucus in Olds which runs from June 15-17 according to size of municipality.
- (Slide 15) Don't forget to stay tuned to our Digest newsletter for information on upcoming webinars and events.
- Thank you again for your attendance today.
- We look forward to seeing you in March!

CAPP Perspectives on Linear Assessment

Presentation to the AUMA Linear Symposium

Ben Brunnen
January 15, 2016

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1

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- **About CAPP**
- **Economic Context**
- **Municipal Policy Perspectives**
- **CAPP Perspectives on Linear Assessment**

2

About CAPP and Canada's Oil and Gas Industry

- Large and small producer companies and associate members
- Represent 90% of Canada's natural gas and crude production
- Largest private sector investor in Canada (\$48 billion estimated in 2015)
- Annual government revenues average \$17 billion
- Employ approx. 450,000 in Canada (direct & indirect)
- Canada is the 5th largest producer of natural gas globally
- Canada is the 5th largest producer of crude oil globally

3

CAPP

Economic Context

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4

Industry Contribution to Alberta Economy:

BENEFITS TO ALBERTANS

THE OIL AND NATURAL GAS INDUSTRY IS A SIGNIFICANT CONTRIBUTOR TO THE ALBERTA ECONOMY



\$10.7 BILLION
IN ROYALTIES, LAND SALES, CORPORATE AND MUNICIPAL TAX AND CARBON LEVY



20,000
ALBERTA COMPANIES HAVE DIRECT BUSINESS WITH THE OIL AND NATURAL GAS INDUSTRY



375,000
DIRECT AND INDIRECT OIL AND NATURAL GAS JOBS ACROSS ALBERTA



Source: Statistics Canada & CAPP 2015

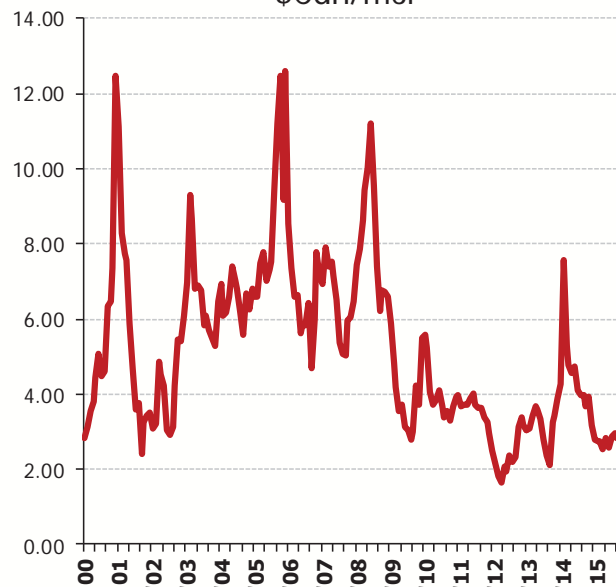
- Contributed 28% of provincial GDP in 2015 and one in 5 jobs
- Down from 40% of provincial GDP in 2014 and one in 4 jobs

Prices have declined substantially since 2014

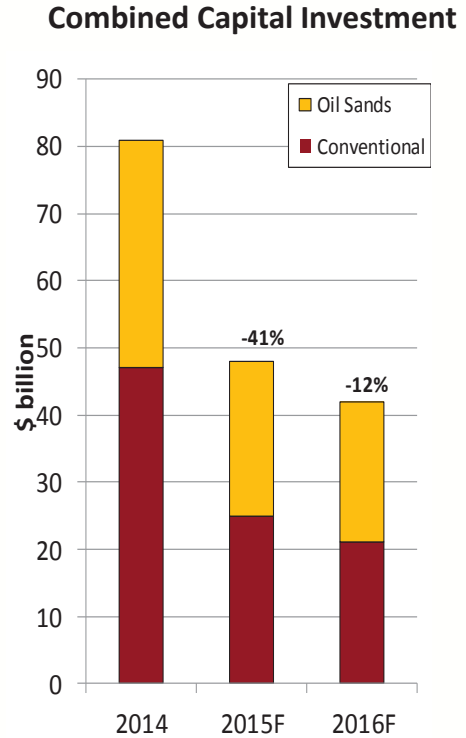
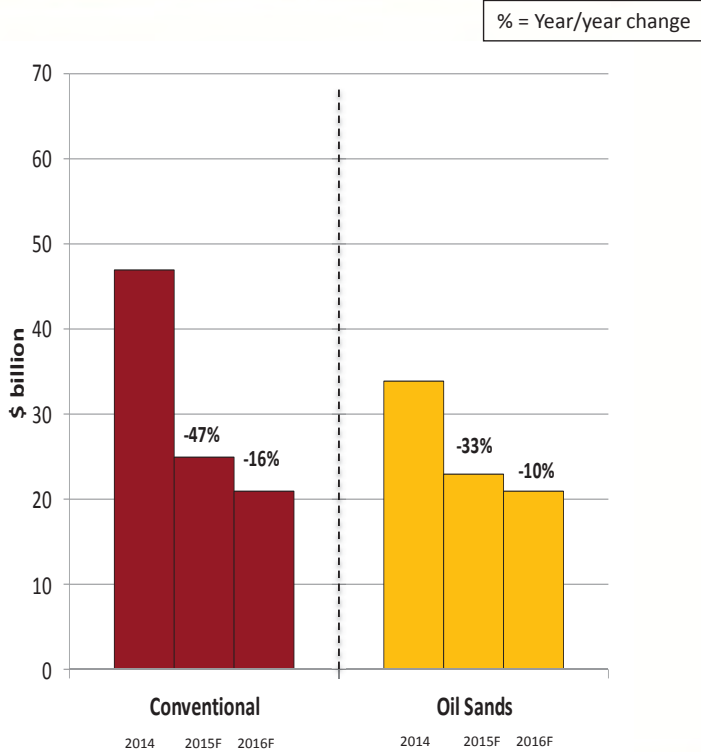
Crude Oil Prices
(WTI NYMEX)
\$US per barrel



Natural Gas Prices
(AECO Daily Spot Price)
\$Cdn/mcf



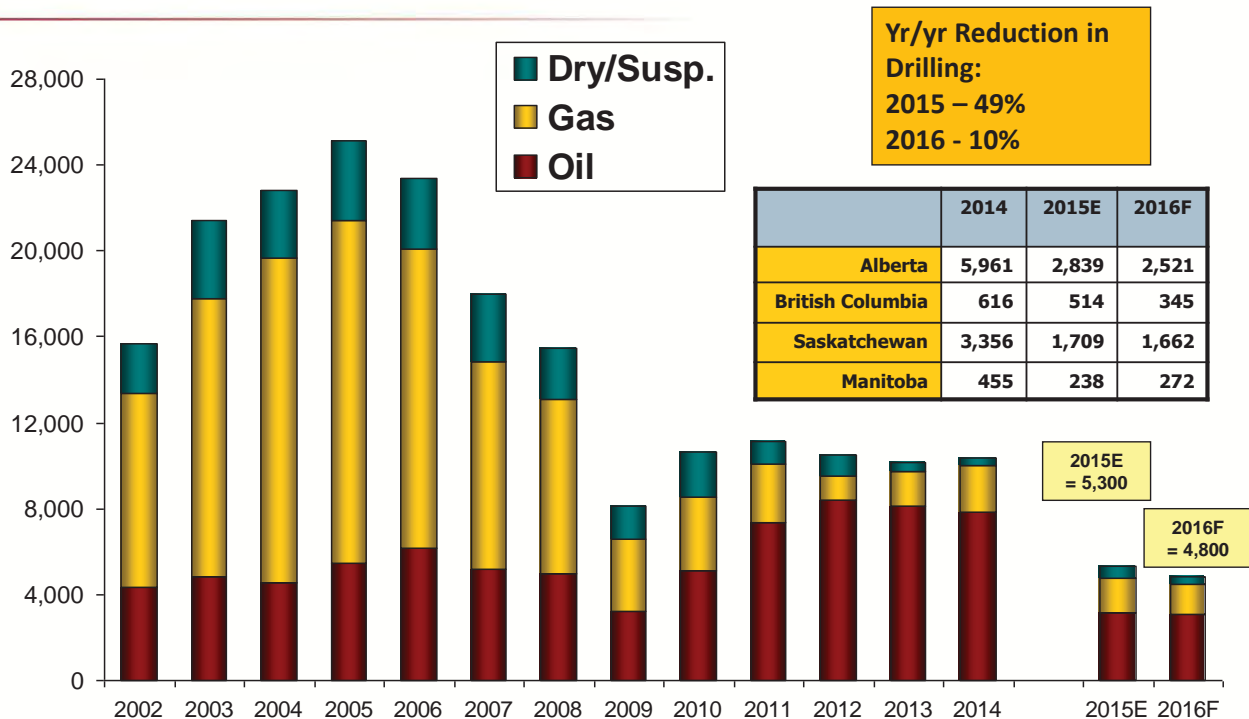
Investment has declined by 48 per cent since 2014



7



Declining Investment is Reflected in Declining Wells Drilled

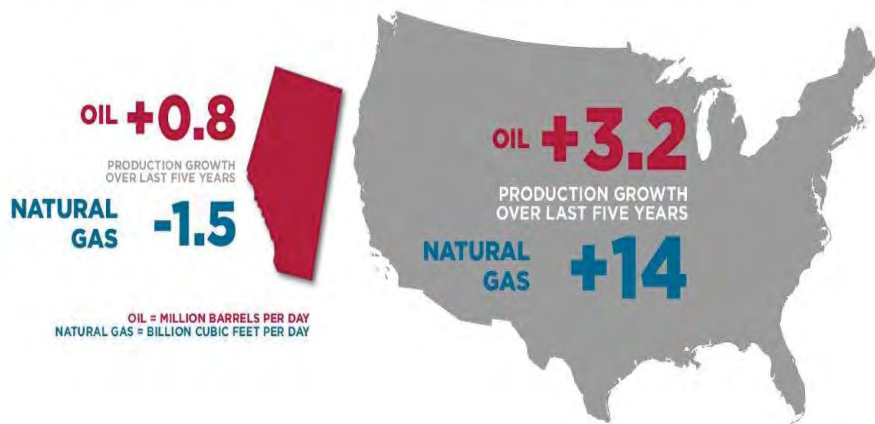


Source – CAPP. Based on Rig Release
E=estimate; F=forecast



Economic Context: Our biggest client is our biggest competitor

COMPETING WITH OUR BIGGEST CUSTOMER



The U.S. is now the fastest growing oil producer in the world. Considering this significant change in the oil and gas market, the royalty regime must be competitive to keep the industry generating jobs and government revenues for Albertans.

SOURCE: CAPP and U.S. Department of Energy



Challenging Policy Environment

Alberta Government Policy Impacts

| Policy | Impact |
|--|--|
| 20% corporate income tax rate increase | <ul style="list-style-type: none"> \$185 million annual increase to oil and gas Balance sheet impairments \$2.6 billion (financial capacity) |
| Specified Gas Emitters Regulation (June 2015) | <ul style="list-style-type: none"> \$600 million over two years |
| Climate Leadership Plan <ul style="list-style-type: none"> \$30 tonne economy-wide carbon price Oil sands 100 MT emissions limit New large emitter performance standard Methane reduction requirements | <ul style="list-style-type: none"> \$3 billion economy-wide revenues Potential reduced asset valuations More stringent performance standard Incremental regulatory and retrofit cost |
| Property taxes in rural and specialized municipalities with oil and gas | <ul style="list-style-type: none"> \$60 million annual tax increase \$1.1 billion total taxes paid in 2014 |
| Royalty review | <ul style="list-style-type: none"> Forthcoming and potentially significant |

Alberta Economy Worsening Across Many Indicators

| Indicator | Value in 2015 | 2014-15 Change | 2014-15 % Change |
|-----------------------|-----------------|------------------|------------------|
| Employment | 2,285,600 | -6,200 | -0.3% |
| Unemployment Rate | 7.00% | 2.60% | 2.6% |
| EI Claimants | 49,080 | 24,590 | 100% |
| Retail sales | \$6,528,540,000 | -\$361,048,000 | -5.2% |
| Motor vehicle sales | \$1,600,849,000 | -\$139,714,000 | -8.0% |
| Average housing price | \$385,430 | -\$20,713 | -5.1% |
| Housing sales | 13,870 | -3,708 | -21.1% |
| Housing starts | 23,532 | -12,312 | -34.4% |
| Wholesale sales | \$6,782,989,000 | -\$1,142,695,000 | -14.4% |

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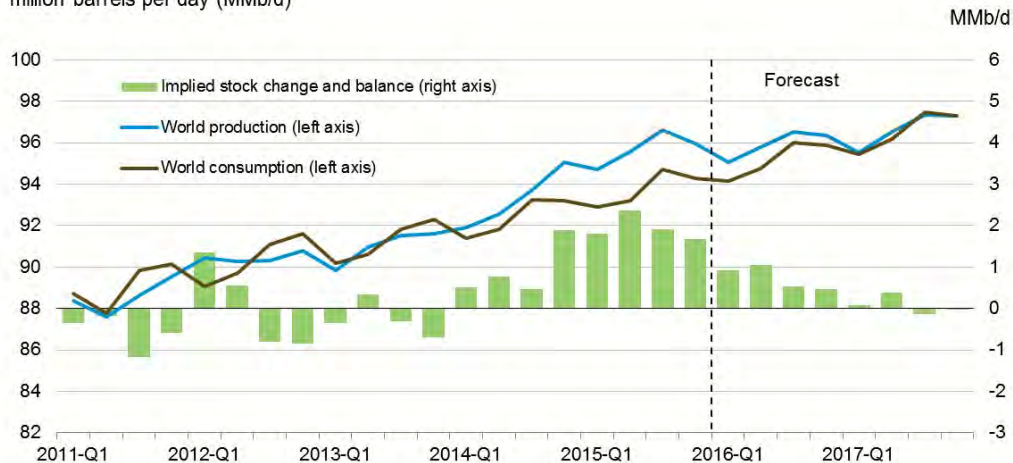


Economic Context: Oil Glut to Continue Through 2017

- **US Energy Information Administration anticipates production to exceed consumption till 2nd half of 2017.**

World Liquid Fuels Production and Consumption Balance

million barrels per day (MMb/d)



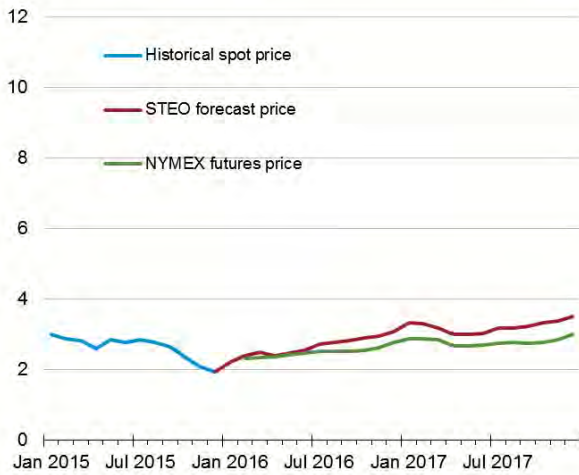
Source: Short-Term Energy Outlook, January 2016.

12



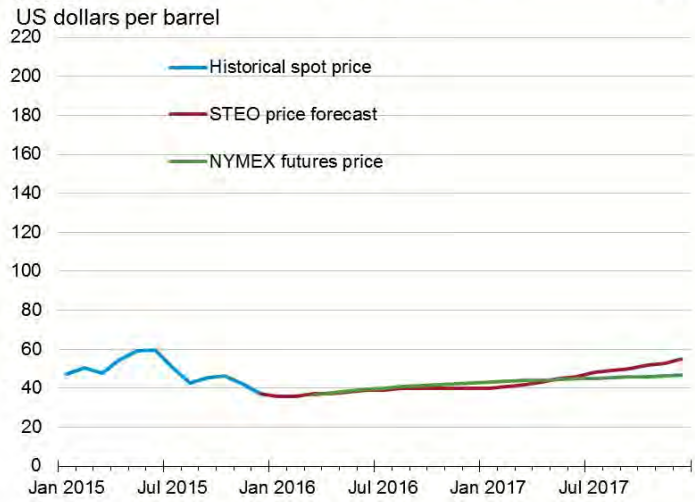
Economic Context: Prices Not Anticipated to Recover Quickly

Henry Hub Natural Gas Price
US dollars per million Btu



Source: Short-Term Energy Outlook, January 2016.

West Texas Intermediate (WTI) Crude Oil Price
US dollars per barrel



Source: Short-Term Energy Outlook, January 2016.

CAPP Municipal Policy Perspectives

CAPP Municipal Competitiveness Strategy

- **Founded on government commitment to review Alberta fiscal regime as part of 2010 competitiveness review**
- **Developed municipal webtool based on provincially published data**
- **Engaging municipal stakeholders in building relationships and support on key priorities**
- **Participating in *Municipal Government Act Review* process**

15



Oil & Gas a Significant Contributor to Linear Property Assessment in Alberta

| Distribution of Alberta Linear Assessment | | | | |
|---|----------------------|----------------------|---------------------------------|---------------------------------|
| | 2014 Tax Year (\$mm) | 2015 Tax Year (\$mm) | 2014 Share of Linear Assessment | 2015 Share of Linear Assessment |
| Wells | \$28,580 | \$30,088 | 38.20% | 38.46% |
| Pipeline-upstream (estimate) | \$18,246 | \$18,756 | 24.39% | 23.98% |
| Upstream Estimate* | \$46,826 | \$48,844 | 62.59% | 62.44% |
| Pipeline-midstream (estimate) | \$13,765 | \$14,149 | 18.40% | 18.09% |
| Electric Power Systems | \$6,045 | \$6,716 | 8.08% | 8.59% |
| Electric Power Generation | \$5,960 | \$6,271 | 7.97% | 8.02% |
| Telecommunications Systems | \$1,881 | \$1,908 | 2.51% | 2.44% |
| Cable Distribution Systems | \$336 | \$337 | 0.45% | 0.43% |
| Total | \$74,813 | \$78,225 | 100.00% | 100.00% |

*This is only linear assessment, does not capture any M&E, land, or other non-residential building and structures associated with the linear assessment, nor does it count head office non-residential assessment.

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CAPP Perspectives on Linear Assessment

- **CAPP supports a municipal governance framework based on the following principles:**
 - Equity in the distribution of costs and benefits
 - Accountability to constituents and ratepayers
 - Necessity and Efficiency in service provision and delivery
 - Enhancing economic competitiveness
- **The discussion of the distribution of the linear assessment base is, in essence, about the equitable distribution of costs and benefits within municipal regions**

CAPP Perspectives on Linear Assessment

- Rather than focusing on the distribution of the linear assessment base within municipalities, **CAPP recommends:**
 - Establish equitable cost sharing arrangements among municipalities in situations where costs and assessment bases do not align,
 - Engage all appropriate urban and rural municipalities in the planning of these services,
 - Not increase the overall tax burden to industry
- We further recommend supporting municipal benchmarking initiatives to identify and implement program efficiencies to financially position municipalities more sustainably over the long-term.

Discussion

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Revenue Sharing: Town of Edson and Yellowhead County

Mayor Greg Pasychny
Town of Edson
January 27, 2016



Yellowhead County vs. Town of Edson

| | Yellowhead County | Town of Edson |
|---|--|---|
| Population | 10,469 (2011 Census) | 8,475 (2011 Census) |
| Size (KM ²) | 22,296 KM ² | 29.58 KM ² |
| Number of County Dwellings within an 8 mile Radius of Edson | 1,337 (approximately 2.6 people per dwelling= 3,476 people) | |
| Mill Rates | Residential: Municipal: 2.4585 Total: 5.1983 Non-Residential Municipal: 6.3658 Total: 10.0216 (2015 rates) | Residential: Municipal: 5.2626 Total: 7.92 Non-Residential Municipal: 14.6049 Total: 18.26 (2015 rates) |
| MSI (Total Funding) | \$4,043,204 | \$1,491,458 |



Yellowhead County vs. Town of Edson

| | Yellowhead County | Town of Edson |
|-----------------------------|---|--|
| Equalized Assessment Report | 2015 Total: \$9,051,302,406 • \$4,582,302,220 (Linear) • \$1,309,525,656 (Residential) | 2015 Total: \$1,162,183,574 • \$26,011,270 (Linear) • \$816,852,592 (Residential) |
| | 2014 Total: \$8,481,321,389 • \$4,281,891,870 (Linear) • \$1,233,162,938 (Residential) | 2014 Total: \$1,081,488,075 • \$25,340,770 (Linear) • \$775,649,950 (Residential) |
| | 2013 Total: \$7,995,142,239 • \$3,933,886,120 (Linear) • \$1,192,330,890 (Residential) | 2013 Total: \$1,052,352,842 • \$24,272,510 (Linear) • \$756,000,030 (Residential) |

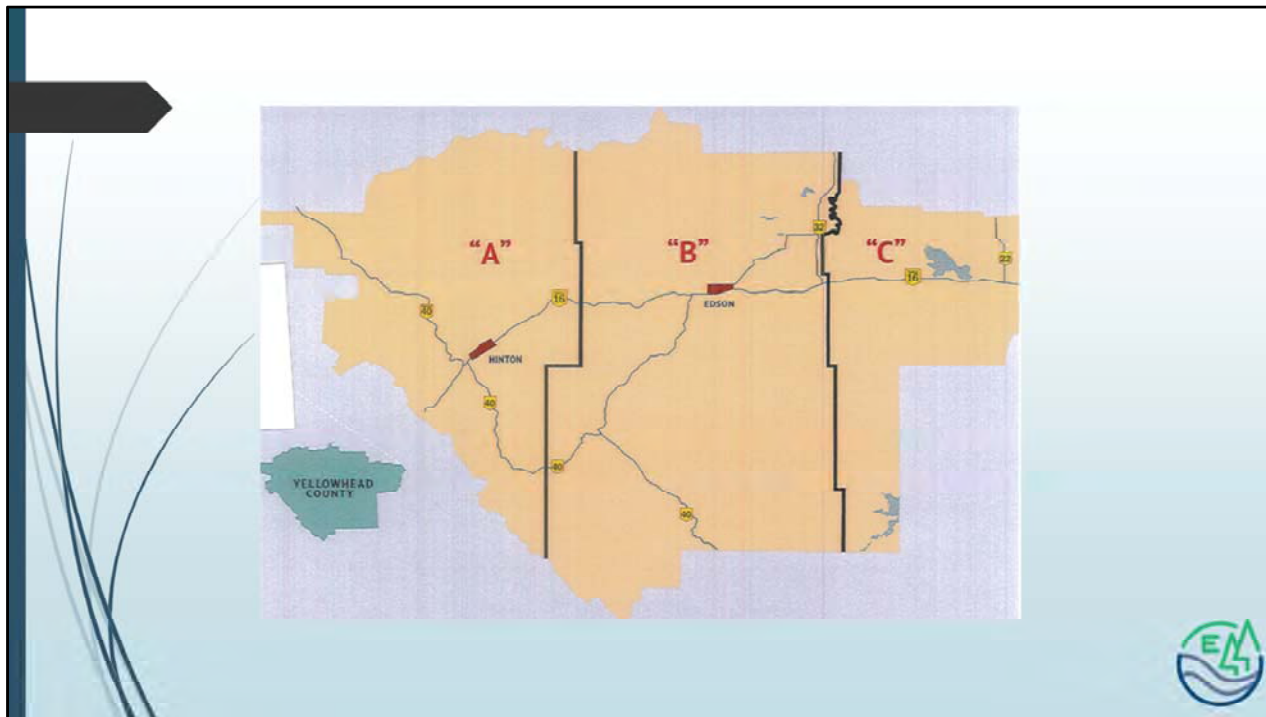




The Agreement: the upside.

- The original Revenue Sharing Agreement was signed on March 12, 2013, and set to expire on December 31, 2029.
- The amounts shared are based on a formula and region "B" on the map on the next slide. In 2014 this amount came to: \$4,840,228.15. In 2015 this amount came to: \$5,033,681.00.







The Agreement: the downside.

- The “Good Neighbour” clause: : “...the Town will recognize and reciprocate the good will/good faith principle of this agreement...” and “...the Town and the County will endeavour to reciprocate this good will/good faith principle in its mutual business on other agreements and or initiatives”.
- What happens if...





The Agreement: the downside.

- The arbitration clause: "If a dispute arises between the parties to this agreement regarding the interpretation or implementation of this agreement...the parties shall attempt to resolve the dispute within 30 days of the delivery of notice, by negotiation. If no resolution is achieved, it will be deemed as though notice was given per the provisions of Clause 6". (Clause 6 is the termination Clause).





Termination of Agreement

- ▶ In September 2015, the County terminated the original agreement.
- ▶ However, undercover of the same letter was a new agreement, with amendments.





The New Agreement: the changes.

- The "Recognition" clause.
- Funding Community Groups.
- County residents/businesses/industry access to Town programs, services, facilities and utilities.
- In October 2015, the Town asked for some clarification and definitions.



The New Agreement: the changes.

(Continued)

- The Arbitration clause stayed the same.
 - In October 2015, the Town asked for a new Arbitration clause; one that would mirror the clause provided by the Town to the County in the Facilities Cost Sharing Agreement. The clause requested would allow for any disputes to be solved by an Arbitrator registered with the Association of the Arbitrators and Mediators of Alberta. The County declined to amend the arbitration clause.





Alberta Municipal Affairs

**Alberta Urban Municipalities Association
Linear Property Tax Symposium
January 15, 2016 - Calgary
January 27, 2016 - Nisku**



Presenter

Meryl Whittaker

Assistant Deputy Minister

Municipal Assessment and Grants

Linear Property Overview



Pipelines (PL)



Gas Distribution (GDP)



Wells (WL)



Telecommunication (TEL) &
Cable Distribution
Undertakings (CBL)

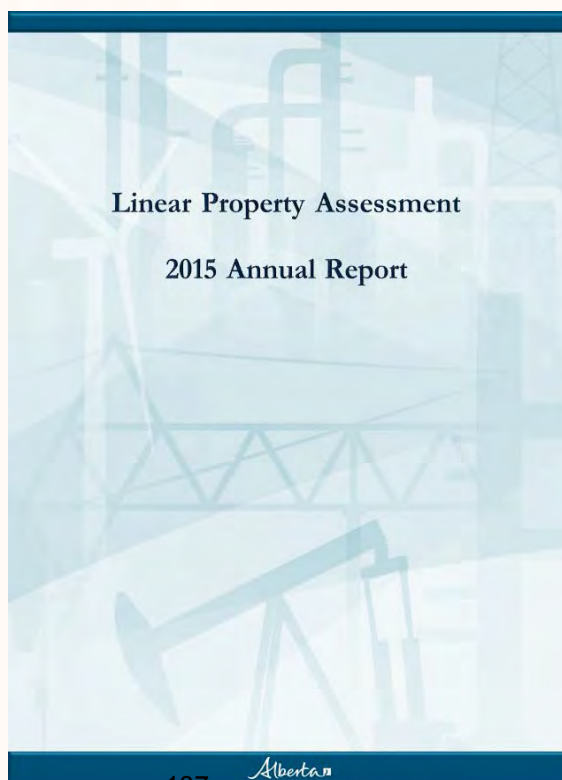


Electric Power Systems
(ELE)



Electric Power
Generation
(EPG)

Linear Property Assessment – Annual Report



Municipal Budgets and Tax Rates

- ▶ Annually, Councils calculate revenue required to cover their budgeted expenses, and other sources of revenue are removed, such as grants and building permits
- ▶ The remaining amount of revenue required will be raised through property taxes, and tax rates are determined
- ▶ The total assessment value is divided into the revenue required to create the tax rate for each property class as approved by Council
- ▶ The differences in the tax rate per class is determined by Council

Alberta
100 YEARS

2015 Provincial Linear Property Facts

In the Municipalities of Alberta:

- ▶ 690+ companies have approximately 414,000 kms of taxable pipeline
 - There are 384,000 kms between the Earth and the Moon
- ▶ The largest diameter of pipeline is 152.4 cm or 60 inches (5 feet)
- ▶ 720+ companies operate approximately 260,000 taxable wells
- ▶ The largest well depth assessed is 6.6 km

Alberta
100 YEARS

2015 Provincial Linear Property Facts

In the Municipalities of Alberta:

- ▶ 9 Electric Companies have over 21,000 kms of transmission lines
- ▶ 72 Electric Power Generation Companies have 160 sites over 15 GigaWatts of electricity
- ▶ 7 companies have over 1800 cellular tower sites

Alberta
2015-2016

Municipal Affairs Responsibilities

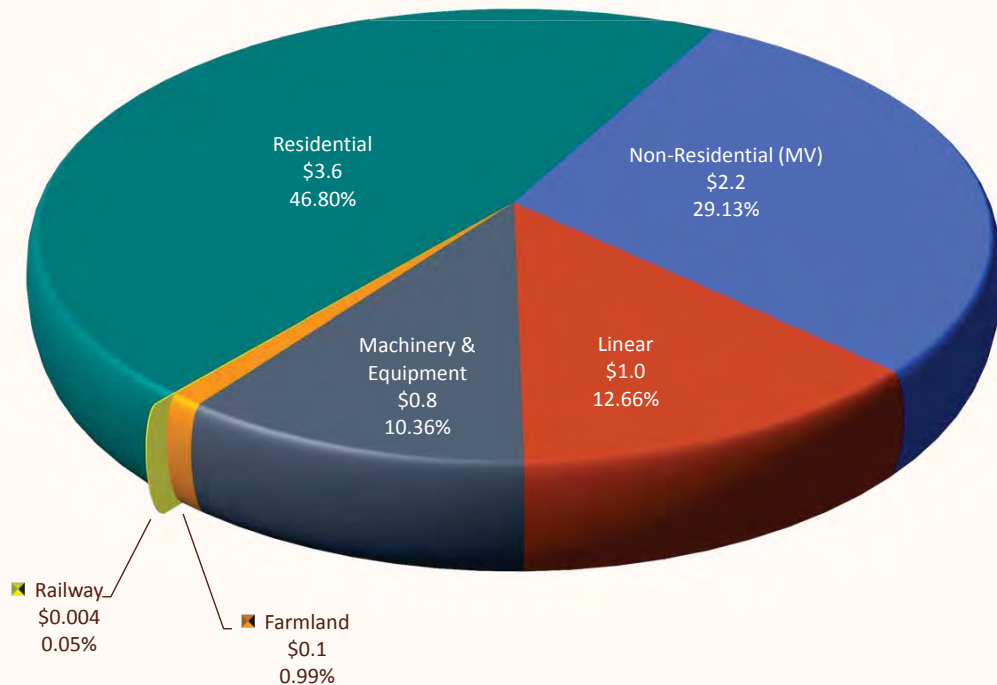
- ▶ Prepare and provide the Linear Property Assessment Roll and Notice
- ▶ Work with all stakeholders and ensure correct data is collected and they have access to information
- ▶ Respond to the linear property assessment inquiries, complaints, and appeals
- ▶ These services are provided on a full cost-recovery basis
 - Municipalities are invoiced based on a percentage of the municipalities' linear assessment
 - Municipalities then pay the Government of Alberta through the general revenue fund

Alberta
2015-2016

2013 Tax Year Property Taxes

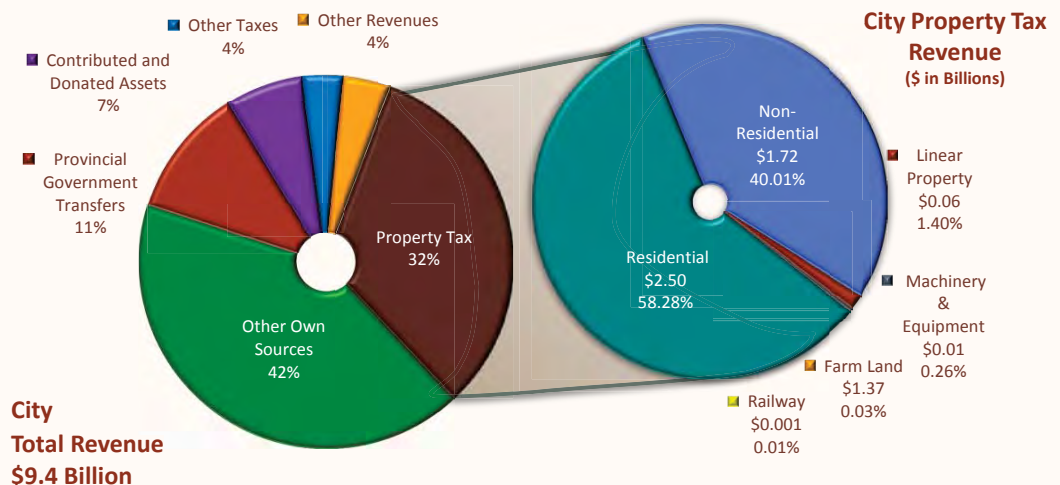
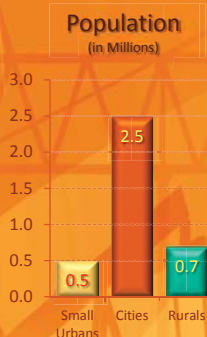
\$7.6 Billion

Property Tax value displayed in billions



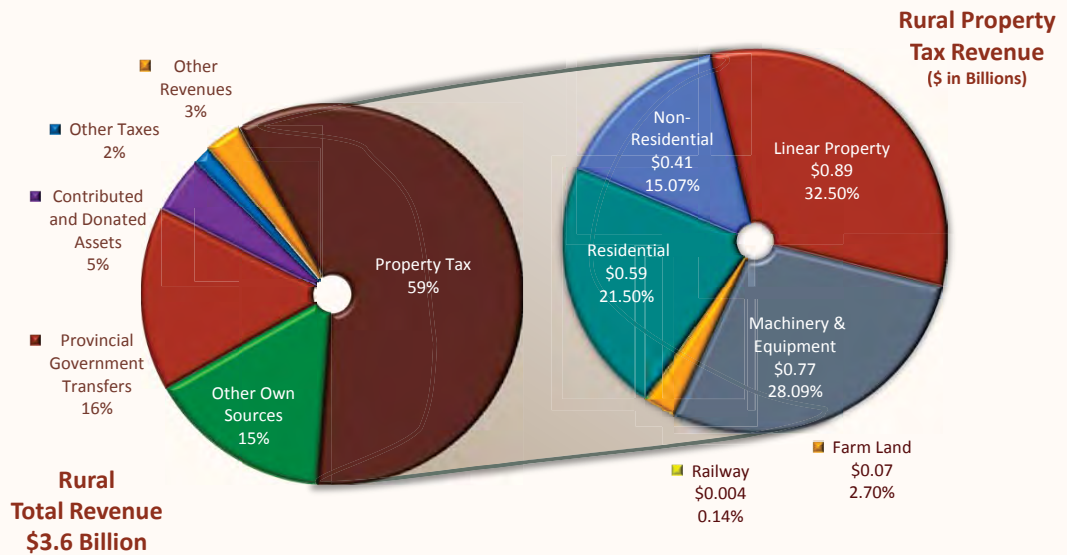
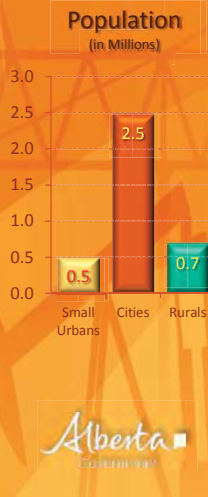
2013 Provincial Property Tax Revenue by Cities Category

- ▶ Cities in Alberta are large urban municipalities with over 10,000 people. There are currently 17 municipalities in Alberta that are classified as cities.
- ▶ A fairly even split between residential and commercial property tax revenue, when compared with other municipal types.



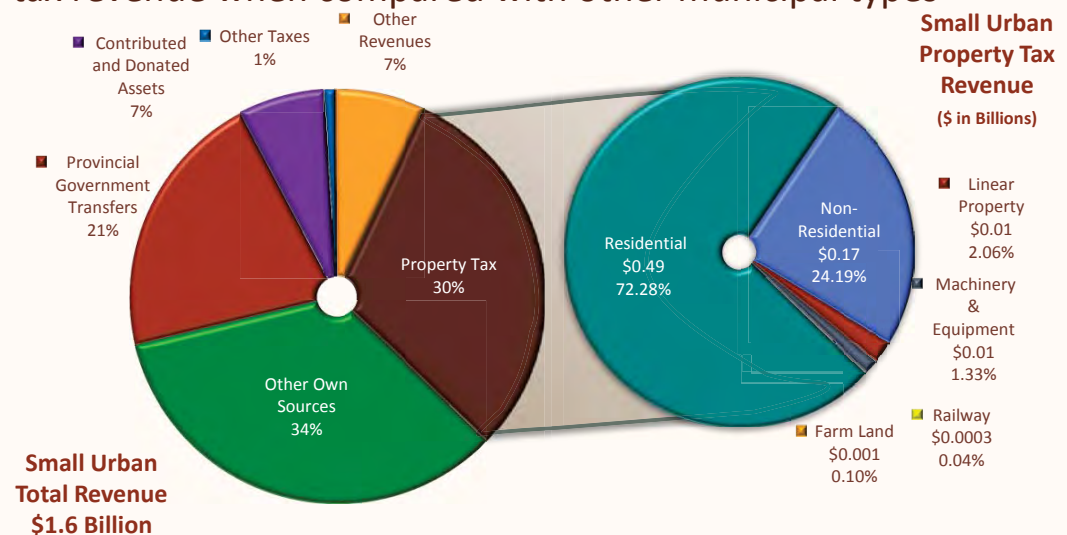
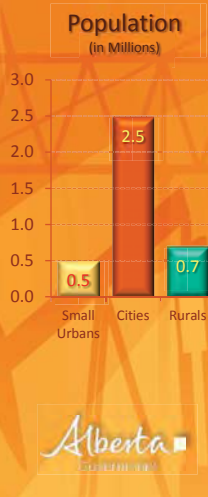
2013 Provincial Property Tax Revenue by Rural Category

- ▶ Rural municipalities in Alberta are Municipal Districts, Improvement Districts, Counties and Specialized Municipalities
- ▶ Rurals cover a very large geographic areas and some receive a large share of property tax revenue from linear property tax

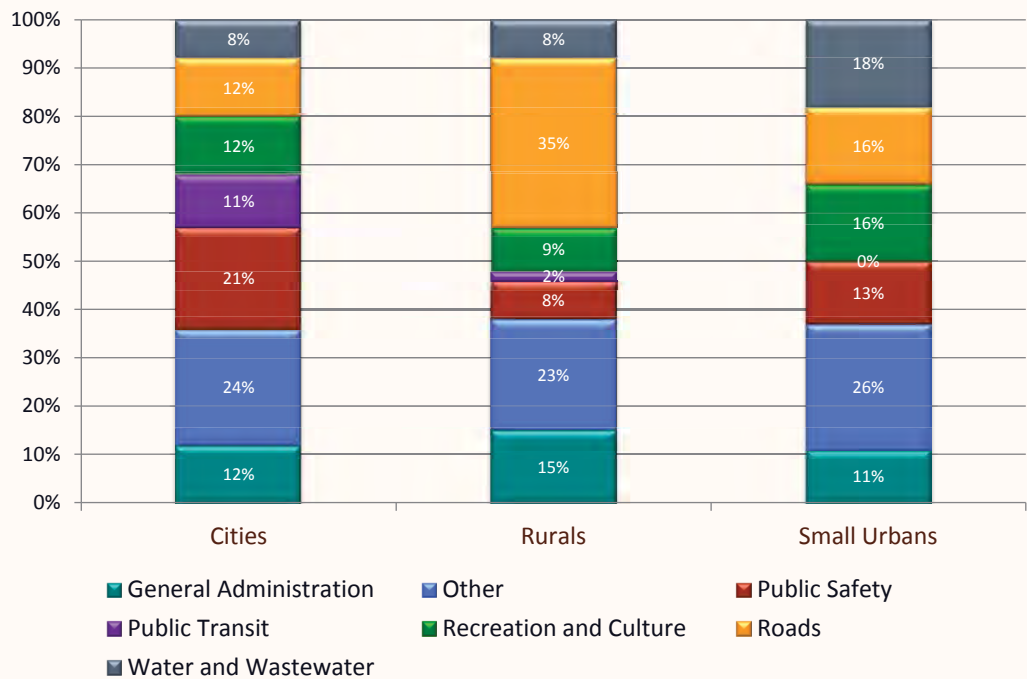


2013 Provincial Property Tax Revenue by Small Urban Category

- Small urban municipalities in Alberta are towns, villages and summer villages
- Often these urbans rely more heavily on residential property tax revenue when compared with other municipal types



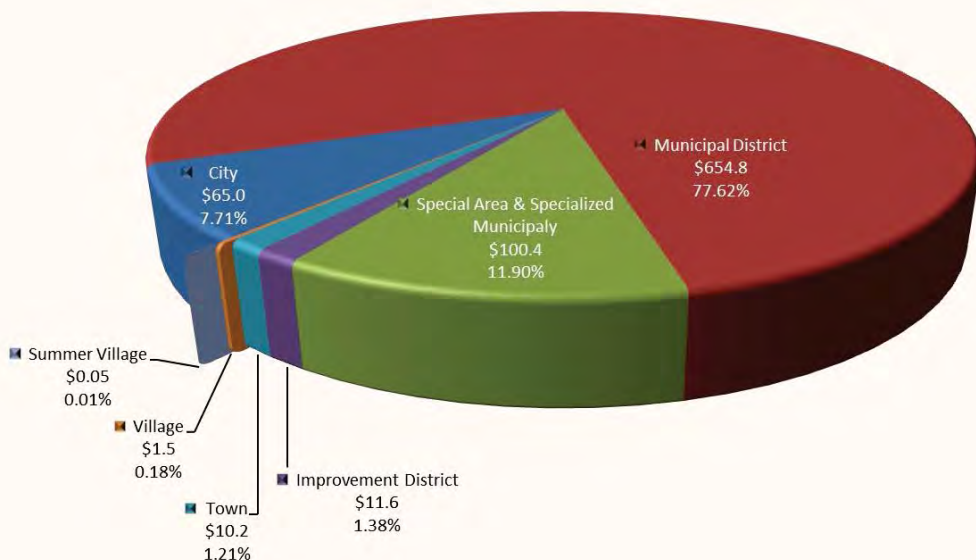
Municipalities Expenses - 2013



Linear Property Tax Distribution

2015 Tax Year Linear Property Tax Distribution by Municipal Type

\$843,604,260
(Chart \$ displayed in Millions)



Impact to Municipal Revenue Stream

- ▶ Impact to municipal revenue stream
 - Linear property tax revenue is relied upon by a number of municipalities to deliver basic services to citizens
 - Over 50% of total revenue for 22 municipalities
 - Over 54% revenue for Improvement Districts, Municipal Districts and Special Areas (most of the Rurals)

| Top 5 Impacted Municipalities | |
|-------------------------------|--|
| Municipality | Linear Property Revenue as % of Total Revenue Lost if Linear removed |
| RANCHLAND NO. 66, M.D. OF | 65.35% |
| SPECIAL AREAS BOARD | 63.78% |
| BRAZEAU COUNTY | 63.41% |
| OPPORTUNITY NO. 17, M.D. OF | 61.21% |
| YELLOWHEAD COUNTY | 61.04% |

MGA Review – What we heard

- **Public Engagement Phase**
- **Key Stakeholder Focus Groups**
- **Differing views on distribution of linear property tax revenue**
 - Status quo
 - Revenue or cost sharing
 - Intermunicipal basis versus province-wide basis
 - Voluntary versus mandatory

Going Forward

- **Bill 20 passed on March 24, 2015**
- **Spring 2016**
- **Spring - Summer 2016**
- **Fall 2016**
- **Fall 2017**

Alberta
1-800-962-0000

QUESTIONS



Alberta
1-800-962-0000

AUMA Symposium – January 27, 2016
Linear Assessment

- We can all agree: Linear assessment is a **necessary infrastructure**.
- It supports industry in our municipality, our neighbours, & industry to the north including Fort McMurray - all of which contribute heavily to the provincial economy.
- Revenue collected from this infrastructure, enables us to support infrastructure & services in our small hamlets across rural Strathcona County & support intermunicipal agreements & cost-sharing partnerships with neighbouring municipalities in our sub region.
- There are significant costs & additional resources needed.
- Pipelines do sterilize the land for most uses – You cannot build homes, put up churches or schools.
- We commit considerable dollars & resources to ensure that we are prepared for emergency assistance when a disaster strikes along these corridors.
- Any changes to these revenue streams will have unintended consequences locally & across the province
- I was asked to speak from Strathcona **County's** unique perspective of being a specialized municipality but our situation parallels many counties with towns and villages within their borders.
- The difference is that while we have no other Mayors & Councils to enter into agreements with, we are a blend of opportunity and challenge of rural and urban entities.
- And, we have no less responsibility to support these residents, **actually more**.
- In 2015, the Government of Alberta received an additional \$2.3 million in education taxes, our libraries received \$300,000 and Heartland Housing Foundation, a joint partnership between Strathcona County and Ft Saskatchewan, benefitted with \$65,000 in revenue.
- Our linear assessment revenue in 2015 is \$6.5 million **but** we were not the only beneficiary.
- Our \$6.5 Million in revenue helps supports services for close to 100,000 residents throughout the urban service area of Sherwood Park, 7 other urban hamlets from Josephburg in the northeast to South Cooking Lake in the southeast and acreages, large & small farming operations, as well as vast environmentally protected areas like the Beaver Hills moraine.

- **We recognize** that we operate within a larger market area & take responsibility, like many other rural municipalities across Alberta, to reach beyond our municipal borders & support our neighbours.

Examples:

- Our municipality is part of an agreement to provide transit services to post-secondary students through UPass with 3 neighbouring municipalities. The revenue is shared based on a formula that recognized the level & amount of service provided. The costs are not shared. Transit is a heavily subsidized service – Upass increases the subsidization levels. We also pay to utilize some of **Edmonton’s bus stops.**
- We are a founder of **Alberta’s Industrial Heartland** & continue to be the largest contributor to its operations which brings economic prosperity to 5 municipalities including Edmonton, Ft Sask, Sturgeon & Lamont County.
- We financially supported Bruderheim in building their fire station.
- We pay 11% of the operational costs of the Ft Sask Recycle Station (for our northern rural residents to access the service).
- We provide dust control on border roads with Lamont County, weed inspections for Bruderheim & have mutual aid agreements with other fire departments in the region – **all without compensation.**
- Our municipality collaborates with 2 other neighbouring municipalities in a grant application & procurement for technologies to enhance services. The total cost is approximately \$42M and our municipality’s portion is approximately **\$5.3M.**
- Regional Services Commissions from which we purchase services from include EPCOR for water & wastewater services, Alberta Capital Region Wastewater Services Commission, Capital Region Northeast Water Services Commission, Highway 14 Water Commission, and the John S. Batiuk Water Services Commission.
- **And as one of the largest municipalities involved in four of these commissions we provide technical & management assistance.**
- These are just a few of the many collaborative initiatives we are involved in to support our neighbours using linear assessment revenue.
- **The numbers are clear- rural communities contribute funding based on their ability to do so – the more they have–the more they share**

- The more than \$160 million from rural municipalities is a significant contribution to regional sustainability.
- Linear infrastructure, hosted by the rural municipalities comes at a cost. This includes the cost to maintain extensive systems of essential roads, as well as bridges over waterways.
- There are very real environmental costs,
- also social costs to hosting heavy industry & pipeline, which goes beyond \$\$\$ - such as esthetics & stigma related to the perception of increased safety & health concerns.
- *(As stated by other speakers: Rural municipalities in Alberta are responsible for the maintenance of 72% of Alberta's roads & 59% of its bridges).*
- As a specialized municipality we also appreciate the challenges cities have.
- **However**, taking from one set of communities, **especially if they're** already supporting neighbouring urban communities – financially or otherwise – is a recipe for disaster.
- So, I ask you, why change a model that is working so well....**creating sustainability in rural Alberta** and flowing money into provincial coffers?????
- The reality is that there are already some rural communities struggling & the reduction or loss of linear assessment would be catastrophic.
- Many do not have the population to support the essential services they provide that help drive our provincial economy.
- Why would we jeopardize our current voluntary collaboration by making a change to linear assessment?
- For those who have excellent relationships & agreements in place, changing linear assessment could have extremely negative unintended consequences for both urban & rural partners.
- Wealth creation is not achieved by 'break and enter' into your neighbours or by mandatory rules. **It's using political will & enhanced understanding to build opportunities** and innovative solutions for all of us.

MONTHLY REPORT TO THE CAO

For the month of February, 2016

From: Grant Smith
Agricultural Fieldman

Annual Operating Programs, Projects and Activities

| Program/Activity/Project | Timeline | Comments |
|--|----------------|--|
| Farm Tech Conference January 26-28, 2016 | | I attended this conference. Intense sessions, excellent information ranging from weather forecasts, precision farming to healthy living. Good keynote speakers and a large tradeshow. |
| Weed warning letters | Spring 2016 | Weed notices will be issued in spring of 2016 to ensure control measures are implemented. |
| Trans Corridor Meeting | March 12, 2016 | This is a weed control planning meeting in High Level with local industry (loggers, Forestry, Oil companies, Towns) to educate, assist and receive feedback regarding weed control in 2016. Peace Region Ag Fieldman will host this meeting. |
| 2015 Insect Survey | | Alberta Agriculture conducted an insect survey in Mackenzie County in 2015. Pests surveyed were Lygus Bugs, Diamond Back Moths and Bertha Army Worms. See attached survey document. |
| 2016 Roadside Vegetation Management Plan | | All county roads north of the Peace River will be sprayed. All roads in the county will be mowed. Roads north of the Peace River will receive a single pass cut, roads south of the Peace will receive a full width cut. See attached plan. |
| Clubroot of Canola and Fusarium Graminearum policies | | These policies were drafted following Peace Country AAAF Guidelines and were adopted at the February 29 th ASB meeting. |

Capital Projects

| Projects | Timeline | Comments |
|----------|----------|----------|
|----------|----------|----------|

| | | |
|---|-------------|--|
| Buffalo Head/Steephill Surface Water Management Project | 2016 | We met with Alberta Environment in Grande Prairie on February 17 th to discuss our application and the required Wetland Assessment. This is the biggest hurdle to overcome to begin this project. |
| Blue Hills Erosion Repair | Spring 2016 | The original approved bid amount of \$187,000 has been submitted to Northern Roadbuilders. The overage amount of \$35,000 will be decided upon after spring runoff as quantities will be measured then. |
| | | |
| | | |

Personnel Update:

| |
|--|
| |
|--|

Other Comments:

| |
|--|
| |
|--|

Mackenzie County 2016 Roadside Vegetation Management Plan

Roadside Mowing

- Single Pass (15ft.) all County roads north of the Peace River.
- Full width cut on all County roads south of the Peace River.

Roadside Spraying

All County Roads on the North side of the Peace River will be sprayed in 2016.

- Herbicides to be used are Aspect, Garlon 4 & Clearview.
- Product labels and regulatory requirements will be followed.
- All spraying is done by a licenced Pesticide Applicator.
- Spraying is to commence June 10th, completion by July 10th.

“Do Not Spray” Program

Mackenzie County maintains a “Do Not Spray” program for residents who do not want any spraying along county roads adjacent to their property (i.e.; organic producers, berry patches, herbicide allergies, etc.).

Those interested must complete and sign a **“Spray Exemption Agreement”**. These are available at all County offices. **Mail-in requests are not accepted and all agreements must be signed in the presence of a Mackenzie County employee.**

Anyone who signs an agreement will accept responsibility to control all weeds and brush along these road allowances. The County Weed Inspector will be carrying out inspections to insure this is done, as weed control is an essential part in successful vegetation management.

The deadline for agreements is May 31, 2016.

Any questions or concerns can be forwarded to Grant Smith, Agricultural Fieldman 780-927-3718 or gsmith@mackenziecounty.com



Mackenzie County

November 9, 2015

Hello Grant,

Attached please find the results of the insect surveys coordinated by Alberta Agriculture and Forestry in your county for 2015. You will find some notes about each survey along with the results from that survey. We will also be emailing these results to you, but we wanted you to have the opportunity to talk to us about these results.

If you have any questions, Scott will be available after the insect training session Nov 30. He is always available by email at scott.meers@gov.ab.ca or via Twitter @ABbugcounter.

We also want to thank you for all the work you do for us in your county. What makes us successful is all the people that lend a hand to gather samples, line up survey cooperators or do surveys. We could not do what we do without your help.

Yours truly,



Enclosure

Insect survey results - 2015

Mackenzie

Alfalfa survey

We did survey alfalfa fields in Mackenzie for our alfalfa insect survey project. The samples are still being processed. As soon as we get those done, we will send you the results.

Bertha armyworm (BAW)

| LLD | | | | | Trap totals | Trap average |
|-----|----|-----|----|---|-------------|--------------|
| se | 12 | 109 | 14 | 5 | 10 | 5 |
| se | 25 | 109 | 13 | 5 | 14 | 7 |
| se | 26 | 110 | 14 | 5 | 7 | 3.5 |
| se | 4 | 111 | 13 | 5 | 18 | 9 |

Reporting period: June 14-July 26

Populations are normally kept in check by such factors as weather and natural enemies. Potential damage may be more or less severe than suggested by the moth count data depending on weather and crop conditions and localized population dynamics. Field scouting is critical for pest management decisions.

These numbers are generated from paired pheromone traps in individual fields. Except in the Peace where only 1 trap is used to reduce impact on native pollinators.

Diamondback moth (DBM)

| LLD | | | | | Trap totals | Trap average |
|-----|----|-----|----|---|-------------|--------------|
| se | 12 | 109 | 14 | 5 | 0 | 0 |
| se | 25 | 109 | 13 | 5 | 0 | 0 |
| se | 26 | 110 | 14 | 5 | 0 | 0 |
| se | 4 | 111 | 13 | 5 | 0 | 0 |

Diamondback moth adults may overwinter in the prairies, but most infestations occur when adult moths arrive on wind currents in the spring from the southern or western United States or northern Mexico.

To assess the population, a network of 35 monitoring sites has been established across Alberta. This network is meant to act as part of an early warning system for diamondback moth and should be used in conjunction with crop scouting.

Wheat midge (WM)

| LLD | | | | | Viable | Not Viable | Parasite # | Total Midge |
|-----|----|-----|----|---|--------|------------|------------|-------------|
| se | 5 | 108 | 11 | 5 | 0 | 0 | 0 | 0 |
| se | 3 | 108 | 12 | 5 | 0 | 0 | 0 | 0 |
| se | 3 | 108 | 13 | 5 | 0 | 0 | 0 | 0 |
| se | 21 | 108 | 13 | 5 | 0 | 0 | 0 | 0 |
| se | 14 | 108 | 13 | 5 | 0 | 0 | 0 | 0 |

The risk level as shown on our maps is determined as follows:

- 0 midge will be displayed as light grey (No infestation)
- 2 or less midge will be shown as dark grey on the map (<600/m²)
- 3 to 5 will be shown as yellow (600 to 1200/m²)
- 6 to 8 will be shown as orange (1200 to 1800/m²)
- 9 or more will be shown as red. (>1800/m²)

There is no definitive way to know exactly the risk in any given field so field scouting is critical. The numbers shown here give a general trend of midge populations. Individual fields will have a different risk. Field scouting is critical as wheat comes into head.

These numbers are generated by taking soil samples from wheat fields after harvest using a standardized soil probe.



2015 Peace River Region Annual Canola Survey

Jennifer Otani¹

1 Beaverlodge Research Farm, Agriculture & Agri-Food Canada, P.O. Box 29, Beaverlodge AB, jennifer.otani@agr.gc.ca.

2 Saskatoon Research Centre, Agriculture & Agri-Food Canada, 107 Science Place, Saskatoon SK.

3 BC Pest Monitoring Contactor, Dawson Creek BC.

4 Canola Council of Canada, Beaverlodge AB.

The 2015 Annual Peace Canola Survey was completed by Agriculture & Agri-Food Canada staff based at Beaverlodge¹, and Saskatoon². Samples were also kindly collected with help from the BC Pest Monitoring Contractor, Arlan Benn³, and Canola Council of Canada Student Assistant, Trina Drummond⁴.

Since 2003, the annual survey has been performed with the main objectives of (i) collecting insect pest data throughout the region and (ii) to detect introduction of the Cabbage seedpod weevil into the Peace River region. In 2015, a total of 162 canola fields were randomly selected. Fields were spaced approximately 10 km apart and surveying was performed through the main canola producing areas of the BC and Alberta Peace during early- to mid-flower stages. Unfortunately, fewer fields were sampled north of 57.3° in 2015 (i.e., near Manning, LaCrete, Fort Vermilion and High Level) owing to sparse and patchy canola fields that suffered from repeated frost events and severe drought. In 2015, sweep-net monitoring was performed in 162 commercial fields of *Brassica napus* (e.g., each field ≥80 acres in size) using 50 - 180° sweeps on the following dates in these areas:

- July 5 near Grimshaw, Manning, Hawk Hills, LaCrete.
- July 6 near Valleyview, Guy, Falher, Nampa, Peace River, Jean Cote, Girouxville.
- July 7 near DeBolt, Grande Prairie, Bezanson, Teepee Creek, Wanham, Rycroft, Sexsmith.
- July 8 near Fairview, Blue Sky, Berwyn, Tangent, Watino, Eaglesham, Ridge Valley, Kleskun Hills, Wembley, LaGlace, Dawson Creek, Rolla, Rose Prairie, Montney, Beaverlodge, Valhalla, Woking, Spirit River, Dunvegan, Hines Creek.
- July 9 near Rolla, Doe River, Clayhurst, Farmington, Taylor, Baldonnel, Fort St. John, Golata Creek.

Sweep-net samples were frozen then processed to generate data for 16 species of arthropods. *Lygus* specimens were identified to all five instar stages. **The 2015 summary includes seven economically important pests of canola reported from 162 surveyed canola fields:**

1. **Lygus** (Miridae: *Lygus* spp.) were the most common insect pest observed in sweep-net samples collected in our 2015 surveying. *Lygus* populations of **≥5 adults plus nymphs per 10 sweeps were observed in 40.1% of fields surveyed** (Figure 1 and Table 1; N=162 fields). Densities of **≥15 adults plus nymphs per 10 sweeps were recorded in 7.4% of fields surveyed** (Figure 1 and Table 1).

Figure 1. Contoured map reflecting *Lygus* densities (adults+nymphs) in sweep-net samples collected between July 5-9, 2015, in canola fields throughout the Peace River region.

Number of *Lygus* per 10 sweeps - 2015



There were zero *Lygus* present in only 2.5% of fields surveyed (Table 1) whereas 21.6% of the canola fields contained only adult *Lygus* versus 75.9% of the fields that were populated by both adults and nymphs (Table 2). Note that all nymphs collected during surveying were expected to have matured into new adults by the early pod stage. **Areas highlighted yellow, orange or red in Figure 1 may contend with *Lygus* with the continuation of dry, warm growing conditions typically favouring the development of *Lygus* nymphs to adults.**

Table 1. Summary of *Lygus* densities occurring in surveyed fields in 2015.

| Lygus bugs per 10 sweeps | Number of fields | Percent of fields sampled |
|--------------------------|------------------|---------------------------|
| ≥15.0 | 12 | 7.4% |
| 10.1-15.0 | 11 | 6.8% |
| 5.1-10.0 | 42 | 25.9% |
| 0.1-5.0 | 93 | 57.4% |
| 0 | 4 | 2.5% |
| Sum | 162 | 100% |

Table 2. Proportion of fields surveyed containing zero *Lygus*, only adults, only nymphs or adults plus nymphs in commercial fields of canola in 2015.

| <i>Lygus</i> stages collected | Number of fields | Percent of fields sampled |
|-------------------------------|------------------|---------------------------|
| No <i>Lygus</i> | 4 | 2.5% |
| Adults only | 35 | 21.6% |
| Nymphs only | 0 | 0% |
| Adults + Nymphs | 123 | 75.9% |
| Sum | 162 | 100% |

2. **Grasshoppers were present in 35 of 162 canola fields** surveyed. Late-instar and adult stages of two-striped, clearwinged, lesser migratory, and red legged grasshoppers were present in the sweep-net samples (listed from most numerous to least) in canola growing near Valleyview, Eaglesham, Whitemud Creek, Manning, Bluesky, Blueberry Mountain, Peace River, Ridge Valley, DeBolt, Rose Prairie, Rycroft, Hotchkiss, Savannah, Berwyn, Bonanza, Farmington, Beaverlodge, Blue Hills, Teepee Creek, Sturgeon Lake, Wembley, LaGlace, Poplar Ridge, Bridgeview, Dixonville, Tangent, Fairview, and Royce.

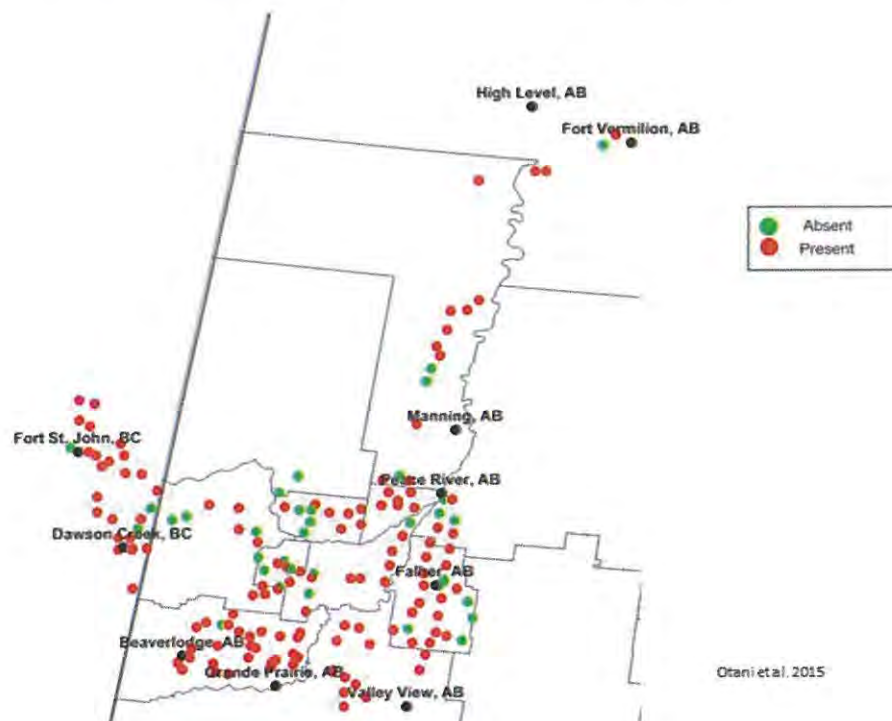
Click [here](#) to review the entire grasshopper protocol and biological descriptions. Additional information related to grasshoppers can be located on Alberta Agriculture and Rural Development's webpage located [here](#) or the BC Ministry of Agriculture's webpage located [here](#).

3. **Diamondback moth** (Plutellidae: *Plutella xylostella*) **were generally present in low numbers in the sweep-net samples** (N=162 fields) **in 2015**. Sweep-net monitoring is **NOT** recommended for this insect pest yet we collected a total of 672 specimens from 162 fields in 2015 compared to 230 specimens in the 206 fields in 2014 and 93.6% of the 672 specimens were DBM larvae. Sites with higher numbers of DBM included Valleyview, Farmington, Ridge Valley, Baldonnel, Donnelly, Fort St. John, Beaverlodge, Blue Hills, and DeBolt.

It's important to note that parasitoid wasps (e.g., *Diadegma* sp. and *Microplitis* sp.) were observed throughout the region and the presence of these natural enemies of DBM is strongly suspected to be keeping DBM densities relatively low.

Figure 2. Presence/absence map reflecting distribution of diamondback moth (adults, larvae, pupae) occurring in sweep-net samples collected in canola from July 5-9, 2015.

Diamondback moth (presence/absence) - 2015



Otani et al. 2015

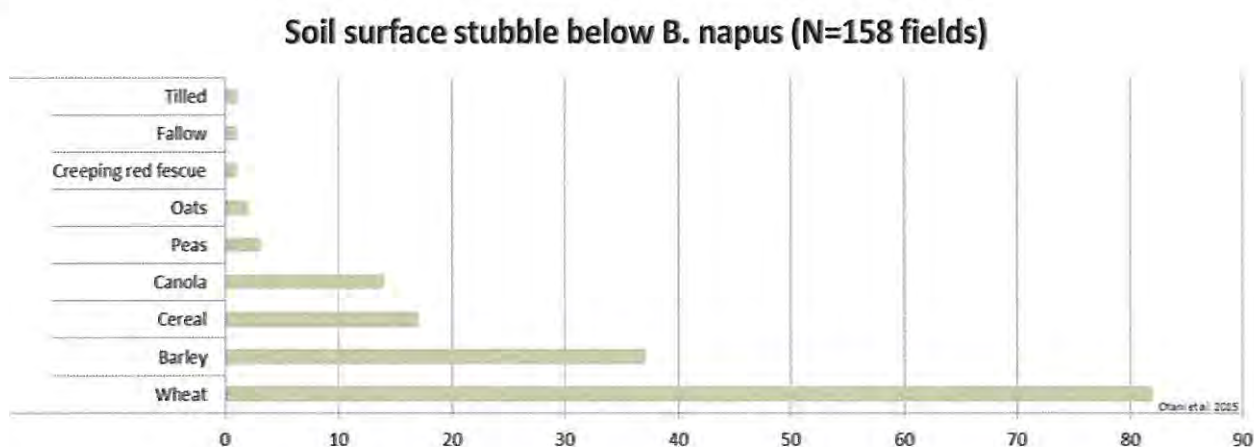
4. **Root maggot (*Delia* sp.) adults** were again prevalent in fields and were collected from 122 of the 162 sites surveyed throughout the Peace River region in 2015. Numbers collected by sweep-net surveying ranged from 0.2-5.6 *Delia* sp. flies per 10 sweeps versus 0.2-10 flies per 10 sweeps in 2014 but growers should note – **root assessments, rather than sweep-net monitoring, is recommended to accurately assess densities of root maggots**. More information related to root maggots in canola can be found by [linking here](#).
5. Normally, the annual canola survey is conducted during the initial weeks of the **Bertha armyworm** adult flight period so larval stages, if present, are typically very small and difficult to accurately detect and identify within the sweep-net samples. Even so, seven of 162 fields surveyed contained early instar larvae tentatively suspected as **Bertha armyworm larvae** (e.g., Hawk Hills, Blue Hills, Valleyview, Guy, LaGlace and Scotswood). It should also be noted that early instar larvae suspected as Salt Marsh Caterpillars were tentatively identified from three fields surveyed (e.g., Doe River, Clayhurst, Taylor).
6. **Leafhoppers** were observed in 69 of 162 fields yet densities **were consistently low** in our canola sweep-net samples in 2015. The highest density was six per 50 sweeps in a canola field near Fort Vermilion and near Bezanson. More information related to leafhopper biology and monitoring can be found by [linking here](#).
7. We are again happy to report that **zero cabbage seedpod weevil** (Curculionidae: *Ceutorhynchus obstrictus*) were observed in the 162 fields sampled in the Peace River region in 2015. Approximately nine small weevils measuring <4mm in length and <20 beetles measuring <5mm in length were retained

from the survey samples for forwarding to the National Identification System (AAFC-Ottawa) for species confirmation.

- 8. **Previous cropping data** was recorded by visually inspecting the soil surface of surveyed canola fields. Surface field trash was categorized then summarized in the figure below (Note: category “cereal” was used to describe fields where the previous crop was either barley or wheat yet no seed was readily observed nor was the straw sufficiently intact to determine the presence/absence of auricles).

The most frequently observed soil surface stubble encountered beneath surveyed canola fields in 2015 was wheat stubble, followed by barley, residue that was characterized as “cereal”, canola, peas, oats with single fields of stubble remaining from creeping red fescue, left fallow, or tilled (N=158 fields).

Figure 3. Field surface condition or stubble type observed in canola fields surveyed in the Peace River region in 2015.



THANK YOU to the following hard working AAFC staff who surveyed[†], processed[‡], and mapped[™] this data: Owen Olfert^{2†∞}, Ross Weiss^{2†∞}, Shelby Dufton^{1†‡}, Amanda Jorgensen^{1†‡}, Holly Spence^{1†‡}, Andras Szeitz^{1†‡}, Jadin Chahade^{1†‡}, and Kaitlin Freeman^{1†‡}.

Finally, and MOST IMPORTANTLY, Thank you to our canola producers for allowing us to sample in their fields!

MONTHLY REPORT TO THE CAO

For the month of February, 2016

From: Byron Peters
Director of Planning & Development

Strategic Priorities for Planning & Development

| Program/Activity/Project | Timeline | Comments |
|---|-------------|---|
| Land Use Framework | TBA | Waiting for province to initiate the actual LUF process for the LPRP. Current rumour says it will begin in 2016. |
| Community Infrastructure Master Plans | Winter 2016 | Was told I could expect final reports by end of February.... consultant promises these will be completed before he retires. Beginning work on offsite levies |
| La Crete & Fort Vermilion Design Guidelines & Economic Development Strategy | May 2016 | Ec dev phone interviews ongoing. Website and community board feedback ongoing. Draft design concepts received and presented to public. Proceeding with advisory committees as approved by council. Have arranged some presentations with school classes to get their input. |

Annual Operating Programs, Projects and Activities

| Program/Activity/Project | Timeline | Comments |
|--|-------------|---|
| Community Investment Readiness package | Spring 2016 | REDI is completing profiles, and we plan to create portfolios after REDI has completed current project. REDI has had challenges proceeding with this project, so we may reconsider our approach after we receive our economic development strategy. |

Capital Projects

| Projects | Timeline | Comments |
|-----------------------|----------|---|
| Rural Addressing | 2016 | Project currently shut down for winter. |
| Aerial Photos | 2016 | Imagery will be acquired during the summer months. |
| Land Use Bylaw review | 2016 | Planning to have the RFP awarded in May, for work to begin immediately after streetscape project is complete. |
| Airport Planning | 2016 | WSP is currently finishing up some preliminary work. After that is complete will assess how to best move forward with detailed planning/implementation. |

Personnel Update:

All current positions are filled. Beginning the process to recruit a certified planner, but not anticipating the position to be filled until spring.

Other Comments:

Paperwork has been submitted to recertify our GPS approaches for the FV and LC airports. Consultant was up February 16th to fly the routes and note obstacles. Due to insufficient staff training, we were not able to assess the PAPI lights, but the plan is to get those certified for operation this summer. Staff need calibration/maintenance training (all staff that were originally trained are no longer employed by the county), and there is less room for error completing the flight checks during the summer months due to altimeter calibrations for cold weather, or something like that.

Are beginning to work with the MPC on general terms for the types of changes we would like to see in the LUB update starting this summer.

Have been making a deliberate effort to push our consultant to get the Infrastructure Plans completed this winter. The next receipt of these documents should be the copies that are presented to Council for approval, which will begin the offsite levy process. This will include an open house with developers for their input.

Attended the ESAA regulatory forum in Edmonton with Eric. My key takeaway is that environmentalists in other provincial departments feel that the wetland policy, in its

current form, is stepping outside of its rightful jurisdiction and negatively infringing on their ability to complete projects.

Took part in ICS 100 & 200 training, a 2 day Winter Cities course as part of my ongoing Applied Land Use Planning certificate (primarily online), and Personal and Community Resilience in Disaster Recovery training.

MONTHLY REPORT TO THE CAO

For the Month of February 2016

From: Len Racher
Director of Facilities and Operations (South)

Annual Operating Programs, Projects and Activities

| Program/Activity/Project | Timeline | Comments |
|--------------------------|----------|--|
| Road Maintenance | Ongoing | Ice blading roads |
| Roads to New Lands | Ongoing | We met with Environment and Parks on March 2, 2016 to discuss the two roads into Bluehills area. We will start the application process and engineering recommendation as to the creek crossing at Buffalo Creek. It was a very productive meeting and many issues were discussed from Wet Land Policy to New Land Auctions. |
| Strategic Priorities | Ongoing | <p>The tenders for summer projects will be set up and finalized soon.</p> <p>An invitation was placed in the Big Deal Bulletin to contractors interested in the remodeling project for the New Library. The ad says there will be a site open house at 2pm Feb. 26/16. Cornie will be there to show potential bidders the project and explain that a scope of work will be in the tender. We believe this will enable contractors to understand what we are after and deliver the desired results. We had about 12 contractors look at the project and we are waiting for their proposals.</p> |
| Equipment | | The grader for LaCrete arrived and is in service. The two pickups are here as well. |

| Projects | Timeline | Comments |
|---|----------|---|
| BF 78103 Salt Shed Hiring | Ongoing | <p>We are entering into negotiations with land owners to build a road to the lands and eliminate this bridge.</p> <p>Lowest bid was Alpine Construction the contract will be signed and a startup meeting will take place in April.</p> <p>We will be looking for summer staff start date may be first part of May.</p> |
| Various work | Ongoing | <p>I have discussed with the ice bridge contractor the importance of flooding when temperatures are optimum. The DOT has been monitoring the heavy traffic using the bridge. The bridge is now at 63,500 we will keep making ice while the cold weather is here. Transportation will not allow weights above 63,500 kgs.</p> <p>The last rain ice storm event Jan.28/16 caused lots of problems. Many of our grader operators and plow truck drivers worked through the night to address the hazards I have thanked them. We did not have to ask them they just kept going and I know the community seen the results.</p> |

Personnel Update:

My wife and I will be making a fast trip to Vancouver Island and back. Leaving after council on the 8th and returning on the 15th of March.

Other Comments:

Respectfully,

Len Racher
 Director of Facilities and Operations (South)

MONTHLY REPORT TO THE CAO

For the month of February 2016

From: Mark Schonken
Interim Director of Finance

Annual Operating Programs, Projects and Activities

| Program/Activity/Project | Timeline | Comments |
|--------------------------|-----------|---|
| Annual year end audit | March 7-9 | This will be the on-site work and the remainder of work will be completed at their offices. |

Capital Projects

| | | |
|--|--|--|
| | | |
|--|--|--|

Personnel Update:

We anticipate significant personnel changes over the next few months. Some of these changes are:

- The permanent position for Director of Finance has been advertised internally. This may have a ripple effect as we are hoping to fill this internally;
- Stephanie Wiebe, a finance officer, will be going on maternity leave and her position will be filled temporary by a finance clerk;
- Marissa Meneen has accepted the accounts payable position from front desk;
- Norma Croy has expressed interest to transfer to front desk, which will open up the taxation clerk position;
- Eileen Steuernagel, our payroll clerk, will be retiring in mid-August and we have started the process of finding a suitable candidate.

Other Comments:

The linear assessment for 2016 Taxation year has been received and is approximately 13.8% below our budget for 2016, this translates to \$1,944,747.

MONTHLY REPORT TO THE CAO

For the month of February 2016

From: Ron Pelensky
Director of Community Services and Operations

Annual Operating Programs, Projects and Activities

| Program/Activity/Project | Timeline | Comments |
|----------------------------|----------|--|
| Road Maintenance | Ongoing | Regular winter road maintenance which included responding to freezing rain. Repaired Graders and cylinder in bobcat. |
| Dogs | Ongoing | Completed animal patrols in Fort Vermilion, La Crete and Rocky Lane |
| Bylaw | Ongoing | Responded to Garbage complaints and noise complaints for snow removal |
| Emergency/Disaster Service | Ongoing | |
| Health and Safety | Ongoing | February 24, Joint health and safety meeting. Obtained quotes to complete a external audit. Investigated two incidents. |
| Peace Officer | Ongoing | Patrolled La Crete three separate weekends in February. Issued 25 tickets and 43 warnings tickets \$4595.00 in fines issued Preparing policies and SOP for hiring a Peace Officer. Researched used Peace Officer Vehicles |
| Fire Department | January | Fort Vermilion responded to 3 Fire Alarm, 2 Motor Vehicle Collisions, 3 Medical Assists, 1 Mutual Aid for High Level La Crete responded to 5 Medical Assists, 1 Motor vehicle fire, 1 Equipment Fire, 2 Fire Alarm Zama no calls however there was one unreported Fire Met with Alberta Health to discuss changes to the Medical Co Response Program |

| | | |
|--------------------------|---------|--|
| | | |
| Fire Department Training | Ongoing | Regular practices held. La Crete & FV held in-house Fire training. 8 members completed NFPA 1041 level 1 instructor training course |
| Zama Public Works | Ongoing | Responded to Freezing rain on roads, Mulching for a Fire Smart Grant, Produced Spring/Summer work plans Attended ICS 100 & 200 course |

Capital Projects

| | | |
|----------------------------------|----------|---|
| Zama Shower unit | February | Shower unit is built, and is placed. Waiting for coin operating machine. |
| Road Regraveling Project | February | Advertising for private Gravel sources |
| Purchase 3 Graders | February | Agreement to purchase graders through Finning is complete. One Grader delivered. |
| Hutch Lake & Machesis Campground | February | Request for Proposal for caretakers was advertised and proposals received. School program is constructing picnic tables for Wadlin Lake and Machesis Campgrounds |
| Bridge Campground | February | Researching Archeological information around campground |
| FV 43 rd Ave Paving | February | Engineering for the project is underway |
| FV 45 Ave Cul-de-sac Paving | February | Engineering for the project is underway |
| Store Road Reconstruction | February | Met with engineers to discuss scope |
| Heliport Road – oil dust control | February | Discussed plan with FV public works waiting for spring to complete |
| Fire Department Radios | February | Working with Vector and Motorola to create a solution to pager issues |

Personnel Update:

One grader operator position off on long term disability. Second grader operator position off on short term disability. One FV equipment operator off on short term disability. Plenty of time lost due to Flue season.

Other Comments:

Administration approved Watt Mountain Snowmobile Clubs usage of Hutch lake day site for hosting March 13 Fishing Derby

REPORT TO THE CAO

For February 2016

From: Alexandra Codispodi
Municipal Intern

Projects / Activities:

- Received Incident Command System training levels 100 & 200.
- Attended the FCM Sustainable Communities Conference and went to sessions on:
 - brownfield redevelopment, innovative water and wastewater treatment for small communities, reducing carbon in the built environment, LED lighting technology and making natural assets count.
- Did a site visit to the Town of Beaverlodge.
- Attended the Growing the North Conference.
- Attended the Mighty Peace Watershed Alliance wetland workshop which discussed:
 - legislation affecting wetlands, enforcement examples, white and green zones, Alberta Wetland Classification System, riparian areas, functions, values and futures of wetlands and riparian areas and planning tools for municipalities.

MONTHLY REPORT TO THE CAO

For the Month of February 2016

From: Fred Wiebe
Manager of Utilities

Annual Operating Programs, Projects and Activities

| Program/Activity/Project | Timeline | Comments |
|--|------------------------|---|
| Water Distribution and Wastewater Collection Maintenance | Sept/15 | - Complete |
| Strategic Priorities | 1.Ongoing 2.Ongoing | 1. FV Frozen Services Plan 2. Hamlet Easement Strategy |

Capital Projects

| Projects | Timeline | Comments |
|--------------------------------------|----------|---|
| Master Meters | Ongoing | About 5 master meters remaining in each FV and LC. |
| FV- Hydrant Replacement | July/16 | Hydrants are installed. Clean up completed with trench settlements to be repaired in 2016 along with final landscaping and seeding. |
| FV-Frozen Water Service Repairs | Ongoing | Letters have been sent to all affected residents. Operators to complete further investigations on services this spring. |
| FV-Raw Water Truckfill Upgrade | April/16 | Need to send out for new request for estimates on revised scope of work. |
| LC-Raw Water Truckfill Upgrade | Feb/16 | Deficiencies are corrected and just require O&M documentation. |
| LC- Lagoon Upgrade | Oct/16 | Some seeding to be completed in spring 2016 and 1 year inspection to occur in fall 2016. |
| LC- Main Lift Station Repair/Upgrade | Mar/16 | Ranwal is waiting for supplies and arrangements for temporary pumping are being made. |
| LC- Sanitary Sewer Main Upgrade | Oct/16 | Getting agreements signed by residents and re-tendering in early 2016. |

| | | |
|---|----------|--|
| FV- 48 th Ave Water Services | Oct/16 | Services installed with asphalt and landscaping to be completed in 2016. |
| Rural Potable Water Infrastructure | Ongoing | Land purchase for truckfill site and booster site in progress. Meeting w/ brushing contractor March 3/16. Pre-qualification list being brought to March 8 council meeting. |
| FV- Dechlorination | April/16 | Awaiting supplies for install. |

Personnel Update:

Other Comments:

Respectfully submitted,

Fred Wiebe
 Manager of Utilities
 Mackenzie County



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Ron Pelensky, Director of Community Services & Operations |
| Title: | Policy ADM042 General Safety Policy |

BACKGROUND / PROPOSAL:

Policy ADM042 General Safety Policy was reviewed by the Joint Health and Safety Committee (JH&S). The JH&S is recommending the following amendments as identified in the attached policy.

OPTIONS & BENEFITS:

These amendments ensure that Mackenzie County’s General Safety Policy reflects the initiatives of Mackenzie County’s Safety Program.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: A. Codispodi **Reviewed by:** RP **CAO:** JW

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM042 General Safety Policy be amended as presented.

Author: A. Codispodi **Reviewed by:** RP **CAO:** JW

Mackenzie County

| | | | |
|-------|-----------------------|------------|--------|
| Title | GENERAL SAFETY POLICY | Policy No: | ADM042 |
|-------|-----------------------|------------|--------|

Purpose

Mackenzie County ~~believes in~~ is committed to health and safety by providing a safe work place for its employees by incorporating and enforcing safe working conditions and practices.

The purpose of this policy is to ensure that health and safety will be are given primary importance in planning and operating municipal activities in order to protect employees against hardship and suffering caused by work related injuries. ~~and to protect the municipality against unnecessary financial burden, liability and reduced efficiency~~

Policy Statement

1. Every employee is entitled to work under the safest possible conditions, and every reasonable effort shall be made to provide for the safe and healthy working conditions and to eliminate hazards that can cause injury to workers or damage to property or equipment.
2. Management is responsible for the promotion of safety and the education of all employees.
3. Each individual employee is responsible for the success of the health and safety program and will cooperate with supervisors to this end.

Procedure:

A safe and healthy work environment is a goal everyone shares. For that reason the Occupational Health and Safety Act is an important piece of legislation which was passed to protect employer, management and workers. The Act provides minimum standards within which the County, Management, Supervisors, Employees and Contractors must work together to keep the work site safe and free from health hazards.

All employees shall adhere to the guidelines defined in the Mackenzie County ~~Safety Manual~~ Employee Safety Handbook. If a contradiction between policy and procedures arises, the County Chief Administrative Officer shall resolve the issue by approving amendments to procedures or ~~and~~ recommending changes to ~~procedure~~ of policy.

RESPONSIBILITIES OF COUNCIL, MANAGEMENT, DEPARTMENT HEADS, EMPLOYEES & THE JOINT HEALTH & SAFETY COMMITTEE

Council:

To encourage a healthy and safe work place by:

- a) providing the necessary funding for safety related programs, equipment and clothing;
- b) approving the appropriate policies.

Chief Administrative Officer and Directors:

- To provide information, instructions, and assistance to all supervisory staff in order to protect the health and safety of all employees.
- To provide all supervisory staff with an understanding of the ~~accident prevention program~~ Mackenzie County Occupational Health & Safety Program as well as relevant occupational health and safety legislation.
- To ensure ~~staff has proper, well-maintained tools and equipment, plus any other special personal protective devices that may be required~~ that supervisors and employees are aware of and adhere to policy and procedures regarding the care and maintenance of buildings, equipment, vehicles, tools and personal protective equipment.
- To approve ongoing ~~safety education~~ training programs and first aid courses.
- ~~To monitor departments and projects and hold them accountable for their individual safety performance.~~
- To participate in formal worksite inspections.
- To review incident and near miss reports and provide direction and/or comments.
- To act as a liaison between employees, supervisors, the Joint Health & Safety Committee and the County Council.

Supervisors:

- To understand and enforce the Mackenzie County Occupational Health & Safety Program.
- ~~To ensure all workers have the skill and training necessary to safely do their work.~~
- ~~To ensure all employees are trained to work in a safe manner and use all protective devices and procedures required by the municipality and by legislation to protect their health and safety.~~

- To ensure that employees are trained and demonstrate competency in the operation, care and maintenance of vehicles and equipment.
- To ~~advise~~ review with employees all Hazard Assessments pertinent to their department and highlight ~~of~~ any potential dangers and how to isolate, prevent and remove them.
- ~~To ensure all workers are aware of their safety obligations.~~
- To ~~report~~ complete all ~~accidents~~ incidents or near miss reports immediately, to ~~investigate~~ assist in the investigation of all ~~accidents-fully~~ incidents and near miss reports and to advise management on how to prevent similar accidents in the future.
- To carry out regular inspections of the work place to ensure a safe and healthy environment.
- Co-operate with OH&S and provide any information requested during an investigation.

Employee:

- To read, understand and comply with the Mackenzie County Safety Employee Handbook, safety policy, directives, safe work practices, and Occupational Health and Safety procedures and rules.
- To use the safety equipment and personal protective devices and clothing required by regulations and the County.
- To notify their supervisor of any unsafe conditions or acts that may be of danger to other workers or themselves.
- To notify Management if a hazard is not rectified.
- To report all accidents and injuries in writing to their supervisor as soon as possible.
- To take precautions to protect the safety of other workers and themselves.
- If asked to do work that he/she believes poses imminent danger to himself/herself or others, refuse to do it and
 - 1) immediately notify Supervisor
 - 2) explain reason
 - 3) if Supervisor does not agree, contact Management.
- Co-operate with OH&S and provide any information requested during an investigation.

Contractors

- Where a contractor is HIRED BY the County and is not designated as a “Prime Contractor” by contract, they shall abide by the County Safety Policies as if they were a direct employee.
- ~~The contractor shall read, understand and comply with the County Safety Policy, Safe Work Practices and Occupational Health and Safety Procedures and Rules.~~
- The contractor shall use safety equipment and personal protective devices and clothing required by regulations and the County.
- The contractor shall notify the responsible County employee of any conditions of concern.
- The contractor shall report all **accidents incidents, near misses** and injuries in writing to the responsible County employee as soon as possible.
- The contractor shall take precautions to protect the safety of other workers and themselves. If asked to do work that the contractor believes is imminent danger to himself/herself or others, refuse to do it and:
 - notify responsible County employee,
 - explain reason,
 - if responsible employee does not agree, contact the Director of that department or the Chief Administrative Officer.
- All contractors, non-prime and commenced equipment operators/contractors must obtain, read and understand the contents of Mackenzie County’s **“Contractor Safety Handbook”** and complete the Field Hazard Assessment/Tailgate Safety Meeting Form.

Visitors

- All visitors must comply with the Mackenzie County Health & Safety Program.

Joint Health & Safety Committee

The Committee shall be comprised of **a minimum of** three members from Management and three employee representatives appointed by the Union (Article 28.01).

The objectives of this Committee are to:

- a) encourage the County and all its employees to work together in the identification and evaluation of health and safety concerns.
- b) recommend solutions to unsafe procedures and health threats.
- c) provide a recommended General Safety Policy.

- d) review the incident reports and make recommendations to the Chief Administrative Officer.
- e) maintain Mackenzie County's Safety Program.

This Committee will meet at least ten (10) times a year. All meetings are open to all employees and minutes will be prominently posted and filed as required by legislation. This Committee will report to the Chief Administrative Officer.

This policy shall be reviewed and signed off annually by the Chief Administrative Officer.

| | Date | Resolution Number |
|-----------------|-------------|--------------------------|
| Approved | 25-Jul-03 | 03-403 |
| Amended | 15-Jan-13 | 13-01-030 |
| Amended | 26-Mar-14 | 14-03-175 |
| Amended | 29-Jul-15 | 15-07-497 |
| Amended | | |

CAO Signature: _____

Date: _____



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | Office Building on the Experimental Farm |

BACKGROUND / PROPOSAL:

Mackenzie County acquired the experimental farm when the federal government made a decision to close this research station.

OPTIONS & BENEFITS:

The office building was not identified in the appraisal report at purchase time, as it was considered condemned. Historically, fire departments appreciated the donations of old buildings for their fire practice, and the fate of the condemned office was about to be just that. The destruction was stopped due to a number of concerns – historical value, hazardous materials, and burning within a hamlet boundary.

Since the February 22, 2016 regular council meeting, administration has done some research and we received a few recommendations (suggested options) from community members (see attached). Administration recommends that Council review these and discuss.

Administration also obtained quotes for the following work:

- Removal of hazardous materials (asbestos in the basement) by a qualified firm – \$50,213
- Demolition of building (excluding removal and disposal of hazardous materials) - \$17,970 (demolition, cleanup, leaving the concrete walls, including landfill disposal fees)

Author: _____ Reviewed by: _____ CAO: JW

On a separate note, administration will work on establishing a protocol of accepting and using old buildings for fire practice by our fire departments to ensure safety for everyone.

COSTS & SOURCE OF FUNDING:

The 2016 budget does not contain funds for this undertaking. Administration recommends that research be conducted on government grants for the hazardous materials removal, which will be necessary, regardless of the options selected for this building.

SUSTAINABILITY PLAN:

Based on the Fort Vermilion museum professionals, there is some historical value in preserving the whole building or, at minimum, some artifacts.

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That administration researches grant funding options for covering the costs of hazardous materials removal from the condemned office building on the experimental farm in Fort Vermilion.

Simple Majority Requires 2/3 Requires Unanimous

The fate of the building to be discussed.

Author: _____ Reviewed by: _____ CAO: JW

From: [danny.friesen](#)
To: [John W. Driedger](#)
Subject: Administration building fort vermillion
Date: February -25-16 9:48:37 AM

Mara board of directors/county council and management.

Yesterday we did a preliminary estimate of fixing the building up to new specs the contractor was very impressed with how sound the building was with exception of roof needs to be replaced. We got a quote on free span trusses, so as to make the upstairs an open board room/ meeting area for farm groups with having 5 offices on main floor with reception area and bathrooms on main floor. Basement would make a awesome grain lab scientific research area.

The overall building is 31'x 49.8' on 3 floors, to re build a commercial grade shop to the specs of this one will be 400\$ a square foot.

Extreme construction is excited to do the job as its local work and was such a grand building to bring back.

My proposal is natural gas forced air heating throughout (close the vents for upstairs when not in use as the stairway will naturally let heat up).

Triple pain metal clad windows.

New layer of insulation on outside when refinish the outside with asthetically looking tin and rock.

A fire place in coffee area.

Bathrooms could be used at ag fair and save the money for renting them,

We would beg this be given consideration as grants will be more available for this and is a feasible project I would love to help and be involved in it and general it

We would estimate at 75\$ a square foot (depending on flooring type/finishing to do a complete rebuild of this.

The contractors I have worked with in past will do a full assessment and quote it for 2000\$ which would include 2 meeting with necessary committee members of various boards involved I will pay that 2000 \$ to make this happen.

I beg your consideration to this and look forward to your input and response on this

We would need time to put the necessary effort into doing the assessment on it

Sincerely Danny Friesen
7808411496

Please forward this to all council and Mara board members

Sent from my iPad

From: [Fort Vermilion Heritage Centre](#)
To: [Joulia Whittleton](#)
Subject: Experimental Farm Administration Building
Date: February -23-16 4:04:28 PM

Dear Joulia,

Further to the Council Meeting of February 22, wherein the fate of the Fort Vermilion Experimental Farm (FVEF) was discussed, I have had many thoughts!

First, may I thank you for your quick action in abating what might have been a terrible wrongdoing. Quite apart from many heritage interests and concerns, environmental and health issues are reasons to proceed with great care. At least one firefighter was unaware of the asbestos and the issues surrounding working in and burning a building which contains asbestos. Neighbours are concerned about their health and properties and contamination of the research plots would be dreadful. There are regulations to address these concerns. See Alberta's Building Code Report.

Regarding construction dates, Aaron has sent documents from the Archives showing 1956. We also have the blueprint/plan dated 1956, which shows a peaked roof for the structure. This type of roof sheds water and snow and maintenance is far less. The pals is somewhat brittle and it was repaired with acid free tape. I can bring it to the office if you wish to see it or we could take it somewhere for large scale copying. You have one in La Crete, but I don't know about here. Charles LaForge just purchased one. Our spreadsheet has 1957, so please change that to 1956. The Duplex (current MARA Office and residence) was built in 1961. It is also a 2 story building. If you have other information from the assessment document mentioned, we would appreciate a copy, so we could incorporate information into the records here and on the Survey sheets.

Building Destiny Thoughts:

1. Restoration on site by County for County use. Community input re: heritage values.
2. Restoration on site by another organization or organizations working together. A community meeting would be required.
3. Restoration on site by private interests for suitable compatible project in exchange for rental concessions.
4. Advertise and receive quotes from entrepreneurs for bids to purchase and relocate the building in the Fort Vermilion.
5. As above for relocation elsewhere.
6. Salvage of heritage materials by heritage interest group(s).
7. Advertise for private salvage and/or demolition recognizing the definitive Alberta Building Code requirements for demolishing buildings with asbestos.

8. Last resort - County demolition. From what I have heard and read, fire is probably the most hazardous method to destroy.

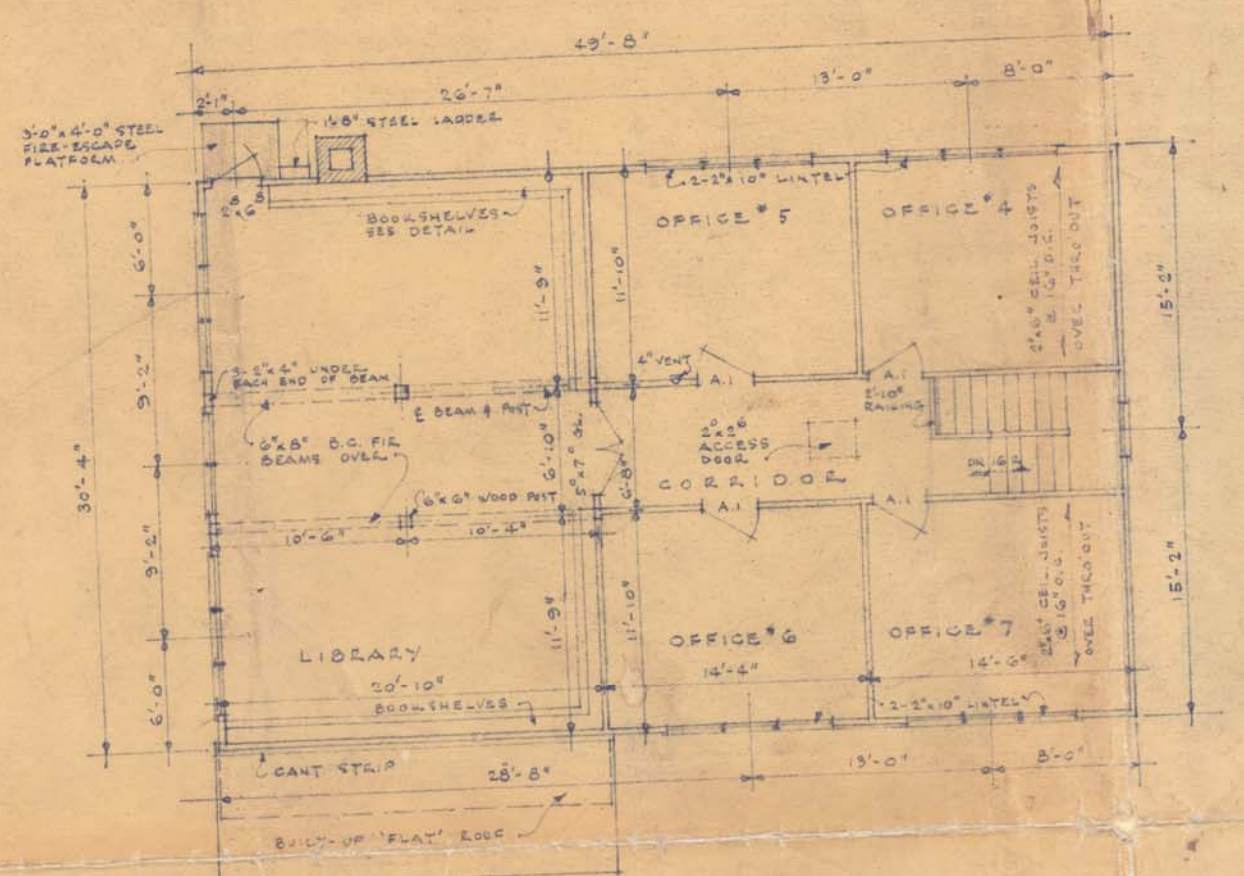
Please be very careful!!! Proper processing could avoid hazards and prevent a possible lawsuit or lawsuits.

According to an environmental assessment contractor I spoke to regarding asbestos, insurance may have covered asbestos clean-up costs, but Al says that some governments do not carry insurance.

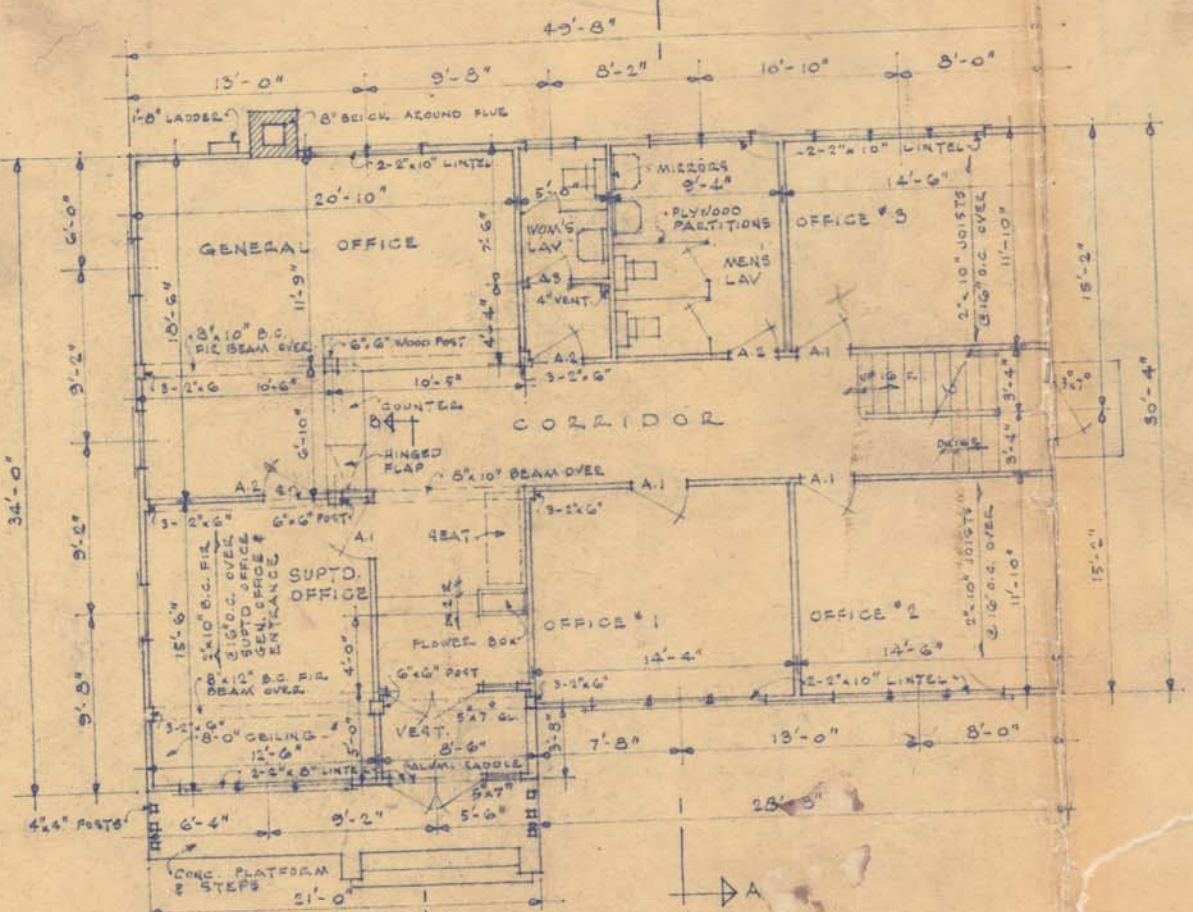
I failed to leave the Buttertown Binder with completed survey sheets. Lisa Wardley and others may find it to be of great interest for their dream project. I intend to supply you with the full set of digitized photos from the Survey and a Draft spreadsheet with all surveyed areas by name, number and with locations and other details noted. Some of the information may be sensitive under Freedom of Information guidelines, so the spreadsheet we supply to you should have some columns omitted if printing it for a wider audience.

Joulia, again I thank you. I can't tell you how enormously burdened I have been to not have finished the Survey reporting. Museum responsibilities, helping with the Old Bay House, trying to represent the County with important Royal Alberta Museum exhibits and research has consumed me. Then there has been added farm management since Al retired, upheavals from Al's kidney cancer, organ removal and then kidney stone development. I assumed care for my elderly aunt and brother and then Executor duties this past year. But I am still trying to be optimistic.

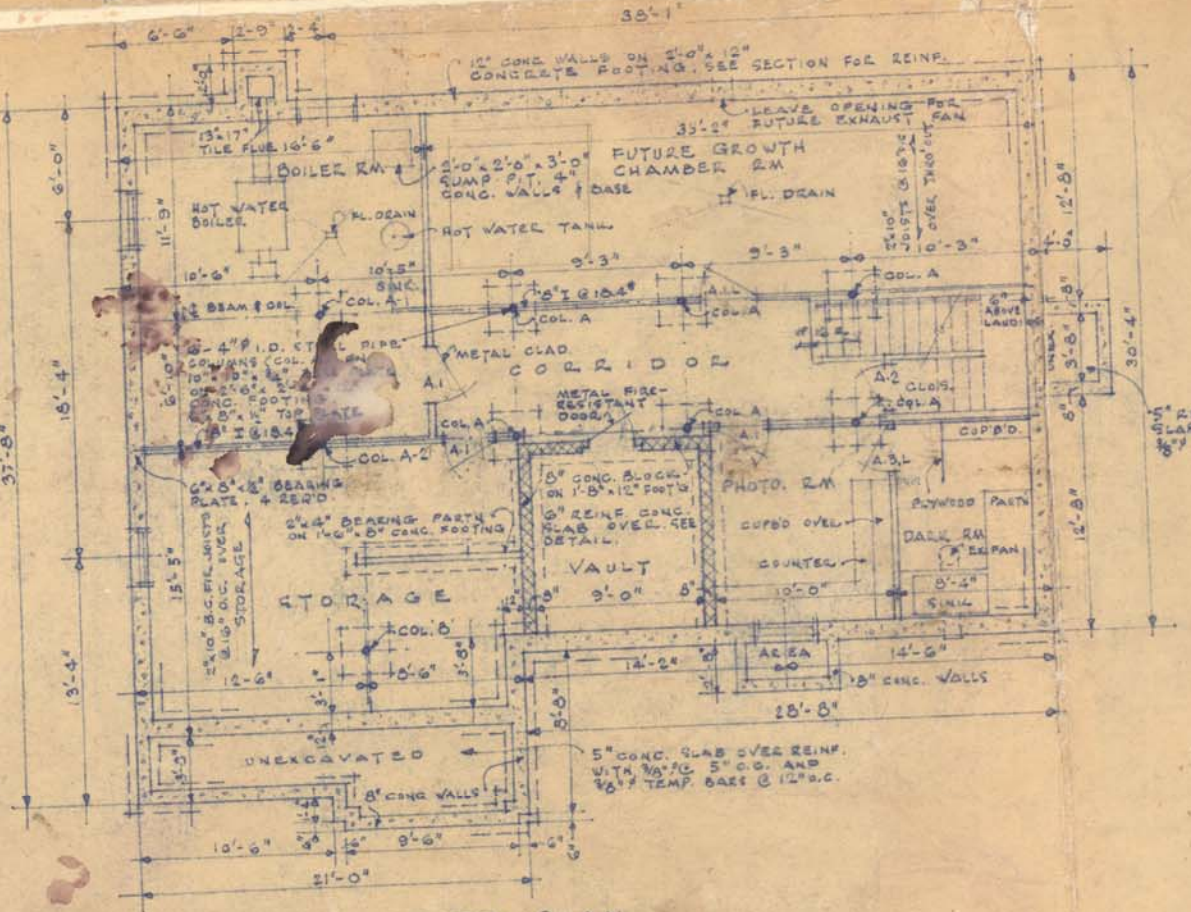
Time to review Aaron's Practicum Report before he submits it to Athabasca University. If he passes this course, he should achieve his Certificate in Heritage Resource Management. It has been a much longer duration than expected, but an accomplishment for sure!



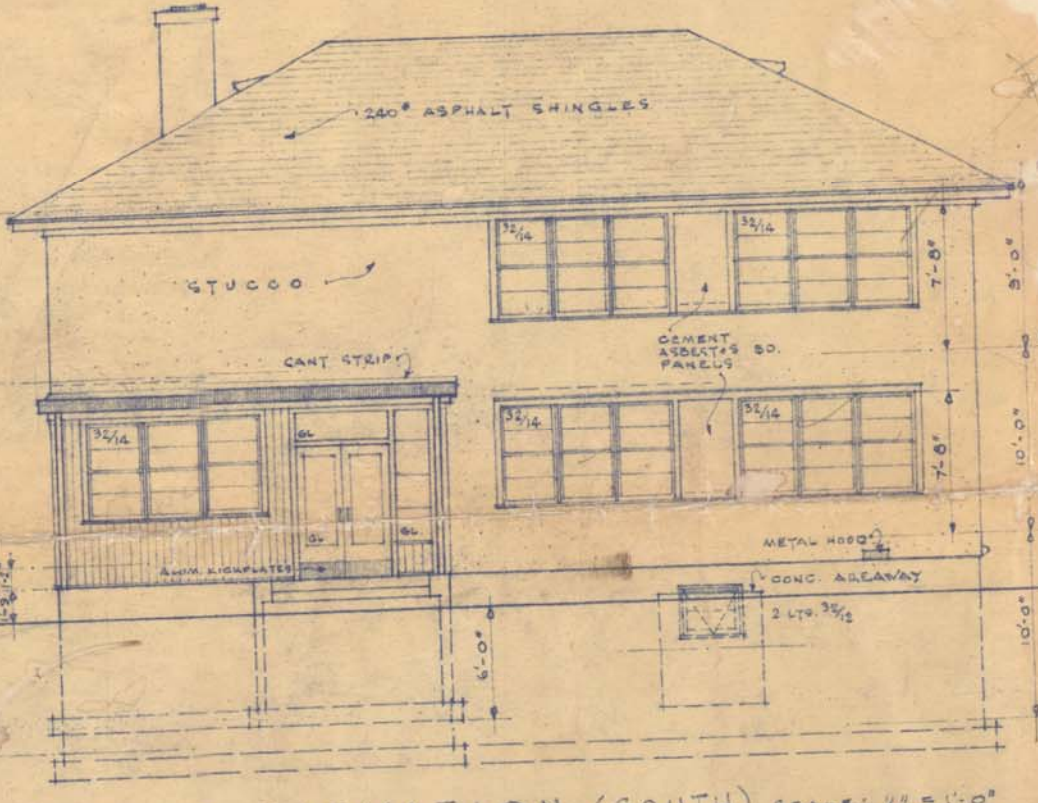
SECOND FLOOR PLAN
ROOM FINISH: FLOORS - LINO
WALLS & CEIL - PLASTER



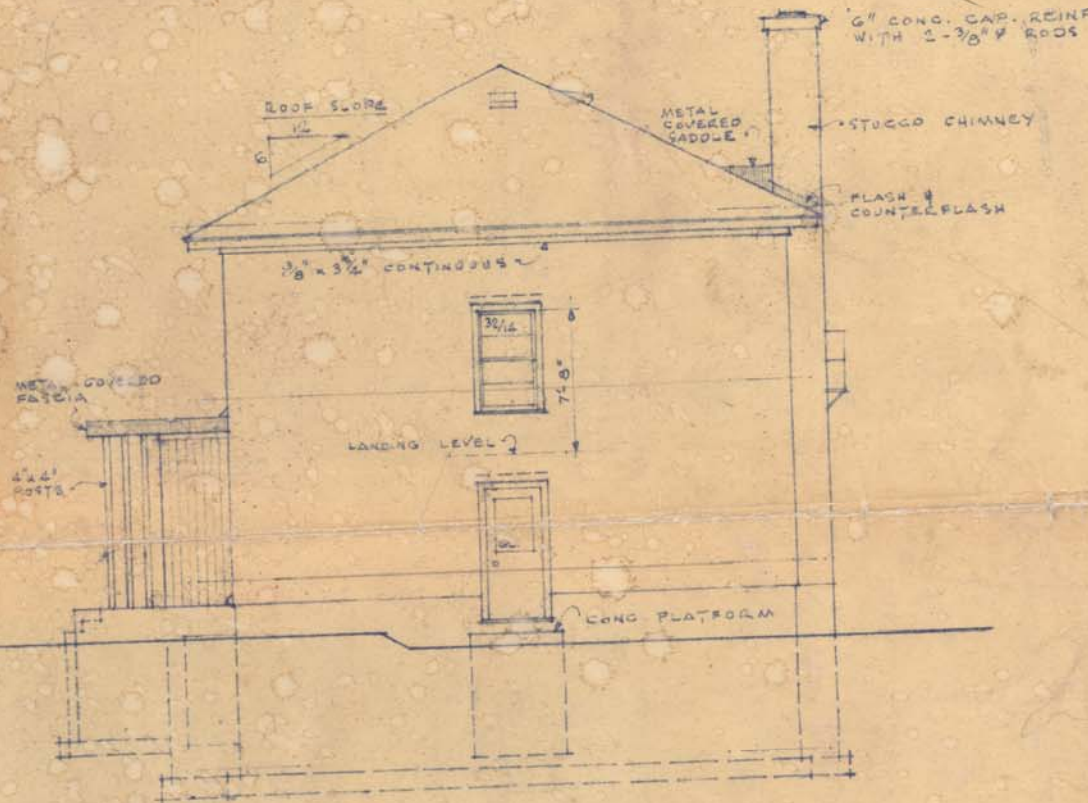
FIRST FLOOR PLAN SCALE: 1/8" = 1'-0"
DIMENSIONS ALL FROM OUTSIDE FACE OF SHEATHING TO CENTER LINES OF INTERIOR PARTITIONS.
ROOM FINISH: FLOORS - LINO, WALLS & CEIL - PLASTER



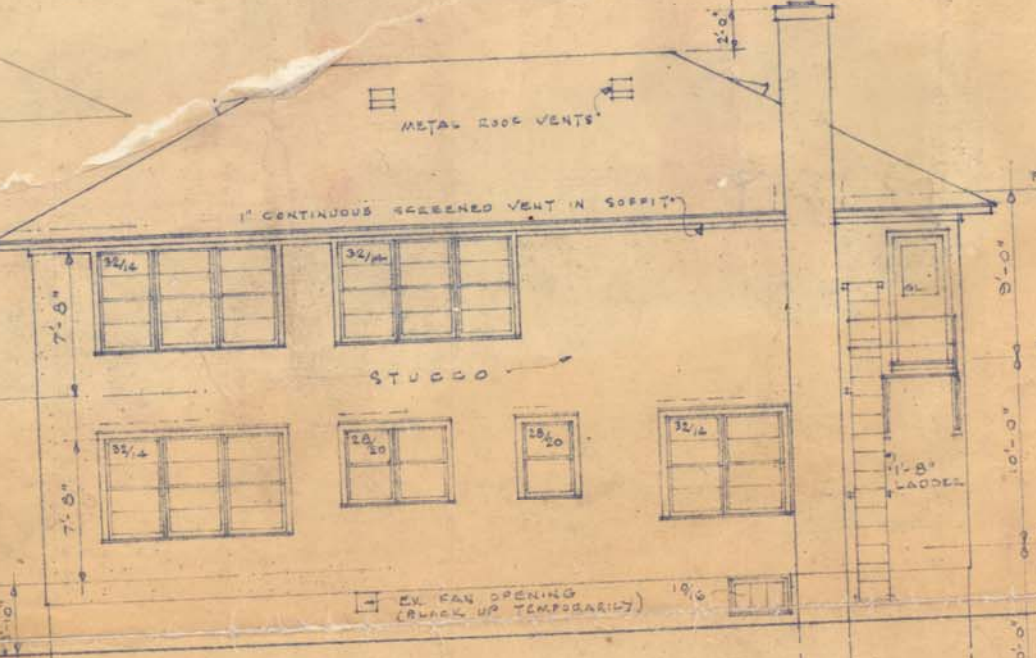
BASEMENT FLOOR PLAN
FINISH: 2" CONC. FLOOR THROUGHOUT
DRIVE IN CEILING & BEAM WALLS - CONCRETE AT BRACKET BOARD
PHOTO. & DALL. RM: FLYWOOD WALLS & CEILING



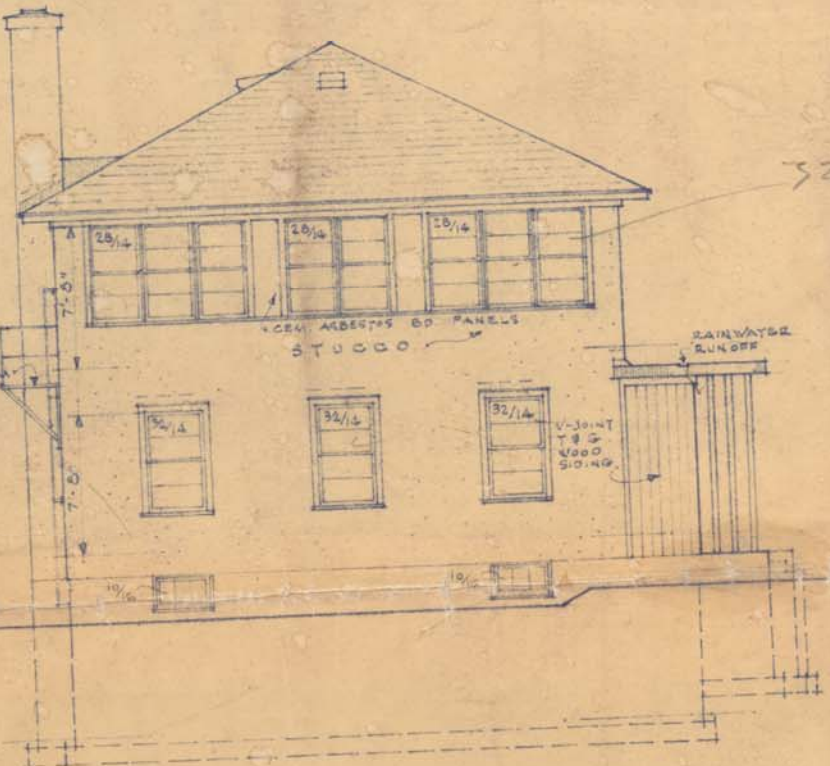
FRONT ELEVATION (SOUTH) SCALE: 1/8" = 1'-0"



EAST ELEVATION



NORTH ELEVATION



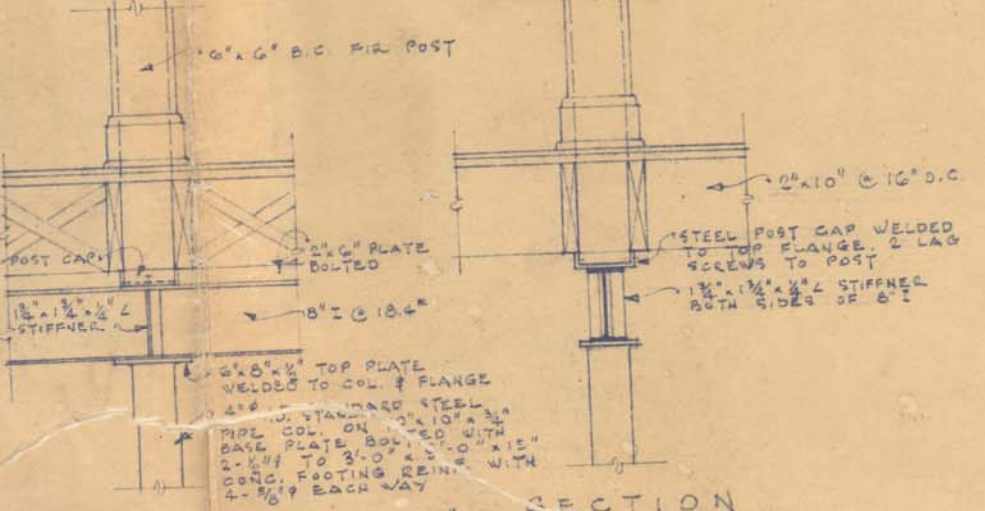
WEST ELEVATION

DOOR SCHEDULE

- A1 - 3'-0" x 7'-0" x 1 1/2" (SLAB TYPE)
- A2 - 3'-0" x 7'-0" x 1 1/2"
- A3 - 3'-0" x 7'-0" x 1 1/2"

NOTE: LETTER "L" AFTER DOOR INDICATES LOUVERED PANEL IN DOOR.

NOTES
JOISTS TO BE DOUBLED UNDER ALL PARTITIONS EXCEPT PARALLEL TO FLOOR JOISTS.
2" x 10" FLOOR JOISTS (10'0" x 2") FOR SUPT'D. OFFICE AND FOR LIBRARY TO BE D.C. P.F. SELECT STRUCTURAL. OTHER JOISTS MAY BE SPRUCE STRUCTURAL GRADE.
3" x 6" POSTS ON GROUND FL. TO BE FULL HEIGHT LAMINATIONS BALTER WITH 1/2" x 1" D.C. WASHERS PER BOLT.



ELEVATION 1/8" = 1'-0" SECTION
DETAILS - COLS. A-1 & A-2
FOR COL. D. I.E. SECTION 'B. D' SHEET # 2

EXPERIMENTAL FARMS SERVICE
DEPARTMENT OF AGRICULTURE CANADA

OFFICE BUILDING
EXPERIMENTAL FARM
PORT VERMILION, ALTA.
SCALE 1/8" = 1'-0" DATE MAR. 25 / 1956 DRAWN BY 548

PLANS & ELEVATIONS

CHECKED ARCHITECT NO. 13
APPROVED FILE NO. SERIAL NO.
A-2-51 2433



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | Letter of Support – La Crete Recreation Society |

BACKGROUND / PROPOSAL:

The La Crete Recreation Society is requesting a letter of support for their application to acquire funds from the Community Facility Enhancement Program. The monies from the grant will be used to assist in a lobby renovation and ice plant upgrade of the Northern Lights Recreation Centre in La Crete.

Please see the attached correspondence.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

A letter of support will be sent to the La Crete Recreation Society.

Author: C. Simpson Reviewed by: _____ CAO: JW

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a letter of support be sent to the La Crete Recreation Society to apply for grant money under the Community Enhancement Program for lobby renovation and ice plant upgrade.

Author: C. Simpson Reviewed by: _____ CAO: JW

La Crete Recreation Society

*P.O. Box 29 La Crete AB T0H 2H0 10201-99 Avenue
P: (780) 928-3066 C: (780) 926-0503 F: (780) 928-3022
www.nlreccenter.com
arenam@telus.net*

NORTHERN LIGHTS REC. CENTER



February 24, 2016

Mackenzie County Council
P.O. Box 640
Fort Vermilion, AB
T0H 1N0

Dear Councilors:

RE: Letter of Support for a CFEP Grant Application

The La Crete Recreation Society is applying for a Community Facility Enhancement Program (CFEP) grant to assist in a lobby renovation and ice plant upgrade of the Northern Lights Recreation Centre in La Crete. The Mackenzie County has approved funding of the ice plant upgrade and the Recreation Society is looking to use these funds in matching a grant for a lobby renovation.

The quarterly deadline for applications is March 15, 2016 and the Mackenzie County Council's support would be of assistance in this application process.

Thank you for your consideration and your support in the past.

Sincerely,

Darlene Bergen
Grant Assistant



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Joulia Whittleton Chief Administrative Officer |
| Title: | Citizen’s Contribution for Street Lamps |

BACKGROUND / PROPOSAL:

Our office received a letter (attached) along with a \$10,000 cheque from Mr. Danny Friesen.

OPTIONS & BENEFITS:

Mr. Friesen refers to “the street lamp project on River Road”. The County’s budget does not include this project. It is possible that Mr. Friesen is referring to the conceptual designs of the County’s ongoing Streetscape project. As Council is aware, the improvements identified in the Streetscape project will be budgeted for in the future budgets and will take a number of years to complete.

Administration recommends that the cheque be returned and Mr. Friesen should be thanked and advised that he could delay his contribution decision until such time as the project is included in the County’s budget.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

Author: _____ Reviewed by: _____ CAO: JW

COMMUNICATION:

Council's decision will be communicated to Mr. Friesen.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Mr. Danny Friesen's letter regarding a street lamp project along River Road in the Hamlet of Fort Vermilion be received for information and that the \$10,000 cheque be returned, thanking him for his generous contribution to a future project.

Author: _____ Reviewed by: _____ CAO: JW



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | Jubilee and Genesis Reciprocal Insurance Exchange Annual General Meeting |

BACKGROUND / PROPOSAL:

The Annual General Meeting of the Jubilee & Genesis Reciprocal Insurance Exchange is being held on Monday, March 14, 2016 during the AAMD&C Spring Convention in Edmonton.

In the past the Chair of the Finance Committee has been appointed to act as proxy on behalf of Mackenzie County. A proxy is required if the most senior elected or most senior administrative personnel are not able to attend.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: C. Gabriel Reviewed by: _____ CAO: JW

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Chair of the Finance Committee be appointed to act as proxy at the Annual General Meeting of the Jubilee and Genesis Reciprocal Insurance Exchange on March 14, 2016 in Edmonton.

Author: _____ Reviewed by: _____ CAO: JW



**2016 Annual General Meeting
of
Genesis Reciprocal Exchange Insurance
(Genesis)**

AGENDA

March 14, 2016
4:00 pm
Shaw Conference Centre, Salon 4
9797 Jasper Avenue
Edmonton, AB.

- 1.0 Call to Order and Declaration of Quorum
- 2.0 Approval of Agenda
- 3.0 Approval of Genesis Meeting Minutes of March 16, 2015
- 4.0 Approval of 2015 Audited Financial Statements
- 5.0 Approval of 2015 Actuarial Report
- 6.0 Confirm Appointment of 2016 Auditor
- 7.0 Confirm Appointment of 2016 Actuary
- 8.0 Reciprocal Merger
- 9.0 Claims Update
- 10.0 Attorney's Report
- 11.0 Adjournment



**2015 Annual General Meeting
of
Genesis Reciprocal Exchange Insurance
(GRIE)**

MINUTES

March 16, 2015. 4:30 pm
Shaw Conference Centre, Salon 4
9797 Jasper Avenue. Edmonton, AB.

Attendees:

Principal Attorney, Gerald Rhodes
Advisory Committee Director, Carolyn Kolebaba
Advisory Committee Director, Bob Jones
Advisory Committee Director, Earl Graham
Advisory Committee Director, John Whaley
Advisory Committee Director, Tom Burton
Advisory Committee Director, Soren Odegard
Advisory Committee Director, Mark Fercho
Proxies: 30 in the name of Gerald Rhodes
Stakeholders: 32 in attendance
Recording Secretary, Miranda Andersen

Absent:

Advisory Committee Director, Colleen Musselman
Advisory Committee Chair, Al Kemmere

1.0 Call to Order and Declaration of Quorum

Meeting was called to Order at 4:30 pm by Advisory Committee Director and Acting Chair Kolebaba.

Acting Chair Kolebaba determined quorum had been reached with 30 proxies and 32 members present.

2.0 Approval of Agenda

GRIE201501 Moved by Dan Small (Lac La Biche County)

That the March 16, 2015 Annual General Meeting Agenda for Genesis Reciprocal Insurance Exchange be accepted as presented.

CARRIED

4.0 Approval of 2014 Audited Financial Statements



The 2014 GRIE Audited Financial Statements, as prepared by MNP LLP, were presented by Principal Attorney Gerald Rhodes. Genesis had a strong year, largely due to the increase in investment income obtained through the change in management of the investments. Claims continue to be processed quickly. Genesis has met or exceeded all of the financial requirements laid out by the Superintendent of Insurance.

GRIE201502 Moved by Ron Bobocel (Chief Mountain Solid Waste Authority)

That the 2014 Audited Financial Statements for Genesis Reciprocal Insurance Exchange be accepted as presented.

CARRIED

5.0 Approval of 2014 Actuarial Report

The 2014 Actuarial Report for Genesis Reciprocal Insurance Exchange, as prepared by AXXIMA (Previously Dion Durrell), was presented by Principal Attorney Gerald Rhodes.

GRIE201503 Moved by Randy Taylor (Chief Mountain Solid Waste Authority)

That the 2014 Actuarial Reports for Genesis Reciprocal Insurance Exchange be accepted as presented.

CARRIED

6.0 Confirm Appointment of 2015 Auditor

A discussion on the appointment of the 2015 auditor was led by Principal Attorney Gerald Rhodes.

GRIE201504 Moved by Garrett Tomlinson (Northern Sunrise County)

That MNP LLP be appointed as the Genesis Reciprocal Insurance Exchange auditor for the year 2015.

CARRIED

7.0 Confirm Appointment of 2015 Actuary

A discussion on the appointment of the 2014 Actuary was led by Principal Attorney Gerald Rhodes.

GRIE201505 Moved by Cheryl Anderson (County of Northern Lights)

That AXXIMA (Previously Dion Durrell) be appointed as the Actuary for Genesis Reciprocal Insurance Exchange for the year 2015.

CARRIED

9.0 Attorney's Report



The Attorney's Report was provided by Principal Attorney Gerald Rhodes, highlighting forward planning for the reciprocal and continually improved investment management. The Aggregate was grown by \$100,000 in response to upwards claims pressure and the size of claims experienced. Gerald identified that this was the third successful year of Genesis purchasing excess insurance and the second full year of in-house accounting. Genesis continues to meet regulatory requirements as well as internal targets, and Gerald is pleased with the dialogue with the Office of the Superintendent of Insurance and new Deputy Superintendent David Sorenson. The introduction of a Claims Rated Distribution Model later this year was discussed.

GRIE201506 Moved by Wayne Woldanski (Lamont County)

That the Attorney's Report for Genesis Reciprocal Insurance Exchange provided by Principal Attorney Gerald Rhodes be accepted as presented.

CARRIED

10.0 Claims Report

The Claims Report was provided by Claims Manager Lindsay Mickanuck. He highlighted good success and cost control continued from previous years. He identified that there were fewer, larger claims occurring and that they continue to be managed better by claims staff. No unusual spikes have occurred this year for the Genesis program. No large claims have been reported so far this year and Genesis doing well over-all..

GRIE201507 Moved by Jennifer McAdam (Parkland County)

That the Claims Report for Genesis Reciprocal Insurance Exchange provided by Claims Manager Lindsay Mickanuck be accepted as presented.

CARRIED

11.0 Adjournment

GRIE201508 Moved by Ross Ford (County of Warner)

That the 2015 Annual General Meeting of Genesis Reciprocal Insurance Exchange be recessed.

CARRIED

Meeting recessed at 5:03 pm.

1.0 Call to Order and Declaration of Quorum

Meeting was reconvened at 5:24 pm by Advisory Committee Director and Acting Chair Kolebaba.

Acting Chair Kolebaba determined quorum was maintained with 30 proxies and 32 members present.



3.0 Approval of GRIE Meeting Minutes for March 17, 2014

GRIE201509 Moved by Curt Maki (Clearwater County)

That the March 18, 2013 Annual General Meeting Minutes for Genesis Reciprocal Insurance Exchange be accepted with the following amendments:

7.0 Confirm Appointment of 2014 Actuary – The Motion To Confirm Appointment of 2014 Actuary should be amended as Moved by Ron Bobocel not John Bobocel.

11.0 Adjournment – The Motion To Adjourn should be amended as Moved by Brian Brune, not Ryan Brune.

CARRIED

11.0 Adjournment

GRIE201510 Moved by Curt Maki (Clearwater County)

That the 2015 Annual General Meeting of Genesis Reciprocal Insurance Exchange be adjourned.

CARRIED

Meeting adjourned at 5:26 pm.

Gerald Rhodes, Principal Attorney

Al Kemmere, Chair



**2016 Annual General Meeting
of
Jubilee Reciprocal Exchange Insurance
(JRIE)**

AGENDA

March 14, 2016
4:00 pm
Shaw Conference Centre, Salon 4
9797 Jasper Avenue
Edmonton, AB.

- 1.0 Call to Order and Declaration of Quorum
- 2.0 Approval of Agenda
- 3.0 Approval of JRIE Meeting Minutes of March 16, 2015
- 4.0 Approval of 2015 Audited Financial Statements
- 5.0 Approval of 2015 Actuarial Report
- 6.0 Confirm Appointment of 2016 Auditor
- 7.0 Confirm Appointment of 2016 Actuary
- 8.0 Reciprocal Merger
- 9.0 Claims Update
- 10.0 Attorney's Report
- 11.0 Adjournment



2015 Annual General Meeting of Jubilee Reciprocal Exchange Insurance (JRIE)

MINUTES

March 16, 2015. 4:30 pm
Shaw Conference Centre, Salon 4
9797 Jasper Avenue. Edmonton, AB.

Attendees:

Advisory Committee Chair, Al Kemmere
Principal Attorney, Duane Gladden
Advisory Committee Director, Carolyn Kolebaba
Advisory Committee Director, Bob Jones
Advisory Committee Director, Earl Graham
Advisory Committee Director, John Whaley
Advisory Committee Director, Tom Burton
Advisory Committee Director, Soren Odegard
Advisory Committee Director, Mark Fercho
Proxies: 43 in the name of Duane Gladden
Stakeholders: 34 in attendance
Recording Secretary, Miranda Andersen

Absent:

Advisory Committee Director, Colleen Musselman

1.0 Call to Order and Declaration of Quorum

Meeting was Called to Order at 5:04 pm by Chairman Kemmere

Chairman Kemmere determined quorum had been reached with 43 proxies and 34 members present.

2.0 Approval of Agenda

JRIE201501 Moved by Dan Small (Lac La Biche County)

That the March 16, 2015 Annual General Meeting Agenda for Jubilee Reciprocal Insurance Exchange be accepted as presented.

CARRIED

3.0 Approval of JRIE Meeting Minutes for March 17, 2014

JRIE201502 Moved by Tom Burton (MD of Greenview)



That the March 18, 2013 Annual General Meeting Minutes for Jubilee Reciprocal Insurance Exchange be accepted with the following amendment:

8.0 Claims Report – The Motion should be amended to Moved by Peter Waterworth of the Municipality of Jasper, not Town of Jasper.

CARRIED

4.0 Approval of 2014 Audited Financial Statements

The 2014 JRIE Audited Financial Statements, as prepared by MNP LLP, were presented by Principal Attorney Duane Gladden. Jubilee is seeing improvements due to the change in management of the investments. A positive net income was identified due to increased premiums written for the policy year and the renewal date of November 1st. Jubilee has met or exceeded all of the financial requirements set out by the Superintendent of Insurance. It was noted that no premium deficiency was experienced this fiscal year.

JRIE201503 Moved by Randy Taylor (Chief Mountain Solid Waste Authority)

That the 2014 Audited Financial Statements for Jubilee Reciprocal Insurance Exchange be accepted as presented.

CARRIED

5.0 Approval of 2014 Actuarial Report

The 2014 Jubilee Reciprocal Insurance Exchange Actuarial Report, as prepared by AXXIMA (Previously Dion Durrell) was presented by JRIE Principal Attorney Duane Gladden.

JRIE201504 Moved by Rob Bobocel (Smoky Lake County)

That the 2014 Actuarial Reports for Jubilee Reciprocal Insurance Exchange be accepted as presented.

CARRIED

6.0 Confirm Appointment of 2015 Auditor

A discussion on the appointment of the 2015 auditor was led by Principal Attorney Duane Gladden.

JRIE201505 Moved by Tymil Hewitt (County of Paintearth)

That MNP LLP be appointed as the Jubilee Reciprocal Insurance Exchange auditor for the year 2015.

CARRIED

7.0 Confirm Appointment of 2015 Actuary

A discussion on the appointment of the 2015 Actuary was led by Principal Attorney Duane Gladden.



JRIE201506 Moved by Wayne Woldanski (Lamont County)

That AXXIMA (Previously Dion Durrell) be appointed as the Actuary for Jubilee Reciprocal Insurance Exchange for the year 2015.

CARRIED

8.0 Attorney's Report

The Attorney's Report was provided by Principal Attorney Duane Gladden. Jubilee continues to meet regulatory requirements as well as internal targets. The total insured value of the reciprocal continues to grow as Jubilee takes on new risks that support the program. Positive risk management is encouraged with the introduction of a Claims Rated Distribution Model later this year. Overall it was a positive year for the reciprocal. Jubilee is pleased to provide stable rates and continued growth.

JRIE201507 Moved by Cheryl Anderson (County of Northern Lights)

That the Attorney's Report provided by Principal Attorney Duane Gladden be accepted as presented.

CARRIED

9.0 Claims Report

The Claims Report was provided by Claims Manager Lindsay Mickanuck. Jubilee experienced one non-typical building collapse this past year which provided a setback for the reciprocal. Jubilee was still able to obtain favorable renewal terms. The current term is trending low on claims and the reciprocal is trending well below the aggregate so far. Jubilee experiences continued growth.

JRIE201508 Moved by Jennifer McAdam (Parkland County)

That the Claims Report for Jubilee Reciprocal Insurance Exchange provided by Claims Manager Lindsay Mickanuck be accepted as presented.

CARRIED

10.0 Adjournment

JRIE201509 Moved by Ross Ford (County of Warner)

That the 2015 Annual General Meeting of Jubilee Reciprocal Insurance Exchange be adjourned.

CARRIED

Meeting adjourned at 5:24 pm.

Duane Gladden, Principal Attorney

Al Kemmere, Chair



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | 2016 Mackenzie Regional Charity Golf Tournament |

BACKGROUND / PROPOSAL:

The Mackenzie Regional Charity Golf tournament was on the Tri-Council agenda for discussion in December and then again in January, however, both meetings were cancelled and an alternative date has not yet been selected.

A decision needs to be made in regards to the date of the 2016 event in order to start the planning process. The three CAO's held a teleconference on March 1, to discuss date options, the dates selected were:

- Wednesday, August 31, 2016
- Wednesday, September 7, 2016

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: C. Gabriel Reviewed by: _____ CAO: JW

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

Author: C. Gabriel **Reviewed by:** _____ **CAO:** JW



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Grant Smith, Agricultural Fieldman |
| Title: | Policy ASB018 - Clubroot of Canola Policy |

BACKGROUND / PROPOSAL

Due to clubroot being declared a pest under the *Agriculture Pest Act 2000 (APA)* many municipalities are implementing clubroot policies.

The Agriculture Pests Act of Alberta requires a municipality to “take active measures to prevent the establishment of, or control or destroy pests in the municipality” (Sec. 6).

Mackenzie County currently does not have a Clubroot Policy.

The Agricultural Service Board (ASB) has approved the attached draft policy at their February 29, 2016 meeting and is recommending this for Council’s approval.

OPTIONS & BENEFITS:

The purpose of this policy is to prevent this devastating disease from becoming established in Mackenzie County and to prevent the spread of it should it be discovered in Mackenzie County.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

The policy will support sustainable agriculture in the region.

Author: Colleen Sarapuk **Reviewed by:** GS **CAO:** JW

COMMUNICATION:

The highlights of the Policy will be provided in the County Image. All policies are available on the County website.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy ASB018 Clubroot of Canola be approved as presented.

Author: Colleen Sarapuk Reviewed by: GS CAO: JW

MACKENZIE COUNTY

| | | | |
|--------------|--|-------------------|---------------|
| Title | AGRICULTURAL SERVICE BOARD CLUBROOT OF CANOLA | Policy No: | ASB018 |
|--------------|--|-------------------|---------------|

| | |
|------------------------------|-------------------------------|
| Legislation Reference | Agricultural Pests Act |
|------------------------------|-------------------------------|

Purpose

To provide direction for Mackenzie County Agricultural Service Board to prevent the introduction of Clubroot to the County.

Specify what steps will be taken if Clubroot is discovered in Mackenzie County, and minimize the impact of Clubroot on the primary producers of the County.

Policy Statement and Guidelines

Authority:

- Clubroot is declared a pest under the *Agricultural Pests Act of Alberta 2000*.
- The Agricultural Pests Act of Alberta requires the municipality to “take active measures to prevent the establishment of, or control or destroy pests in the municipality” (sec. 6).
- The Municipality must appoint Inspectors under the Act who are authorized to:
 - Enter onto land and inspect for Clubroot;
 - And in the event that Clubroot has been found, the Agricultural Fieldman shall issue notice specifying measures required to control Clubroot and/or prevent it from spreading.

Action:

The County will employ and appoint an Agricultural Fieldman who will act as an Inspector under the Agricultural Pests Act.

- The Agricultural Fieldman shall employ and train other personnel as Inspectors
- County Council shall appoint the personnel as inspectors

Inspectors will check a minimum of 35 Canola fields for Clubroot in the Municipality each year. An attempt will be made to ensure these fields are generally spread out throughout the Municipality by inspecting every agricultural township. Priority of inspection will be given to fields where;

1. The producer is known or believed to be involved in farming land outside the Peace Region.
2. The producer is known or believed to have recently purchased farm or earth moving equipment outside the Peace Region.
3. Earth moving equipment i.e. pipeline, drilling or service rigs or road construction type equipment from outside the Peace Region has been on the land.
4. Inspectors notice Canola which appears to be showing symptoms of Clubroot. (wilting, stunting, yellowing and early maturity)

Inspectors will wear disposable boot covers over their footwear when inspecting fields for Clubroot. No vehicles will be permitted to enter onto the field. If an inspector finds Canola with Clubroot type symptoms, that inspector is not to enter onto any other lands in the Municipality until his/her footwear and any tools can be sterilized using a 1-2% bleach solution.

If Clubroot is found within the boundaries of Mackenzie County, **the landowner will receive notices as necessary under the Agricultural Pest Act to ensure:**

- a non-host crop is grown for at least 4 consecutive years from the initial infestation ensuring susceptible host plants are controlled each year;

further, the landowner will be encouraged to adopt the following measures:

- harvest the crop with the canola seed being sold for crushing, but **not** sold for feed or kept for seed; straw from the crop is to be chopped and spread back onto the field, it is not to be baled or removed;
- tarp any loads being transported from the infested land;
- clean any crop residue and soil from all equipment and implements before taking it off the infested land, and sterilize implements or the parts of the implement which come directly in contact with the soil using a 1-2% bleach solution, for the next 4 years;
- no crops of any kind harvested from the fields for the next 4 years are to be kept for reseeding purposes, or sold as seed.

The Agricultural Fieldman will implement the following;

1. Inform the Agricultural Service Board of any Clubroot infections found, and any enforcement actions being taken;
2. All Canola fields which the farmer is known to be involved with shall be inspected (including his own, custom harvest etc.);

3. A notice shall be placed in the local newspaper advising landowners that Clubroot has been found in the County;
4. Inform the Peace Region Fieldman as well as Alberta Agriculture and Forestry personnel that Clubroot has been found in the County;
5. Per Section 10 of the Agricultural Pests Act, Pest & Nuisance Control Regulation; landowners & occupants with fields adjacent to the infected field shall be notified that Clubroot has been found, the specific legal description of the field may be given;
6. In order to better understand how the disease is introduced and spread, endeavor to gather as much information about the Clubroot infected field as possible, including type and variety of the crop, seed retailer, equipment movement, custom operators used, soil types (esp. p.H) and drainage patterns.

Inspection:

In order to inspect for Clubroot, the Agricultural Fieldman shall:

1. Keep staff informed of the symptoms;
2. Supervise surveys (if any) according to Alberta Agriculture and Forestry guidelines;
3. Inform farmers of symptoms and, garner their assistance for inspections & sampling purposes.

Awareness:

In order to raise awareness of the potential problem:

1. Use available information as handouts, post bulletins at local agricultural businesses within Mackenzie County.
2. Publish an article on Clubroot in the County Image.
3. Cooperate with other rural Municipalities with local industry to hold or be part of Clubroot information meetings.
4. Distribute Clubroot of Canola information to local construction companies.

The Agricultural Fieldman shall be responsible for policy compliance.

| | Date | Resolution Number |
|-----------------|-------------|--------------------------|
| Approved | | |
| Amended | | |

DRAFT



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Grant Smith, Agricultural Fieldman |
| Title: | Policy ASB019 - Fusarium Graminearum Policy |

BACKGROUND / PROPOSAL:

Fusarium Graminearum is a pest under the *Agricultural Pest Act of Alberta 2000*

The Agricultural Pests Act of Alberta requires a municipality to "take active measures to prevent the establishment of, or control or destroy pests in the municipality" (Sec. 6)

Mackenzie County currently does not have a policy to control Fusarium Graminearum.

The Agricultural Service Board (ASB) has approved the attached draft policy at their February 29, 2016 meeting and is recommending this for Council's approval.

OPTIONS & BENEFITS:

The purpose of this policy is to prevent this devastating disease from becoming established in Mackenzie County and to prevent the spread of it should it be discovered in Mackenzie County.

COSTS & SOURCE OF FUNDING:

NA

SUSTAINABILITY PLAN:

This policy will support sustainable agriculture in the region.

Author: Colleen Sarapuk Reviewed by: GS CAO: JW

COMMUNICATION:

The highlights of the policy will be included in the County Image. All Policies are available on the County website.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy ASB019 - Fusarium Graminearum be approved as presented.

Author: Colleen Sarapuk Reviewed by: GS CAO: JW

MACKENZIE COUNTY

| | | | |
|--------------|--|-------------------|---------------|
| Title | AGRICULTURAL SERVICE BOARD FUSARIUM GRAMINEARUM | Policy No: | ASB019 |
|--------------|--|-------------------|---------------|

| | |
|------------------------------|------------------------------------|
| Legislation Reference | Agricultural Pests Act 2000 |
|------------------------------|------------------------------------|

Purpose

To provide direction for Mackenzie County Agricultural Service Board (ASB) to reduce the impact of Fusarium Graminearum (FG).

Policy Statement and Guidelines

To minimize the impacts of Fusarium Graminearum on Mackenzie County.

Authority:

Fusarium Graminearum is a pest under the *Agricultural Pests Act of Alberta 2000*

The Agricultural Pests Act requires the municipality to “take active measures to prevent the establishment of, or control or destroy pests in the municipality” (sec. 6).

The Municipality must appoint Inspectors under the Act who are authorized to

- Enter onto land and inspect for pests; and may
- Issue notice of specifying measures required to control the pest or prevent the pests from establishing.

Action:

If Fusarium Graminearum is found within the boundaries of Mackenzie County the landowner will be encouraged to adopt the following measures:

1. Harvest the crop with the total crop being sold or fed, but not sold or kept for seed.
2. Test any grain which is to be fed for mycotoxins and adjust feed rations to ensure livestock are not affected, several infected grains may need to be disposed of;
3. Tarp any loads being transported from the infested land;
4. Clean any crop residue from all equipment and implements before taking them off the infested land;
5. Chop and spread straw uniformly during the harvest operation;

6. Incorporate residue in the fall unless soil erosion is considered to be a concern;
7. Seed a non-host crop and/or perform summer-fallow, for 2 or more consecutive years from initial infestation.

Mackenzie County will consider implementing the following:

1. Landowners in an area where an infestation is found shall be contacted and informed that Fusarium Graminearum has been found.
2. The seed source of the infested field shall be traced and any other suspect fields shall be inspected.
3. The ASB shall be informed of any infestations found, and any enforcement actions will be as directed by the ASB.

Inspection:

In order to inspect for Fusarium Graminearum, the Agricultural Fieldman shall;

1. Keep staff informed of the symptoms;
2. Supervise surveys (if any) according to Alberta Agriculture Guidelines;
3. Inform farmers of symptoms and, through increased knowledge, garner their assistance for inspection & sampling purposes;
4. Work with area seed cleaning operations to collect random samples of cereals being cleaned, to be analyzed for Fusarium Graminearum.

Awareness:

In order to raise awareness of the problem;

1. Use available information handouts;
2. Publish an article on Fusarium Graminearum in the County Image;
3. Consider holding information meetings, ie: hosting open houses
4. Distribute Fusarium Graminearum information to local construction companies.

The Agricultural Fieldman shall be responsible for policy compliance.

| | Date | Resolution Number |
|----------|------|-------------------|
| Approved | | |
| Amended | | |



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Ron Pelensky, Director of Community Services & Operations |
| Title: | Request for Proposal – Awarding Hutch Lake Campground Caretaker |

BACKGROUND / PROPOSAL:

At the February 22, 2016 Regular Council Meeting the following motion was made:

MOTION 16-02-113 **MOVED** by Councillor Wardley

That administration review the Hutch Lake Campground Caretaker proposals and bring back a recommendation to Council.

Administration has reviewed the Hutch Lake Campground Caretaker proposals and has made a recommendation based on the most qualified bidder according to their score on the matrix within the Request for Proposal.

OPTIONS & BENEFITS:

That Council award this contract to the most qualified bidder as indicated by their matrix score on the Request For Proposal.

COSTS & SOURCE OF FUNDING:

The 2016 budget for the Hutch Lake Caretaker is \$28,463 (\$5250 per month for 4.5 months plus a bonus of 25% of revenue).

The most qualified bid is \$5300.00 per month.

Author: A. Codispodi **Reviewed by:** RP **CAO:** JW

SUSTAINABILITY PLAN:

Awarding this contract supports the sustainability plan because it ensures an enjoyable camping experience for the residents of Mackenzie County and tourists.

COMMUNICATION:

All applicants will be informed about Council's decision.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Hutch Lake Campground Caretaker contract be awarded to Vernon Shelton.

Author: A. Codispodi Reviewed by: RP CAO: JW



Hutch Lake Campground Caretaker Proposal Opening Council Meeting February 22, 2016

| Proponent | Proposal Price | Proposed Plan 20% | Additional Services 20% | WCB Certified 2.5% | COR/SECOR 2.5% | Price 55% | Final Mark / 100 |
|--------------------------|-------------------|---|---|-----------------------|-------------------|--------------|------------------|
| Margaetha Peters | \$5,500.00 | 14% - has 2 years campground experience, more than one person managing the site, also living on site. | 10% - will offer potable water, supply firewood to seniors. | 0% | 0% | 27.5% | 51.5% |
| Vernon Shelton | \$5,300.00 | 14% - has 9 years campground experience, also living on site. | 14% - boat and bike rental, small store. | 0% | 0% | 33.0% | 61.0% |
| Dale & Rachel Neustaeter | \$5,500.00 | 12% - has no campground experience, more than one person managing the site, also living on site. | 8% - sale of small items. | 0% | 0% | 27.5% | 47.5% |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

OPENED BY: _____ WITNESS: _____ DATE: _____



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Ron Pelensky, Director of Community Services & Operations |
| Title: | Request for Proposals– Awarding Machesis Lake Campground Caretaker |

BACKGROUND / PROPOSAL:

At the February 22, 2016 Regular Council Meeting the following motion was made:

MOTION 16-02-115 **MOVED** by Councillor Braun

That administration review the Machesis Lake Campground Caretaker proposals and bring back a recommendation to Council.

During review administration identified that Dale and Rachel Neustaeter’s proposal price was not recorded. As it was received on time and opened at the meeting administration included as an acceptable proposal to rate.

Administration has reviewed the Machesis Lake Campground Caretaker proposals and has made a recommendation based on the most qualified bidder according to their score on the matrix within the Request for Proposal.

OPTIONS & BENEFITS:

That Council award this contract to the most qualified bidder as indicated by their matrix score on the Request For Proposal.

COSTS & SOURCE OF FUNDING:

The 2016 budget for the Machesis Lake Caretaker is \$21,295 (\$4500 per month for 4.5 months plus a bonus of 25% of revenue).

Author: A. Codispodi **Reviewed by:** RP **CAO:** JW

The most qualified bid is \$4500.00 per month.

SUSTAINABILITY PLAN:

Awarding this contract supports the sustainability plan because it ensures an enjoyable camping experience for the residents of Mackenzie County and tourists.

COMMUNICATION:

All applicants will be informed about Council's decision.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Machesis Lake Campground Caretaker contract be awarded to Kenneth Ward.

Author: A. Codispodi Reviewed by: RP CAO: JW



Machesis Lake Campground Caretaker Proposal Opening Council Meeting February 22, 2016

| Proponent | Proposal Price | Proposed Plan 20% | Additional Services 20% | WCB Certified 2.5% | COR/SECOR 2.5% | Price 55% | Final Mark / 100 |
|--------------------------|-------------------|---|--|-----------------------|-------------------|--------------|------------------|
| Kenneth Ward | \$4,500.00 | 18% - has 6 years campground experience, more than one person managing the site, also living on site. | 8% - will offer small items for sale if there is demand. | 0% | 0% | 38.5% | 64.5% |
| Margaretha Peters | \$5,000.00 | 16% - has 2 years campground experience, more than one person managing the site, also living on site. | 10% - will offer potable water and supply firewood to seniors. | 0% | 0% | 27.5% | 53.5% |
| Dale & Rachel Neustaeter | \$5,500.00 | 12% - has no campground experience, more than one person managing the site, also living on site | 8% - will offer the sale of small items. | 0% | 0% | 22.0% | 42.0% |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

OPENED BY: _____ WITNESS: _____ DATE: _____



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Ron Pelensky, Director of Community Services & Operations |
| Title: | Medical First Responder Program |

BACKGROUND / PROPOSAL:

In the past Mackenzie County had Medical Co-Response agreements with Alberta Health for all of the Fire Departments to provide assistance to medical calls.

Alberta Health has since changed this program, and the program is now called Medical First Response. There is no formal agreement however there is a requirement to enter your level of service you are willing to offer into their online program.

Attached is a common question/answer sheet about their program.

The new program allows the different fire departments to offer the service level council agrees to and /or the level the members are trained to, or willing to respond to.

Current service levels under Medical Co-Response:

| Fire Departments | Current Level of Services |
|-------------------------|----------------------------------|
| Blue Hills | Full Response |
| La Crete | Limited Response |
| Fort Vermilion | Limited Response |
| Zama | Limited Response |

Full Response – the fire department will go to every call in their district

Limited Response – the fire department would only respond to calls determined by the Medical Priority Dispatch Determinants

Author: R. Pelensky **Reviewed by:** _____ **CAO:** JW

Recommended new Medical First Response service levels by Fire Departments:

| Levels | Fort Vermilion | | La Crete | | Zama | |
|----------------------------------|-------------------------------------|-----------------|-------------------------------------|-----------------|-------------------------------------|-----------------|
| | Auto Dispatched | Time Dependant* | Auto Dispatched | Time Dependant* | Auto Dispatched | Time Dependant* |
| Fire Specific | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | |
| Cardiac Arrest | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | | |
| Other Immediate Life Threatening | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | | |
| Delta & Echo Level | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | | |
| Charlie Level | | | | | | |
| Bravo Level | | s | | | | |
| Alpha Level | | s | | | | |
| Omega Level | | | | | | |
| If requested by EMS | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | |

***Time Dependant** – Time Dependant Factor to dispatch MFR when EMS is X minutes away from events

Based on our discussion with AHS, and based on the above table, the past responses include fire specific, cardiac arrest, other immediate life threatening and Delta and Echo level events. Adding Charlie Level events and other categories will be considered an increase in level of service, with additional costs to the municipality, based on level of calls and responses by the fire departments.

OPTIONS & BENEFITS:

Option 1

That Mackenzie County offer Alberta Health the level of service as presented by each Fire Department.

Author: R. Pelensky Reviewed by: _____ CAO: JW

Benefit

With the County participating in the Medical First Response program the ratepayers will continue to receive an increase in level of health care services, with a cost to municipality.

Option 2

That the County fire departments continue to participate in the Medical First Responders program at the limited response level. Based on the table above, it will include fire specific, cardiac arrest, other immediate life threatening and Delta and Echo level events.

Benefit

The ratepayers will continue receive enhanced health care response services in emergent situations from Mackenzie County Fire Departments, with no increase in costs.

COSTS & SOURCE OF FUNDING:

Alberta Health does not normally provide funds to train the fire department members however Alberta Health has offered a grant to assist in some training/supplies. Mackenzie County has applied for medical bags and Medical First Aid training assistance and was successful in receiving \$3000 for each of the three fire departments for 2016.

Additional funds for training may be required if the County decides to choose the higher level of services. Please note that participating in EMT type of response, some initial investment in equipment and supplies may be required. Once in place, AHS will replenish the inventory upon use at no cost to the municipality.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

- Simple Majority
- Requires 2/3
- Requires Unanimous

For discussion.

Author: R. Pelensky Reviewed by: _____ CAO: JW

Author: R. Pelensky **Reviewed by:** _____ **CAO:** JW

Common Questions Asked about Medical First Response Program

General FAQ's

How much more will it cost to enrol in the MFR Program if we are providing first response today?

For agencies currently responding to EMS calls as a first responder, there should be little to no cost impact to transition under the new framework. In fact, for many agencies, the cost of operating may go down as they will gain access to AHS funded training opportunities, equipment soft-exchange, and other AHS MFR program supports. This is due to the fact that there is no requirement to increase or change the type of events they are responding to today.

What happens if our MFR resources are not available (busy on another call, etc.) and we are unable to respond?

AHS understands there may be situations, for a variety of reasons, where an agency is not available to respond and assist EMS. One of the principles of the MFR Program is that MFR event response is voluntary and provided so long as the agency has the capacity to do so.

Our community has been providing medical first response for years now, why is Alberta Health Services making changes to what our first responders already do?

There is a long history of medical first response across the province. MFRs make valuable contributions to patient care but often with no medical oversight; there are many inconsistencies with how care is provided across the province. Our goal is to build on the good aspects of current services and support the current medical first response providers, to ensure safe care is provided to patients. The provincial MFR program has created guidelines to formalize the types of medical first response that are provided in communities across the province. Municipalities and agencies can determine if they want to participate depending on community interest, resources, capacity and ability to respond to calls.

Will AHS pay for medical first response in communities?

No, AHS does not pay for first response agencies to participate in medical first response. However, the program will consider opportunities for assistance with training, support and medical supplies.

Will participation in this program mean that our first responders will be required to respond to more events and put an extra burden on our volunteers?

During the enrolment process, the MFR agency will clearly outline the types of events that they would like to respond to. The list can be reviewed at any time and changed given the interests and resources of the community and the agency. There is no minimum number of events or certain types of events that groups must respond to in order to enrol. The program includes increased ability to monitor and track medical first responder utilization, and for AHS to accurately report back to stakeholders.

What are the benefits of participating in the MFR program?

The goal is to ensure that Albertans receive the care they need in a timely manner. The program will help MFR agencies provide a consistent level of care to patients no matter where they are in the province. AHS will work with participating agencies to provide medical direction so that safe care is being provided. Agencies participating in the program also get access to AHS funded training opportunities, equipment supports, online PCR and training portal, as well as provincially standardized processes.

I'm not sure my community wants to continue providing medical first response; are we required to continue under the new framework?

No. Current providers will have the opportunity to opt out if they do not want to participate in the program.

Will our community's MFR group be operated directly by AHS?

No. While a number of AHS EMS employees volunteer with their local fire service and while many agencies employ AHS EMS staff, MFR agencies will continue to be operated by the same local agencies as they are today, independent of AHS.

What is being done to ensure that medical first responders are able to communicate with EMS during an emergency?

Communication between public safety agencies, such as EMS, police, fire departments and other first responders, who are responding to the same event, occurs in a number of ways. Currently, EMS uses a radio network to verbally provide information to the other agency or computer connections to send the same information as is transmitted to the ambulance crew. AHS is participating in creation of the Alberta First Responders Radio Communications System (AFRRCS). This will provide all first responder agencies with a common radio network to communicate with one another. Information on preferred GoA pricing and the project rollout can be found by contacting the AFFRCS team via their website at <https://www.solgps.alberta.ca/AFRRCS/Pages/default.aspx>.

Can members that are registered with the Alberta College of Paramedics perform care at a scope of practice higher than the MFR agency level of service once EMS is on scene?

Yes after a conversation with and under the direction of the on-scene EMS crew. EMS must support the need to utilize the MFR at the higher scope and follow the "Healthcare Professional On Scene - Operational Protocol" located at <https://www.ahsems.com/public/protocols/templates/desktop/#set/12/browse/3135/view/27422/Algorithm>

If my agency chooses a level of service, are we required to always meet that skill level when we respond?

No. The level of service is the maximum level of service that you will respond with and there is no requirement to always have that skill level respond if there are not enough available resources. However, the minimum training level of responders must be Standard First Aid with Healthcare Provider CPR and AED.

What is the difference in skills between the various levels of service that a practitioner is allowed to perform?

In cooperation with Alberta Health and the Alberta College of Paramedics, we have developed a level of service comparison chart to assist agencies with choosing a level of service. You can view the chart at [http://www.albertamfr.ca/data/documents/5.1 \(5ii\) Addendum MFR Training Standards Comparison Chart.pdf](http://www.albertamfr.ca/data/documents/5.1 (5ii) Addendum MFR Training Standards Comparison Chart.pdf)

What if our medical first responders don't meet the minimum standards?

AHS will work with current agencies and determine if improvements or upgrades are needed to ensure the agency is able to operate within the program's guidelines. AHS will assist agencies to help them meet the new requirements.

Our community's MFR program is comprised of volunteers who are trained in Standard First Aid. Will they be required to increase their skill level and register with the Alberta College of Paramedics (ACP)?

No. The level of care offered by an MFR agency is determined by local communities. The program has established a minimum training requirement of Standard First Aid with Healthcare Provider CPR and AED which does not require enrolment with ACP.

I live in rural Alberta, 30 minutes from the nearest ambulance station. Will my local MFR service be delivered in the same way as in Edmonton or Calgary?

MFR agencies are incredibly diverse throughout the province and impacted by many different factors. Decisions about the operation of MFR agencies will continue to be made at the local level collaboratively between the municipality, the local agency, and AHS EMS.

MFR Requirements and Supports

Will AHS provide the necessary training and equipment to agencies to meet their level of service?

Although the program requirement is that the agency is responsible for the training and equipment for their staff, AHS is planning on providing some additional support for agencies including organizing regional first aid courses, offering additional training on specific enhanced first aid skills, as well as opportunities for support for larger equipment based on an organizations needs.



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Mark Schonken, Interim Director of Finance |
| Title: | Zama Recreation Board – Capital |

BACKGROUND / PROPOSAL:

The Zama Recreation Board has requested that:

- funds approved for the Community Hall: Yard Light project be reallocated to the Community Hall: Storage Room Flooring project as total project costs were \$11,655 and
- the unused funds from the Hall Electrical Upgrades (\$1,612.83) be reallocated to the Shower unit project as total costs were \$50,000.

The approved amounts for these projects are as follows:

| <i>Zama Recreation Society:</i> | <i>Rec. Board</i> | <i>County</i> | <i>Total</i> |
|--|-------------------|---------------|--------------|
| Hall Electrical Upgrades | | 3,500 | 3,500 |
| Shower facilities at campground | 26,220 | 13,780 | 40,000 |
| Community Hall: Hall yard light | | 2,500 | 2,500 |
| Community Hall: Storage room industrial floor covering | 2,800 | 1,200 | 4,000 |

OPTIONS & BENEFITS:

- 1) Reallocate funds as follows:
 - From the Community Hall: Yard Light project to the Community Hall: Storage Room Flooring project (\$2,500)
 - From the Hall Electrical Upgrades to the Shower unit project (\$1,612.83)
- 2) Deny request.

Author: E. Nyakahuma **Reviewed by:** _____ **CAO:** JW

COSTS & SOURCE OF FUNDING:

- 1) \$4,112.83: Capital budget.
- 2) N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

The Zama Recreation Board will be notified of Council's decision.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Zama Recreation Capital funds be reallocated as follows:

- Community Hall: Yard Light Project reallocated to the Community Hall: Storage Room Flooring project (\$2,500)
- Hall Electrical Upgrades reallocated to the Shower Unit Project (\$1,612.83)

Author: E. Nyakahuma Reviewed by: _____ CAO: JW



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Mark Schonken, Interim Director of Finance |
| Title: | Reversal of Late Reporting Penalty (Community Aggregate Payment Levy) |

BACKGROUND / PROPOSAL:

One of the Operators was four (4) days late in reporting as he was waiting for the Government to send his exemption letter for the aggregate that was hauled for project use. As a result, \$1,000 of the late reporting penalty was charged to this operator as per the County's bylaw.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Decrease in penalty revenue

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

The operator will be notified by letter of Council's decision

Author: Mark Schonken Reviewed by: _____ CAO: JW

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the late reporting penalty in the amount of \$1,000 for the operator that was late with submitting the aggregate use report by four days, due to delay in receiving an exemption letter by a government body, be waived.

Author: Mark Schonken **Reviewed by:** _____ **CAO:** JW



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Mark Schonken, Interim Director of Finance |
| Title: | Accredited Supportive Living Services (ASLS) – 2016 Property Tax Exemption Request |

BACKGROUND / PROPOSAL:

Accredited Supportive Living Services (ASLS) has applied for Property Tax Exemption Status. ASLS is a non-profit organization that is located in La Crete and provides programs that are aimed at promoting community inclusion for persons with disabilities or barriers through support, skill development and advocacy.

ASLS operated as a society from conception in 1969 until February 2, 2007 when it voluntarily became an incorporated company. A copy of the incorporation certificate is available. ASLS uses its income for charitable and benevolent purposes not for benefiting the organization’s directors or its employees.

ASLS leases one office and pays 6% property taxes for the office as part of their rent to the facility that houses the offices. A copy of the new lease is to be forwarded upon signing.

2015 record for the roll 076846:

| | 2015 Combined Assessment and Taxation Notice | 6% of Property Taxes |
|---------------------------------|--|----------------------|
| Municipal tax (non-residential) | \$15,806.71 | \$948.40 |
| School tax | \$4,747.46 | \$284.85 |
| Lodge tax | \$405.03 | \$24.30 |
| TOTAL | \$20,959.20 | \$1,257.55 |

Total Possible Exemption based on 2015 Levy: \$1,257.55

Author: Mark Schonken Reviewed by: _____ CAO: JW

OPTIONS & BENEFITS:

There are three methods to obtain an exemption from taxes:

1. *If the assessor does not agree that a property owner qualifies, the property owner files a complaint with the Assessment Review Board and brings evidence and argument to the board that they meet the criteria in the Act and regulations (meeting the criteria would be equivalent to obtaining an exemption under parts 1 & 2 of Community Property Tax Exemption Regulation (COPTER)).*
2. *A property owner can apply to council for an exemption under Part 3 of the COPTER.*
3. *Apply to council on a **yearly basis** for council to exercise its discretion to forgive all or a portion of taxes.*

Ultimately, the Municipal Government Act, s. 347 empowers Council in regards to cancellation, reduction, refund or deferral of taxes:

347 (1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- a) cancel or reduce tax arrears;*
- b) cancel or refund all or part of a tax;*
- c) defer the collection of a tax.*

(2) A council may phase in a tax increase or decrease resulting from the preparation of any new assessment.

COSTS & SOURCE OF FUNDING:

Annual operating budget

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

The Accredited Supportive Living Services will be notified by letter of Council decision.

Author: Mark Schonken Reviewed by: _____ CAO: JW

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That Accredited Supportive Living Services be exempt from paying 6% of the property taxes under roll 076846 for the office that they lease in La Crete for 2016.

Author: Mark Schonken **Reviewed by:** _____ **CAO:** JW

Application for Property Tax Exemption General

Application deadline September 30th of
the year preceding the taxation year

| FOR OFFICE USE ONLY | | | | | | | | | |
|---|--|------------------|--------------------|-----------------------|------|------------------------------|----------|------------------------------|------|
| Property Roll Identifier 076846 | | | | | | Taxation Year 2016 | | Date February 2/16 | |
| Legal Description | | Lot 04 | Block 03 | Plan 1160NY | Part | Sec. | Township | Range | Mer. |
| Municipal Property Address 10013-101 Avenue | | | | | | | | | |
| Total Assessment | | | Land Assessment | | | Building Assessment | | | |

| PART 1 – PROPERTY INFORMATION <i>(Required by November 30th of the year preceding the taxation year)</i> | | | |
|---|--|---|---|
| Name of property owner Accredited Supportive Living Services Limited | | Telephone Number (Bus) 780-332-4183 | Telephone Number (Res) 780-617-4691 |
| Address of property owner 4902-59 Street Grimshaw, Alberta | | Postal Code TOH 1W0 | Fax Number 780-332-1552 |
| Address of property for which exemption is requested 10013-101 Ave Room 205 | | | |
| Portion/Area of the property held by the organization <input checked="" type="checkbox"/> All <input type="checkbox"/> Part Area Occupied is: | | | |
| Is there an agreement in place that confirms the portion of the property held by the organization? | | <input checked="" type="checkbox"/> Yes If yes, provide expiry date _____ (mm / dd / yyyy) | Date organization took occupancy (mm / dd / yyyy) 09-01-2012 |
| | | <input type="checkbox"/> No | |

| PART 2 – ORGANIZATION INFORMATION | | | |
|--|---|--|--|
| Name of organization operating the facility Accredited Supportive Living Services | | Telephone Number (Bus) 780-332-4183 | Fax Number 780-332-1552 |
| Act under which organization is registered as a non-profit organization Companies Act of Alberta | | Registration Number 5112274989 | |
| Organization's objectives/purposes | | | |
| 1. Office for Accredited Supportive Living Services Limited. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| a) Are the resources of this organization devoted to the above objectives/purposes? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | If No, attach explanation |
| b) Are there any monetary gains or benefits received by the organization as a result of its provision of services? | <input type="checkbox"/> Yes | If Yes, attach explanation | <input checked="" type="checkbox"/> No |
| c) Does your organization expect to move from this property during the following year(s)? | <input type="checkbox"/> Yes | If Yes, attach explanation | <input checked="" type="checkbox"/> No |
| d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages? | <input type="checkbox"/> Yes | If Yes, attach explanation | <input checked="" type="checkbox"/> No |
| e) Are the organization's services similar to any other organization and /or business? | <input type="checkbox"/> Yes | If Yes, attach a sheet providing the organization/business name(s) | <input checked="" type="checkbox"/> No |

This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/98) and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to _____

(Municipality Contact Information)

PART 3 – RETAIL COMMERCIAL OR LICENSED AREA

Does the organization have a retail commercial area at this location? Yes No

If yes, do you operate this area? Yes No

What goods or services are sold at the retail commercial area?
NA

For what purpose is the net income from the retail commercial area used?
NA

Has an area within the facility been issued a gaming/liquor license? Yes If yes, enclose copy No Class Area (Sq.Ft)

PART 4 – PROPERTY USE INFORMATION

What facilities are on the property?

1. Office space for Accredited Supportive Living Services Limited. Meet area for clients.
- 2.
- 3.
- 4.
- 5.

What times are they accessible to the general public?
NA

What are the membership requirements including fees?
NA

Are there any restrictions in place preventing anyone from using the facility? Yes No

If there are restrictions, explain Our facility is for Clients their families and our staff.

Are the services provided by the organization advertised and promoted to the general public, or primarily to members? General Public Members

PART 5 – CONTACT INFORMATION

| | | | |
|--|---|--|--|
| Contact Name Sandy Doll | Position with Organization Director of Finance | Telephone Number (Bus) 780-332-3363 | Telephone Number (Res) 780-332-2191 |
| Mailing Address for non profit organization Box 680, Grimshaw Alberta | | Postal Code T0H 1W0 | Fax Number 780-332-1552 |
| President of Organization Shannon Websdale | Telephone Number (Bus) 780-332-3361 | Telephone Number (Res) 780-617-4691 | Fax Number 780-332-1552 |
| Treasurer of Organization Sandy Doll | Telephone Number (Bus) 780-332-3363 | Telephone Number (Res) 780-332-2191 | Fax Number 780-332-1552 |

PART 6 – REQUIRED INFORMATION – *please ensure the following are submitted as attachments*

- 2) Certificate of Incorporation, current confirmation that the organization is registered in good standing and the Memorandum of Association and the Articles of Association, if any.
- 3) Copies of:
 - The organizations most current financial statements,
 - Certificate of Title (if applicable),
 - The current lease agreement with the property owner (if applicable),
 - A plan showing the area leased.
- 4) If applicable, a letter from the property owner confirming that he/she is aware of this exemption application and understands that the municipality will estimate taxes on the area occupied by the organization based on methodology that may be different from that used by the landlord.
- 5) Any available brochures, newsletters or other pertinent information relative to the organization.
- 6) Any other information that the Assessment Department may deem necessary.

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form, and as attachments to this form, is true and accurate in every respect, and that all information required under Part 6 of this application is included.

Sandy Doll

Name (Please Print)

September 1, 2015

Date

Director of Finance

Position



Signature



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Mark Schonken, Interim Director of Finance |
| Title: | Maranatha Evangelical Church – 2016 Property Tax Exemption Request |

BACKGROUND / PROPOSAL:

Maranatha Evangelical Church has applied for Property Tax Exemption Status. Maranatha Evangelical Church is a non-profit organization that is located at 142 5001; 03; 06 in La Crete and provides evangelization of non-believers, edification of believers, and equipping of believers.

Maranatha Evangelical Church was incorporated February 05, 2015. A copy of the incorporation certificate is available. Maranatha Evangelical Church uses its income for charitable and benevolent purposes not for benefiting the organization’s directors or its employees.

Maranatha Evangelical Church leases one building and an attached two car garage that sits on approximately one acre, 142 5001; 03; 06. There is an attached lot 142 5001; 03; 05 that is approximately one acre for parking purposes,. Copy of the lease is available.

2015 record for the roll 076376 & 084050:

| | 2015 Combined Assessment and Taxation Notice 076376 | 2015 Combined Assessment and Taxation Notice 084050 |
|---------------------------------|---|---|
| Municipal tax (non-residential) | \$2,572.92 | \$436.82 |
| School tax | \$754.26 | \$128.05 |
| Lodge tax | \$104.52 | \$17.74 |
| TOTAL | \$3,431.70 | \$582.61 |

Total Possible Exemption: \$4,014.31

Author: Mark Schonken **Reviewed by:** _____ **CAO:** JW

OPTIONS & BENEFITS:

There are three methods to obtain an exemption from taxes:

1. *If the assessor does not agree that a property owner qualifies, the property owner files a complaint with the Assessment Review Board and brings evidence and argument to the board that they meet the criteria in the Act and regulations (meeting the criteria would be equivalent to obtaining an exemption under parts 1 & 2 of Community Property Tax Exemption Regulation (COPTER)).*
2. *A property owner can apply to council for an exemption under Part 3 of the COPTER.*
3. *Apply to council on a **yearly basis** for council to exercise its discretion to forgive all or a portion of taxes.*

Ultimately, the Municipal Government Act, s. 347 empowers Council in regards to cancellation, reduction, refund or deferral of taxes:

347 (1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- a) cancel or reduce tax arrears;*
- b) cancel or refund all or part of a tax;*
- c) defer the collection of a tax.*

(2) A council may phase in a tax increase or decrease resulting from the preparation of any new assessment.

COSTS & SOURCE OF FUNDING:

Annual operating budget

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: Mark Schonken Reviewed by: _____ CAO: JW

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That Maranatha Evangelical Church Services be exempt from paying 2016 property taxes for the leased facilities under rolls 076376 and 084050.

Author: Mark Schonken **Reviewed by:** _____ **CAO:** JW

Application for Property Tax Exemption General

Application deadline November 30th of the year preceding the taxation year

| FOR OFFICE USE ONLY | | | | | | | | | |
|--|--|--------------------|----------------------------------|------------------------|--|---------------------------------------|--|------|--|
| Property Roll Identifier 076376 | | | | | | Taxation Year 2016 | | Date | |
| Legal Description | | | | | | | | | |
| Lot 06 | | Block 03 | | Plan 1425001 | | Part | | Mer. | |
| Municipal Property Address 9109-94 Street. | | | | | | | | | |
| Total Assessment 342,690 | | | Land Assessment 58,180 | | | Building Assessment 284,510 | | | |

| PART 1 - PROPERTY INFORMATION (Required no later than February 15 th of the taxation year) | | | |
|---|--|---|--|
| Name of property owner John Nickel | | Telephone Number (Bus) | Telephone Number (Res) 204-362-0600 |
| Address of property owner Box 2433 Laceth, AB | | Postal Code T0H 2H0 | Fax Number |
| Address of property for which exemption is requested 9109-94 Street - Lot 5 & 6, Block 3, Plan 1425001 | | | |
| Portion/Area of the property held by the organization <input checked="" type="checkbox"/> All <input type="checkbox"/> Part Area Occupied is: | | | |
| Is there an agreement in place that confirms the portion of the property held by the organization? | | <input checked="" type="checkbox"/> Yes If yes, provide expiry date 1/31/16 <small>(mm / dd / yyyy)</small> | Date organization took occupancy <small>(mm / dd / yyyy)</small> 2/1/15 |
| | | <input type="checkbox"/> No | |

| PART 2 - ORGANIZATION INFORMATION | | | |
|--|--|---|------------|
| Name of organization operating the facility Marganatha Evangelical Church | | Telephone Number (Bus) 780-928-2383 | Fax Number |
| Act under which organization is registered as a non-profit organization Income Tax Act | | Registration Number 3055136 | |
| Organization's objectives/purposes | | | |
| <ol style="list-style-type: none"> 1. Evangelization of non-believers 2. Edification of Believers 3. Equipping of Believers 4. 5. | | | |
| a) Are the resources of this organization devoted to the above objectives/purposes? | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, attach explanation | |
| b) Are there any monetary gains or benefits received by the organization as a result of its provision of services? | | <input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No | |
| c) Does your organization expect to move from this property during the following year(s)? | | <input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No | |
| d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages? | | <input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No | |
| e) Are the organization's services similar to any other organization and/or business? | | <input checked="" type="checkbox"/> Yes If Yes, attach a sheet providing the organization/business name(s) <input type="checkbox"/> No | |

This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/98) and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to _____ (Municipality Contact Information)

PART 3 – RETAIL COMMERCIAL OR LICENSED AREA

Does the organization have a retail commercial area at this location? Yes No

If yes, do you operate this area? Yes No

What goods or services are sold at the retail commercial area?
N/A

For what purpose is the net income from the retail commercial area used?
N/A

Has an area within the facility been issued a gaming/liquor license? Yes If yes, enclose copy No

| | |
|-------|--------------|
| Class | Area (Sq.Ft) |
|-------|--------------|

PART 4 – PROPERTY USE INFORMATION

What facilities are on the property?

1. Church Building
2. Parking Lot
- 3.
- 4.
- 5.

What times are they accessible to the general public?
Sunday 9:45 am - 12 noon

What are the membership requirements including fees?
Church membership, no fees

Are there any restrictions in place preventing anyone from using the facility? Yes No

If there are restrictions, explain

Are the services provided by the organization advertised and promoted to the general public, or primarily to members? General Public Members

PART 5 – CONTACT INFORMATION

| | | | |
|---|--|--|--|
| Contact Name PHILIP FRIESEN | Position with Organization DIRECTOR | Telephone Number (Bus) 780-928-3142 | Telephone Number (Res) 780-926-6361 |
| Mailing Address for non profit organization | | Postal Code | Fax Number 780-928-3358 |
| President of Organization PHIL SCHLAMP | Telephone Number (Bus) 780-928-2383 | Telephone Number (Res) 780-928-2018 | Fax Number |
| Treasurer of Organization | Telephone Number (Bus) | Telephone Number (Res) | Fax Number |

PART 6 – REQUIRED INFORMATION – please ensure the following are submitted as attachments

- 2) Certificate of Incorporation, current confirmation that the organization is registered in good standing and the Memorandum of Association and the Articles of Association, if any.
- 3) Copies of:
 - The organizations most current financial statements,
 - Certificate of Title (if applicable),
 - The current lease agreement with the property owner (if applicable),
 - A plan showing the area leased.
- 4) If applicable, a letter from the property owner confirming that he/she is aware of this exemption application and understands that the municipality will estimate taxes on the area occupied by the organization based on methodology that may be different from that used by the landlord.
- 5) Any available brochures, newsletters or other pertinent information relative to the organization.
- 6) Any other information that the Assessment Department may deem necessary.

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form, and as attachments to this form, is true and accurate in every respect, and that all information required under Part 6 of this application is included.

PHILIP FRIESEN Jan 19/15 Director/Treasurer [Signature]

Name (Please Print) Date Position Signature



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Mark Schonken, Interim Director of Finance |
| Title: | Noralta Inn West – 2016 Property Tax Exemption Request |

BACKGROUND / PROPOSAL:

Noralta Inn West has applied for Property Tax Exemption Status. Noralta Inn West is a private business that owns 882 1687; 10; 03 and provides a building to Alberta Health Services to house the ambulance and equipment.

Noralta Inn West has declined to provide financial statements to show where the revenue from the business is allocated. Alberta Health Services is a tenant and pays a monthly sum to Noralta Inn West for the use of the building. The lease has no mention of Alberta Health Services paying any part of the property taxes. The current lease expires March 31, 2016 and becomes a month to month rental under the same conditions as current agreement.

2015 record for the roll 192434:

| | 2015 Combined Assessment and Taxation Notice 192434 |
|---------------------------------|---|
| Municipal tax (non-residential) | \$3,386.28 |
| School tax | \$1,017.06 |
| Lodge tax | \$86.77 |
| TOTAL | \$4,490.11 |

Total Possible Exemption: \$4,490.11

Author: Mark Schonken Reviewed by: _____ CAO: JW

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Annual operating budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the request by Noralta Inn West for a property tax exemption, for the building they lease to Alberta Health Services, be denied.

Author: _____ Reviewed by: _____ CAO: _____

Application for Property Tax Exemption General

**Application deadline November 30th of
the year preceding the taxation year**

| FOR OFFICE USE ONLY | | | | | | | | | |
|--|-----|-------|-----------------|------|------|---------------------|-------|------|------|
| | | | | | | | | | Date |
| Legal Description | Lot | Block | Plan | Part | Sec. | Township | Range | Mer. | |
| 192434 | 03 | 1D | 8821687 | | | | | | |
| Municipal Property Address 952 PINE AVE | | | | | | | | | |
| Total Assessment | | | Land Assessment | | | Building Assessment | | | |
| 284,490.00 | | | 25690.00 | | | 258,800.00 | | | |

| PART 1 - PROPERTY INFORMATION | | |
|---|--|---|
| Name of property owner NORALTA INN WEST LTD | Telephone Number (Bus) 780-683-2500 | Telephone Number (Res) |
| Address of property owner 1018 TOWER ROAD, ZAMA | Postal Code T0H 4E0 | Fax Number 780-683-2501 |
| Address of property for which exemption is requested 952 PINE AVE | | |
| Portion/Area of the property held by the organization <input type="checkbox"/> All <input checked="" type="checkbox"/> Part Area Occupied is: 1200 SF | | |
| Is there an agreement in place that confirms the portion of the property held by the organization? | | Date organization took occupancy (mm / dd / yyyy) |
| <input checked="" type="checkbox"/> Yes If yes, provide expiry date 03/31/2016 (mm / dd / yyyy) | | 04/01/2013 |
| <input type="checkbox"/> No | | |

| PART 2 - ORGANIZATION INFORMATION | | |
|--|--|--|
| Name of organization operating the facility ALBERTA HEALTH SERVICES | Telephone Number (Bus) 780-735-1364 | Fax Number 80-735-0085 |
| Act under which organization is registered as a non-profit organization | | Registration Number |
| Organization's objectives/purposes | | |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| a) Are the resources of this organization devoted to the above objectives/purposes? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If No, attach explanation |
| b) Are there any monetary gains or benefits received by the organization as a result of its provision of services? | <input type="checkbox"/> Yes | If Yes, attach explanation <input type="checkbox"/> No |
| c) Does your organization expect to move from this property during the following year(s)? | <input type="checkbox"/> Yes | If Yes, attach explanation <input type="checkbox"/> No |
| d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages? | <input type="checkbox"/> Yes | If Yes, attach explanation <input type="checkbox"/> No |
| e) Are the organization's services similar to any other organization and/or business? | <input type="checkbox"/> Yes | If Yes, attach a sheet providing the organization/business name(s) <input type="checkbox"/> No |

This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/00) and s.33(a) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to _____ (Municipality Contact Information)

PART 1 - RETAIL COMMERCIAL OR LICENSED AREA

Does the organization have a retail commercial area at this location? Yes No

If yes, do you operate this area? Yes No

What goods or services are sold at the retail commercial area?

For what purpose is the net income from the retail commercial area used?

Has an area within the facility been issued a gaming/liquor license? Yes if yes, enclose copy No

| | |
|-------|--------------|
| Class | Area (Sq.Ft) |
|-------|--------------|

PART 2 - PROPERTY INFORMATION

What facilities are on the property?

- 1.
- 2.
- 3.
- 4.
- 5.

What times are they accessible to the general public? What are the membership requirements including fees?

Are there any restrictions in place preventing anyone from using the facility? Yes No

If there are restrictions, explain

Are the services provided by the organization advertised and promoted to the general public, or primarily to members? General Public Members

PART 3 - CONTACT INFORMATION

| | | | |
|---|----------------------------|------------------------|------------------------|
| Contact Name | Position with Organization | Telephone Number (Bus) | Telephone Number (Res) |
| Mailing Address for non profit organization | | Postal Code | Fax Number |
| President of Organization | Telephone Number (Bus) | Telephone Number (Res) | Fax Number |
| Treasurer of Organization | Telephone Number (Bus) | Telephone Number (Res) | Fax Number |

SEE ATTACHED LETTER

PART 4 - REQUIRED INFORMATION - please ensure the following is submitted as attachments

- 2) Certificate of Incorporation, current confirmation that the organization is registered in good standing and the Memorandum of Association and the Articles of Association, if any.
- 3) Copies of:
 - The organizations most current financial statements,
 - Certificate of Title (if applicable),
 - The current lease agreement with the property owner (if applicable),
 - A plan showing the area leased.
- 4) If applicable, a letter from the property owner confirming that he/she is aware of this exemption application and understands that the municipality will estimate taxes on the area occupied by the organization based on methodology that may be different from that used by the landlord.
- 5) Any available brochures, newsletters or other pertinent information relative to the organization.
- 6) Any other information that the Assessment Department may deem necessary.

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form, and as attachments to this form, is true and accurate in every respect, and that all information required under Part 4 of this application is included.

Ed Brown Oct 20/15 Gen. Mgr. [Signature]

Name (Please Print) Date Position Signature



Capital Management

September 16, 2015

Suite 1100, North Tower
Seventh Street Plaza
10030 - 107th Street
Edmonton AB T5J 3E4
Tel: (780) 735-1364 Fax: (780) 735-0085
Email: Mina.leung@ahs.ca

Faxed to 780-683-2450

Zama Sub-Office
1025 Aspen Drive
Box 11
Zama City AB T0H 4E0

**RE: PROPERTY TAX EXEMPTION APPLICATION
PREMISES AT 952 PINE AVENUE, ZAMA CITY**

Please be advised that Alberta Health Services has entered into a License Agreement for the following:

| | |
|--------------------------|--|
| Name of Landlord: | Noralta Inn West Ltd. |
| Name of Building: | Noralta Inn West |
| Address: | 952 Pine Avenue |
| Legal Land Description | Plan 8821687; Block 10; Lot 3 |
| Area of leased premises: | 1,200 sf |
| Term of lease: | Commencing April 1, 2013 to March 31, 2016 |

Pursuant to Section 362(1)(g.1) of the Municipal Government Act, Alberta Health Services is exempt from municipal property tax when property is used in connection with health region purposes. This letter will confirm that these premises are used by Alberta Health Services in order to provide health care services. Please process property tax exemption for the above leased premises. Please contact me if you require any further information.

Sincerely,

Mina Leung
Leasing Coordinator, Real Estate & Leasing, North

RECEIVED
SEP 18 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE

cc: Noralta Inn West Ltd. 780-683-2501



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Ron Pelensky, Director of Community Services & Operations |
| Title: | Tolko DLO 3841 Road |

BACKGROUND / PROPOSAL:

Tolko is requesting that Mackenzie County take over lease DLO 3841 that they are no longer using. This is a lease for the old log haul road that runs along the river northeast of Fort Vermilion towards the Fox Lake winter road (see attached map). According to Alberta Environment and Parks, this trail serves access to a trappers cabin (Reg McLean), recreation users such as hunters, campers and some who use it as river access.

Alberta Environment and Parks policies do not allow transferring the lease to a private individual (trapper) and in order for Tolko to cancel the lease they need to reclaim the road and restore it back to its original condition.

Alberta Environment and Parks may consider keeping the trail as a heritage trail if there is a demonstrated need, there is limited liability to them and no other user groups express interest in taking over the lease

OPTIONS & BENEFITS:

Option 1:

That administration review the condition of the trail in the summer, research the recreation benefits of taking over lease DLO 3841, and bring back a recommendation to Council.

Option 2:

Author: R. Pelensky **Reviewed by:** _____ **CAO:** JW

That administration advises Tolko that Mackenzie County is not interested in taking over lease DLO 3841 and write a letter to Alberta Environment and Parks requesting them to consider keeping this trail open as a heritage trail.

Option 3:

That Mackenzie County take over lease DLO 3841 from Tolko.

COSTS & SOURCE OF FUNDING:

There is a \$50.00 per year fee sought by the provincial government in order to hold the road under disposition. Additionally, if the County takes over this lease there will be road reclamation costs in the future.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

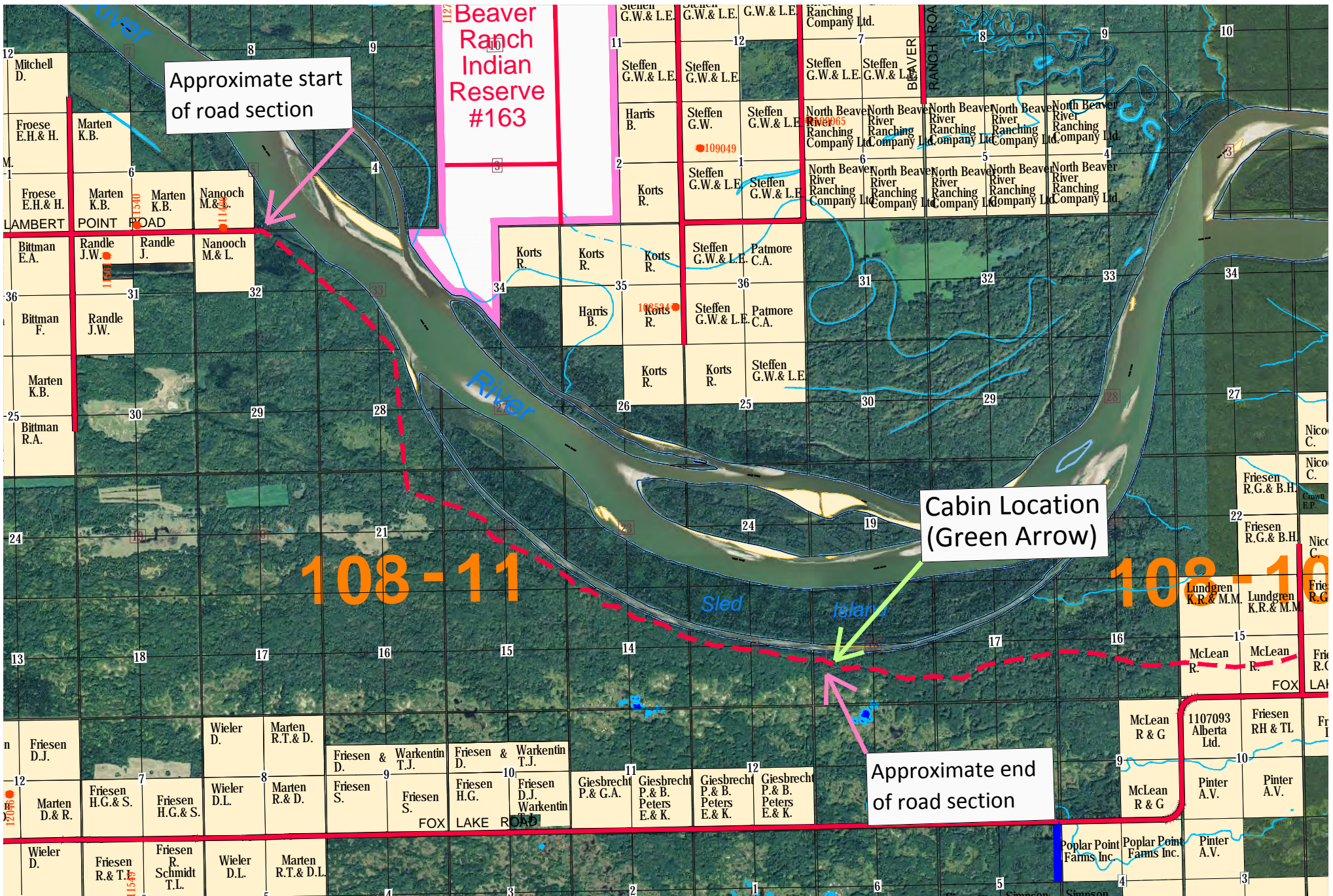
N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That administration advises Tolko that Mackenzie County is not interested in taking over lease DLO 3841 and send a letter to Alberta Environment and Parks requesting them to consider keeping this trail open as a heritage trail.

Author: R. Pelensky Reviewed by: _____ CAO: JW



Approximate start of road section

Beaver Ranch Indian Reserve #163

Cabin Location (Green Arrow)

Approximate end of road section

108-11

108-10



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Ron Pelensky, Director of Community Services & Operations |
| Title: | Proposed Lease for Meander River Gravel Pits |

BACKGROUND / PROPOSAL:

Administration has applied to take possession of the leases on two gravel pits near Meander River from Alberta Environment and Parks, those being DRS 834 and DRS 780149. In 2015, administration completed a survey, applied for the lease through Alberta Environment and Parks and started First Nation consultations.

During consultation with the Dene Tha First Nation Band, many concerns were expressed with the gravel pit closest to the Meander River Reserve. Some of these concerns are as follows:

- Will development of the gravel pit increase the chlorides in their drinking water since the aquifer feeding their wells comes from this direction (a recent study showed the chlorides are increasing in their drinking water)
- Noise and dust
- Security of site so their children don't get hurt
- Interference with their hunting, trapping and gathering area

OPTIONS & BENEFITS:

Option #1:

That administration pursues taking possession of the southerly gravel pit lease DRS 834, and delays pursuing possession of the northerly gravel pit lease DRS 780149.

Benefit

There will be lower costs and time required for obtaining a lease on the southerly gravel pit because the northerly gravel pit may require a water study, monitoring wells and several more consultation meetings to create an acceptable extraction plan.

Author: R. Pelensky **Reviewed by:** _____ **CAO:** JW

Option #2

That administration continues consultation on both gravel pits DRS 834 and DRS 780149.

Benefit

Obtaining leases on both gravel pits will provide the County with gravel in the region for a longer period of time.

COSTS & SOURCE OF FUNDING:

Costs will come from the 2016 operating budget, however if a water study is needed, creation of a project will be required to fund it.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Administration will advise Dene Tha First Nation Band of the direction provided by Mackenzie County Council.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That administration pursues taking possession of the southerly gravel pit lease DRS 834, and delays pursuing possession of the northerly gravel pit lease DRS 780149.

Author: R. Pelensky Reviewed by: _____ CAO: JW

Meeting Notes – Dene Tha' / Mackenzie County

Meeting scheduled for 9:00 a.m., February 18, 2016 and commenced shortly after waiting for some late arrivals.

Attending:

Baptisite Metchooyeah, Director Lands Dept
Matt Munson, Dene Tha'
Willie, Elder, Dene Tha'
Rosanne Kyle, Mandell Pinder LLP
Ron Pelensky, Mackenzie County
Donald Wilkinson, Scott Land and Lease

Introductions

Rosanne Kyle started the meeting by asking why the applications had been made.

Ron Pelensky gave a brief history relating how the Province had passed responsibility for road maintenance to the county but not a source of gravel. This exposes the county to price fluctuation and the applications had been made to provide the county with a source of gravel that could be used if future prices rose significantly in a good economy. At lower prices the county is able to source gravel from private entities.

Dene Tha' Elder, Willie, asked about a bridge close to the reserve and who was responsible for its maintenance as a small landslide had taken place near it at one time. Ron agreed to look in to this if further information could be provided, which Baptisite Metchooyeah said he would do.

Accessibility to the provincial pits was discussed and Ron said that the county has to ask each time and pay a nominal fee but that accessibility might not always be available.

Rosanne asked how the use of the pits would be changed if they were converted to SMLs. Ron again explained that if the price stays low there would be no change. However if the price rose too much then they would prefer to use their own. Asked if washing would be necessary, Ron answered that approximately 10,000 cubic meters per year is used which equates to 250 truckloads and that no washing is necessary. Currently the gravel is procured from a private pit in close proximity. Rosanne asked if the gravel in the pit under discussion would require washing and Ron said that the gravel in the area had been tested and is acceptable.

When asked about using an alternative pit in the Peace River area southeast of High Level, Ron explained that the extra haulage cost was prohibitive and it would also increase safety risks and pollution.

The roads that the county maintains in the area were discussed and it was noted that the main one is the Zama City road.

Rosanne asked again if conversion of the pits to SMLs would increase usage and Ron again explained that 250 trucks are used now and this number wouldn't increase. Ron added that there may be an opportunity for the Dene Tha' to get gravel if that was of interest.

The application itself was discussed and Rosanne understood that an application had been made on both pits. She asked who the application was made to and who made the decision as she had been unable to find out. Donald explained that so far an application had been made to the SRD/ Environment and Parks, on only the south pit but not on the north pit. Rosanne asked for a copy of the application for the north pit and said all she had was the Notification Package. Donald confirmed that the application hasn't been made yet. Rosanne asked about a bid process for new SML dispositions. Subsequently Donald was able to confirm that SRD would require any new SML application over 80 acres to be put out for bid. The SRD decides on the necessity of this at the time of the application and conducts the bid process. The north pit is under 80 acres.

It was agreed that the Dene Tha' would provide a list of other DRs and SMLs in the area as possible alternative sites.

Rosanne asked about alternatives and Donald pointed out that the existing source in the area is an alternative. She asked about MOT pits to the south as possible alternatives and Ron said again that they weren't always open to the county.

Matt provided mapping information and everybody looked at this and considered possible alternative locations. Willie said that operations from the current pits could be heard in Meander approximately 2 to 3 km to the North West. Ron confirmed that locations to the north would not work as there were no roads there that required maintenance. A pit 11 km to the south would be a possibility and Rosanne said that the possibility of using that and not using the north site could be a very good option.

Rosanne asked if a consultation plan was going to be issued and Donald said no because the PCA is Level 2.

The subject of the water supply in Meander was discussed and Dene Tha' produced a report showing higher levels of chloride to the south east and decreasing towards Meander. The report did not identify the source. Willie confirmed that there are 4-5 wells in Meander. Matt said that the report indicated the wells were at a depth of 11 to 18 meters and were not under the influence of surface water but drew from a distant source. Matt said that the study was conducted over a two year period so the source of the chloride was probably a consistent source rather than a one-time event. At this depth it was suggested that digging in a gravel pit could introduce contamination into the water source. Water is the responsibility of the Province.

The subject of site specific concerns was discussed and that they need to be identified in order to be addressed. Matt gave an overview of how the TU knowledge has been compiled and explained the information shown on the supplied map overlays. Some of the polygons shown might cover an area of 100km. The map shows intense usage of the area but does not identify specific uses on the site. Matt said that a list of these site specific uses was not currently available.

Rosanne said that if we want to proceed with site specific uses then a study would need to be conducted and the Dene Tha' would look to the county to fund the research.

Donald asked again about the possibility of using the south site. Rosanne said she didn't have any instructions but said if the county wanted to consider the two and come back with a focus on the south pit and not the north pit, it might be received favourably with the Dene Tha'. She said that if the

province tried to use the north pit the Dene Tha' would try to prevent it. She asked if the county could respond before next Council meeting which Baptiste confirmed is scheduled for March 14th.

Ron reminded the Dene Tha' that a simple conversion process had been selected because the County doesn't have any budget for dealing with this issue.

Ron again reminded the meeting that currently approximately 4000 trucks use the adjoining pit and Rosanne pointed out that using the south pit would mitigate the existing situation as some usage would be moved further away from Meander.

Action Items:

1. County to consider using the south pit and losing interest in the north pit.
2. Questions to be answered in the letter of concern.
3. Dene Tha' to provide maps showing alternative possibilities.

The meeting ended at 1.15 pm.

Summary on page 4.

Summary:

- The province passed the responsibility for road maintenance to the county and the county now seeks to secure a long term source of gravel for its own use.
- Accessibility to provincial pits is not always available and private pits expose the county to price fluctuation.
- Converting the Provincial pits to SMLs will not change the scope of operation. Hauling and processing will remain the same. Volumes will not increase.
- The Zama City road is the major road requiring maintenance. Pits to the south east of High Level near the Peace River are too far away adding to cost, pollution and increased safety concerns.
- An application has been made for conversion on the south pit but not the north pit. Any application for an SML over 80 acres requires the site being put out to tender.
- After reviewing mapping of the area, it was agreed the Dene Tha' would provide additional maps showing any other DRSs and the SMLs in the area.
- Possible alternatives were not identified. The current source is an alternative to the proposal.
- Using the south pit only and leaving the north pit would be a good option as it moves some operations away from Meander. There might be an opportunity for the Dene Tha' to get gravel if they are interested.
- The ACO has designated the consultation a Level 2 Standard consultation.
- The Dene Tha' have a water study which was completed around 2009 and which shows higher levels of chloride but did not identify a source. The 4-5 wells in Meander are at a depth of 11 to 18 meters and they felt excavation could introduce contamination into the water supply.
- The TU map provided by the Dene Tha' shows intense use of the surrounding area, although some polygons may cover an area of 100km or more.
- There is no list of site specific traditional uses currently available.
- Preparing a list would require a site specific assessment and the Dene Tha' would look to the county to fund the research.
- No instructions have been given, but it was felt that if the county wants to focus on the south pit and forego the north pit, a proposal would be received favourably by the Dene Tha'.



**Aboriginal Consultation Office
Operations**
Fort Vermilion Ranger Stn.
5001-46th Ave Box 520
Fort Vermilion, AB T0H 1N0
Telephone: 780-927-8208
jeff.d.anderson@gov.ab.ca

December 3, 2015

Baptiste Metchooyeah
Director of Land Department
Dene Tha' First Nation
PO Box 120
Chateh, Alberta
T0H 0S0

Via email: Baptiste.Metchooyeah@denetha.ca (hard copy not to follow)

RE: Proposed Conversions of Disposition Reservation ('DRS') #834 and DRS #780149 to a Surface Materials Lease ('SML') under the Public Land Act . Aboriginal Consultation Office ('ACO') First Nation Consultation No.'s 201508293 and 201509017

Dear Mr. Metchooyeah:

The Aboriginal Consultation Office (ACO) is in receipt of the letter written by Dene Tha' First Nation ('DTFN') and submitted by yourself dated November 5, 2015 regarding consultation on Alberta Environment and Park's DRS 834 and DRS 780149 proposed administrative conversions to the Mackenzie County as SML's as per the Public Lands Act.

We would first like to assure you that Alberta recognizes and respects DTFN's Treaty Rights and traditional uses. Alberta respects that First Nations' Treaty Rights are protected by section 35 of the Constitution Act, 1982, and understands the important role these rights have in maintaining First Nations' cultures and traditions. Alberta also recognizes that First Nations may engage in customs or practices on the land that are not existing section 35 Treaty Rights but are nonetheless important to First Nations. Through the Government of Alberta's First Nations Consultation Policy on Land Management and Resource Development, 2005 and its associated 2007 Guidelines, along with the subsequent Government of Alberta's Policy on Consultation with First Nations on Land and Natural Resource Management, 2013 and associated 2014 Guidelines (collectively the "Policy and Guidelines"), Alberta will seek to reconcile First Nations' Treaty Rights and First Nations' traditional uses with Alberta's mandate to manage provincial Crown land and resources.

ACO's review revealed that the ACO will not be directing the proponent to change the level of consultation. The decision is based on the considerations at the Pre-Consultation Assessment stage, the process outlined within the 2014 Guidelines and the information submitted by DTFN. DTFN's submission does demonstrate that there may be site specific concerns DTFN have with the proposed conversions,

however, the ACO is confident that DTFN and the Mackenzie County will be able to consult with one another amicably and openly with DTFN raising their site specific concerns to the proponent as demonstrated thus far. At the time of the Pre Consultation Assessment the ACO acknowledged that each of the proposed conversions are in close proximity to DTFN's Upper Hay River IR#212 'Meander River'. Further, ACO acknowledged the Mackenzie County's intent as per their assessment request, which is to take over the administrative control of the existing DRS dispositions. Which in accordance to the 2014 Guidelines could be viewed as 'No Consultation Required' for what is being contemplated is only 'Effecting a change in Ownership'. Hence, new lands or novel impacts should not occur. However, at the time of assessment, the ACO understood that a DRS disposition type is not a formal disposition and an SML disposition is, so it also wanted to better understand the potential impacts this type of conversion may have on DTFN. Hence, the ACO set the level of consultation required at *Level 2: Standard Consultation* and continues to believe that this level of consultation is sufficient in allowing the DTFN to articulate their site specific concerns.

Thank you for sharing your concerns with the ACO. We hope this letter has provided you with clarity around ACO's approach in determining levels of adequacy on these two proposed projects. Thank you for your continued engagement with the Mackenzie County in this process and please contact me at 780-927-8208 or jeff.d.anderson@gov.ab.ca if you have any further questions.

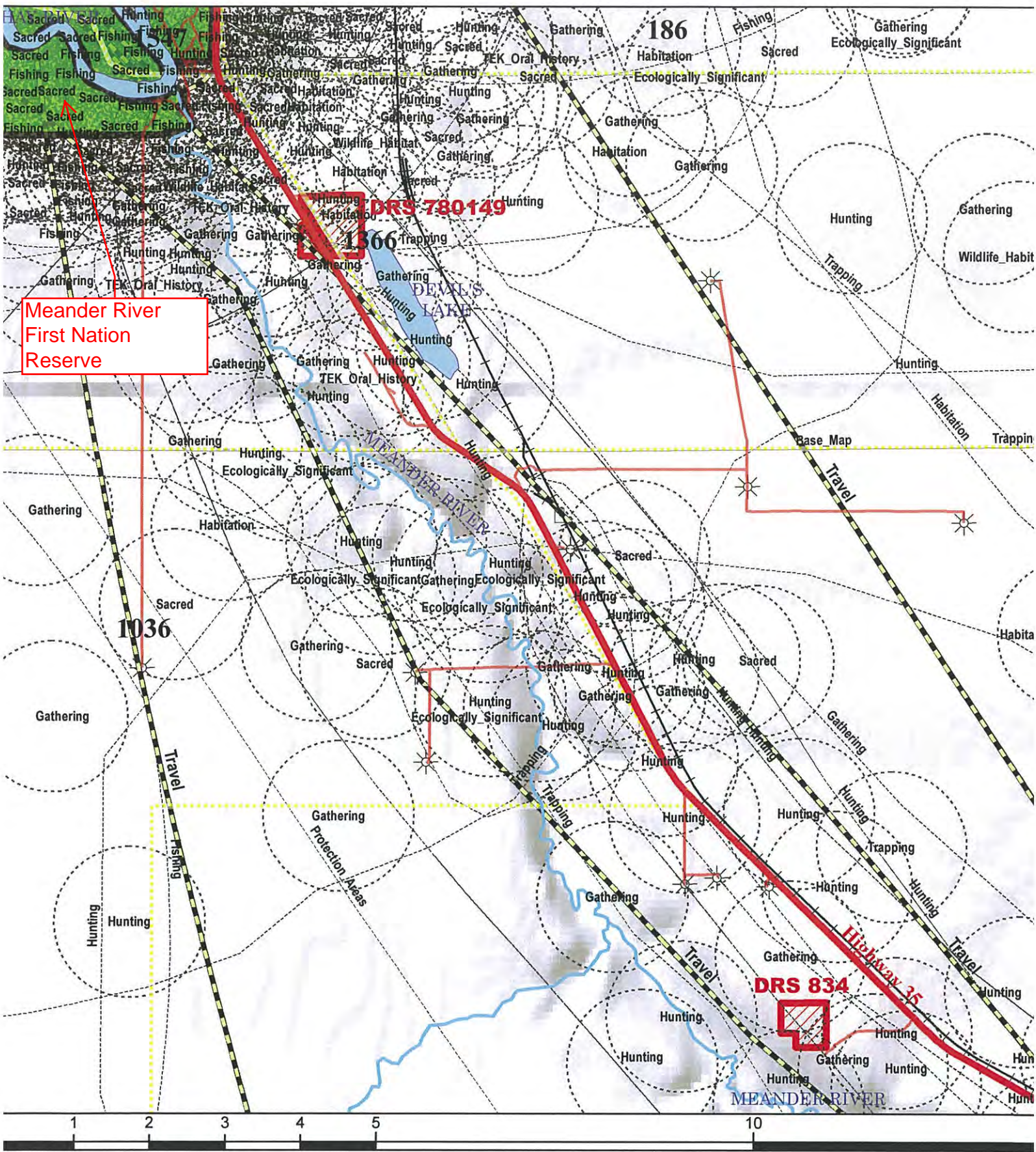
Sincerely,

A handwritten signature in black ink, appearing to read 'Jeff Anderson', written over a horizontal line.

Jeff Anderson

Consultation Advisor – Lower Peace Region

cc: Joe Pastion, Chief, DTFN
Mike Maximchuk, Region Lead, ACO
April Connolly, Approval Specialist, ACO
Ron Pelensky, Director of Operations, Mackenzie County



Proposed Disposition Reservation to Surface Materials Lease areas:

- Meander North (proposed)
- Meander South (proposed)
- DRS 780149
- DRS 834

Base Data:

- Road
- Watercourse
- Railway
- Waterbody
- Oil/Gas Well
- Upper Hay River I.R. #2



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Byron Peters, Director of Planning & Development |
| Title: | Bylaw 1016-16 Land Use Bylaw Amendment to Rezone Lot 1, Block 3, Plan 580KS from Hamlet Residential District 1 “HR1” to Residential Condominium District “RCD” |

BACKGROUND / PROPOSAL:

On February 22, 2016 second and third reading was given to Bylaw 1016-16 being a Land Use Bylaw amendment to rezone Lot 1, Block 3, Plan 580KS from Hamlet Residential District 1 “HR1” to Residential Condominium District “RCD” in order to accommodate six individual rental units on this property.

On February 24, 2016 a concerned ratepayer came in asking why their letter of submission for this bylaw wasn’t taken in for consideration as they had mailed one in on February 16, 2016.

A search was conducted and the letter was located. It had been received in the Fort Vermilion Office on February 17, 2016, two days prior to the due date. Due to internal staff error, the letter did not make it into the Council package nor was the Planning staff aware of the letter’s existence.

OPTIONS & BENEFITS:

This letter is now being presented to Council for review and discussion.

COSTS & SOURCE OF FUNDING:

N/A.

SUSTAINABILITY PLAN:

Author: L. Lambert Reviewed by: _____ CAO JW

The Sustainability Plan does not directly address re-zoning of districts within the County. As such, the proposed re-zoning neither supports nor contradicts the Sustainability Plan.

COMMUNICATION:

The bylaw amendment was advertised as per MGA requirements which included all adjacent landowners.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion

Author: L. Lambert Reviewed by: _____ CAO JW

Byron RFD for march 8

He has a copy

Copy.

Mackenzie County
Box 640
4511-46 avenue
Fort Vermilion, AB
T0H 1N0

Richard and Mona Randle
Box 230
4501-50 street
Fort Vermilion, AB
T0H 1N0

Re: Land Use Re-zoning

Plan 580KS, Block 3, Lot 1 (located in the Hamlet of Fort Vermilion) from Hamlet Residential 1 "HRI" to Residential Condominium District "RCD"

We are not in favour of the bylaw No. 1016-16 (we are adjacent landowners).

We built our home where it is today because it is a quiet residential area where there are not many lots. We are not against residential development however with a condominium unit being built that increases noise and traffic levels in the area. We never even thought of it being re-zoned. We would like it to remain as a residential zone.

Would you please consider our position on this matter.

Thank you,

Mona & Richard Randle

*Delivered to the office
Feb 24/16
mailed
Feb. 16/2/16.*



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Byron Peters, Director of Planning & Development |
| Title: | Bylaw 1018-16 – Hawkers and Peddlers |

BACKGROUND / PROPOSAL:

Mackenzie County administration has proposed to amend the Hawkers and Peddlers Bylaw in order to reflect the initiatives of the Planning and Development Department.

Since 2005, 25 businesses have obtained a Hawkers and Peddlers License. Of these businesses, all multiple year users of the License have been food produce businesses, in comparison to door to door sales businesses who are one time users.

This Bylaw was taken for first reading at the Regular Council Meeting on February 9, 2016.

The Hawkers and Peddlers Bylaw is aimed at addressing businesses who are not permanently located within Mackenzie County, in comparison to the Business License which is, “subject to all businesses within the County and specific businesses with head offices located outside of the County but doing business within the County.” More specifically, the Hawkers and Peddlers Bylaw aims to regulate temporary vendors such as street vendors or door to door salesmen. Mackenzie County administration will be responsible for ensuring that an applicant is issued the correct license (Hawkers and Peddlers or Business License) regardless of which they have applied for.

Administration has reviewed the Town of High Level’s Business License Bylaw and has edited this Bylaw since being presented for first reading to ensure that language and regulations are compatible with the Town of High Level’s Bylaw.

OPTIONS & BENEFITS:

The amendments will ensure that this bylaw is up to date and coordinated with current provincial and municipal legislation and with the requirements of Mackenzie County’s

Author: A Codispodi **Reviewed by:** BP **CAO:** JW

communities. The needs of Mackenzie County business owners and residents will be more accurately protected and represented through these amendments.

Updating this bylaw also requires a revision of the fees associated with obtaining a Hawkers and Peddlers License.

Administration proposes the implementation of the following fees and will bring back the Fee Schedule Bylaw once reviewed and approved by Council.

HAWKERS AND PEDDLERS LICENSE

| Item | Amount | GST |
|------------------------------------|---|-----|
| Fees: | | |
| Application Processing Fee | \$100.00 | N/A |
| Operational Fee – Per Day | \$30.00 | N/A |
| Penalties: | | |
| First Offense | \$100.00 | N/A |
| Second Offense | \$500.00 | N/A |
| Third & Subsequent Offenses | \$1,000.00 | N/A |
| Failure to Report Operational Days | Invoice for total operational business days in a year | N/A |

COSTS & SOURCE OF FUNDING:

The application and operating fees associated with the Hawkers and Peddlers License will be borne by the applicant.

SUSTAINABILITY PLAN:

Amendments to the Hawkers and Peddlers Bylaw support Goal E23 of Mackenzie County’s Sustainability Plan, that “Mackenzie County’s business communities can provide local products and services to meet consumer demand.”

By enforcing stricter regulations on hawkers and peddlers, the County is pursuing this goal using Strategy E23.2, “provide support to businesses operating under County business licenses.” The Hawkers and Peddlers Bylaw supports businesses who have obtained the County business license by ensuring that businesses that do not qualify for the business license and do not operate within the County year round are also being regulated. These regulations are harsher than those within the Business License Bylaw which demonstrates additional support for local services.

Author: A Codispodi Reviewed by: BP CAO: JW

COMMUNICATION:

The Planning and Development Department will be committed to issuing a public announcement through our social media networks whenever the County becomes aware of a hawker or peddler who will be engaging in door to door sales. The public announcement and Hawker and Peddlers License will demonstrate that the business is registered with the County and has completed the necessary paperwork and payments, however this does not indicate that the County supports this sales technique. The Economic Development Officer will be available to accept complaints throughout the year and the County's contact information will be listed on the business's Hawkers and Peddlers License.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1018-16 being the Hawkers and Peddlers Bylaw.

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1018-16 being the Hawkers and Peddlers Bylaw.

Author: A Codispodi Reviewed by: BP CAO: JW

BY-LAW NO. ~~092/97~~ 1018-16

BEING A BY-LAW OF ~~THE~~
~~MUNICIPAL DISTRICT OF MACKENZIE NO. 23~~ MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO REGULATE AND SET **BUSINESS** LICENSE FEES FOR
NON RESIDENT HAWKERS AND PEDDLERS ENGAGED IN ANY BUSINESS
IN
~~THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23~~ MACKENZIE COUNTY

WHEREAS, pursuant to the provisions of the *Municipal Government Act, Revised* Statutes of Alberta, ~~1994~~ 2000, Chapter M-~~24~~ 26, Sections 7 and 8, Council may pass a bylaw to regulate and license non-resident businesses and industries operating within the corporate limits of ~~the Municipal District of Mackenzie No. 23~~ Mackenzie County.

NOW THEREFORE, the Council of ~~the Municipal District of Mackenzie No. 23~~ Mackenzie County in the Province of Alberta, duly assembled, hereby enacts as follows:

1. **TITLE HAWKERS AND PEDDLERS LICENSE BYLAW**

a) This Bylaw shall be cited as the Hawkers and Peddlers License Bylaw.

2. **DEFINITIONS**

a) **“Business”** - includes business, trade, profession, industry, occupation, employment or calling, and the providing of goods and services.

b) **“Business License”** - means an annual license issued by the County for the privilege of doing any kind of business, trade, profession, or any other activity in the County, by whatever name called, which document is required to be conspicuously posted or displayed except to the extent to the taxpayer's business license tax or other financial information is listed thereon.

i) A business license is subject to all businesses within the County and specific businesses with head offices located outside of the County but doing business within the County.

c) **“Bylaw Enforcement Officer”** - means a person or persons authorized by Council to carry out the provisions of this bylaw.

Mackenzie County Bylaw ~~092/97~~ 1018-16
Hawkers and Peddlers License Bylaw

- d) **“Council”** - means the Council of ~~the Municipal District of Mackenzie No. 23~~ Mackenzie County.
- e) **“County”** - means the municipal corporation of Mackenzie County.
- f) **“Economic Development Officer”** - means a person or persons authorized by Council to carry out the provisions of this bylaw.
- g) **“Hawker, Food Products”** - means the business of selling or offering for sale any food products but shall not include any person selling fish, meat, fruit, or other farm products which have been produced, raised, or grown by him/her in ~~the Municipal District of Mackenzie No. 23~~ Mackenzie County, or fish of his/her own catching.
- h) **“Hawker” or “Peddler”** - means any person whether as a principle or agent who;
- i) goes from house to house selling or offering for sale any merchandise to any person, and who is not a wholesale or retail dealer in such merchandise with a permanent place of residence in ~~the Municipal District of Mackenzie No. 23~~ Mackenzie County,
 - ii) offers or exposes for sale to any person by going door to door to obtain orders for merchandise to be afterwards delivered in or shipped in ~~the Municipal District of Mackenzie No. 23~~ Mackenzie County,
 - iii) acts as a Street Vendor.
- i) **“License”** - means a license issued pursuant to this bylaw.
- j) **“License Fee”** - means the sum of money which is required for payment for a license as detailed in Section eight (8) of this bylaw.
- ~~h) **“M.D.”** - means the Municipal District of Mackenzie No. 23.~~
- ~~i) **“Municipal District”** - means the Municipal District of Mackenzie No. 23.~~
- k) **“Non-resident business”** - means a person or business operating in the ~~M.D.~~ County without maintaining a regular place of business within the ~~M.D.~~ County in accordance with the Mackenzie County Business License Bylaw.
- l) **“Person”** - means a person or persons, hawker, peddler, firm, partnership, or corporate body.

Mackenzie County Bylaw ~~092/97~~ 1018-16
Hawkers and Peddlers License Bylaw

- m) **“Street Vending Vehicle”** - means the device by which a Street Vendor transports, displays, prepares, and/or sells his/her goods or services.
- n) **“Street Vendor”** - means a person who sells merchandise or service on the streets or roads or elsewhere than at a building that is his/her permanent place of business in ~~the Municipal District of Mackenzie No. 23~~ **Mackenzie County**, but does not include any person selling;
 - i) meat, fruit, or other farm produce which has been produced, raised, or grown in ~~the Municipal District of Mackenzie No. 23~~ **Mackenzie County** by himself/herself, or,
 - ii) fish of his/her own catching within ~~the Municipal District of Mackenzie No. 23~~ **Mackenzie County**.

3. **GENERAL PROVISIONS**

- a) Except as allowed under Section 3. b), no person shall, within the limits of the ~~Municipal District~~ **County**, carry on or be engaged in any business unless he has **registered and paid the prescribed fee as set out in either this bylaw or the Mackenzie County Business License Bylaw** and is in possession of a valid and subsisting **Hawkers and Peddlers License or Business License**. ~~issued pursuant to the provisions of this bylaw.~~
- b) Any person that is conducting business as a participant of a trade show is exempt from the requirements of Section 3. a).
- c) Except where indicated otherwise, each license shall be valid only for the calendar year (January 1 - December 31) for which it is issued.
 - ~~i) Any person required to obtain a license as prescribed by this bylaw may apply for a special temporary license which will be valid for a period of seven (7) consecutive days and is subject to a special fee set out in this bylaw.~~
- d) Persons that have been issued a **business Hawkers and Peddlers** License under this bylaw will either;
 - i) display such license in a conspicuous location in their place of business, or,
 - ii) carry the license on their person if there is no permanent place of business.

Mackenzie County Bylaw ~~092/97~~ 1018-16
Hawkers and Peddlers License Bylaw

- e) The licensee will produce the license for the inspection of any duly qualified officer of ~~the Municipal District of Mackenzie No. 23~~ Mackenzie County, or an officer of the Royal Canadian Mounted Police.
- f) The Bylaw Enforcement Officer ~~and Economic Development Officer~~ of the ~~Municipal District~~ County may at any time revoke or suspend a license issued under the provisions of this bylaw for failure to comply with any condition or regulation herein.
- g) The License Authority shall not issue a license to a hawker for the purpose of selling food products or edibles of any nature unless and until, the food products and the license have both been approved and a permit issued from the Environmental Health Officer. Proof of approval must be provided by applicant to License Authority, prior to issuance of a Hawkerc and Peddlers License.
- h) Any application for a Hawkerc and Peddlers License for a business to be carried on at a specific location in the County requires approval from the Safety Codes Officer and the Development Authority indicating that the approvals required by the Land Use Bylaw and regulations passed pursuant to the Safety Codes Act for the use at that location have been issued.

4. ~~Special Provisions~~ **STREET VENDORS**

- a) Operations shall be restricted to privately or publicly owned properties located on Commercial, Industrial or Recreational Districts as identified in the ~~M.D.~~ County's Land Use Bylaw. Operation will not be allowed on any public roadway or street right-of-way.
- b) Vendors must provide a letter of consent from the landowners of the property upon which they propose to operate.
- c) Notwithstanding Section 4.b) the Street Vendor shall operate his/her business in a manner and location on the property that causes minimal disturbance to the normal use of the property and no damage to the property.
- ~~d) Council may charge a rental fee, set by resolution from time to time, for parking on property owned by the Municipal District.~~
- d) No hawker who uses a vehicle in connection with sales as a hawker shall park the vehicle on property owned by Mackenzie County unless the License Authority has first approved the location for such purpose.

5. ~~Bylaw Enforcement Officer~~ **ENFORCEMENT**

- a) The Bylaw Enforcement Officer **and Economic Development Officer** shall be appointed by the Chief Administrative Officer to carry out the provisions of this bylaw.
- b) The duties of the Bylaw Enforcement Officer **and Economic Development Officer** shall be;
 - i) to receive and consider applications for ~~business~~ **a Hawkers and Peddlers** License,
 - ii) to conduct investigations with regard to proposed applications where necessary,
 - iii) to conduct inspections of business premises where necessary,
 - iv) to collect license fees pursuant to this bylaw,
 - v) to refuse or grant licenses where deemed appropriate,
 - vi) to revoke ~~business~~ **Hawkers and Peddlers** Licenses where deemed appropriate and necessary,
 - vii) to commence prosecutions for violations of this bylaw,
 - viii) to appoint an authorized person to obtain any required information where necessary, and,
 - ix) **to accept and investigate complaints made against hawkers and peddlers and follow up with actions deemed appropriate and necessary.**

6. **PURCHASE OF LICENSES**

- a) All licenses will be obtained at the ~~Municipal-District~~ **County** office on payment of the required fee subject to the requirement of this bylaw and no license shall be issued until the **processing** fee has been paid.
- b) In all cases where a provincial license is required, no ~~M.D.~~ **Mackenzie County** ~~business~~ **Hawkers and Peddlers** License will be issued until the necessary provincial license has been obtained.

Mackenzie County Bylaw ~~092/97~~ 1018-16
Hawkers and Peddlers License Bylaw

- c) The applicant is required to submit every Federal or Provincial Certificate, authority license or other document or qualification that may be required in connection with the carrying of the business as set out in Schedule "A."
- d) The applicant is required to submit any certificate or other approval required by a provision of this Bylaw in respect of the business.
- e) The applicant is required to submit evidence of public liability insurance, where required by any Federal, Provincial or Town enactment.
- f) Every person applying for a license shall submit ~~to the Bylaw Enforcement Officer~~ a written application in the prescribed form and signed by the applicant or his duly appointed agent.
- g) Upon receipt of an application for a license, the ~~Bylaw Enforcement Officer~~ County may;
 - i) grant a license, or,
 - ii) refuse a license if, ~~in his opinion~~, there are just and reasonable grounds for this refusal.
- h) Where a license has been granted pursuant to Section 6. h) i), the ~~Bylaw Enforcement Officer~~ County may revoke the license where, ~~in his opinion~~ there are just and reasonable grounds for the revocation.

7. APPEAL PROCESS

- a) In every case where, under the provisions of Section 6. f) and g);
 - i) application for a license has been refused, or,
 - ii) a license has been revoked,

an appeal may be made by serving written notice of appeal to the Chief Administrative Officer within thirty (30) days after the date of refusal or revocation.
- b) The Council;
 - i) shall hold a hearing on any appeal within fourteen (14) days from receipt of the notice of appeal,
 - ii) shall ensure notice of the hearing is mailed by regular mail at least seven (7) days prior to the date of the hearing to the applicant, and,

Mackenzie County Bylaw ~~092/97~~ 1018-16
Hawkers and Peddlers License Bylaw

- iii) shall consider each appeal giving due regards to the circumstances and merits of the case.
- c) When an appeal is being heard, the Council shall hear;
 - i) the Bylaw Enforcement Officer or **the Economic Development Officer,**
 - ii) the applicant and/or,
 - iii) any other person who, in the Council's opinion, might be affected or should be heard.
- d) In determining an appeal, the Council;
 - i) may confirm, reverse, or vary the decision of the Bylaw Enforcement Officer **or Economic Development Officer** and may impose such conditions or limitations as it considers proper and desirable in the circumstances, and,
 - ii) shall render its decision in writing to the applicant within thirty (30) days from the date of which the hearing is held.
- e) A decision of the Council on any appeal is final and binding on all parties.

8. HAWKERS AND PEDDLERS LICENSE FEES

~~Except as allowed for under Section 6,~~

- ~~a) the fee for a yearly license for a resident business operating out of a Commercial or Industrial District as defined by the M.D Land Use Bylaw, shall be \$100,~~
- ~~b) the fee for a weekly license (seven) (7) consecutive days shall be \$75, and~~
- ~~c) the fee for a daily license (one full business day) shall be \$35.~~

License fees shall apply for the following as per the Mackenzie County Fee Schedule Bylaw.

- a) Hawkery and Peddlery License Application Processing Fee**

Mackenzie County Bylaw ~~092/97~~ 1018-16
Hawkers and Peddlers License Bylaw

- b) After a Hawkerc and Peddlers License has been granted by the County, a fee will be charged per day of operation as a hawker and peddler within the County.
 - i) The business owner is required to self-report their total days of operation by December 31 each year and will subsequently be invoiced by the County.
 - ii) As an alternative to Section 8. b) i), upon completion of their operation within the County, a business may report their total days of operation in person at a Mackenzie County office and have their final payment be processed and completed immediately.

9. PENALTIES

- ~~a) Any person in contravention of any provision of this bylaw shall be guilty of an offense and liable on summary conviction to a penalty of;~~
 - ~~i) \$25 for a first offense,~~
 - ~~ii) \$500 for a second offense, and,~~
 - ~~iii) \$1,000 for a third and subsequent offenses.~~
- a) Penalties shall be applicable as per the Mackenzie County Fee Schedule Bylaw in place at the time of the offence.
- b) If the business fails to report their total days of operation to the County by December 31 of each year, they will be invoiced for the total operational business days in a year.

10. EFFECTIVE DATE AND REPEAL OF BYLAW

- a) That Bylaw 092/97 and all amendments thereto are hereby repealed.
- b) The adoption of this bylaw is effective upon the date of the passing of the third and final reading thereof.

READ a first time this ____ day of _____, 2016.

READ a second time this ____ day of _____, 2016.

READ a third time and finally passed this ____ day of _____, 2016.

Mackenzie County Bylaw ~~092/97~~ 1018-16
Hawkers and Peddlers License Bylaw

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

SCHEDULE "A"

Hawkers and Peddlers required to obtain licenses are specified as follows:

Provincial Business License

- Door to door sales
- Direct marketing of gas
- Marketing of electricity business
- Direct selling business
- Employment agency business
- Prepaid contracting
- Retail home sales

Real Estate Council of Alberta License

- Real estate agents
- Real estate sales people
- Mortgage brokers
- Business brokers

Business Compulsory Trade Certificate

- Appliance service technician
- Auto body technician
- Automotive service technician
- Boilermaker
- Crane & hoisting equipment operator
- Electrician
- Gas fitter
- Hairstylist
- Motorcycle mechanic
- Recreation vehicle service technician
- Refrigeration & air conditioning mechanic
- Sheet metal worker
- Steamfitter – pipe fitter
- Welder

Alberta Environmental Services

- Food establishments (health permit required)



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Fred Wiebe, Manager of Utilities |
| Title: | Policy UT007 Lagoon Sludge Application to Land Policy |

BACKGROUND / PROPOSAL:

On November 30, 2015 at the Special Budget Meeting, Council made the following motion:

MOTION 15-11-907 **MOVED** by Councillor Bateman

That administration draft a policy regarding lagoon/sludge application on farmland.

CARRIED

Mackenzie County administration is bringing forward a Lagoon Sludge Application to Land Policy to address any concerns that Council or ratepayers may have.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

Author: Sarah Martens **Reviewed by:** Fred Wiebe **CAO:** JW

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy UT007 Lagoon Sludge Application to Land Policy be approved as presented.

Author: _____ Reviewed by: _____ CAO: JW

Mackenzie County

| | | | |
|--------------|---|-------------------|--------------|
| Title | Lagoon Sludge Application to Land Policy | Policy No. | UT007 |
|--------------|---|-------------------|--------------|

| | |
|------------------------------|--|
| Legislation Reference | |
|------------------------------|--|

Purpose:

Mackenzie County owns and operates multiple municipal wastewater systems: Hamlet of Fort Vermilion, Hamlet of La Crete and Hamlet of Zama. The purpose is to ensure the application of municipal sewage sludge onto agricultural lands is done in a beneficial and environmentally acceptable manner, protecting the environment and human health from adverse effects.

POLICY STATEMENT

This policy is designed to set forth guidelines to provide adequate instructions and requirements to individuals and consultants who plan to apply/spread municipal sewage sludge onto agricultural land for beneficial use.

GUIDELINE

Alberta Environment and Parks “Guidelines for the Application of Municipal Wastewater Sludges to Agricultural Lands” shall be adhered to at all times.

Surrounding Municipalities

Surrounding Municipalities that are applying sludge within Mackenzie County will need to abide by the Lagoon Sludge Application to Land Policy. Municipalities will also need to apply for a Road Protection Agreement.

Restrictions

| FEATURE | Minimum Distance (m) | |
|--|-----------------------------|----------------------|
| | Surface Application | Subsurface Injection |
| Rivers, Canals, Creeks, Intermittent Drainage Courses, Lakes, Sloughs, Dugouts | 100 | 50 |
| Water Wells | 100 | 50 |
| Areas Zoned Residential or Devoted to Urban Use | 1000 | 500 |
| Occupied Dwellings | 100 | 50 |

| | | |
|--|-----|-----|
| Public Building Perimeters | 100 | 50 |
| Public Buildings | 100 | 50 |
| School Yard Boundaries (School in Session – September to June, inclusive) | 500 | 200 |
| School Yard Boundaries (School not in Session – most of July and August) | 100 | 50 |
| Cemeteries, Playgrounds, Parks, Campgrounds | 500 | 200 |

Residents and Schools who are within a 2km radius of the parcel of land where sludge is applied will receive a 48 hour notification prior to sludge being applied.

Method of Application

Acceptable methods include injection and surface application. If surface application is employed it must be followed, as soon as possible or within 24 hours at the latest, by tillage to incorporate with surface soil materials.

Administrative Responsibilities

The Chief Administrative Officer or Designate shall be responsible for monitoring compliance with this policy.

| | Date | Resolution Number |
|----------|------|-------------------|
| Approved | | |
| Amended | | |
| Amended | | |

TABLE 5.
Additional Application Restrictions

| FEATURE | MINIMUM DISTANCE ¹ (m) | |
|--|-----------------------------------|----------------------|
| | Surface Application | Subsurface Injection |
| Rivers ² , Canals ² , Creeks ² , Intermittent Drainage Courses, Lakes, Sloughs, Dugouts | 30 | 10 |
| Water Wells | 20 | 20 |
| Areas Zoned Residential or Devoted to Urban Use | 500 | 165 |
| Occupied Dwellings | 60 | 20 |
| Public Building Perimeters | 10 | 3 |
| Public Buildings | 60 | 20 |
| School Yard Boundaries (School in Session - September to June, inclusive) | 200 | 66 |
| School Yard Boundaries (School not in Session - most of July and August) | 20 | 7 |
| Cemeteries, Playgrounds, Parks, Campgrounds | 200 | 66 |

¹ Greater separation distances may be required based on local topographic and climatic conditions.

² Distances required are from the major break in slope.

1. Method of Application

Acceptable methods include injection and surface application. If surface application is employed it must be followed, as soon as possible, by tillage to incorporate biosolids with surface soil materials.

2. Minimum Acceptable Distances from Specified Features

The minimum setback distances in Table 5 apply when spreading biosolids to land. Municipalities and haulage contractors might, in an effort to enhance public acceptance of biosolids spreading programs, exceed these distances.



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Fred Wiebe, Manager of Utilities |
| Title: | Rural Potable Water Infrastructure – Expression of Interest and Pre-Qualifications |

BACKGROUND / PROPOSAL:

At the Council Meeting on January 29, 2016, Council made the following motion:

10. a) Rural Water Line and Cardlocks Projects

MOTION 16-02-056 **MOVED** by Councillor Bateman

That administration be authorized to proceed with the rural water line and truckfills project as follows:

- *Three separate tenders be issued (clearing and grubbing, waterline, truckfills);*
- *Waterline tender to include pricing for an 8 and 10 inch line;*
- *Pre-qualification process be followed for the waterline and truckfills tenders.*

CARRIED

Mackenzie County administration is bringing forward an Expression of Interest and Pre-qualification list of contractors that will be able to bid on the waterline tender. The intent of the Expression of Interest is to short list a minimum of 5 to a maximum of 10 contractors to participate in the submission of tenders for the Rural Potable Water Infrastructure project.

Author: Sarah Martens **Reviewed by:** Fred Wiebe **CAO:** JW

The deadline for the Expression of Interest and Prequalification Installation, Testing and Commissioning Water Distribution Pipeline South of La Crete to Buffalo Head Prairie was at 2 pm Thursday, March 3, 2016. The submissions were then rated and turned into a short list which will be presented to Council today.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Expression of Interest and Pre-qualification list of contractors be accepted as presented.

Author: Sarah Martens Reviewed by: Fred Wiebe CAO: JW



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | March 8, 2016 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | Information/Correspondence |

BACKGROUND / PROPOSAL:

The following items are attached for your information, review, and action if required.

- 2016-02-22 Council Action List
- 2016-02-10 Correspondence Alberta Municipal of Affairs –Linear Assessment
- 2016-02-16 Correspondence – Health Workforce Alberta (Alberta Health Review of Alberta Rural Physician Action Plan)
- 2016-02-21 – Correspondence – St. Luke’s Anglican Mission
- 2016-02-23 – Sponsorship Request High Level Minor Hockey Association
- Communities in Bloom 2017
- Invitation to Municipalities – Solar Biomass Information Day – April 1, 2016
- News Release – Historically Low Oil Prices
- Final Submission to Province’s Review of Linear Tax Revenue
- Pre-Register for STIP Consultation Workshop Spring Convention
- Bylaw Fall 2015
- Bylaw Spring 2016
- Meeting minutes – La Crete Recreation Society
- Meeting minutes – High Level Forests Public Advisory Committee
- Meeting minutes – High Level Forests Public Advisory Committee
- Meeting Minutes – Mackenzie County Library Board
-
-

OPTIONS & BENEFITS:

Author: C. Simpson Reviewed by: _____ CAO: _____

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the information/correspondence items be accepted for information purposes.

Author: C. Simpson Reviewed by: _____ CAO: _____

Mackenzie County Action List as of February 22, 2016

Council Meeting Motions Requiring Action

| Motion | Action Required | Action By | Status |
|--|---|--------------|--|
| February 27, 2013 Council Meeting | | | |
| 13-02-121 | That administration continue to work towards expanding the Fort Vermilion Bridge Campground recreational area by applying for a lease with Alberta Environment & Sustainable Resource Development that encompasses both existing and future area. | Ron | Application for lease in progress |
| May 28, 2013 Council Meeting | | | |
| 13-05-375 | That the Zama Access paving be the first capital priority for paving a road outside a hamlet boundary and that administration continue reviewing options and applying for provincial and/or federal grants as these may become available with intent to complete the paving of this road. | Joulia | In progress Letter sent to DM Rob Penny and meeting held |
| October 8, 2013 Council Meeting | | | |
| 13-10-693 | That administration be instructed to continue pursuing taking over the lease for the Meander North and Meander South gravel pits from Environment & Sustainable Resource Development (ESRD) and negotiate with ESRD to fund reclamation and survey costs. | Ron Mark | In progress Survey Completed FN Consultation - In Progress |
| October 30, 2013 Council Meeting | | | |
| 13-10-833 | That administration negotiate with the property owner for the mobile home encroaching into laneway. | Byron | Spring 2016 |
| October 29, 2014 Council Meeting | | | |
| 14-10-765 | That the County move forward with the application for the acquisition of lands in Zama under PLS 080023 and that administration work with the government to pursue a land swap. | Don | In progress |
| January 13, 2015 Council Meeting | | | |
| 15-01-023 | That the park located in the Knelsen Subdivision in La Crete be named the "Knelsen Park" and that the 108 Street Park in La Crete be named "The Big Backyard Park". | Len Byron | Signs Arrived Waiting for install |
| January 30, 2015 Council Meeting | | | |
| 15-01-050 | That the report on the intersections Range Roads 14-5 and 17-2 and Highway 697 be received for information and that <u>administration prepare a list of non-conforming intersections on provincial highways.</u> | Ron Len | In progress |
| 15-01-051 | That the Public Works Committee review the collector roads within the County including condition of intersections. | Ron Len | PW Committee Trent will do in the summer |

| Motion | Action Required | Action By | Status |
|---|--|---------------------|---|
| April 14, 2015 Council Meeting | | | |
| 15-04-247 | That administration budget in 2016, to hire a bridge consultant engineering firm to draft new road standards for the County, which allows for lower design criteria bridges and lower road classifications. This would allow the County to consider lower standard bridges and would reduce initial construction costs. This would include classifying all the roads in the County and restricting development or requiring the developer to upgrade roads where required. | Ron Len Trent | 2016 Budget |
| May 27, 2015 Council Meeting | | | |
| 15-05-398 | That administration investigates the invested versus the non-vested option for street lighting. | Mark | Waiting for ATCO Proposal |
| June 10, 2015 Council Meeting | | | |
| 15-06-411 | That Mackenzie County participates with the First Nations and North Peace Tribal Council in the regional connectivity initiative and that the Reeve and Deputy Reeve or designate be authorized to attend meetings. | Joulia | In progress Update in CAO Report |
| June 22, 2015 Council Meeting | | | |
| 15-06-462 | That a land use bylaw amendment be brought back to include a definition of panhandles and that developers be encouraged to use the road allowance in the interim. | Byron | In progress |
| July 29, 2015 Council Meeting | | | |
| 15-07-531 | That administration be authorized to negotiate a Mutual Aid Agreement with Tall Cree First Nation. | Joulia Carrie | In progress Set up meeting with Winston |
| August 26, 2015 Council Meeting | | | |
| 15-08-599 | That the Agricultural Service Board be requested to invite Garth Steidl from the Canadian Grain Commission to meet with local grain producers to discuss grain transportation issues. | Grant | In progress |
| 15-08-604 | That administration further review and bring back additional information regarding access issues on the Sand Hills Road. | Byron Len | Meet with Land Owner |
| September 30, 2015 Council Meeting | | | |
| 15-09-670 | That administration be authorized to meet with representatives of Mackenzie Library Board and La Crete Library Society to negotiate the facility (future La Crete Public Library) leasing agreement within the general parameters and conditions as outlined in the draft agreement and that the final draft be presented to Council for ratification. | Joulia | Meeting 2016-01-05 In progress |
| October 13, 2015 Council Meeting | | | |
| 15-10-708 | That the service road allowance along the north side of Plan 052 4622, Block 21, Lot 10 be sold to Frontier Auto at market value of \$115,000 per acre and that the East and West Utility Right-of-Ways be extended to the La Crete North Access Road. | Byron | In progress Waiting for survey documents |

| Motion | Action Required | Action By | Status |
|---|--|---------------------|---|
| October 27, 2015 Organizational Council Meeting | | | |
| 15-10-725 | That a recommendation be made to the Tri-Council to abolish the Land Use Framework Ad Hoc Joint Committee and that all land use be dealt by Council as a whole. | Joulia | |
| October 27, 2015 Special Council (Budget) Meeting | | | |
| 15-10-782 | That the additional GIS/Inspections position be TABLED to the 2017 budget deliberations. | Joulia Mark | 2017 Budget Deliberations |
| October 28, 2015 Council Meeting | | | |
| 15-10-801 | That administration draft a fireworks policy based on the following: The Municipality will, prior to issuing permission: <ul style="list-style-type: none"> Respecting the purchase, possession, handling, discharge, fire or set-off; obtain from the applicant written confirmation that the person: <ul style="list-style-type: none"> Will conduct activities in accordance with safe practices outlined in the Alberta Fire Code, Is of at least 18 years of age, and Respecting sales, obtain from the owner of the retail business, written confirmation that the business: <ul style="list-style-type: none"> Holds a valid municipal business license or confirmation of ownership of the business when the municipality does not require business to hold such license, Employees handling fireworks for sale are of at least 18 years of age, Manufacturer's instructions are posted at the sales location and provided with each sale, Record of each sale is retained for examination by the Fire SCO, and Stores fireworks in conformance with Part 3 of the Alberta Fire Code | Ron Carrie | |
| 15-10-802 | That administration and the Public Works Committee develop the hamlet utility corridors maps for each Hamlet with public input and bring these back for approval by Council as schedules to Policy PW040 Hamlet Utility Corridors and Back Alleys. | Ron Len Trent | In progress 2016-01-29 |
| 15-10-833 | That final payment for the land agreement adjacent to the La Crete airport be paid upon submission of invoice and confirmation of completion. | Joulia Byron | Waiting for independent confirmation |
| November 10, 2015 Council Meeting | | | |
| 15-11-851 | That administration bring back Policy PW039 Rural Road, Access Construction and Surface Water Management with the intent that the tax base not be responsible for anything other than the first access and that the municipality have the ability to remove an access. | Len Ron | In progress |
| 15-11-856 | That administration proceeds with completing the Fort Vermilion water service repairs on county property on a | Fred | In progress |

| Motion | Action Required | Action By | Status |
|---|---|-----------------|---------------------------|
| | per service basis, while allowing the owner the option to continue repairs on private property at their own cost and that administration research payment options. | | |
| November 30, 2015 Special Council (Budget) Meeting | | | |
| 15-11-907 | That administration draft a policy regarding lagoon/sludge application on farmland. | Fred | In progress |
| December 8, 2015 Regular Council Meeting | | | |
| 15-12-945 | That administration investigate the possibility of renaming the Fort Vermilion Airport designator from CEZ4 to CWOP as requested by the Fort Vermilion Board of Trade. | Byron | In progress |
| 15-12-948 | That a response be sent to the November 24, 2015 letter from the Minister of Environment and Parks regarding managing disease risk bison. | Joulia | |
| December 14, 2015 Special Council (Budget) Meeting | | | |
| 15-12-956 | That the 2015 Fort Vermilion Cold Storage/Emergency Generator Building Project funds be redirected to the Fort Vermilion Shop Office Addition and that the additional shop bay be brought to the 2017 budget deliberations. | Ron | 2017 Budget Deliberations |
| 15-12-958 | That a Notice of Motion be made to review the minimum tax for crown leased land vs. owned farm land at the budget discussion in April 2016. | Mark | 2016-04-12 |
| December 21, 2015 Special Council (Budget) Meeting | | | |
| 15-12-973 | That Mackenzie County hires a full time Peace Officer in 2016 and terminates the enforcement services contract with the Town of Rainbow Lake. | Ron Joulia | |
| January 12, 2016 Regular Council Meeting | | | |
| 16-01-007 | That Policy PW004 Winter Road Maintenance/Snow Plowing Indicator Policy be brought back to the January 29, 2016 Regular Council Meeting with amendments to address concerns on the Zama Access road and the Highway 88 Connector. | Ron Len | |
| 16-01-010 | That administration be authorized to issue a payment for the extra quantities on the Blue Hills Erosion Project, subject to independent confirmation of quantities. | Joulia Grant | Spring 2016 |
| 16-01-016 | That the funding required for the Land Stewardship Committee be included in the final budget approval presented in April, 2016. | Byron Mark | April 2016 |
| 16-01-025 | That a letter be sent to the Town of High Level stating that Mackenzie County is not in a position with the current economy to commit to the sports complex new addition estimated at \$4,000,000.00. | Joulia | |
| January 29, 2016 Council Meeting | | | |
| 16-02-070 | That Council meets with the "K" Division RCMP Commanding Officer at the AAMD&C Spring 2016 | Joulia | Delegation March 8, 2016 |

| Motion | Action Required | Action By | Status |
|---|---|-------------------------------|--------------|
| | Convention in Edmonton, to discuss issues identified by all three Detachment Commanders. | | |
| February 9, 2016 Regular Council Meeting | | | |
| 16-02-086 | That administration negotiate with Alberta Environment and Parks to allow Mackenzie County to purchase the entire 160 acres, SE 15-106-15-W5M, similar to the County's purchase of two quarters within the W ½ 14-106-15-W5M. | Joulia Fred | In progress |
| 16-02-087 | That first reading be given to Bylaw 1018-16 being the Hawkers and Peddlers Bylaw as AMENDED and that administration research the Town of High Level's Hawkers and Peddlers Bylaw | Byron | |
| 16-02-088 | That the Fee Schedule Bylaw be brought back to Council after the third reading of the Hawkers and Peddlers Bylaw. | Byron | |
| 16-02-089 | That administration investigate the compliance of Hamlet addressing in all three Hamlets. | Byron | In progress |
| 16-02-091 | That the Notice of Motion - MOTION 15-05-373 be TABLED until the after the Council self-evaluation in April 2016. | Joulia | 2016-04-27 |
| 16-02-093 | That administration draft a policy for the appointment of Members at Large. | Carol | |
| 16-02-095 | That Mackenzie County does not complete a municipal census in 2016 and that administration contact Statistics Canada regarding potential enumerators (ie. non-profit groups). | Carol | |
| February 22, 2016 Council Meeting | | | |
| 16-02-111 | That Policy PW039 – Rural Road Access Construction and Surface Water Management and the Land Use Bylaw be brought back to Council with options for more discussion regarding collector road right-of-ways, including for sub-division and setback requirements options. | Ron Len Byron Joulia | 2016-03-2016 |
| 16-02-113 | That administration review the Hutch Lake Campground Caretaker proposals and bring back a recommendation to council. | Ron | |
| 16-02-115 | That administration review the Machesis Lake Campground Caretaker proposals and bring back a recommendation to council. | Ron | |
| 16-02-128 | That administration bring back the initial request for funding for the Old Bay House Restoration project to the next budget review meeting. | Mark Joulia | |
| 16-02-129 | That administration and MARA look into the safe removal of the office building on the experimental farm and bring | Len Joulia | 2016-03-08 |

| Motion | Action Required | Action By | Status |
|-----------|---|-----------|--------|
| | back options to the March 8, 2016 Regular Council meeting. | | |
| 16-02-135 | That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed. | Byron | |
| 16-02-137 | That penalties on rolls 84016, 84056, 82086, 192431, 159318, 72018, 208242 totaling \$4,213.87 be waived and payments be requested from the registered land owners for the outstanding amounts on rolls 76824, 84016, 82086, 203505, 159318, 72018, 197730, 208242. | | |
| 16-02-139 | That administration send a letter to Apache Canada Ltd. with a copy to the Ministers of Economic Development, Environment and Energy, encouraging industrial development for lithium research and asking Apache Canada Ltd. to waive all road use charges on LOC roads for businesses involved with the lithium development project for the next two years. | | |
| 16-02-141 | That administration send a letter to the Provincial government requesting a follow through on the farmland sale of 136,200 acres commitment in the Mackenzie County Public Land Sale as advertised by Alberta Environment and Parks. | | |
| 16-02-149 | That administration be authorized to proceed negotiating the Option to Purchase with Power Wood Canada Corp. for the south 79 acres of NW6-109-19-W5M and North 79 acres of NW6-109-15-W5M as discussed. | | |

| Motion | Action Required | Action By | Status |
|--------|-----------------|-----------|--------|
|--------|-----------------|-----------|--------|

Community Sustainability Plan – Action Items

| Tasks | Responsibility | Approximate Deadline |
|---|-----------------|----------------------|
| Sustainable governance items: | | |
| Citizen-engagement plan, formal avenues for active citizen involvement in strategic planning, long-term planning; undertake citizen satisfaction surveys; | CAO | |
| Local elections – collect, keep and report to Council voter data from municipal elections (comparative between elections); | Carol | |
| Review and/or establish Council Policy/Procedure on media communications, responding to citizens, contact with Government, etc.; | CAO, Carol | |
| Establish a Council Library in the Corporate Office (make a variety of municipal government related books and magazines available); | CAO, Carol | Completed |
| Service delivery items: | | |
| Review standards for the services that are delivered and establish a formal process to review and evaluate compliance with those standards; | Management Team | |
| Infrastructure items: | | |
| Review and recommend options regarding an infrastructure management system; | Management Team | |
| Review/develop a plan for maintaining municipal infrastructure; | Management Team | |
| Economic vitality items: | | |
| Bring options regarding establishing an annual business licensing; | Byron | Completed |
| Risk management items: | | |
| Review and report to Council regarding a municipal service continuity plan; | Management Team | In progress |
| Review and report to Council regarding Occupational Health and Safety practices (inclusive of CORE certification status). | CAO | In progress |



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Lesser Slave Lake*

AR83522

February 10, 2016

Mr. Al Kemmere
President
Alberta Association of Municipal Districts and Counties
2510 Sparrow Drive
Nisku AB T9E 8N5

Dear Mr. Kemmere,

Thank you for your letter and overview of AAMDC's recommendations as it relates to our government's review of linear assessment. The perspective of AAMDC is very helpful as I and my colleagues complete our review.

I agree a holistic approach is necessary when examining this question and that the entire municipal financing framework for both urban and rural communities must be part of that consideration. I further appreciate AAMDC's openness to regional collaboration to achieve broader community goals and respect and understand the subsequent positions outlined. I assure you our government will consider them thoughtfully and judiciously as we complete the review.

I know there are ongoing concerns from your members regarding the linear assessment review and wish to take this opportunity to reiterate our government's intent and approach to this matter.

As stated in our government's election platform, the intent behind the linear assessment review is to ensure rural Albertans and communities are best served by the linear taxation system. There will be no redistribution of linear assessment from rural Alberta to Calgary, Edmonton, or any other city. Linear dollars will stay in rural communities serving rural Albertans.

I am a rural Albertan and I want all AAMDC members to know our government recognizes the importance of linear assessment for rural municipalities to deliver quality services, and maintain prosperous, sustainable communities. Our government's objective is clear: to keep rural Alberta healthy and strong and to ensure services for rural Albertans are accessible and sustainable. Nothing in the linear assessment review will jeopardize that objective.

Nothing in the linear assessment review will jeopardize that objective.

I will have more information to report soon regarding the linear assessment review and if there will be any changes. I look forward to sharing that next month at AAMDC's spring convention.

.../2

Mr. Al Kemmere

-2-

I ask that you please forward this letter to all your members.

Thank you and all your members for your commitment and collaboration to making Alberta stronger.

Sincerely,



Hon. Danielle Larivee
Minister of Municipal Affairs

cc: Lisa Holmes, President
Alberta Urban Municipalities Association

16 February 2016

Ms. Whittleton
Chief Administrative Officer, Mackenzie County
PO Box 640
Fort Vermilion, Alberta
T0H 1N0

Dear Ms. Whittleton,

Re: Alberta Health Review of Alberta Rural Physician Action Plan (RPAP): Possible Closure or Reduction

Request for action

The purpose of this letter is to respectfully request your input as to the valuable contribution RPAP has made and will hopefully continue to make in your community. Without your *immediate* input, decision makers on the fate of RPAP will not have a clear understanding of the impact of RPAP programs to rural Albertans and the valuable services we provide in your community. Please help your MLA and the Minister of Health Hon. Sarah Hoffman recognize RPAP's contributions to attracting and retaining your local health labour force.

The Issue

Alberta Health has communicated that they will be conducting a review of RPAP's programs and services and it is expected that recommendations on the fate of RPAP will be provided to the Deputy Minister by 31 March 2016. As RPAP's current grant funding ends on 31 March 2016, Alberta Health has indicated that in the interim they will provide 6 months funding to 30 September 2016.

Background

The purpose of the review as stated in a letter from the Deputy Minister Carl Amrhein is "To ensure there is an alignment with Alberta's rural health system needs and outcomes, the strategic scope and parameters of the RPAP Review are as follows:

- A review of Alberta Health's investment based on RPAP's mandate;
- An assessment of potential redundancies in funding; and,
- An assessment of where the best operational efficiencies can be gained for provincial programs."

Assistant Deputy Minister (ADM) of the Professional Services and Health Benefits Division Miin Alikhan will be conducting the review. Also of note is that the two faculties of medicine at the University of Alberta and the University of Calgary have indicated in a letter to Alberta Health, that RPAP's role in rural medical education is both redundant and potentially jeopardizes their accreditation. Regarding redundancy, your input as to the services RPAP provides directly to your community will be invaluable in presenting a true picture of the value RPAP brings to rural Alberta. Regarding the accreditation of the faculties, we believe this matter is baseless and that there is no jeopardy to accreditation.

RPAP is effective and efficient

Earlier in December 2015, RPAP completed an external summative evaluation of its functioning by outside, independent researchers. **This external report, part of the RPAP multi-part evaluation framework, was very positive.** Quoting from the report, the external evaluators noted:



R P A P

HIGHLIGHT SHEET – RPAP PROGRAMS AND SERVICES

We are a not-for-profit organization who receives a grant of approximately \$10 million per year from Alberta Health and this is what RPAP does for your community:

- Facilitate and fund the rural placements of medical students and Family Medicine residents so that they might select rural practice as a viable option upon graduation
- Attract and path find Canadian and internationally trained physicians, and Alberta-trained resident physicians to available posts in Alberta
- Support the recruitment of all health care providers through our cutting edge provincial recruitment jobsite APLJobs.ca
- Work with rural communities through attraction and retention committees to attract and retain physicians and their families
- Work with resident physicians in career planning
- Provide professional development programs and locum services for rural physicians
- Invest in research and analysis to tell the story about rural health care and Alberta's physician workforce
- Provide grants to local communities for attraction and retention innovations, and fund medical students and resident physicians to attend rural health care conferences and training events
- Support and sponsor rural students to go to medical school
- Work collaboratively within Alberta, across Western Canada, and nationally to support health care in Alberta
- Measure what we do and continuously improve our programmes and supports
- **LISTEN** to rural communities, health care workers, and service partners and **ACT** on their ideas

We are honoured to deliver programs and services that are needed, and to do so efficiently and effectively. RPAP has proven it delivers effective and efficient programming in service to non-metro Albertans. If you agree, your MLA and the Minister of Health Hon. Sarah Hoffman need to proactively hear from you **as soon as possible**.

FORT VERMILION,
FEBRUARY 21, 2016.

DEAR PEOPLE AT MACKENZIE COUNTY!

ALL OF US AT ST. LUKE'S ANGLICAN MISSION
ARE VERY GRATEFUL FOR THE \$500,00 CEMETERY
GRANT FOR 2016, AND NOW EVEN MORE
GRATEFUL FOR GIVING US \$100,00 MORE.
THANK YOU SO MUCH.

IN 2016 WE ARE FACING A REPAIR OF THE
NORTH GATE OF THE CEMETERY WHICH IS
LEANING TO THE SOUTH. HAS TO BE DONE.
THANK YOU FOR YOUR HELP!

WITH GRATEFUL HEARTS,
ALL MEMBERS OF THE ANGLICAN MISSION,

Rev. Hedwiga Doherty

St. LUKE'S ANGLICAN MISSION
Box 84 Fort Vermilion, Alberta T0H 1N0
Tel: 780-927-4202 Fax: 780-927-3231



February 23, 2016

To whom it may concern,

The High Level Minor Hockey Association is proud to announce High Level as the host community for the 2016 Hockey Alberta Bantam D Provincial Tournament, March 17th-20th. This tournament will host a total of 8 teams of players, their families, game officials, and Hockey Alberta dignitaries from across Alberta. Our host committee is eager to execute a most successful and memorable tournament that will showcase our true northern spirit, warmth and hospitality, and to promote our business community and sponsors.

In order to host a successful event, we need the support of our local business community. The sponsorship packages available are as follows;

PLATINUM SPONSOR

\$2000

Full page ad in our event program, your business announced throughout the weekend, and 1 family event package (up to 5 members all 4 days)

GOLD SPONSOR

\$1000

$\frac{3}{4}$ page ad in our event program, your business announced throughout the weekend, and 6 one day passes (your choice of day)

SILVER SPONSOR

\$750

$\frac{1}{2}$ page ad in our event program, your business announced over two days of the event, and 4 one day passes (your choice of day)

BRONZE SPONSOR

\$500

$\frac{1}{4}$ page ad in our event program, your business announced over 1 day of the event, and 2 one day passes (your choice of day)

**\$250 business card ad in our event program

In addition to the sponsorship packages, we are also looking for support for our players welcome packages and lounge, spectator giveaways, and silent auction.

If you have any questions, please don't hesitate to contact the host committee.

highlevelmha@gmail.com

Alison Holditch (780)285-2519, Sheena McKinney (780)841-8250, Lilli Packard (780)247-1770

*High Level Minor Hockey Association
Box 93
High Level, Alberta
T0H 1Z0*

Enhancing Green Spaces
in Communities



Mise en valeur des espaces
verts au sein des collectivités

*Info to Council.
LC Chamber &
FV Board of
Parks*

Celebrate

Canada's 150th Anniversary

Showcase your Community
by participating in the
Communities in Bloom Program
and prepare for 2017



www.arpaaonline.ca/program/cib

Communities in Bloom

2016 Registration Form



Communities in Bloom Alberta is now accepting registrations for the 2016 Provincial program. Please submit the application form before March 31, 2016.

Communities may participate in one of two categories:

Competitive:

- Communities are grouped according to population size and evaluated by trained volunteer judges using a standard evaluation form.
- The winning community in each population category is determined by the highest score.

Friends (Non-Competitive):

- The Friends category is a way for communities to participate without the pressure of competition. Communities are not grouped according to population size and no winner is declared in the Friends category.
- Communities can choose to participate with or without an evaluation.
- Communities who choose to participate without an evaluation are required to be evaluated at least once every three years.

Please visit our website at cib.arpaonline.ca for more information about participation categories.

The benefits of participating in the program are:

- Being part of a provincial and national program,
- Receiving information and evaluation feedback to improve your community,
- Opportunities to improve your community's quality of life,
- Increase in civic pride and community involvement, and
- Receiving an invitation to attend the provincial and national award ceremonies.

Communities should be prepared for evaluations to take place between mid-July and mid-August.

Communities being evaluated must provide lodging for one night for two judges (billeting is acceptable).



Invitation to :

Solar PV and Biomass information for Northern Communities

Friday, April 1st from 9:00 to 4:00 – Springfield School Gymnasium, Peace River

Municipal Councils and CAO's and MLA's are cordially invited to an information day on Solar electricity and Biomass energy for communities in Northern Alberta. This will be an opportunity to learn about alternative energy and available funding for municipalities, as well as participate in a regional discussion about the role of alternative energy in our communities.

Paul Cabaj, from ACE (www.acenergy.com), the development consultant for the Alberta Solar Coop www.allbertasolarcoop.com, will take attendees through the process of a community solar project, and how they can build on the model of community owned solar farm being developed near Drumheller. He will inspire community representatives to consider such a project locally!

Trevor Locke, from Nu Energy Edmonton, will talk about the mechanics of solar and the regulation of solar electricity, what it is, what systems are for residences or businesses, and how it may impact municipal planning and bylaws.

Attendees will learn about solar electricity, infrastructure necessary for solar to be installed, costs of solar, community projects, Provincial Gov't and other funding for a community solar project, feed-in tariffs and carbon credits associated with using solar electricity.

Municipal Governments, being involved with landfills, will find Mark Porta, from International Clean Energy Consulting Inc., enlightening. He will share details of a 1 MW biogas digester plant, that runs on waste wood and/or municipal solid waste. As there are costs associated with construction of landfills, it would be beneficial to consider diverting waste to energy as a savings, and the second payback would be the potential energy that is created, which could be an additional revenue stream.

Municipal government representatives, MLA's and town and county managers are invited to a very informative event, geared specifically towards information for municipal leaders.

The cost of the in-service is \$20/attendee – nutrition break & coffee & tea are provided. Attendees are asked to dine in any of the variety of restaurants in Peace River.

RSVP: Wanda Laurin (Peace River Environmental Society) wlaurin@telusplanet.net

(780-624-2751) on or before March 21st to reserve your seat, or for further information.

Schedule of the Day

08 :30-09 :00 coffee & greetings

09:00-09:30 Solar community project (Paul Cabaj, ACE & Spark)

09:30-10:15 Q & A on community solar projects

10:15-10:30 coffee & nutrition break

10:30-11:00 Solar PV Information (Trevor Locke, Nu Energy)

11:00-12:00 THINKTANK: Municipalities and Alt Energy (Facilitated by Northern Lakes College)

1. What do municipalities have to know in order to create bylaws and regulations around off-grid and grid connected alternative energies? (For example aesthetics and safety)
2. How would municipalities handle issues around taxation (property taxes, energy produced taxes)?
3. What opportunities do we see in the Peace Country?

12:00-1:00 LUNCH – restaurant's in Peace River

1:00- 1:30 Biomass – Municipal Solid Waste (Mark Porta, Int'l Clean Energy)

1:30- 2:00 Q & A – biomass & landfill issues/opportunities/regulation

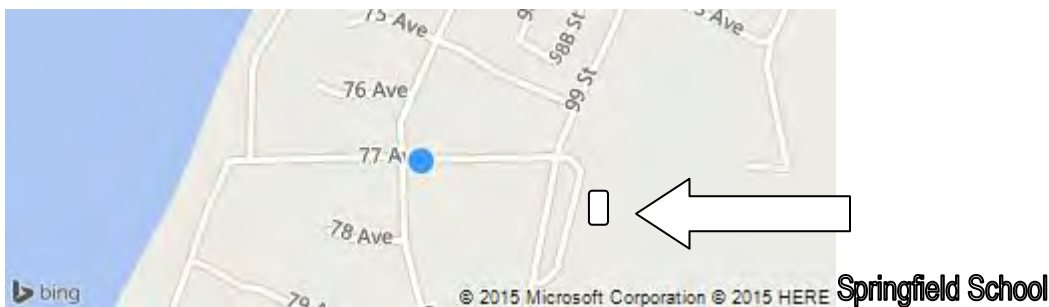
2:00-2:15 coffee & movement break

2:15-3:30 THINKTANK: Community Innovation in Alt Energy (Facilitated by Northern Lakes College)

How would a community operate their own alternative energy co-op?

3:30-4:00 Closing Remarks

Springfield School: 7701 99 St, (North End, on the East side of the river, Peace River)



Thanks to our sponsors!



P.R. Environmental Society



From: [Joulia Whittleton](#)
To: [County Staff](#)
Subject: FW: News Release: Historically low oil prices and declining revenue impacting third quarter results
Date: February -24-16 2:31:00 PM
Attachments: [image001.png](#)
[image002.png](#)

Joulia Whittleton

Chief Administrative Officer

Mackenzie County

P.O. Box 640, Fort Vermilion, AB, T0H 1N0, Canada

Direct Tel: 780.927.3719 ext. 2223

Tel.: 780.927.3718, Fax: 780.927.4266

Toll Free: 1.877.927.0677

Cell: 780.841.8343 Email: jwhittleton@mackenziecounty.com



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From: alberta.news@gov.ab.ca [mailto:alberta.news@gov.ab.ca]
Sent: February-24-16 1:34 PM
To: Joulia Whittleton
Subject: News Release: Historically low oil prices and declining revenue impacting third quarter results

Historically low oil prices and declining revenue impacting third quarter results

February 24, 2016 [Media inquiries](#)

Alberta faces a significant budget shortfall as oil prices continue to collapse – to the lowest levels in more than a decade – causing a substantial hit to government revenue.

The oil price collapse has significantly impacted Alberta's resource and personal income tax revenue streams. Prudent financial management, including the re-profiling of some projects and bringing expenses in line with the

province's new economic reality, has helped the province mitigate some of the effects of the oil price shock this fiscal year.

“This is a once-in-a-generation economic challenge. As such, we are committed more than ever to prudent fiscal management, creating jobs and diversifying the economy. This includes protecting services Albertans need, putting people back to work with an expanded infrastructure program, and promoting home-grown business and entrepreneurship.”

Joe Ceci, President of Treasury Board and Finance Minister

Total revenue for 2015-16 is forecast to be \$43.1 billion. This is \$660 million lower than estimated in Budget 2015, due primarily to a reduction of \$762 million in personal income tax revenue and a \$294 million net decrease to resource revenue. Total expense is forecast to be \$49.4 billion – \$463 million lower than anticipated at budget.

Alberta's operating expense is estimated to be \$43.2 billion. This reflects government's commitment to stabilize public services, including funding K-12 enrolment growth and Alberta Health Services operations. Total expenses are reduced as a result of lower than budgeted costs for disaster/emergency assistance, re-profiling of capital grants, and suspending Access to the Future Fund grants, among other measures. Pension provisions have also dropped \$202 million from what was estimated, in part due to strong investment returns.

Alberta's revised Economic Outlook estimates the province's economy will contract by 1.1 per cent in real GDP in 2016, after a decline in real GDP of 1.5 per cent in 2015. Energy investment is expected to decrease by 22 per cent in 2016. Continued government infrastructure investment is expected to boost construction.

“While we have the strongest balance sheet in the country, we are not immune to global economic activity. Government is investing in building projects to keep Albertans working, help fill our infrastructure deficit and take advantage of market conditions while labour is available.”

Joe Ceci, President of Treasury Board and Finance Minister

The low Canadian dollar will help Alberta's exports, as will expanding oil sands production. Annual employment is forecast to decline by 1.5 per cent in 2016.

This will affect average weekly earnings, which is estimated to fall by 0.8 per cent in 2016.

2015-16 Third Quarter forecast (\$ millions)

| | Budget 2015 | Q3 forecast | Change from Budget |
|---------------------------------------|-----------------|----------------|--------------------|
| Income Taxes (personal and corporate) | \$16,792 | \$16,257 | (535) |
| Non-renewable resource revenue | \$2,768 | 2,474 | (294) |
| Total Revenue | \$43,788 | 43,128 | (660) |
| Operating Expense | \$43,209 | 43,244 | 35 |
| Disaster/Emergency Assistance Expense | 829 | 647 | (182) |
| Total Expense | 49,906 | 49,443 | (463) |
| Deficit | (6,118) | (6,315) | (197) |

Balance sheet

| | Fiscal year-end forecast at Budget | Fiscal year-end forecast at Q3 | Change from Budget |
|----------------------------------|------------------------------------|--------------------------------|--------------------|
| Contingency Account | \$3,289 | \$3,869 | +580 |
| Liabilities for Capital Projects | \$17,995 | \$17,995 | 0 |

Energy and Economic Assumptions

| | Budget 2015 | Q3 | Change |
|---------------------------|-------------|-------|-----------|
| WTI (US\$/bbl) | 50.00 | 45.00 | -5.00 |
| Exchange Rate (US¢/Cdn\$) | 78.0¢ | 76.0¢ | -2.0 |
| | Budget 2015 | Q3 | Change |
| Real GDP Growth | | | |
| 2015 | -1.0% | -1.5% | -0.5 p.p. |
| 2016 | 0.9% | -1.1% | -2.2 p.p. |
| Unemployment Rate | | | |

| | | | |
|------|------|------|----------|
| 2015 | 5.8% | 6.0% | 0.2 p.p. |
| 2016 | 6.2% | 7.4% | 1.2 p.p. |

p.p. percentage points

Related information

- [2015-16 Third quarter report \(pdf\)](#)
- [Alberta Budget](#)

Multimedia

- [Watch the news conference](#)

Media inquiries

[Leah Holiday](#)

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Results of AUMA's Linear Tax Symposium

January 2016

Executive Summary

The following approaches will enable the effective planning, delivery and governance of infrastructure and services that are used at an intermunicipal or regional level.

- Municipalities should be obligated to enter into revenue and/or cost sharing agreements to equitably share in the capital and operating costs of infrastructure and services that are located in another municipality, but used by their residents and property owners.
- Revenue and cost sharing agreements should be long term and outlined in intermunicipal or regional service plans. The funding arrangements should not be vulnerable to intermunicipal relationships, unexpected termination or unjustified change.
- While some province-wide guidelines would be beneficial, municipalities should be enabled to determine arrangements according to their local and regional needs. In the event that municipalities are unable to come to agreement in a timely manner, a process for binding arbitration should be available.
- Linear tax revenues should be pooled at a regional level and shared with all municipalities within each defined region with the exception of Edmonton and Calgary. All other urban municipalities (i.e., mid-sized cities, towns, villages and summer villages) should be eligible to share in the linear revenue. Edmonton and Calgary should have access to other revenue opportunities as they are discussing with the province.
- A revenue-sharing formula should be developed for each region and should use data that is easily accessible and credible.
- Where possible, cost-sharing agreements should be based on the actual cost to provide a service, and the method to allocate costs should be based on the estimated usage of services or the percentage of rural population that resides around each urban municipality.

Background

Through the MGA Review, AUMA called for a number of changes to the municipal funding model, including the need to reform the property assessment and taxation system. One of the required reforms is to share linear taxes at a regional level to more appropriately align the provision of municipal services to revenue sources.

AUMA was pleased that the provincial government recognized the issues associated with linear tax revenue and committed to review this matter. To support the government in their review, AUMA hosted two Symposiums in January 2016 so that our members (cities, towns, villages, summer villages and regional municipalities) could discuss and develop solutions.

Disconnect between linear property revenue and municipal infrastructure and services

Linear properties encompass pipelines (including gas distribution system), wells, telecommunication systems and cable distribution, and electric power systems.

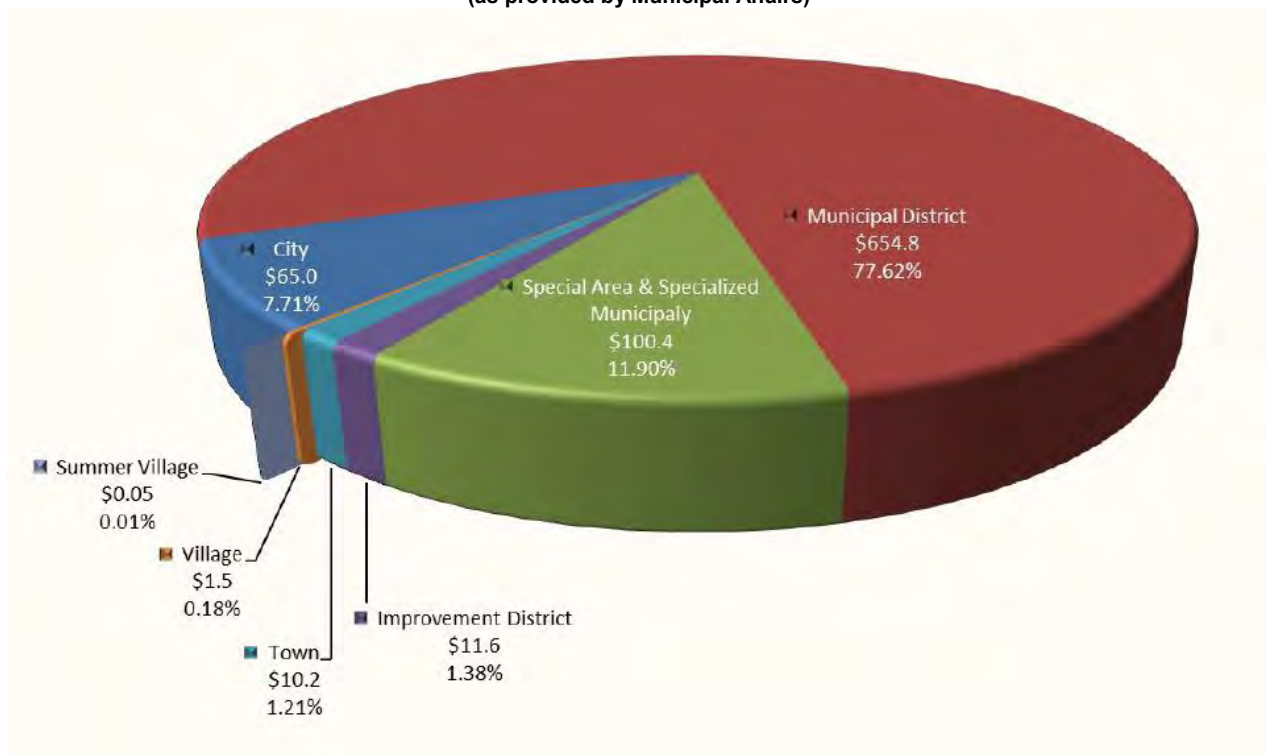
These properties generate nearly \$1 billion in tax revenue which is about 13 per cent of the total property taxes.

2015 Linear Property

- Pipelines (42.0%)
- Wells (38.5%)
- Electrical power generation (8.6%)
- Electrical power systems (8.0%)
- Telecommunications (2.5%)
- Cable distribution (0.4%)

Due to the location of most linear property, rural municipalities (municipal districts and counties) collect the majority of linear taxes.

Allocation of 2015 Linear Property Tax Revenue by Municipal Type
(as provided by Municipal Affairs)



Because many urban municipalities do not significantly share in this tax revenue, they bear the costs of providing infrastructure and services for the associated activities and workforce pertaining to linear properties. This is a particular impact during the construction phase of these properties. Ultimately these costs are then downloaded on the residents of the urban municipality, either in the form of their taxes or in the forgoing of other infrastructure and services that cannot be pursued because the municipality has to absorb these costs.

Resulting need for intermunicipal funding agreements

To resolve this problem, urban municipalities have attempted to work with their rural counterparts to develop intermunicipal funding agreements to more equitably distribute resources. These funding agreements acknowledge that infrastructure and services provided by one municipality are used by residents and property owners in neighboring municipalities. Funding agreements span a range of infrastructure and services such as fire and emergency services and recreation and culture to mention just a few. Agreements can be between two municipalities or they may more broadly be entered into at a regional level involving a number of municipalities. While some agreements encompass revenue sharing, a significant portion relate to cost-sharing (e.g., 67 per cent of 2015 intermunicipal funding was cost sharing compared to revenue sharing).

Issues

Insufficient, inequitable and unstable intermunicipal funding agreements

Attendees at the Symposium indicated that a key challenge with intermunicipal funding agreements is that progress has been too slow as they are not widely embraced in a meaningful and sustainable manner by rural municipalities. This is illustrated by the fact that of the \$140 million of inter-municipal transfers in 2014, 75 per cent came from only 41 per cent of the rural municipalities. Only three municipalities contributed over \$10 million with many others contributing very small amounts (e.g., \$10,000) or nothing at all. The end result is that only 17 per cent of linear tax revenue collected by municipal districts and counties is shared.

As well, funding is volatile and not maintained or advanced over the long term. This is largely due to funding agreements being optional and highly dependent on intermunicipal relationships rather than upon any sort of objective and measured approach to defining common use infrastructure and services and their associated costs. Many urban municipalities indicate that they have had to plead with their rural neighbors for several years to secure funding. Most of the few municipalities that are fortunate to have an agreement are unable to ensure that their funding arrangement is appropriate (i.e., linked to the costs of providing infrastructure and services to areas that benefit). Discussions with the funding municipality very much reflect a “be satisfied with what you are receiving” approach. As well, municipalities hesitate to engage in the usual healthy debate and discussion of regional municipal matters as they are concerned that their actions may be perceived as being critical of their neighboring municipality and cause that municipality to invoke a “good neighbor” termination clause in their funding agreement.

Other urban municipalities indicate that their rural counterparts refuse to discuss the subject of revenue or cost sharing. These rural municipalities will not enter into any sort of agreement despite being presented with information about the services provided to their residents and property owners. This is unfortunate since there are some good examples of revenue and cost sharing between municipalities that could be used as guides.

In other cases, some urban municipalities who had a long standing funding agreement suddenly lost that funding when their neighboring municipality unexpectedly cancelled the agreement, putting the urban municipality at financial risk. This illustrates the fragile nature of these agreements and the subjective decisions that can influence outcomes. Given that municipalities are now required through Bill 20 to provide long term financial plans (i.e., five year capital and three year operating), this volatility is particularly problematic.

Disparity for property owners

Because many rural municipalities have significant revenues from linear taxes, they can afford to set their residential tax rates very low. This significant disparity between urban and rural residential rates is creating incentives for urban-type residents and businesses to locate in the rural municipalities, just outside the urban boundaries, which creates further disparity, intermunicipal competition and land-use planning issues.

As well, this trend towards residential development in rural areas is challenging the previous sentiment that residential is urban and commercial/industrial is rural. Annexation challenges are becoming more common and complex, especially in the absence of intermunicipal development plans.

Shortcomings of Intermunicipal Development Plans

Intermunicipal development plans (IDPs) are not an appropriate vehicle to define regional boundaries as they only focus on the fringe areas around an urban municipality and do not account for people-intensive industrial operations or residential areas that are located outside of those fringe areas.

In order for IDPs to be useful, they would need to be re-conceptualized in both process and scope to gain a more regional context.

Divisive forces

It is clear that the linear tax structure and shortcomings in intermunicipal funding arrangements are a divisive and highly distracting force amongst Alberta municipalities. This divisiveness is a significant barrier to intermunicipal collaboration and to regional approaches for municipal services. Alberta cannot afford to have its municipalities in disarray or at odds at a time when they need to be more collaborative.

Conclusion

While the handful of urban municipalities that have a funding agreement are concerned that the linear tax review could cause them to lose the funds that they now receive, the majority of urban municipalities strongly believe that the current voluntary revenue/cost-sharing approaches are not a workable or long-term solution and must be reformed. Urban municipalities are therefore calling for some mandatory processes to be in place, especially for situations where voluntary agreements cannot be reached. The outcomes and strategies for these mandatory processes are described below.

Desired Outcomes

The following outcomes will enable the effective planning, delivery and governance of infrastructure and services that are used at an intermunicipal or regional level.

- Linear property tax revenue should be pooled at a regional level and distributed according to the related municipal infrastructure and service responsibilities (i.e., the revenue should be shared amongst municipalities according to the infrastructure and services that directly or indirectly support the linear property).
- Municipalities should equitably share in the cost of infrastructure and services that are located in another municipality but used by their residents and property owners.
- Revenue and cost sharing are an obligation in order to enable and advance intermunicipal and regional service delivery (i.e., they are not discretionary).
 - Revenue and cost sharing are separate components of intermunicipal funding arrangements. Depending on the nature of the infrastructure and services, some municipalities may only revenue share. Others may only cost share. Some may do both.
 - The degree of sharing is dependent upon the infrastructure and services that are used.
 - The degree of sharing should not be dependent on inter-municipal relationships. Rather it should be based on an objective and transparent methodology that encompasses capital and operating costs as appropriate.
- Revenue and cost sharing agreements must be long term and outlined in intermunicipal or regional service plans.

Strategies to Realize Outcomes

Intermunicipal and regional service plans

Members are calling for the MGA to provide a regulated approach whereby municipalities are obligated to come together to develop intermunicipal or regional service plans that outline funding arrangements for infrastructure and services that are used by residents and property owners of another municipality. As part of this approach, there must be a transparent and equitable method of determining funding arrangements which could take the form of revenue sharing, cost sharing or both. As well, the funding arrangements must be long term and not vulnerable to unexpected termination or unjustified change.

The principles that AUMA members approved earlier for property assessment and taxation reforms can be used as a basis for legislation pertaining to these intermunicipal and regional service plans.

Principles for Intermunicipal and Regional Service Plans

Fairness & Equity

Municipalities are obligated to enter into revenue and/or cost sharing agreements to equitably align resources with the capital and operating costs of infrastructure and services that are used by their citizens and property owners. While some province-wide guidelines are beneficial, municipalities will determine arrangements according to their local and regional needs. In the event that municipalities are unable to come to agreement in a timely manner, arbitration will occur.

Openness & Transparency

The agreements should be readily available to citizens and property owners and must explain the rationale for the funding arrangement (i.e., the commonly used infrastructure and services) as well as the associated formula for revenue and/or cost sharing. While this formula should be periodically reviewed to ensure it remains responsive to how the infrastructure and services are used, the agreements themselves should be long term (i.e., minimum of five years to align with Bill 20's capital planning timeframes).

The agreements should also outline how the commonly used infrastructure and services will be governed (e.g., through the use of intermunicipal or regional advisory committees or periodic reports to funding municipalities, etc.).

Sufficient Capacity

Guidelines and templates should be available to efficiently and effectively formulate service plans without an undue administrative burden, while still accommodating customization to reflect local needs. Clear timelines for reaching agreement should be established. There should be an efficient and timely arbitration process so that disputes can be resolved and are not barriers to collaboration on intermunicipal and regional approaches.

Through this approach, appropriate funding arrangements can be determined according to local needs. Neighboring municipalities will cooperate and collaborate rather than compete. This in turn will build more sustainable regions. Furthermore, changes will create better equity in taxation through reducing the disparity of residential tax rates between urban and rural municipalities and creating a system in which rural residents help to pay for the infrastructure and services they utilize in their local urban communities.

It is recognized that revenue sharing and cost sharing are two very different but often inter-related approaches and that significant changes are required to both approaches.

Attributes for Revenue Sharing

- Linear tax revenues should be pooled at a regional level and shared with all municipalities within each defined region with the exception of Edmonton and Calgary. All other urban municipalities (i.e., mid-sized cities, towns, villages and summer villages) are eligible to share in the linear revenue.
- The revenue-sharing formula will be developed by each region and should use data that is easily accessible and credible.

Attributes for Cost Sharing

- Where possible, cost-sharing agreements should be based on the actual cost to provide a service and the method to allocate costs is based on the estimated usage of services or the percentage of rural population that resides around each urban municipality.

It is assumed that the requirements for revenue and cost sharing agreements would be outlined in regulations that would be developed in 2017. While the Symposiums provided an opportunity to discuss some of the approaches that could be considered for these regulations and/or for best practice guidelines, there was no clear consensus. See the enclosed Appendix for further details.

AUMA intends to hold further discussions with our members later this spring and summer to further explore these approaches and how they align with the proposed principles for intermunicipal and regional funding arrangements. We would be pleased to share the results with the province.

Required Further Analysis for Intermunicipal and Regional Service Plans

Defining Regions

Issue

How should regional boundaries be defined for the sharing of linear tax revenue?

Summary of Discussions

Members agreed that there is no existing model that accurately defines the regions of Alberta for the purposes of revenue-sharing.

Many members felt that regions should be defined based on service or trade areas to capture the relationship between those that pay for and those that utilize services. This could include concepts such as 'infrastructure-shed' or 'commuter-shed' where funds are linked to the cost-drivers for each municipality. There were several suggestions regarding the process by which to defining a service area, likely that would result in a similar outcome:

- Start with existing municipal district boundaries because those municipalities already work together and they best define the local region/community.
- Use the urban municipality as the starting point, and "radiate out" as far as the service area extends.
- Ask each urban and rural municipality to self-identify their perception of their service areas, and have the province look at alignments and determine solutions for outlier regions on a case-by-case basis.

It was expressed that in major metropolitan areas (i.e. Calgary and Edmonton), that the growth management boards would best serve as the defined areas.

While a few members supported the use of provincial electoral boundaries, most members disagreed with this approach because electoral boundaries often separate trading areas and are subject to changes based on population shifts.

Other suggestions for regional boundaries included the former health regions, existing school board divisions, housing authorities, FCSS regions, seniors' boards, or regional services commissions (RSCs).

Some members suggested that regions should be large and linked to the province's land-use framework or the former planning regions.

Design of Regional Funding Models

Issue

What approaches should be regulated, how should the allocation formula be determined and should there be any restrictions on the use of the funding?

Summary of Discussions

There was consensus that the distribution of linear revenue should be done on a regional basis. While members indicated that a regulated formula by the province would reduce disputes and stabilize funding streams, it appeared that approaches would need to be determined on a regional basis in order to consider local needs and opportunities. Members agreed that municipalities should have unrestricted use of the revenue.

The majority of members identified that a formula should provide each municipality with a base amount of funding but there were mixed views on the appropriate metrics to be used in a formula. Most agreed that a formula based only on per capita would be inequitable as it would shift disproportionate amounts of funding to the major urban centres. Suggestions included using some variation on equalized assessment (either with inclusion or exclusion of linear assessment in the calculation), combining equalized assessment and population, or using the existing Municipal Sustainability Initiative (MSI) formula.

Some members suggested that if linear assessment was appropriately redistributed in each region, then the regions with less linear could be compensated through additional funding from the MSI program. Others felt that the issue of sharing linear could be disregarded if the MSI formula was adjusted to shift MSI funding away from municipalities with large amounts of linear property and transferred to municipalities with minimal linear assessment. However, this approach would depend on the annual provincial budget and may not provide certainty.

Many members suggested that the province should provide general guidance, principles and templates to support best practices in the development of cost-sharing agreements for core shared services. Where possible, many members expressed the importance of using cost sharing formulas that are based on the usage of facilities or services to maintain equity and transparency for taxpayers. As a result, members noted that there may be instances where funding may also flow from an urban to a rural. Members also shared consensus that cost sharing agreements should include both operating and capital costs to reflect the lifecycle costs of municipal assets. In addition, members felt that provisions should be made to account for inflation of costs throughout the term of the agreement.

Some members emphasized that the financial position of a particular municipality should not be considered in a cost-sharing formula as it may create an incentive to overspend rather than be prudent with financial resources. Other members felt that if a municipality has a greater ability to pay then it should cover a larger portion of the cost. Some members noted that some costs could be excluded from agreements where only the urban municipality uses a service.

A few members suggested that municipalities should be audited to ensure that cost-shared funding is used on the priority services identified in any inter-municipal agreements.

Governance

Issue

How should service and funding plans be governed and disputes addressed?

Summary of Discussions

While members generally felt that regulation by the province would reduce disputes, it was recognized that intervention would be required where there were disagreements. Members discussed various options. While some members favored a peer-based mediation process, possibly through AUMA and AAMDC, most members felt a more robust and objective arbitration would be required through avenues such as the Municipal Government Board, provincial-appointed arbitrators or the use of 'base ball arbitration'. There seemed to be a general pattern of views – i.e., those that have had relatively amicable intermunicipal agreements tended to support peer-based mediation and those that had not been able to reach agreement supported a formal arbitration process. There were mixed views on the degree of ability to set out dispute resolution processes at a local or regional level versus employing a standard approach across the province.

Some members proposed to develop regional governance boards that would have a mandate to decide how each region's linear revenue should be used to fund priority services in both the urban and rural areas of the region. This idea reflects Ontario's model of a two-tier government system for regional and local service planning. Others felt that regional governance boards would create unnecessary administrative costs or present challenges in determining a fair model for representation on each board. It was also noted that regional governance boards could be used to manage the costs of shared services.

There was consensus among members that legislation should set a deadline for when funding agreements should be in place.

In order to allow for stability in funding streams, members suggested that agreements should more objectively establish criteria for termination so they are not subject to intermunicipal relationships or a municipal election. As well, agreements should allow for an agreement to be opened for review if both parties are in agreement or if changes in the model occur.

Some members agreed that municipal funders should have input on the development and delivery of the commonly used infrastructure and services (e.g., through advisory committees). Other members felt that contributors should not have any direct decision-making ability but should receive financial reports that confirm how funding was used.

Pre-Register for the STIP Consultation Workshop at the Spring 2016 Convention

The AAMDC and Alberta Transportation have collaborated to develop a consultation session to provide members with an opportunity to provide feedback on how they would like the Strategic Transportation Infrastructure Program (STIP) to be structured when it returns in the 2017-18 budget year. This session will allow for discussion among AAMDC members and with Alberta Transportation. It will be facilitated by Dave McGarva, Principal of Tantus Solutions Group, Inc.

As the AAMDC and Alberta Transportation want to ensure that all member municipalities have an opportunity to participate in the discussion, **we are asking members to pre-register two convention delegates to attend the STIP workshop.** This is due to capacity limitations in the workshop rooms as well as the need to keep attendance to a point where constructive conversation can occur.

To register, please forward the names of the two convention delegates who will represent your municipality in the workshop by email to AAMDC Policy Analyst Wyatt Skovron at [wyatt.skovron@aamdc.com](mailto:w Wyatt.skovron@aamdc.com). Please provide this information by **Tuesday, March 8, 2016**. Delegates that pre-register will have stickers added to their nametags that will allow them to enter the workshop. Delegates who have not pre-registered will be asked to participate in one of the other workshops being offered.

The workshop information is as follows:

Title – Driving Success: Strategic Transportation Infrastructure Program Consultation

Time – 2:50-4:10, Tuesday, March 15

Where – Salon 12, Meeting Level, Shaw Conference Centre

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* AMSC (Alberta Municipal Services Corporation) is a wholly-owned subsidiary of the AUMA.

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By-Law

Fall 2015



Bill 20: The More Things Change, the More They Stay the Same

By Nick Parker and Daina Young

Bill 20, the *Municipal Government Amendment Act*, received third reading on March 24th and was given Royal Assent on March 30th of this year. The majority of its provisions do not come into effect until proclamation, however amendments:

1. allowing cabinet to establish city charters,
2. enlarging municipal powers to impose off-site levies, and
3. making clear that developers can be required to install or pay for off-site public utilities

came into effect on March 30th.

This article reviews those amendments now in force and also highlights some of the significant amendments to the *MGA* that will come into effect later, should the remainder of the provisions be proclaimed. Bill 20 contains a number of amendments not discussed in this article, including those with respect to CAO responsibilities and assessment and taxation matters.

Provisions of Bill 20 Currently In Force

Part 4.1: City Charters

The addition of Part 4.1 to the *MGA* provides the framework by which cabinet on the request of a city may establish by regulation a charter for the city to address its evolving needs, responsibilities and capabilities in a manner that best meets the needs of the city's communities. Subject to exceptions

in Part 4.1, a city charter will govern all matters related to the administration and governance of the city, including the powers, duties and functions of the city and any other matters cabinet considers desirable.

Enlarged Powers to Impose Off-Site Levies

The amendment to s. 648(4) is a direct legislative response to the 2013 decision of the Court of Appeal of Alberta that held the previous version of ss. 648(4) made clear an off-site levy could not be recovered more than once in respect of land that was the subject of a development or subdivision. Therefore, even if the levies were to be imposed for different types of infrastructure, a municipality that had imposed a levy once to pay for all or part of the capital cost of new or expanded facilities for one of: (a) water, (b) sanitary sewage, (c) storm sewer drainage, or (d) roads, could not impose a further levy on the parcel of land. However, as a result of the amendment, a municipality may now collect a levy for each specific type of infrastructure regardless of whether it has imposed a levy for one type of infrastructure already.

Developers Can Be Required to Install or Pay for Off-Site Public Utilities

The amendments to ss. 650 and 655 of the *MGA* remove any doubt that a council in a land use bylaw as a condition of a development permit being issued, or a subdivision authority as a condition of issuing a subdivision approval, may require a developer to enter into an agreement with the

Bill 20: The More Things Change, the More They Stay the Same - Continued

municipality to pay for or install a public utility necessary to serve the development or subdivision regardless of whether “the public utility is, or will be, located on the land that is the subject of the development / subdivision approval”. Previously, given the lack of the words in the quotation marks, it was arguable that the powers granted by these sections only applied to public utilities located on the land being developed or subdivided.

Provisions of Bill 20 Not In Force

Amalgamation and Annexation

Bill 20 will amend the *MGA* to allow 2 or more Summer Villages to amalgamate, regardless of whether they are contiguous, if they share a common body of water. The amalgamation provisions in the *MGA* will also be amended to allow for amalgamation proceedings to be initiated by 2 or more municipal authorities (currently, only a single municipal authority or the Minister can initiate such proceedings) and to expand the requirements for reports on amalgamation negotiations.

Bill 20 will add a new provision to the *MGA* which enables the Minister to make regulations respecting the procedures to be followed for an annexation.

Codes of Conduct

Bill 20 will add a new Division to Part 5 of the *MGA* with respect to codes of conduct. The provisions will require council to pass a bylaw to “establish a code of conduct governing the conduct of councillors”. The *MGA* will also be amended to require councillors to adhere to codes of conduct; the amendments specifically provide that a councillor cannot be disqualified or removed from office for a breach of the code of conduct.

The amendments authorize the Minister to make regulations respecting the matters that codes of conducts must address, the date by which councils must establish a code of conduct, sanctions to be imposed for breaches of codes of conducts, and other matters.

Closed Meetings

Bill 20 will make a number of amendments to the *MGA* which relate to closed meetings. The amendments themselves do not change the circumstances under which council or council committees may close their meetings to the public. The exceptions to disclosure set out in Part 1, Division 2 of the *Freedom of Information and Protection of Privacy Act* continue to apply. However, the amendments enable the

Bill 20 will add a new division to Part 5 of the *MGA* with respect to codes of conduct. The provisions will require council to pass a bylaw to “establish a code of conduct governing the conduct of councillors”.



Is it a Bird, a Plane, or your Local Bylaw Enforcement Drone?

By Mikkel Arnston

As technology advances, and a municipality’s gadget arsenal along with it, so too must the awareness of legal consideration advance at pace. Drones are on the news and more recently in our backyards, with models available to the public, piloted from one’s smartphone.

One of the more productive applications of this technology, from a municipality’s point of view, is the enforcement of its bylaws and zoning requirements. It would be of considerable convenience to send a drone over a citizen’s property to detect and document an unpermitted accessory building or to document evidence of an unsightly property from the bird’s eye view. The potential is there for drones to be a valuable resource at a municipality’s disposal.

The legal aspects should not be overlooked when a municipality is considering the use of a drone. Legal considerations include aviation regulations, licensing and, the focus of this article, privacy, trespass and nuisance. It will not be long after the first bylaw contravention is identified by a drone that the complaints will come, most likely from the contravening individuals, that the use of a drone is a trespass onto their property, an interference with the use and enjoyment of their property (nuisance) and an invasion of their privacy.

In this regard, the law is still catching up with the technology. This is, however, the way law works; the principles that will be drawn upon to decide any dispute over the use of drones will be based on the previous case law relating to analogous ideas from our past. All of that to say that there is no Court decision to say “yes” or “no” to drones, but the principles are sound.

The starting point, most generally, is that a land owner owns her land from the center of the earth to the heights of space. This has proven impractical in modern times. The seminal case in Alberta is, as a great many things in Alberta are, thanks to a farmer. In *Didow v. Alberta Power Limited*, 1988 ABCA 257 (“Didow”), the farmer appealed to the courts for assistance with an aerial trespass. Transmission lines were intruding upon the airspace above the farmyard.

The Court found impractical the literal notion of ownership over everything above and below one’s land. While the farmer’s concern was in relation to the immovable transmission lines overhead, the Court also commented on more transient aerial presences, concluding that a landowner cannot object to air traffic that does not interfere with his or her use and enjoyment of the property.

Therefore anything flying at such a height as would not disturb an owner or occupier would not easily constitute a trespass. The Court of Appeal, however, went on to say that a low flying aircraft would be capable of trespass.

The principles were drawn from a case that is quite similar to the issue that might be taken with drones and the pictures they take. In *Bernstein v. Skyviews & General Ltd*, [1977] EWHC 1, a landowner complained about an aerial photographer taking pictures from above his property.

The complaints were framed as a breach of the landowner’s privacy, trespass and nuisance. The conclusion was that the complaints had no legal founding in that instance. For the aerial photography situation the idea was to balance the private landowner’s rights to use her property against the public’s right to “take advantage of all that science now offer[s] in the use of air space”.

The general principle, which is what would be most likely to be applied today, is that a landowner has no greater rights than the general public at a height above what is “necessary for the ordinary use and enjoyment of [his / her] land and the structures upon it”. An actionable wrong would be if there was constant aerial surveillance and extensive photographic documentation of every activity on the lands below.

What does this all mean for drones used for photographing bylaw infractions?

- The drone should maintain a sufficient height above any property; higher than any structures or any height of structures or equipment that might reasonably be used by the landowner or occupant;
- The photographing or videoing should be transient and not dwell over any one property for long periods;
- As with taking photographs for evidence in any bylaw prosecution, privacy legislation such as the Freedom of Information and Protection of Privacy Act, and any applicable provincial or federal legislation, must be complied with.

Drones may be an extremely useful tool for municipalities going forward however, municipalities must remain mindful of both the legal concerns discussed above and the potential concerns arising from the relatively uncharted nature of this area of law.



Always Do Your Searches to Avoid Paying Twice

By Jeremy Taitinger

Municipalities are often building one construction project or another to better their community. Usually, a contractor is hired to build the project. Unfortunately it costs money to build projects and contractors want to get paid for the work they do. It is very important, however, that municipalities keep in mind the obligations imposed on them by the *Builders Lien Act*, R.S.A. 2000, c. B-7 (“*BLA*”) when making payments to contractors to avoid the risk of paying twice for the same work.

Section 18(1) of the *BLA* imposes a requirement on owners to maintain a holdback equal to 10% of the value of the work performed or materials furnished.

While owners are usually aware of the obligation to maintain a 10% holdback, sometimes they are not aware of the obligation to stop making all payments if a lien is registered against the project. This requirement is found in s. 18(2) of the *BLA*, which states:

In addition to the amount retained under ss. (1) or (1.1), the owner shall also retain, during any time while a lien is registered, any amount payable under the contract that has not been paid under the contract that is over and above the 10% referred to in ss. (1) or (1.1).

Section 18(1) requires an owner to retain a 10% holdback from all amounts paid to a contractor.

Section 18(2) requires an owner to retain, during any time while a lien is registered, any amount payable under the contract over and above the 10% holdback.

It is important that owners remember both of these obligations and comply with them. Failure to do so may end up having to pay twice.

Section 18(5) of the *BLA* confirms that a payment of an amount, other than that required to be retained under ss. (1) or (1.1), that is made in good faith by an owner or mortgagee to a contractor at a time when there is not any lien registered is valid, so that the major lien fund is reduced by the amount of the payment.

This means that if an owner makes a payment to a contractor when no lien is registered, the lien fund is decreased by the amount of the payment. However, if an owner makes a payment

to a contractor in the face of a lien, the lien fund is not reduced by the amount of that payment. As a result, a payment to a contractor of any amount when a lien is registered by a subcontractor or supplier does not decrease the owner’s liability to any lienholders. The owner may have to pay lienholders the amount that was supposed to be held back as part of the lien fund, even though the owner has already paid the money to the contractor. Construction is expensive enough without having to pay for it twice.

So how can a municipality protect itself? A municipality should always conduct a land title search prior to making any payment to a contractor on a construction project. Section 12 of the *BLA* states that if a land title search is made which shows no liens registered on title, the owner can make a payment on the day of the search and, even if a lien is registered later that day, the payment is deemed to be made before the lien was registered. However, if an owner performs a title search on one day and makes payment to the contractor on the next day and a lien is registered in the meantime, the owner is at risk of having to pay the lienholder the amount paid to the contractor.

Always be aware of your obligations under the *BLA*. Always maintain the proper holdbacks. Never make a payment if a lien is registered against the project. Finally, always ensure a land title search is conducted on the same day that a payment is made to avoid the risk of having to pay twice for the same work.

Minister to make regulations prescribing when council or a council committee may close its meetings to the public which could potentially expand the circumstances under which a meeting can be closed.

The amendments also specify certain procedures that council and council committees must follow when closing portions of their meetings to the public. Specifically, council or the committee must pass a resolution to close the meeting which sets out the basis for closing the meeting to the public. Once the closed portion of the meeting is complete, members of the public must be notified and given a reasonable amount of time to return to the meeting before the meeting continues. The amendments authorize council or a council committee to allow one or more persons to attend the closed portions of their meetings, but require the minutes to reflect the person’s name and the reason for their attendance.

Public Participation and Petitions

Bill 20 will add a new provision to the *MGA* which requires municipalities to establish a public participation policy for the municipality. Similar to the provisions relating to codes of conduct, the amendments also authorize the Minister to make regulations respecting the contents of such policies and the date by which they must be put in place.

The *MGA* will also be amended to authorize municipal councils to enact bylaws modifying certain aspects of the petition requirements set out in the *MGA*. For example, a council may enact a bylaw reducing the number of petitioners’ signatures required or allowing petitioners to remove their names from petitions if certain steps are required. Council’s ability to modify the petitions requirements extends only to those matters specifically addressed in the new provisions.

The petition provisions of the *MGA* will be further amended to extend the time for a CAO to declare to council or the Minister whether a petition is sufficient or insufficient to 45 days (currently the requirement is 30 days), and to provide for the protection of personal information in petitions.

Financial Administration

There will be a number of amendments made to the financial administration provisions of the *MGA* including with respect to financial plans. Currently municipalities must adopt annual operating and capital budgets. All other long-term financial planning is voluntary. The amendments will require municipalities at a minimum to adopt three-year operating and five-year capital plans, and contemplate that the Minister will make regulations respecting such plans.

Advertising

The requirements for advertising set out in s. 606 of the *MGA* will be amended to allow for notice of bylaws, resolutions, meetings, public hearings and other things to be published on a municipality’s website or given in accordance with an advertisement bylaw enacted by the municipality. A new provision sets out requirements for advertisement bylaws.

Planning and Development

Bill 20 will add new provisions to the *MGA* with respect to training programs for Subdivision and Development Appeal Board clerks and qualifications for SDAB members. The amendments contemplate that the Minister will enact regulations addressing the content of such qualifications and training programs.

Part 17 of the *MGA* will also be amended to clarify the hierarchy of statutory plans. Specifically, the amended provisions will provide that an area structure plan or area redevelopment plan (ASP or ARP) must be consistent with any municipal development plan (MDP) as well as any intermunicipal development plan (IDP) which applies to the same area, and that a MDP must be consistent with any IDP in respect to lands that are identified in both plans. In the event of an inconsistency between an IDP and an MDP, ASP or ARP, the IDP will prevail to the extent of the conflict or inconsistency. In the event of a conflict between an MDP and an ASP or ARP, the MDP will prevail to the extent of the conflict or inconsistency. There are additional amendments to Part 17 of the *MGA* which relate to SDAB appeals relating to direct control districts, the subdivision of land, and intermunicipal disputes.

Many of the amendments awaiting proclamation refer to regulations that may be enacted by the Minister of Municipal Affairs which, once enacted, will provide additional guidance and substance with respect to the new legislative requirements. Previously it was contemplated that the required regulations would be put into place and all of the amendments proclaimed in force by the end of 2016, however the current government has not confirmed when the remainder of the amendments contained in Bill 20 will come into force.



Subdivision Approval: It's Only the First Step

By Kelsey Becker Brookes

It starts with the best of intentions. Inexperienced developers decide to develop a country residential subdivision in your municipality from previously pristine farmland. In doing so, the developers will create beautiful and affordable residential lots to address housing demand – and make a little profit on the side. Yet the current approach to subdivision approval sees more and more of the associated infrastructure costs passed on to the developer, leaving some inexperienced developers unable to complete (or pay for) the required infrastructure. Roads and sidewalks remain unfinished, municipalities are unwilling to release lots, and lot sales grind to a halt.

What options are available to municipalities faced with developers who are unable or unwilling to complete the required municipal infrastructure or, even worse, simply walk away from the subdivision?

Section 655 (1) of the *Municipal Government Act* (“MGA”) expressly authorizes a subdivision authority to impose the following conditions on a subdivision approval:

- (a) A condition the applicant enter into an agreement with the municipality to construct, or pay for the construction of, roadways, walkways, utilities, parking facilities, loading and reloading facilities.
- (b) A condition the applicant enter into an agreement with the municipality to pay off-site or redevelopment levies imposed by bylaw;
- (c) Any conditions necessary to ensure compliance with the MGA, the subdivision and development regulation, any applicable statutory plans, or land use bylaw; and
- (d) Any conditions authorized by the subdivision and development regulation.

As a result, most multi-lot subdivision approvals will include a number of conditions and an obligation on the applicant to enter into a comprehensive development agreement providing for the construction of the municipal infrastructure required to service the subdivision and the payment of off-site levies.

Development Agreements

A development agreement will generally provide that the municipality will not endorse subdivision, (which is required in order for the subdivision to be registered at land titles), until completion of the required municipal improvements. This is a municipality’s first line of defence. Requiring the developer to complete all of the prerequisites the municipality requires prior to endorsement means the developer does not get its subdivided lots, and the ability to sell those subdivided lots, until after it has performed its obligations. Once subdivision is effective, the municipalities leverage is significantly reduced.

Development agreements will also often require the payment of security to the municipality, which secures the performance of the developer’s obligations under the agreement. In the event a developer fails to complete or pay for the construction of all or some of the required municipal infrastructure, the municipality can turn to the security it holds as per the terms of the development agreement. Including a security requirement in development agreements and insisting on the security being provided to the municipality in an acceptable form is recommended in almost all situations.

Things to Consider

1. Security provides some assurance to the municipality of full compliance by the developer with the terms, covenants and conditions of the agreement.
2. Security should be in one of two (liquid) forms, letter of credit or cash, and should be delivered to the municipality ideally upon the execution of the agreement but not any later than endorsement of subdivision approval or issuing of Construction Completion Certificates (“CCC”) if that occurs prior to the plan being registered.
3. The amount of security is entirely discretionary. It will sometimes be a percentage of the estimated cost of constructing and installing all of the municipal improvements (e.g. from 25% to 100%, or more). It will sometimes be a lump sum. The goal is to find a

(iii) supplier’s counter-response; and

(iv) any other submissions the arbiter requests from the disputants.

The report is to contain the arbiters findings of fact, a determination on the alleged violation, recommendations for compliance where applicable, and the amounts of any cost and recoupment awards. Final reports are to be made public, subject to protections of the disputants’ confidential information at the arbiter’s discretion, and will itemize any awards issued. Disputants may request limited judicial review within five days of the decision under the applicable province’s arbitration legislation. Otherwise, the decision is binding on disputants. The agreement stipulates that each signatory province will introduce legislation to the effect that the arbiters’ final decisions are enforceable in a manner equivalent to a superior court order.

Although the arbiter’s final report may include recommendations for compliance, the disputants’ liability appears to be limited to cost and recoupment awards. In principle, costs are to be issued against the unsuccessful disputant; however, the arbiter has discretion to apportion costs as it sees reasonable in the circumstances, so even a successful disputant may bear a portion of the overall cost of arbitration. The arbiter will award costs even where the disputants abandon the arbitration process before the report is issued.

The agreement stipulates that arbitration is not directed to damages, but actual costs. Any cost award and, if applicable, any recoupment award issued against a disputant in any proceeding is not to exceed \$50,000 each.

While the recent inclusion of the BPM does not alter a government-entity’s obligations under *NWPTA*, the BPM

must now be taken into account both in establishing procurement processes and when a supplier calls into question any particular procurement process. While a government-entity is not obligated to suspend a procurement pending the BPM outcome, careful consideration will need to be given to how to respond to such complaints.



The NWPTA's New Teeth: Understanding the "Bid Protest Mechanism"

By Mark Hildebrand

Recent amendments to the *New West Partnership Trade Agreement (NWPTA)* came into effect on July 1, 2015. While the general purpose of *NWPTA* as a whole is to liberalize trade, commerce, and labour mobility between British Columbia, Alberta, and Saskatchewan, the amendments include a Bid Protest Mechanism (BPM) which provides suppliers with recourse against a government-entity which violates the terms of the agreement dealing with the procurement of goods, services, and construction projects. Although the BPM's short limitation periods and capped awards restrain suppliers' recourse, suppliers may now submit even relatively modest procurements to review by an arbitrator with the possibility of recouping both bid drafting and arbitration costs. The following is a brief summary of the BPM.

A supplier may initiate the BPM, alleging that a government-entity procurement process violates the agreement, by submitting a request for consultation to the alleged violator within ten days from the time the supplier knew or should have known of the alleged violation. The BPM consultation period is twenty days, during which time the disputants are to exchange sufficient information to enable a full examination of the matter and "make every effort to arrive at a mutually satisfactory resolution." Consultations do not prejudice the disputants' rights in any subsequent arbitration, nor do they prevent the disputants from agreeing upon any other informal means of resolving the matter. The disputants may extend the consultation period through mutual agreement as they see fit.

If the consultation fails to resolve the issue, the supplier has fourteen days from the end of the consultation period to submit a request for arbitration. The request must include, among other items, the factual basis of the supplier's claim, details of the alleged violation,

copies of all correspondence between the disputants, and remedies requested. Upon issuing its request for arbitration, the supplier nominates five arbiters from the signatory provinces' posted rosters, and provides a \$5,000 deposit toward any cost award that may be ordered against it. The arbiter can also order a supplier to provide additional deposits in amounts and at times he or she finds reasonable in the circumstances. The deposit(s) will be returned when the proceeding concludes, or be applied toward any cost award issued against the supplier.

The government-entity has seven days from the Administrator's notice to choose an arbiter from the supplier's roster, and fourteen days from the supplier's request for arbitration to submit its defense. The supplier may submit a counter-reply within seven days of the government-entity's defense. If additional suppliers submit requests for arbitration concerning the same procurement at any time before the arbiter issues its decision, all bid protests will be consolidated into a single proceeding. In such cases, the arbiter may order additional submissions as required and fix time periods for delivery.

The arbiter is to release its final report within ten days of receiving all submissions, but may extend this time by ten days with reasons. The decision must be based solely on the disputant's written submissions, consisting of the:

- (i) supplier's request for arbitration, including factual grounds of the alleged violation, all correspondence between the disputants, calculation of legal and bid costs, and remedies requested;
- (ii) government-entity's response to the allegations and calculations of its legal costs;

number which provides the municipality with sufficient funds to perform the obligations of the developer in the event they do not.

4. A letter of credit should be an Irrevocable and Unconditional Letter of Credit issued by a Chartered Bank or a Treasury Branch, with a covenant by the issuer that if the issuer has not received a release from the municipality a certain number of days prior to the expiry date of the security, then the security shall automatically be renewed, upon the same terms and conditions, for a further period of time or a right on the part of the municipality to draw upon the full amount of the Irrevocable Letter of Credit in the event that the municipality has not received a replacement letter, or confirmation of an extension or renewal of the existing letter, a certain number of days prior to the expiry of the security.
5. Other forms of security could be a first charge on land or a registrable transfer of land. These are less liquid forms of security and require the municipality to take steps (possibly legal action) to convert to funds.
6. Include a provision allowing the municipality to increase or decrease the required security upon written notice to the developer at any time during the currency of the agreement if it appears to the municipality in its discretion that the security is excessive or insufficient. For example, the municipality may require an increase in security if the developer has failed to comply with the construction timetable or has been issued a notice of default.
7. The amount of security may, in the discretion of the municipality, be reduced in certain circumstances on application by the developer, for example, upon the developer having received a CCC or FAC for the municipal improvements.
8. The agreement should provide that the municipality may make demands as payee and beneficiary under the security provided by the developer to the municipality in the event a default by the developer has not been rectified

by the developer, emergency repair work has been done to municipal improvements by the municipality in accordance with the provisions of the agreement and the developer fails to pay the costs and expenses of such repair work, or the developer is otherwise in default of any term, condition or covenant of the agreement.

What if a subdivision was endorsed, there is insufficient security to complete the remaining required municipal improvements, and the developer has started to sell the lots?

Caveat

Pursuant to s. 655 (2), a municipality may register a caveat under the *Land Titles Act* in respect of a development agreement between the municipality and the developer against the certificate of title for the parcel of land that is the subject of subdivision. The municipality must discharge the caveat when the agreement has been complied with. Where subdivision has occurred and lots are being sold to third party purchasers, developers may be induced into action in exchange for the municipality agreeing to discharge the caveat from those particular titles.

Bylaw Offences

Under s. 7 (i) of the *MGA*, a council may by bylaw create offences and provide for the penalties that may be imposed in the event of a breach. Commonly, the penalty provisions of a land use bylaw make it an offence to contravene a provision of the Land Use Bylaw and prescribe a maximum fine upon conviction.

All penalties provided for in a municipal bylaw are governed by the *Provincial Offences Procedure Act*. Under s. 557 of the *MGA*, a person also contravenes or does not comply with a provision of Part 17, a land use bylaw, a Stop Order under s. 645, a development permit or subdivision approval, or a condition of a development permit or subdivision approval is guilty of an offence and subject to prosecution and if found guilty is liable to a fine of not more than \$10,000.00 or to imprisonment for not more than one year or both fine and imprisonment.

Subdivision Approval: It's Only the First Step - Continued

Stop Orders

However, prosecuting a developer who hasn't complied with the subdivision approval does not necessarily "fix" the problem. Since the objective of most municipalities is to secure compliance, and not merely to punish, provision is made in ss. 645 and 646 of the *MGA* for the taking of steps aimed at bringing about compliance in the event of a breach.

Under s. 645, a development authority may issue a stop order requiring a development or use be stopped where it is of the opinion that it is not in accordance with the *MGA*, the regulations, the land use bylaw, a development permit or subdivision approval. Stop orders may also require such other measures to be taken as the development authority considers appropriate to bring about compliance. The order may be directed to the registered owners of the property, the person in possession of the property and / or the persons responsible for the contravention. A caveat in respect of the order may be filed against the title to the subject property, further warning of the planning breach.

Therefore, if a developer has failed to pay the required off site levies or fails to construct roadways to the required municipal standard, a stop order can be issued requiring the developer to stop construction and remedy the deficiency. In this way, s. 645 is an additional enforcement mechanism to those that might be available to the municipality under the development agreement.

Enforcement of stop orders can be pursued through prosecution under s. 557. The threat of prosecution may be enough to compel compliance. If not, s. 646 empowers a municipality to enter on the land and take any action necessary to carry out the order. Of course, this will only work where the order requires that work of some type be done to bring the lands into compliance. In this case, the cost of doing the work may be added to the municipality's tax roll against the subject property and collected in the same manner as ordinary taxes.

Injunction

As an alternative to prosecuting the recipient of a stop order or the municipality going in and performing the work itself, a municipality may enforce the stop order through injunction proceedings. Section 554 of the *MGA* permits a municipality to apply to the Court of Queen's Bench for injunctive relief where there is continuing non-compliance with the *MGA*, a bylaw or a stop order. An order for injunctive relief which is disregarded can form the basis for a contempt order from the Court.

Contractual Remedies

In addition to the statutory remedies available under the *MGA*, as a result of its natural person powers, a municipality enjoys all of the contractual remedies available under the development agreement. These can include enforcing against the security (see above), the municipality going in and completing the work, arbitration, or litigation. The Courts have recognized that while many statutory avenues of enforcement are available to municipalities, the contractual remedies remain as per the terms of the agreement between the parties.

Conclusion

It can be difficult working with inexperienced developers, who are unaccustomed to the complicated and expensive obligations which accompany subdivision. Which enforcement option, or combination of options, will work in your circumstances will depend very much on the initial subdivision approval and the attitude (and solvency) of the developer. More importantly, we hope this review highlights the importance of obtaining sufficient security and considering the pros and cons of the options available to municipalities in the unfortunate event things do not go quite as planned.



When is a Suspension a Constructive Dismissal?

By Sean Ward

When it comes to dealing with problem employees, most employers recognize that it is difficult to simply terminate an employee. The standard for just cause which allows an employer to terminate without notice or pay in lieu of notice (severance) is very high, and usually requires a pattern of misconduct with a record of repeated warnings to the employee over time. For this reason, employers often consider progressive discipline that may include reprimands or suspensions. Employers may be surprised, however, to learn that an improper suspension of an employee could give rise to the very same damages they would face for wrongfully terminating an employee.

In some cases, an employee who is suspended can claim they were constructively dismissed. Constructive Dismissal arises when an employer's actions essentially amount to a repudiation of the implied employment contract. It often arises when an employer unilaterally makes changes to the employment terms, such as imposing a demotion or other change in the position, or reducing the salary or benefits to which an employee was entitled.

But it can also arise when a suspension is imposed which is unfair, unduly harsh or not appropriate in the circumstances. A recent decision of the Supreme Court of Canada considered the issue of constructive dismissal arising from a suspension. In that case, the employee was returning from sick leave, and the employer was taking steps to terminate the employee. While it did so, it suspended the employee indefinitely, with pay, and delegated the employee's duties to another individual.

The employee claimed he was constructively dismissed, and sued his employer. The employer claimed that by commencing the lawsuit, the employee had voluntarily resigned and was not entitled to any severance. The trial judge and court of appeal had agreed with the employer, but the Supreme Court concluded that these actions constituted a constructive dismissal, and the employee was entitled to damages as though he had been terminated without cause. In the decision, it provided some guidance for employers like municipalities as to how and in what circumstances a suspension could constitute a constructive dismissal.

The Court indicated that there was no simple objective rule for determining whether a suspension is wrongful, and each case must be examined based on the nature and circumstances of the suspension. However, the overriding question must be whether the suspension was reasonable and justified in those circumstances. The Court went on to outline several factors that will always be relevant to that determination, including:

- (a) The duration of the suspension;
- (b) Whether the suspension is with pay; and
- (c) Good faith on the part of the employer, including demonstrating legitimate business reasons for the suspension.

An integral part of the good faith requirement is notifying the employee of the suspension and the reasons for which it was imposed. A failure by the employer to be "honest, reasonable, candid and forthright" in relation to the suspension creates a risk of constructive dismissal. Furthermore, a failure to provide the employee with any reason for the suspension, as occurred in the case before the Court, will almost certainly mean the suspension is unauthorized.

This does not suggest that municipalities should avoid suspending employees in appropriate cases. Where there is clearly wrongdoing on the part of an employee, suspension may be an appropriate interim discipline step prior to any termination. But the employer must be confident they can establish and prove the wrongdoing, and must communicate the reasons and basis for the suspension to the employee. Only the most serious cases should attract a suspension without pay, and those suspensions should be for a more limited duration.

Perhaps most importantly, this case suggests that municipalities should consider developing policies addressing the suspension of employees. Whether in a personnel policy or individual employment agreements, having agreed upon rules or guidelines setting out the types of suspensions that may be imposed (whether with or without pay, and for how long) will greatly reduce the risk that a court would view a suspension as wrongful. Following such a policy would provide some certainty for both sides, and reduce any ability to challenge a suspension that is imposed.

But absent any policies to provide guidance, it is important to remember that an employer does not have an unlimited right to suspend an employee. Any time a municipality considers imposing a suspension, it should give thought to the factors outlined in this case, to ensure that the suspension is reasonable, proportionate and undertaken in good faith.

OUR MUNICIPAL TEAM

ANNOUNCEMENTS

We are pleased to announce that Maya Gordon has joined our Partnership. Maya summered with RMRF in 2008 during law school, and after graduation in 2010 she articulated with the Alberta Court of Queen's Bench in Edmonton. She completed her articles with RMRF in 2011, and carries on a general practice of law with an emphasis on wills and estates, civil litigation, and foreclosures.

Congratulations to Sonny Mirth, Michael McCabe, Fred Kozak, Donald Lucky and Marco Poretti on being named in the 2016 edition of The Best Lawyers in Canada. Best Lawyers is a highly respected peer review guide to the legal profession worldwide and we are proud that members of our team are once again recognized in the publication:

- Sonny Mirth for Banking and Finance Law, Corporate Law and Real Estate Law
- Michael McCabe for Insolvency and Financial Restructuring Law
- Fred Kozak for Defamation and Media Law
- Donald Lucky for Construction Law and Defamation and Media Law
- Marco Poretti for Aboriginal Law

RMRF has been a trusted advisor to municipalities for years. We are also the preferred legal service provider to AUMA, and the casual legal service provider to AMSC*. Members of the AMSC program are entitled to contact us, free of charge, to discuss issues of concern (1.888.668.9198). Members also have access to our weekly notice to municipalities advising of developments in the law, risk management issues and hot topics of interest to municipalities.

*AMSC (Alberta Municipal Services Corporation) is a wholly-owned subsidiary of the AUMA.

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BARRISTERS SOLICITORS

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| | |
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By-Law

Spring 2016



By Sean Ward

Why Municipalities Can't Always Say No to Advertisers

If a municipality decides to start up its own transit system, it can control the type of buses used, the timing and location of the bus routes, and the personnel that will operate the system. But surprisingly, it may not be able to control

something as simple as what goes on the sides of those buses.

When it comes to advertising on public property, municipalities may be restricted from turning down particular advertisements. Canadian courts have concluded that the right to free expression under the Charter of Rights and Freedoms means that entities may have a right to get their messaging posted on public spaces, even if a municipality would prefer not to allow the advertisement.

In a case dealing with the Greater Vancouver Transportation Authority, the Supreme Court of Canada concluded that advertising on public transit vehicles was a form of expression protected by the Charter. The Authority had advertising policies which permitted commercial, but not political advertising on its buses. The policy did not target any particular political group or political views, but simply wanted to avoid any kind of political messaging as part of its goal of providing a safe and welcoming public transit system.

However, while a private entity could choose to impose those types of restrictions, because it was a government entity that controlled the system and was limiting the right to disseminate those political messages, the court concluded that this was an inappropriate restriction

on free speech. Once the Authority made the space on buses available for expression generally, it could not exclude a particular kind or category of expression (in this case political messaging).

While that may be disappointing for municipalities who may feel they have lost some measure of control over their own public spaces, the case does not suggest that municipalities should simply throw in the towel when it comes to municipal advertising. While they may not be able to turn down an ad with messaging they do not approve of (or dealing with subjects they would prefer to avoid), they can impose general guidelines and restrictions that could limit some of the most offensive or troubling types of advertisements they might receive.

This could consist of a policy or bylaw which sets out those guidelines for any advertisements on municipal property. Those could include or reference the Canadian Code of Advertising Standards, a set of fourteen clauses which prohibit things such as deceptive advertising, advertising exploiting children, or advertising which would incite violence or that discriminates or disparages anyone on the basis of race, religion, age, etc. The policy may also impose some other requirements such as restrictions on imagery which may be particularly gruesome, or other issues the municipality wants to address for reasons of public decency.

However, it is important that no restrictions are imposed which target any particular group or particular message, ensuring that the municipality maintains a neutral role which does not unduly restrict free expression. Otherwise, any attempt to reject advertisements from lobby groups, political organizations or other groups will be subject to a challenge in court.



Supreme Court Grants Leave on an Assessment Case

By Carol Zukowski

The City of Edmonton applied for and was granted permission to appeal a decision from the Alberta Court of Appeal interpreting certain key sections of the *Municipal Government Act* (“MGA”). The Supreme Court may hear the appeal in the spring of 2016. The decision under appeal is *City of Edmonton v. Edmonton East (Capilano) Shopping Centres Ltd.*, [2015] S.C.C.A. No. 161 (“*Capilano*”).

The factual background involved a complaint against the market value of the Capilano Shopping Centre. In preparing for the hearing, the assessor learned that one of the anchor tenants had renovated the space so as to close off the entrance to the mall from the anchor tenant space, making the space more like a free standing big box store. In the assessor’s view, this would change the way the Shopping Centre should be valued by increasing the assessment.

Prior to the 2010 amendments to the *MGA*, the assessor would have issued an amended assessment, and both complaints would have been consolidated in one hearing before the Municipal Government Board. The *MGA* provided that the Assessment Review Board and the Municipal Government Board had the authority to decide whether or not to change the assessment. There were a series of decisions before the Municipal Government Board and the Court of Queen’s Bench interpreting the phrase ‘make a change to the assessment’. Both the Municipal Government Board and the Court of Queen’s Bench held that the word ‘change’ was a neutral word and could mean increase or decrease. The only concern was that if the assessor was going to ask the Board to increase the assessment, adequate notice had to be provided to the property owner.

The 2010 amendments eliminated the assessor’s ability to issue an amended assessment after a complaint has been filed. Appeals from the Assessment Review Board to the Municipal Government Board were also eliminated. A provision was added which restricts the Assessment Review Board to dealing only with the issues shown on the Complaint Form. The section containing the phrase ‘make a change to the assessment’ remained the same. This is the background to the *Capilano* case.

In *Capilano*, the assessor gave notice of the requested increased assessment in materials exchanged in advance of the Composite Assessment Review Board hearing. The property owner did not argue that the Composite Assessment Review Board no longer had the authority under the 2010 legislative amendments to increase the assessment. After reviewing the evidence on market value the Composite Assessment Review Board increased the assessment, although not as high as requested by the City.

The property owner filed for leave to appeal the decision of the Composite Assessment Review Board. Leave to appeal (or permission to appeal) may be granted when the appeal raises a question of law, of sufficient importance to merit an appeal and for which there is a reasonable likelihood of success. The leave application was granted and the case made its way through the Court of Queen’s Bench to the Court of Appeal.

The Court of Queen’s Bench disagreed with the Composite Assessment Review Board’s approach and cancelled the decision. They also made a number of statements about the interpretation of the legislation



Do the Right Thing: The Increased Burden of Good Faith in Contractual Performance

By Anthony Purgas

In late 2014, the Supreme Court of Canada decided the case of *Bhasin v. Hrynew*, 2014 SCC 71. In this decision, the Court found that the doctrine of good faith is an organizing principle to apply to contractual performance. Prior to this decision, parties could be satisfied that, as long as their actions were contractually permitted, they could not risk legal liability, regardless of the effect of the actions.

Following this organizing principle, the Supreme Court created a new duty at law: the general duty of honesty in contractual performance, which it summarizes as “parties must not lie or otherwise knowingly mislead each other about matters directly linked to the performance of the contract.” The Supreme Court stated that this duty cannot be excluded by contract but can be modified.

It is still not clear what effect this new duty will have in contract disputes; however, the recent decision of *Styles v. Alberta Investment Management Corporation*, 2015 ABQB 621 from Justice Yungwirth of the Alberta Court of Queen’s Bench shows that, as a result of this decision, courts are becoming more willing to look beyond the wording of the contracts to the parties’ interests and expectations.

Mr. Styles was employed as VP Relationship Investments with Alberta Investment Management Corporation (“AIMCo”) for just under three years. As part of his compensation package, Mr. Styles received a Long Term Incentive Plan (“LTIP”) in the form of a yearly grant payable at the end of four years based on performance. The first payment under the LTIP was due to mature on December 31, 2014. The LTIP documents contained language that stated that, in order to receive payment, the employees must be actively employed at the time of payment.

Justice Yungwirth found that the LTIP documents included a discretionary element that would allow AIMCo

to pay it out if AIMCo chose.

Mr. Styles’ employment was terminated without cause before the first incentive payment. He was paid severance in accordance with his employment contract.

There was no evidence that the termination was done in bad faith or was not permitted on the terms of the contract, however, the Court also found that there was no evidence as to the reasons for termination or explanation for not granting the LTIP.

AIMCo exercised its right to terminate the employment contract without cause. It also exercised its right, pursuant to its policy, not to pay under the LTIP. Both of these actions were available to AIMCo under the wording of the contract and the plan. Although there was no evidence that AIMCo acted in bad faith, the effect of AIMCo’s actions denied Mr. Styles his benefits. As such, the Court found this exercise of discretion was unreasonable and awarded Mr. Styles damages in the amount of \$444,205 for the LTIP payment.

Justice Yungwirth clearly stated that if there had been no employee-earned benefits the result would have been different.

AIMCo has filed an appeal which is still before the courts.

This case demonstrates the uncertainty that has arisen since the Supreme Court’s decision in *Bhasin v. Hrynew*. Prior to the Supreme Court’s decision, it is difficult to see how the circumstances in AIMCo, where the employer exercised its discretion as permitted under its agreement with the employee, would have led to liability for AIMCo. As such, it is important to consider the effect of an otherwise completely legal termination on the terminated employee with respect to that employee’s benefits or other compensation.



Road Closures, Undeveloped Road Allowance & Vehicular Traffic

By Kelsey Becker Brookes

Under s. 22 of the *Municipal Government Act* (“MGA”), a bylaw purporting to close a road that is subject to the direction, control and management of a municipality must be advertised, must receive ministerial approval and affected persons must be given an opportunity to be heard by Council.

The MGA does not provide that s. 22 need only be complied with if a road allowance has, somehow, been formally opened. In fact, there is no statutory provision in the MGA requiring a municipality to undertake a formal process to open a road allowance for public vehicular traffic.

Absent such a statutory requirement, public vehicular use of a road allowance may be established in circumstances where a municipality does not formally maintain a road allowance but, for whatever reason, vehicular traffic ends up using a road allowance such that a road is created and the application of s. 22 triggered.

In *Groh v. Poplar Bay (Summer Village)* (1996), 191 A.R. 235 (Q.B.), public vehicular traffic had been using an access road on the undeveloped road allowance to access their property for over thirty years. Previous owners had gravelled the road allowance although the Municipality did not maintain it. Without notice to affected landowners, the Summer Village purported to pass a bylaw prohibiting vehicular traffic on road allowances with the Summer Village. Ministerial approval for the bylaw was not obtained. The landowners who used the road allowance to access their property applied for an order quashing the bylaw.

The Court held the access road on the road allowance was a road, even though it had not been formally opened and developed as such by the Municipality and, therefore, the bylaw had the effect of closing that road. Consequently, it required ministerial approval and prior notice to affected persons under s. 180 (now s. 22). As s. 180 was not

complied with, the bylaw was quashed.

Different issues were raised in *Maitson v. City of Edmonton* (1995), 174 A.R. 25 (C.A.). In this case, the City had restricted, by bylaw, a vehicular traffic thoroughfare (Keillor Road) to bicycle and pedestrian traffic for a one year trial period. Prior to the expiry of the trial period, and without any public consideration and notice, the City passed a further bylaw prohibiting vehicular traffic from using the road on a permanent basis. Shortly thereafter, a group of residents presented a petition with some 42,000 signatures to the City Clerk requesting a referendum of a bylaw providing for the road to be kept open. The petition was rejected on the basis of an alleged failure to comply with the provisions of the MGA. The matter eventually worked its way up to the Court of Appeal.

The Court of Appeal confirmed that under s. 180 (now s. 22) of the MGA, a municipality may pass bylaws providing for the closure of roads only after notice has been given to those persons affected by the closure and those persons have been given the opportunity to be heard. Here, while it was true the road in question remained available as a thoroughfare for bicycles and pedestrians, the restriction of vehicular traffic given its widespread use as a form of transportation, amounted to a closure of a road for the purposes of the Act. Simply put, when a road designed primarily for the conveyance of motor vehicles is closed for that purpose, that road is closed. The Court accepted the residents’ petition and directed the City Clerk to determine the sufficiency of the petition.

These are just two examples of challenges faced by municipalities when dealing with road closures - one where use of the road was limited, one where use of the road was significant. What is required to comply with the procedural requirements of the MGA is not always clear cut, but is always based on ensuring affected parties have sufficient notice of the proposed change and are given an opportunity to be heard.

which run counter to the historical approach taken by municipalities and assessment review boards. The Court of Appeal upheld the cancellation of the Board decision, and made additional statements about the interpretation of the legislation.

The Courts have held that:

- i. Section 305 (which allows the assessor to amend if there is an error, omission or mis-description in the assessment) can only be used to correct minor typos, s. 305 cannot be used to make substantive changes to the assessment;
- ii. The phrase ‘change’ must be interpreted in the context of the issues as stated by the Complainant on the Complaint form, and unless a property owner asks for their assessment to be increased, the Board does not have the authority to do so;
- iii. The Court of Appeal stated that any unfairness to the other taxpayers who have to pay more than their fair share of taxes, can be fixed in the following year when the assessor can change the assessment; and
- iv. The standard of review of the Assessment Review Board’s decisions is correctness not reasonableness because the presence of a statutory leave to appeal means the legislature is signaling to the court that the legislature expects the Court to be a fundamental component in the appeal process.

The Supreme Court will be considering the following three questions:

1. Does a statutory appeal provision rebut the presumption of reasonableness when a tribunal is interpreting its home statute or a closely related statute?
2. In determining whether legislative intent rebuts the presumption of reasonableness, how should the statutory appeal clause and other factors be considered?
3. Did the tribunal have the jurisdiction to decide that the underlying policies of fairness and equity allow a tribunal to increase a property assessment at the request of a municipality?

From a municipal perspective the outcome of this appeal to the Supreme Court has the potential to impact the standard by which the decisions of the SDAB are reviewed by the Court, since there is a statutory appeal provision for this Board as well.

At the heart of the issues before the Supreme Court is the amount of deference the Court should be giving to the decisions of a tribunal. We will provide an update on the Supreme Court’s decision in a future issue.



Victory at the SCC: Rebutting the Presumption of Prudence in Utility Rate Regulation

Author: Breanne Schwanak

In Alberta, investor owned electric and gas utilities are regulated by an administrative tribunal, the Alberta Utilities Commission (the “AUC”). Such regulated utilities must apply to the AUC for approval of their “revenue requirement”, which is based upon the utilities’ forecast of their annual costs for upcoming years (“test period”). The AUC determines if the revenue requirement is reasonable and whether the costs should be included in the rates charged to customers. RMRF acts for the Office of the Utilities Consumer Advocate of Alberta (the “UCA”), which intervenes in these regulatory proceedings to advocate on behalf of small customer interests.

In the fall of 2011, the defined benefit pension plan of ATCO Gas and ATCO Electric (“ATCO”) were facing an unfunded pension liability of \$157.1 million, which required special payments into the pension plan of \$16.4 million each year. ATCO applied to the AUC to recover these pension expenses through customer rates.

Through its involvement, the UCA identified that ATCO was not setting the annual cost of living adjustment (“COLA”) based upon relevant factors, such as the health of the pension plan, but was automatically setting the COLA at 100% of the annual increase in the Consumer Price Index (“CPI”) for Canada, up to a maximum rate of 3% every year. The UCA argued that if the COLA was awarded at 50% of the increase in CPI (up to a maximum of 3%) the unfunded pension liability would be wholly eliminated and the provided

pension benefits would remain comparable to those paid by other regulated utilities.

On September 27, 2011, the AUC issued Decision 2011-391. In that decision, the AUC accepted the UCA’s proposal and ruled the setting of the COLA was an “available tool” to manage the unfunded liability of the defined benefit plan, and recovery of only 50% of the annual CPI up to a maximum of 3% was reasonable. After an unsuccessful appeal to the Alberta Court of Appeal, ATCO appealed to the Supreme Court of Canada (“SCC”). The appeal was heard on December 3, 2014 with our lawyers C. Randall McCreary, Todd Shipley and Breanne Schwanak attending on behalf of the respondent, the UCA.

Before the SCC, ATCO argued a “presumption of prudence” existed which obligated the AUC to accept ATCO’s forecast unless it was proven to be imprudent or unreasonable. Further, ATCO then asked the SCC to mandate a methodology, specifically, the “Prudent Investment Test”, which it said the AUC must utilize. In arguing against a “presumption of prudence”, the UCA demonstrated the AUC is not bound to apply any particular rate-setting methodology and that the statutory onus is on the regulated utility to prove that the rates it has applied for are just and reasonable.

In its decision, the SCC agreed with the UCA, holding that nothing within the relevant statutes required the use of a specific methodology in assessing the

recovery of costs. The SCC held the AUC was free to apply its expertise to determine whether costs are prudent or reasonable, and it can utilize a variety of analytical tools to do so, provided the rates that it sets are just and reasonable to both the customer and the utility. Furthermore, the SCC concurred that to accept the existence of a “presumption of prudence” would result in the effective reversal of the legislated onus upon the utility to demonstrate that its proposed rates are just and reasonable.

The issues before the SCC were thus much larger than a \$157.1 million pension liability. If ATCO’s argument for a “presumption of prudence” was accepted, the AUC’s discretion would be constrained and it would be limited in its ability to ensure that customer rates were just and reasonable. Further, interveners, such as the UCA, would bear the onerous obligation of being forced to disprove a utility’s forecast.

Following the decision of the SCC, the onus remains squarely upon the regulated utility to demonstrate the reasonableness of its forecast costs and the AUC remains able to exercise its expertise in balancing the interests of regulated utilities and customers by ensuring rates are just and reasonable.

LA CRETE RECREATION SOCIETY
REGULAR MEETING
JANUARY 14, 2016

Northern Lights Recreation Centre
La Crete, Alberta

President: Abe Fehr, President
Simon Wiebe, Vice President
Wendy Morris, Secretary-Treasurer
George Derksen, Director
Ken Derksen, Director
Dave Schellenberg, Director
Jeff Wiebe, Director
John Zacharias, Director
Philip Doerksen, Arena Manager

Absent:
Peter F. Braun, County Rep
Shawn Wieler, Director

Call to Order: President Abe Fehr called the meeting to order at 6:04 p.m.

Approval of Agenda

1. Simon Wiebe moved to accept the agenda as presented.

CARRIED

Approval of Previous Meeting's Minutes

1. Dave Schellenberg moved to accept the December 10th regular meeting minutes as presented.

CARRIED

Business from the Minutes

1. None

Review of Action Sheet

1. Reviewed items

Financial Report

1. Money was not put into a GIC as discussed last meeting due to cost. Currently account is set up, so that \$10 000 will be transferred from capital account if balance falls below \$10 000. Money has to be manually transferred back.

Ken Derksen moved to accept financials as presented.

CARRIED

Manager's Report – Philip Doerksen

1. Ice is fully booked.
2. Curling is happening two nights per week. People are not turning out for drop in ice. Looking at cancelling this.
3. Bowling alley is busy. Computer is set up and working well. Vandalism occurred to one of the monitors in the bowling alley.
4. Drop in Center is going well.
5. MasterCard approved. Overdraft was added to account.
6. A switch was installed on the wall outside of the office so that figure skaters can turn on the sound system themselves.
7. ATCO did some work to the power grid and County changed the meter.
8. Red Line fixed lights at BHP and in front of the arena.
9. Capital items were all approved by County.
10. Philip fixed up all the paper towel dispensers around arena.
11. Runners were replaced in the lobby and on the hall stairs.
12. Old Zamboni was brought out and got into working condition, in case we ever need it.

Jeff Wiebe moved to accept Manager's Report as presented.

CARRIED

New Business

8.1 Surveillance System

Jacar came in. Together with Philip, they estimated that 14 cameras were needed for the Rec Center. A monitoring system that would track for a month was suggested. Quote came in at \$13 100 installed. Philip is going to check with County to see if this would reduce insurance rates and if they would be willing to chip in. Also will check with Co-op as to how effective the system is.

8.2 Curling Rink

We will wait until the end of the season to decide if curling space will remain curling or if it will be utilized for something else.

8.3 Capital Projects

All capital projects were approved by the County.

8.4 Kraft Hockeyville

Candace Peters is applying for this on behalf of La Crete Recreation Center. Grants available are: 1 for \$100 000, 10 for \$25 000.

George Derksen moved to go in camera at 6:53 p.m.

John Zacharias moved to go out of camera at 6:56 p.m.

Wendy Morris moved that the meeting be adjourned at 6:57 p.m.

Next Meeting: Thursday, February 18th, 2016



***HIGH LEVEL FORESTS
PUBLIC ADVISORY COMMITTEE
MINUTES***

Tuesday, January 19, 2016
5pm, High Level Seniors Center

PRESENT:

| | |
|---|---------------------------------------|
| Tim Gauthier (Tolko) | Adam Marshall (Silvacom) |
| Matt Marcone (The MacKenzie Report) | Boyd Langford (Town of Rainbow Lake) |
| Michael Morgan (Town of High Level) | Walter Sarapuk (MacKenzie County) |
| Dan Coombs (Agriculture & Forestry) | John Thurston (Member of Public) |
| David Driedger (Forest Trotter/Exact Harvest) | Barry Toker (Watt Mountain Wanderers) |
| Melanie Plantinga (Tolko) | Taylor Andersen (Norbord) |
| Allen Plantinga (Tolko) | |

INFORMATION SENT:

| | |
|--|--|
| Fort Vermilion Heritage Center | Paul Ebert (Agriculture & Forestry) |
| Carol Gabriel (Mackenzie County) | Harvey Sewpagaham (LRRCN) |
| Paddle Prairie Metis Settlement | Lindee Dumas (LRRCN) |
| Conroy Sewpagaham (LRRCN) | Bernie Doerksen (LaCrete Polar Cats) |
| Keith Badger (Netaskinan Development) | Beverly Noskiye (Peerless Trout First Nation) |
| Crystal McAteer (Town of High Level) | Kieran Broderick (Beaver First Nation) |
| Baptiste Metchooyeah (Dene Tha') | Mike Cardinal (Tallcree First Nation) |
| Connie Martel (Dene Tha') | Fred Radersma (Norbord) |
| Wayne Auger (Lubicon Lake Nation) | Timberbound Construction |
| Exact Harvesting | Treetech |
| Margaret Carroll (High Level & District Chamber of Commerce) | Marilee Cranna Toews (Hungry Bend Sandhills Society) |
| Dave Beck (Norbord) | Jon McQuinn (LRRF) |
| Claude Duval (Watt Mnt Wanderers) | Sugu Thuraismy (LRRF) |
| Christine Malhmann Agriculture & Forestry | Tristina Macek (N'Deh Ltd. Partnership) |
| Cheryl Ernst (High Level & District Chamber of Commerce) | Terry Jessiman (Agriculture & Forestry) |

CALL TO ORDER 5:40

1. WELCOME & INTRODUCTIONS

2. ACTION ITEMS FROM DECEMBER MEETING

“Blue Dot Program” – Allen Plantinga update

- School Division (Ken Peters) has secured an approval from Alberta Transportation to go ahead with the installation of the Blue Stripe Delineator posts. The companies will have to discuss next steps, if any.

Hauling Concern Phone Line

- Cards have been produced and have been distributed. There has been an advertisement in the newspaper.

“Fire Smart” program

- Dan reports that there has been some discussion with Kevin Quick about putting on a “Fire Smart” presentation for the PAC. They are currently discussing timing and will get back to us.
- Fox Lake has received some Federal Funding for a program in their community. This is a trial project. During the DFMP First Nation consultation process Tim has heard some concerns about the potential for fire in First Nation communities. The companies and some first nations are discussing possible joint projects to alleviate the risk. They would like to also discuss with the government.

Information about other PAC/PAG has not been researched as yet.

Operations Field Trip

- Melanie has sent a request to the Tolko Managers asking for support for the suggestion from John Thurston that the companies set up a field trip for community youth who are interested in a forestry career. Tim gives his support. Melanie and John will meet to discuss this proposal after the PAC meeting.

3 Round Table

3.1 Chinchaga Bridge Cut Block

There has been a great deal of conversation about a cutblock on the Chinchaga river bank which is visible from the Chinchaga River bridge, west of High Level. People appear to be concerned that it is too close to the river bank allowing erosion to result.

The government reviewed the plan and approved a variance requested by Tolko to buffer according to the “top of break” and not strictly by the conventional buffer. Allen has walked the edge and the buffer does vary. Dan states that the Government does not feel that there will be a problem with erosion.

John Thurston also walked through the block and it looked good when compared with other blocks he has seen.

Tim has been discussing this block with the Dene Tha’ and will be arranging a visit to the block with nation members after the snow has melted to check on it. Erosion control will be considered if needed.

Some concerns may have arisen because it is in a high use/highly visible location and a feeling that more consultation should have been required.

3.2 Forest Management Plan

Dan asks if the companies will be presenting the Forest Management Plan to the wider public or will the HLFPAC be the only opportunity for review by the general public? Tim expects that there will be multiple

presentations made after submission of the plan. He plans to meet with interested municipal councils. There will also be open houses and advertising in the newspaper.

3.3 Harvesting Operations Update

Dan asks for an update of harvesting operations by Tolko. Tolko is nearly finished felling trees in P19 (near Twin Lakes). That contractor is moving to the Ponton compartment (at the north end of 13mile road). Operations are continuing there with deliveries to Norbord & Tolko. Harvesting west of High Level with full length trees being delivered to a processing yard is continuing. Trees harvested near Zama are also being hauled to an offsite yard. Little Red River Forestry, LaCrete area small mills (Crestview/ Evergreen) & Tolko have also reached a wood purchase agreement. Trees are being harvested west of the Norbord plant for delivery to Tolko & Norbord. And trees harvested in LRRF's quota area are going to LaCrete area smaller sawmills. This collaboration helps all companies reduce trucking times.

In addition to the previous items Norbord is also accepting private wood deliveries.

3.4 Economic outlook for Forestry

John Thurston with the drop in oil & gas revenue and employment; what is the current & future outlook for forestry. Tim outlines some of the current and possible future factors which affect the industry. The low dollar, housing starts in the USA are current factors. Future factors include a new soft wood lumber agreement which will be negotiated in the coming years. Economics are currently stable, though not particularly rosy for both lumber and OSB. Tim suggests that it might be advisable to invite a more knowledgeable speaker to address this question.

4 NEW BUSINESS

4.1 2016 Detailed Forest Management Plan (DFMP)

Adam gives the final DFMP presentation prior to the January 31st submission date.

With multiple FMA users accessing the resources are the different needs being considered? Yes, the companies provide direction to the planers at Silvacom. Tim Gauthier (Tolko) & Fred Radersma (Norbord) have both been heavily involved.

5 NEXT MEETING – Tuesday, February 23rd, 2016 5pm

5.1 The plan to have Dave West speak about the landscape assessment process has been delayed. We will have him speak to us at a later date. Tim gives a brief update to the Lower Peace landscape assessment process. There may be an attempt to designate some area in the lower peace region as caribou habitat following a push back from the little smoky region to minimize their conservation area. These moves could have an economic impact to the region. Boyd also mentions that some wet land preservation initiatives could adversely affect the economic growth/stability of the region.

6 MEETING ADJOURNED - 7:40



HIGH LEVEL FORESTS PUBLIC ADVISORY COMMITTEE

MINUTES

Tuesday, February 23, 2016
5pm, High Level Seniors Center

PRESENT:

| | |
|---|---------------------------------------|
| Dave West (Tolko) | Murray Wilson (Tolko) |
| Terry Jessiman (Agriculture & Forestry) | Boyd Langford (Town of Rainbow Lake) |
| Michael Morgan (Town of High Level) | Barry Toker (Watt Mountain Wanderers) |
| Charles Laforge (Member of Public) | Walter Sarapuk (MacKenzie County) |
| Dan Fletcher (Town of Rainbow Lake) | John Thurston (Member of Public) |
| Melanie Plantinga (Tolko) | Eric Jorgensen (MacKenzie County) |
| Allen Plantinga (Tolko) | Gerhard Hirtz (Member of Public) |
| Colin Taylor (Tolko) | Aaron Doepel (LaCrete Sawmills) |

INFORMATION SENT:

| | |
|--|--|
| Fort Vermilion Heritage Center | Paul Ebert (Agriculture & Forestry) |
| Carol Gabriel (Mackenzie County) | Harvey Sewpagaham (LRRCN) |
| Paddle Prairie Metis Settlement | Lindee Dumas (LRRCN) |
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| Margaret Carroll (High Level & District Chamber of Commerce) | Marilee Cranna Toews (Hungry Bend Sandhills Society) |
| Dave Beck (Norbord) | Jon McQuinn (LRRF) |
| Claude Duval (Watt Mnt Wanderers) | Sugu Thuraisamy (LRRF) |
| Christine Malhmann Agriculture & Forestry | Tristina Macek (N'Deh Ltd. Partnership) |
| Matt Marcone (The MacKenzie Report) | Dan Coombs (Agriculture & Forestry) |
| Taylor Andersen (Norbord) | |

CALL TO ORDER 5:30 pm

1. WELCOME & INTRODUCTIONS

2. ACTION ITEMS FROM JANUARY MEETING

“Fire Smart” program – Wildfire Technologist Presentation April

Operations Field Trip – John Thurston has been discussing the possibility of taking students interested in a career in forestry out to the harvesting operation near High Level. He will meet with members of the school division tomorrow to see what requirements must be met for this trip to occur. He will inform the HLFAC later.

3. ROUND TABLE

3.1 Eric Jorgensen – The County of MacKenzie has ratified Terms of Reference for the Land Stewardship Council

3.2 Boyd Langford – A couple of trappers have come to him with concerns about forestry activities on their trap lines. The trap line holders were assured that the harvesting operations occurring in the area would not disturb traps and trails if they were signed and ribboned. This was not the case. Traps were moved, destroyed and the groomed trail that the trappers had built was ruined. The trappers have spoken to a Tolko representative, but did not seem to feel that the situation had been resolved. Allen will contact the Tolko employee who has been in contact with the trappers as well as the trappers and take care of any unresolved issues.

3.3 Gerhard Hirts – Is concerned about overweight logging trucks and the effect that they may be having on local roads. What are the legally allowed limits? Should the winter weights be stopped sooner because of the warmer days and climate change? How can it be legal to have 2 bunks piled very high and then 1 bunk nearly empty? How are incidents, such as the logging truck roll over south of town investigated? What about the chips blowing off chip trucks, who is responsible for them? Melanie suggests that a meeting be set up, at Tolko with Gerhard and company representatives to discuss his concerns and reply to his questions. If there is interest we could ask representatives from LaCrete, Norbord and Tolko speak to the PAC about log hauling.

4. NEW BUSINESS

Strategic Landscape Planning Initiative – Dave West

North West Regional Woodlands – Audit – this was tabled until a later meeting

5. NEXT MEETING – Tuesday, March 22nd, 2016 5pm, High Level Senior Center. Detailed Forest Management Plan 2016

6. MEETING ADJOURNED – 7:40pm

Mackenzie County Library Board (MCLB)
February 2nd, 2016 Board Meeting Minutes
Fort Vermilion County Office
Fort Vermilion, Alberta

Present: Lisa Wardley, La Dawn Dachuk, John W. Driedger, Lorna Joch,
Lorraine Peters, Irene van der Kloet, Beth Kappelar, Nadia Jensen, Eric Jorgensen, Charles Laforge

Regrets: Lucille Labrecque

1.0 Meeting called to order at 5:05 pm by Beth Kappelar.

2.0 Approval of Agenda:

MOTION #2016-02-01 Lisa moved the approval of the agenda with additions **CARRIED**

3.0 Approval of the Minutes:

MOTION #2016-02-02 LaDawn moved the approval of the January 12 MCLB minutes. **CARRIED**

4.0 Review of Action Items:

- The action items of the previous MCLB meeting were reviewed.

5.0 Financial:

5.1 MCLB Financial Report as of January 31, 2016:

- Balance Brought Forward: \$ 64,033.46
- Total Revenues \$ 288,670.00
- Total Expenses \$ 304,957.50
- Ending Bank Balance \$ 61,948.81

MOTION #2016-02-03 Irene moves to pay Freegal and Freading invoices. **CARRIED**

MOTION #2016-02-04 LaDawn moves to pay invoices from LCLS and the website renewal. **CARRIED**

MOTION #2016-02-05 Lisa moves accept the financial report as presented. **CARRIED**

5.2 MCLB 2016 Budget:

MOTION #2016-02-06 Nadia moves to accept the MCLB 2016 budget for information. **CARRIED**

6.0 Library Reports:

6.1 La Crete:

- LCLS had a meeting and AGM, no changes in LCLS Board.
- Cait Davidson (Echo/Pioneer reporter) attended part of the meeting.
- Salmon grill history coverage is ready, in the upcoming year to be published early October prior to the event.
- CFEP Grant has been received and is going to the review committee.
- LCLS has put together a list of local authors.
- Blue Hills is very excited about getting library services. Discussion about how to put that into practice.

6.2 Fort Vermilion:

- Three MCLB members attended the FVCLS January 20, 2016 meeting.
- MCLB members brought forward MCLB concerns regarding FVCLS and discussed an Action Plan. Discussion was overall of a positive nature, and Action Plan was positively received. Impression was that FVCLS is willing to move forward, but does not exactly know how. Staff buy-in is a concern. Further to be discussed in-camera between MCLB and FVCLS at meeting Feb 2, 2016, 7:30pm.

6.3 Zama

- Brainstorming on ideas for Freading and Freegal promotion.

6.4 High Level:

- **Nothing to report.**

6.5 Mackenzie County Library Consortium (MCLC):

- Some new patrons are having issues with logging in to Freegal. Some patrons in LCLS have similar problems. Lisa will contact Helen in La Crete and would like to hear if other library society patrons encounter similar problems.

6.6 LC Building

- The LCLS would like to explore another renovation plan in addition to what is currently projected. LCLS to discuss with the Building Committee.

6.7 Development Workshop

- Nothing to report

7.0 Old Business:

7.1 Library Signs:

- Tabled.

7.2 Bursaries:

- Tabled.

7.3 Plan of Service Action Items

-

8.0 Correspondence

8.1 Cheque from Mackenzie County

8.2 Invoice from LCLS

-

9.0 In Camera:

- Not required.

11.0 Next Meeting Date and Location: Fort Vermilion County Office February 23, 2016 at 7:00 p.m.

12.0 Adjournment:

MOTION # 2016-02-07 John Driedger moved the meeting adjourned at 7:20 p.m.

CARRIED

These minutes were adopted this 23rd day of February 2016.

Beth Kappelar, Chair