



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

NOVEMBER 29, 2017

10:00 A.M.

**COUNCIL CHAMBERS
FORT VERMILION, AB**

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, November 29, 2017
10:00 a.m.**

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

AGENDA

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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 29, 2017
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the November 7, 2017 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the November 7, 2017, Regular Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Approved Council Meeting minutes are posted on the County website.

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the minutes of the November 7, 2017 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**November 7, 2017
10:00 a.m.**

**Fort Vermilion Council Chambers
Fort Vermilion, AB**

PRESENT:

Peter F. Braun	Reeve
Lisa Wardley	Deputy Reeve
Jacque Bateman	Councillor
Cameron Cardinal	Councillor
David Driedger	Councillor
Eric Jorgensen	Councillor
Josh Knelsen	Councillor
Anthony Peters	Councillor
Ernest Peters	Councillor
Walter Sarapuk	Councillor (left the meeting at 12:18 p.m.)

REGRETS:

ADMINISTRATION:

Len Racher	Chief Administrative Officer
Byron Peters	Deputy CAO
David Fehr	Director of Operations
Doug Munn	Director of Community Services
Fred Wiebe	Director of Utilities
Karen Huff	Director of Finance
Carol Gabriel	Director of Legislative & Support Services/Recording Secretary
Don Roberts	Zama Site Manager
Grant Smith	Agriculture Fieldman
Jessica Simpson	Executive Assistant to the CAO

ALSO PRESENT: Members of the public and the media.

Minutes of the Special Council meeting for Mackenzie County held on November 7, 2017 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) **Call to Order**

Reeve Braun called the meeting to order at 10:01 a.m.

AGENDA: 2. a) **Adoption of Agenda**

MOTION 17-11-820 **MOVED** by Deputy Reeve Wardley

That the agenda be adopted as presented.

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

3. a) Minutes of the October 24, 2017 Regular Council Meeting

MOTION 17-11-821

MOVED by Deputy Reeve Wardley

That the minutes of the October 24, 2017 Regular Council Meeting be adopted as presented.

CARRIED

3. b) Minutes of the October 30, 2017 Budget Council Meeting

MOTION 17-11-822

MOVED by Councillor Knelsen

That the minutes of the October 30, 2017 Budget Council Meeting be adopted as presented.

CARRIED

**COUNCIL COMMITTEE
REPORTS:**

5. a) Council Committee Reports (verbal)

MOTION 17-11-823

MOVED by Deputy Reeve Wardley

That the Council committee reports be received for information.

CARRIED

GENERAL REPORTS:

6. a) CAO Report

MOTION 17-11-824

MOVED by Councillor Sarapuk

That the CAO report for October 2017 be received for information

CARRIED

TENDERS:

7. a) None

FINANCE:

12. a) Notice of Motion – Rural Water Reserve

MOTION 17-11-825

MOVED by Councillor Knelsen

That the rural water reserve be received for information.

CARRIED

ADMINISTRATION:

9. b) Bylaw 1084-17 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members

MOTION 17-11-826

Requires 2/3

MOVED by Councillor A. Peters

That Bylaw 1084-17 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members be TABLED for more information.

CARRIED

OPERATIONS:

13. b) Overburden Removal – Fidler Pit

MOTION 17-11-827

MOVED by Councillor Bateman

That administration proceed with Motion 17-06-502 as written for the removal of overburden from Fidler Pit.

CARRIED

Reeve Braun recessed the meeting at 11:01 a.m. and reconvened the meeting 11:16 a.m.

ADMINISTRATION:

9. a) Bylaw 1083-17 Organizational and Procedural Matters of Council, Council Committees and Councillors

MOTION 17-11-828

Requires 2/3

MOVED by Deputy Reeve Wardley

That Bylaw 1083-17 being the organizational and procedural bylaw for Mackenzie County be brought back to include additional information on delegations and public hearings.

CARRIED

MOTION 17-11-829

MOVED by Councillor Jorgensen

That administration investigate options for live/recorded broadcasting of council meetings.

CARRIED

ADMINISTRATION: **9. c) Federation of Canadian Municipalities (FCM) – 2018 Sustainable Communities Conference**

MOTION 17-11-830 **MOVED** by Councillor Knelsen

That the Federation of Canadian Municipalities (FCM) – 2018 Sustainable Communities Conference be received for information.

CARRIED

ADMINISTRATION: **9. d) Indigenous Relations Consultation – Industry/Municipal Stakeholders Meetings**

MOTION 17-11-831 **MOVED** by Councillor Bateman

That Councillor Jorgensen be authorized to attend the Indigenous Relations Consultation – Industry/Municipal Stakeholders meeting on November 21, 2017 in Edmonton, AB.

CARRIED

ADMINISTRATION: **9. e) Member at Large Resignation**

MOTION 17-11-832 **MOVED** by Deputy Reeve Wardley

That Benj Peters be appointed as Member-at-Large to the Inter-municipal Subdivision & Development Appeal Board and the Subdivision & Development Appeal Board for a one year term ending October 2018.

CARRIED

ADMINISTRATION: **9. f) Caribou Update**

MOTION 17-11-833 **MOVED** by Councillor Sarapuk

That the caribou update be received for information.

CARRIED

AGRICULTURE: **10. a) None**

COMMUNITY SERVICES: **11. a) Waste Transfer Station Hauling Contract – Request for Proposals**

Reeve Braun recessed the meeting at 12:18 p.m.

Councillor Sarapuk left the meeting at 12:18 p.m.

Reeve Braun reconvened the meeting at 1:04 p.m. with all members present except Councillor Jorgensen.

PUBLIC HEARINGS:

8. a) Bylaw 1081-17 Land Use Bylaw Amendment to Rezone Part of NE 3-106-15-W5M from Hamlet Country Residential “H-CR” to La Crete Highway Commercial “LC-HC” (La Crete)

Reeve Braun called the public hearing for Bylaw 1081-17 to order at 1:04 p.m.

Councillor Jorgensen rejoined the meeting at 1:05 p.m.

Reeve Braun asked if the public hearing for proposed Bylaw 1081-17 was properly advertised. Byron Peters, Deputy CAO, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Braun asked the Development Authority to outline the proposed land use bylaw amendment. Byron Peters, Deputy CAO, presented the Bylaw and indicated that first reading was given on October 10, 2017.

Reeve Braun asked if Council has any questions of the proposed Land Use Bylaw amendments. There were no questions.

Reeve Braun asked if any submissions were received in regards to proposed Bylaw 1081-17. One written submission was received in support of the proposed amendment from adjacent landowner George & Caroline Zacharias.

Reeve Braun asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1081-17. No one spoke to the proposed bylaw.

Reeve Braun closed the public hearing for Bylaw 1081-17 at 1:08 p.m.

MOTION 17-11-834

MOVED by Councillor Bateman

That second reading be given to Bylaw 1081-17 being a Land

Use Bylaw Amendment to rezone Part of NE 3-106-15-W5M from Hamlet Country Residential "H-CR" to La Crete Highway Commercial "LC-HC" to accommodate commercial development.

CARRIED

MOTION 17-11-835

MOVED by Councillor Knelsen

That third reading be given to Bylaw 1081-17 being a Land Use Bylaw Amendment to rezone Part of NE 3-106-15-W5M from Hamlet Country Residential "H-CR" to La Crete Highway Commercial "LC-HC" to accommodate commercial development.

CARRIED

COMMUNITY SERVICES:

11. a) Waste Transfer Station Hauling Contract – Request for Proposals

MOTION 17-11-836

MOVED by Councillor Driedger

That administration proceed with issuing the Waste Transfer Station Hauling Contract Request for Proposals as discussed.

CARRIED

DELEGATIONS:

4. a) Isaac Hiebert/John Martens – FOIP Request for Zama Recreation Society and Zama Library

Mr. Greg McIvor (President), Roxanne Tarr, and Janet Forrest were present on behalf of the Zama Recreation Society and the Zama Library.

MOTION 17-11-837

MOVED by Councillor Jorgensen

That the delegation regarding the FOIP request for the Zama Recreation Society and the Zama Library be received for information.

CARRIED

Reeve Braun recessed the meeting at 2:21 p.m. and reconvened the meeting at 2:34 p.m.

DELEGATIONS:

4. b) Sgt. Cody Willoughby, High Level RCMP – Statistical Report

MOTION 17-11-838

MOVED by Deputy Reeve Wardley

That the High Level RCMP statistics report be received for information.

CARRIED

COMMUNITY SERVICES:

11. b) Surveillance Camera Estimate

MOTION 17-11-839

MOVED by Deputy Reeve Wardley

That the surveillance camera estimate be TABLED for more information.

CARRIED

DELEGATIONS:

4. c) Fort Vermilion Recreation Board

MOTION 17-11-840
Requires 2/3

MOVED by Councillor Bateman

That the Fort Vermilion Recreation Board be reimbursed for their 2017 capital purchases, in the amount of \$27,468.16 with funding coming from the Grants to Other Organizations Reserve, as consideration to their 2018 capital request.

CARRIED

Reeve Braun recessed the meeting at 3:19 p.m. and reconvened the meeting at 3:35 p.m.

COMMUNITY SERVICES:

11. c) Machesis Lake Horse Camp – Road Project

MOTION 17-11-841
Requires 2/3

MOVED by Deputy Reeve Wardley

That the budget be amended to reallocate \$10,025 from the Machesis Lake - Horse Camp – Road Project to a newly created Machesis Lake Dock Project.

CARRIED

COMMUNITY SERVICES:

11. d) Bistcho Lake Cabin Recreation Leases

MOTION 17-11-842

MOVED by Deputy Reeve Wardley

That DMC Consulting be engaged to assist with the Bistcho

Lake cabin recreation leases.

CARRIED

OPERATIONS:

13. a) Bylaw 1085-17 – School Zones and Other Speed Zones

MOTION 17-11-843

MOVED by Councillor Bateman

That first reading be given to Bylaw 1085-17, being the School Zones and Other Speed Zones Bylaw.

CARRIED

MOTION 17-11-844

MOVED by Councillor Driedger

That second reading be given to Bylaw 1085-17, being the School Zones and Other Speed Zones Bylaw.

CARRIED

MOTION 17-11-845

Requires Unanimous

MOVED by Deputy Reeve Wardley

That consideration be given to proceed to third reading of Bylaw 1085-17, being the School Zones and Other Speed Zones Bylaw.

CARRIED UNANIMOUSLY

MOTION 17-11-846

MOVED by Councillor Knelsen

That third reading be given to Bylaw 1085-17, being the School Zones and Other Speed Zones Bylaw.

CARRIED

**PLANNING &
DEVELOPMENT:**

14. a) Land Exchange between Part of Plan 052 6058, Block 01, Lot G & Plan 882 2651, Block 01, Lot E and the Purchase of Additional Parcel (La Crete)

MOTION 17-11-847

MOVED by Deputy Reeve Wardley

That the County sell 0.102 acres (Part of Plan 882 2651, Block 01, Lot E) to the developer for the purpose of consolidation at market value and a \$3,500 donation to the Jubilee Park in La Crete.

CARRIED

UTILITIES:

15. a) None

**INFORMATION/
CORRESPONDENCE:**

16. a) Information/Correspondence

MOTION 17-11-848

MOVED by Deputy Reeve Wardley

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

CARRIED

Reeve Braun recessed the meeting at 4:14 p.m. and reconvened the meeting at 4:24 p.m.

IN CAMERA SESSION:

17. In-Camera

MOTION 17-11-849

MOVED by Deputy Reeve Wardley

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 4:25 p.m.

17. a) Legal

17. b) Labour

17. c) Land

- Canada Post
- Sale of County House

CARRIED

MOTION 17-11-850

MOVED by Deputy Reeve Wardley

That Council move out of camera at 5:15 p.m.

CARRIED

IN CAMERA SESSION:

17. c) Land – Canada Post

MOTION 17-11-851

MOVED by Councillor Knelsen

That the County proceed with negotiations for a new post office facility in La Crete as discussed.

CARRIED

IN CAMERA SESSION: 17. c) Land - Sale of County House

MOTION 17-11-852 MOVED by Deputy Reeve Wardley

That the County property located at SW 26-108-12-W5M be listed with a realtor for sale at appraised value.

CARRIED

NOTICE OF MOTION: 18. a) None

NEXT MEETING DATE: 19. a) Next Meeting Date

Budget Council Meeting
Tuesday, November 28, 2017
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
Wednesday, November 29, 2017
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment

MOTION 17-11-853 MOVED by Councillor Jorgensen

That the Council meeting be adjourned at 5:16 p.m.

CARRIED

These minutes will be presented to Council for approval on November 28, 2017.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 29, 2017
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the November 28, 2017 Budget Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the November 28, 2017, Budget Council Meeting will be presented at the meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Approved Council Meeting minutes are posted on the County website.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the November 28, 2017 Budget Council Meeting be adopted as presented.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 29, 2017
Presented By:	Len Racher, Chief Administrative Officer
Title:	DELEGATION Daniel Gallant, Manager, Grampa's Finest Smoking Accessories

BACKGROUND / PROPOSAL:

Please refer to the attached email from Mr. Gallant.

Also attached is information regarding Alberta's Cannabis Framework and proposed legislation for reference purposes.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Author: _____ Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: _____

From: Daniel Gallant
To: [Carol Gabriel](#)
Subject: Request to speak, municipal council meeting, Nov 28 2017
Date: November 22, 2017 10:12:47 AM

Good morning,

I am sending this to state my desire to speak at the November 28th Municipal council meeting, with regard to impending legalization of cannabis.

I presently manage a smoking accessories business that caters heavily to both the medicinal and recreational cannabis communities, and am looking to relocate and expand that business to include cannabis products as well. I would like the opportunity to present my approach to this from the education and business perspective, as well as discuss how cannabis sales could be regulated at a Municipal level.

What I hope to achieve from this meeting is dialogue on moving forward regarding possible changes to bylaws, as well as possible benefits and impacts that this new market will bring to smaller communities.

I thank you for you time, and look forward to sharing my ideas with your council.

Daniel Gallant
Manager, Grampa's Finest Smoking Accessories

From: alberta.news@gov.ab.ca
To: [Carol Gabriel](#)
Subject: News Release: Proposed cannabis legislation focuses on safety
Date: November 16, 2017 4:34:27 PM

Proposed cannabis legislation focuses on safety

November 16, 2017 [Media inquiries](#)

Following months of public engagement, the province is moving forward with legislation that would manage legalized cannabis in Alberta with health and safety top of mind.



Minister Ganley announces Bill 26 with Ken Kobly and Jeff Mooij.

The proposed legislation, *An Act to Control and Regulate Cannabis*, involves amendments to the *Gaming and Liquor Act*, which would be renamed the *Gaming, Liquor and Cannabis Act*. These amendments would include many of the details outlined in the Alberta Cannabis Framework, released in October.

An Act to Control and Regulate Cannabis would also allow for two kinds of cannabis retail sales in Alberta: privately operated physical retail locations and government-operated online retail. The Alberta Gaming and Liquor Commission would be responsible for oversight of private retail, and details on licensing will be available early next year.

“This legislation represents the culmination of extensive engagement and research on legalized cannabis. It puts our province in a position to not only meet the federal deadline of July 2018, but does so in a way that is responsible and promotes public health and safety for all Albertans.”

Kathleen Ganley, Minister of Justice and Solicitor General

Under the proposed legislation, the province would:

- Set the minimum age for purchase and use at 18.
- Establish provincial offences for anyone under 18 who possesses five grams or less of cannabis.
- Give AGLC the mandate to oversee distribution, compliance and enforcement of the cannabis retail system in Alberta.
- Establish authority to set regulatory guidelines and licence requirements for private cannabis retailers.
- Ban co-location of cannabis sales with alcohol, pharmaceuticals and tobacco sales.
- Operate online cannabis sales.
- Establish restrictions around where cannabis can be smoked and vaped in public.
- Establish authority to further regulate advertising, labelling, and promotion of cannabis if required after federal regulations are established.

“We are pleased with the government’s announcement to go with the private retail model as cannabis becomes legalized by July 2018. This direction strikes a healthy balance that supports free enterprise, responsible government and the safety of Albertans.”

Ken Kobly, president & CEO, Alberta Chambers of Commerce

“We are very supportive of the Alberta government for their announcement on private cannabis retail for our province. This is a responsible model that will boost our province's economy, while keeping safety at the forefront. With Alberta's strong entrepreneurial spirit, this retail model allows companies like ours to create hundreds, even thousands of jobs for Albertans. Not to mention, the competition created through private cannabis retail will allow our province to continue to combat the black market.”

Jeff Mooij, owner, 420 Clinic

Additional aspects of the Alberta Cannabis Framework – such as details around drug-impaired driving, taxation and workplace safety – will be empowered through updates to other pieces of legislation before July 2018.

Quick facts

- Between June and October, the government heard from more than 60,000 Albertans who provided input that guided the Alberta Cannabis Framework.
- More than 100 organizations also shared their feedback and expertise.
- Full details of the proposed legislation and engagement results are available [online](#).

Related information

- [Bill 26: An Act to Control and Regulate Cannabis](#)
- [Alberta's approach to cannabis legalization](#)

Multimedia

- [Listen to the news conference](#)

Media inquiries

Veronica Jubinville

780-720-0305

Press Secretary, Justice and Solicitor General

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[Alberta's approach to cannabis legalization](#) >

Alberta Cannabis Framework and proposed legislation

Our framework and legislation set the stage for the legal and responsible use of cannabis by Albertans.

Cards are not displayed in print mode

Overview

The Alberta Cannabis Framework outlines what Albertans can expect when cannabis becomes legal in our province by next July.

After months of engagement with Albertans, stakeholders and partners, extensive research of other jurisdictions, and consideration of our existing liquor and tobacco laws, the framework sets the stage for the responsible use of cannabis in our province.

Aspects of this framework will be implemented through proposed amendments to various pieces of legislation during fall 2017 and spring 2018, including substantive changes to the *Gaming and Liquor Act* that will address oversight, distribution and licensing for non-medical cannabis. To properly reflect this, the proposed amendments will include renaming the act to the *Gaming, Liquor and Cannabis Act*.

Next steps

Introduced this fall:

- [Bill 26: An Act to Control and Regulate Cannabis](#) was introduced Nov 16, 2017. If passed, it would give the AGLC authority for oversight, compliance and retail licensing, enable online sales, and create restrictions on youth possession and public consumption.
- [Bill 29: An Act to Reduce Cannabis and Alcohol Impaired Driving](#) was introduced Nov 14, 2017. If passed, it would support provincial efforts to address drug-impaired driving and establish zero tolerance for those on graduated licences.

To be developed in the new year:

- Support regulations about the sale of cannabis, including licensing criteria and other rules for private retailers.

To be introduced in spring 2018:

- Legislation around taxing authority, and further measures to address workplace safety issues (if required).

Download: [Alberta Cannabis Framework highlights and next steps](#) (0.3 MB)

Minimum age

Alberta will set the minimum age for purchase and consumption of cannabis at 18.

This is in line with Alberta's minimum age for purchasing and consuming alcohol and tobacco, as well as the federal government's proposed minimum age for legal cannabis.

Setting a minimum age of 18 will help balance the health risks to youth with the need to eliminate their interaction with a sophisticated and potentially dangerous illicit market.

A strong focus on public education will be an important tool to encourage responsible use and create awareness of cannabis's impact on health.

Safeguards for cannabis sales

Albertans of legal age will be able to purchase cannabis products from retailers that will receive their products from a government-regulated distributor.

The distribution system will be similar to the system Alberta currently has in place for alcohol.

Proposed legislation will provide authority for the Alberta Gaming and Liquor Commission (AGLC) to carry out oversight and compliance functions, as well as manage distribution of cannabis.

Government-regulated distribution will ensure a level playing field for large and craft producers, and prevents small communities from being penalized for delivery costs by making sure product is shipped at the same price no matter where it's going.

All physical retail locations will have strict government oversight through licensing by the AGLC. The AGLC will be able to set terms and conditions on licences, as well as inspect licensees and address any violations. This will help ensure private cannabis retailers operate responsibly and lawfully.


Licensed retail establishments will be the only stores that can sell cannabis, and will not be able to sell cannabis if they sell alcohol, tobacco or pharmaceuticals.

The proposed legislation will help keep cannabis out of the hands of young people by requiring purchasers to show ID if they appear under to be 25, not allowing minors to purchase cannabis or be on licensed premises.

The provincial government will establish rules that guide hours of operation and location of stores (for example, the minimum distance retail outlets must be from schools, community centres, liquor stores and each other), age of staff and training, and controlling initial growth in the number of outlets.

Staff who work at cannabis retail outlets would have to be at least 18 years of age and have appropriate training to educate customers about the potency of products and the risks associated with cannabis use. Staff must also be trained to uphold the rules around the purchase of cannabis, including checking customers' identification to make sure they are of legal age.

Consumer education will be embedded in the retail of cannabis, and retail outlets will display point-of-purchase signage and other materials to educate customers about risks and making responsible choices about cannabis.



Details on private cannabis retail, including the process and requirements for obtaining a licence, are expected in the new year.

Buying cannabis

Purchasing cannabis

Albertans will have two options for purchasing recreational cannabis:

- privately run retail stores
- government-operated online sales

Physical retail locations will be subject to government regulations and the terms of licenses granted by the AGLC, including the aforementioned details.

Full details on licensing and establishing a cannabis retail operation will be available in early 2018.

Online sales and home delivery will be operated by the government. This is in response to concerns raised by Albertans about the need for strict control over age verification processes during the initial sale and at time of delivery. It will also give Albertans confidence in their purchases, as there will be a single online source for recreational cannabis.

Though cannabis cafes and lounges will not be permitted on July 1, 2018, the proposed legislation also gives the authority to regulate these forms of establishments should government decide to allow them at a later date.

Taxing cannabis

Discussions are continuing with the federal government regarding the details of a coordinated approach to the taxation of cannabis.

Taxes must be kept low enough so that prices for legal cannabis are competitive with the illicit market.

At the same time, provinces and territories will need additional resources to address new costs related to the legalization of cannabis, whether through tax revenue or specific federal support.

Consuming cannabis

Albertans will be allowed to consume cannabis in their homes and in some public spaces where smoking tobacco is allowed, but use will be banned in cars.

In an effort to protect children and limit second-hand exposure, public smoking or vaping of cannabis in Alberta will be prohibited from any place where tobacco is restricted, and in the following places:

- on any hospital property, school property or child care facility property
- in or within a prescribed distance from:
 - a playground
 - a sports or playing field
 - a skateboard or bicycle park
 - a zoo
 - an outdoor theatre
 - an outdoor pool or splash pad
- from any motor vehicles, with the exception of those being used as a temporary residences, such as a parked RV

There will also be no consumption of cannabis at any cannabis retail outlets.

Proposed legislation will establish provincial offenses for public consumption infractions and consumption of cannabis in vehicles.

Municipalities may create additional restrictions on public consumption using their existing authorities.

- [Tobacco and Smoking Reduction Act](#) (Section 3)

Growing cannabis

Under the proposed federal legislation, adults will be able to grow up to 4 plants per household from seeds purchased from licenced cannabis retailers.

Renters, condo-dwellers and those who live in multi-family dwellings may be restricted from growing cannabis in their homes based on rules established in rental agreements or condominium bylaws. Government will work to educate landlords, renters and condo boards on the options available to them.

Possessing cannabis

In Alberta, adults over 18 will be allowed to possess up to 30 grams of cannabis in a public place, which aligns with the federal government's proposed possession limit for adults.

When transporting cannabis in a vehicle, it must be secured in closed packaging and not within reach of the driver or occupants.

Young people — those under the legal age of 18 — will not be allowed to purchase or possess any cannabis.

This zero tolerance approach means that youth who possess more than 5 grams of cannabis will continue to be subject to criminal charges under the federal legislation.

Youth who possess 5 grams or less will not be subject to criminal charges (which could negatively impact their future), but will be subject to seizure of the cannabis, notification of parents or guardians, and penalties similar to those for underage possession of alcohol or tobacco.

Drug-impaired driving

Driving while impaired, whether by alcohol or cannabis or other drugs, is a serious crime and puts the safety of everyone at risk.

[Amendments to the Traffic Safety Act](#) have been proposed and will provide additional tools to address all forms of impaired driving.

Education will also continue to be a critical part of our strategy to address drug-impaired driving.

Government will create more public awareness about the risks of using cannabis and getting behind the wheel, and will inform Albertans that drug-impaired driving is still impaired driving, with the same consequences as driving while impaired by alcohol.

Impairment in workplaces

Workers who are impaired on the job – whether by alcohol or drugs – are a danger to their coworkers and themselves.

Alberta already has rules and programs in place to address impairment on the job and keep workers safe, but before July 2018 we will review occupational health and safety regulations and work with employers, labour groups and workers to ensure the rules continue to address impairment issues.

This may include developing additional regulations, education or training programs.

Advertising and packaging cannabis

The federal government has proposed strict rules about advertising, labelling and packaging cannabis.

This includes no promotion, packaging or labelling of cannabis that could be considered appealing to young people, and ensuring that important product information is clearly presented to consumers.

Restrictions on cannabis advertising and packaging will generally mirror what is in place today for tobacco. Advertising will be restricted to locations where there are no minors, and there will be limits on displays and in-store promotion.

Alberta will establish additional rules as needed to address any issues or gaps in policies should they arise.

Next page: [What we heard](#)

Related

[Traffic Safety Act amendment to address drug-impaired driving](#)



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 29, 2017
Presented By:	Byron Peters, Director of Planning & Development
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the November 9, 2017 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Municipal Planning Commission meeting minutes of November 9, 2017 be received for information.

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

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, November 9, 2017 @ 10:00 a.m.

PRESENT: Erick Carter Chair, MPC Member
Jacquie Bateman Councillor, MPC Member
David Driedger Councillor, MPC Member
Jack Eccles Vice Chair, MPC Member
Beth Kappelar MPC Member

ADMINISTRATION: Byron Peters Deputy CAO
Lynda Washkevich Development Officer
Laura Braun Administrative Assistant/Recording Secretary

MOTION 1. CALL TO ORDER

Byron Peters called the meeting to order at 10:03 a.m.

2. ADOPTION OF AGENDA

MPC-17-11-149 MOVED by Jack Eccles

That the agenda be adopted as presented

CARRIED

3. ELECTIONS

a) Chair

Byron Peters called for nominations for the position of Chairperson.

First Call: David Driedger nominated Erick Carter. Accepted.

Second Call: No further nominations.

Third Call: No further nominations.

MPC-17-11-150 MOVED by Beth Kappelar

That the nominations cease for the position of Chairperson.

CARRIED

Byron Peters declared Erick Carter Chairperson by acclamation.

b) Vice Chair

Byron Peters called for nominations for the position of Vice Chairperson.

First Call: David Driedger nominated Jacquie Bateman. Declined.

Second Call: Erick Carter nominated Jack Eccles. Accepted.

Third Call: No further nominations.

MPC-17-11-151 MOVED by Jacquie Bateman

That the nominations cease for the position of Vice Chairperson.

CARRIED

Byron Peters declared Jack Eccles Vice Chairperson by acclamation.

Byron Peters turned the meeting over to Chair Erick Carter at 10:07a.m.

4. TERMS OF REFERENCE

MPC-17-11-152 MOVED by Jacquie Bateman

That the Terms of Reference be sent to Council for review.

CARRIED

5. REVIEW OF MPC'S MANDATE, ROLE & RESPONSIBILITIES.

MPC-17-11-153 MOVED by Beth Kappelar

That the MPC's mandate, role & responsibilities be received for information.

CARRIED

6. REVIEW OF PROCEDURAL BYLAW 977-14

MPC-17-11-154 MOVED by Jacquie Bateman

That the Procedural Bylaw 977-14 be received for information.

CARRIED

7. MINUTES

a) Adoption of Minutes

MPC-17-11-155 MOVED by Jacquie Bateman

That the minutes of October 12, 2017 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

None.

8. DEVELOPMENT

- a) 243-DP-17 Northern Towing
Sign (6'x12')
La Crete Main Street "LC-MS"
Plan 762 0383, Block 15, Lot 06 (9501 100 St)**

MPC-17-11-156 MOVED by Beth Kappelar

That Development Permit 243-DP-17 on Plan 762 0383, Block 15, Lot 06 in the name of Northern Towing 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.**
3. The sign shall be located a minimum of:
 - a. 20 meters from regulatory signs.

4. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk.
5. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
6. **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.**
7. Wiring and conduits of the sign must be concealed from view.
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. **Mackenzie County shall not be held liable for any concerns, issues or damages related to the sign or any part (s) thereof resulting from any work being done on or in the County's closed service road either by the County, any contractors hired by the County or any utility companies. Any removal and/or replacement of the sign required as a result of work being done on or in the closed service road shall be borne by the landowner.**
11. **Mackenzie County is allowing the placement of the sign on County lands with the understanding that the sign is allowed on a temporary long term basis and that the County may access the property at any time and if the property is needed for any reason by the County, 30 days notice will be provided prior to utilizing the property and prior to the removal of the sign. If removal of the sign is needed in order for the County to use the County lands, it shall be the responsibility of the developer/applicant/owner to remove the sign at no cost to the County.**
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

MPC-17-11-157 **MOVED** by Jacquie Bateman

That setback for the sign from Main Street must be between 7-10 meters from the curb.

CARRIED

- b) 244-DP-17 Rudy & Doreen Neufeld
Tourist Home
Hamlet Residential 1B "H-R1B
Plan 102 6365, Block 38, Lot 07 (10702 97A Ave)**

MPC-17-11-158 **MOVED** by David Driedger

That Development Permit 244-DP-17 on Plan 102 6365, Block 38, Lot 07 in the name of Rudy & Doreen Neufeld 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 development permit may be revoked at any time, if, in the opinion of the Development Authority, the Tourist Home has become detrimental or otherwise incompatible with the amenities of the neighborhood.**
- 2. At all times, the privacy of the adjacent dwellings shall be preserved and the Tourist Home shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients.**
- 3. The Tourist Home shall meet all Alberta Safety Code requirements for Residential Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
- 4. The maximum number of bedrooms in a dwelling unit used for a Tourist Home shall be four (4), with a maximum of two (2) guests per bedroom.**
5. The Municipality has assigned the following address to the noted property (**10702 – 97A Avenue**). You are required to display the address (**10702**) 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.
6. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 37.2 square meters (400 square feet) of building area which in this case is 5 parking stalls. *“One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”*
 7. There shall be no vehicle over 1 tonne rating with exception to RECREATIONAL VEHICLES parked by a Tourist Home for longer than is reasonably required to load or unload such vehicle.
 8. No display of any on-site advertising related to the Tourist Home is permitted.
 9. No construction or development is allowed on 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.
 10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
 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.

CARRIED

MPC-17-11-159 MOVED by David Driedger

That development permit 244-DP-17 be granted a temporary one year permit to expire on November 15, 2018.

CARRIED

- c) **247-DP-17 Kelly Krahn
Home Based Business - Minor (Fire Arms Repair/ Sales)
Hamlet Residential 1A “H-R1A”
Plan 032 3177, Block 04, Lot J (8706 101st St)**

MPC-17-11-160 MOVED by Beth Kappelar

That Development Permit 247-DP-17 on Plan 032 3177, Block 04, Lot 05 in the name of Kelly Krahn 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 development permit may be revoked at any time, if, in the opinion of the Development Authority, the Home Based Business Minor has become detrimental or otherwise incompatible with the amenities of the neighborhood.**
2. **This development permit expires November 9, 2019. Should the Home Based Business Minor still be in operation, a new development permit will be required.**
3. **The applicant must possess a valid Business Firearms License from the Royal Canadian Mounted Police.**
4. **At all times, the privacy of the adjacent dwellings shall be preserved and the Home Based Business shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients.**
5. **The business shall be operated by the resident of the principal dwelling and may include one (1) non-resident employee.**
6. The Home Based Business shall not involve client and customer visits outside of the hours of 8:00 a.m. – 6:00 p.m.
7. The Municipality has assigned the following address to the noted property (**8706 – 101 Street**). You are required to display the address (**8706**) 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.
8. No construction or development is allowed on 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.
9. Home Based Businesses are limited to one sign not exceeding 1.1 square meters (12 square feet) in area.
10. The sign shall not be placed within the Road Right of Way.
11. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
12. 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.

13. Illumination of any signs must not negatively affect, nor pose a safety hazard to, an adjacent site or street.

14. Wiring and conduits of any signs must be concealed from view.

15. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

16. 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

9. SUBDIVISION

**a) 53-SUB-15 Peter and Anne Derksen
Time Extension (La Crete Rural Airport Road)
NW 32-105-13-W5M**

MPC-17-11-161 MOVED by Jack Eccles

That the FINAL one (1) year time extension for Subdivision Application 54-SUB-15 in the name of Peter & Anne Derksen on NW 32-105-13-W5M be GRANTED to expire on November 24, 2018.

CARRIED

**b) 30-SUB-16 1880894 Alberta Ltd. (Pineridge)
Time Extension (Pinnacle Estates)
SE 8-106-15-W5M**

MPC-17-11-162 MOVED by Beth Kappelar

That a one (1) year time extension for Subdivision Application 30-SUB-16 in the name of 1880894 Alberta Ltd. on SW 8-106-15-W5M be GRANTED to expire on November 9, 2018.

CARRIED

**c) 24-SUB-17 Galen and Dawna Isaac
10 acre Subdivision (Rocky Lane Area)
NW 5-109-13-W5M**

MPC-17-11-163 MOVED by Jack Eccles

That Subdivision Application 24-SUB-17 in the name of Galen and Dawna Isaac on NW-5-109-13-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10 acres (4.045 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.
 - I. No direct access will be considered from Highway 58. Alberta Transportation requires that the existing direct access at the northwest boundary of the property shall be removed at the developer's expense.
 - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
 - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
 - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - f) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$1,250.00 per acre. Municipal reserve is charged at 10%, which is \$125.00 per subdivided acre. **10 acres times \$125.00 equals \$1,250.00**
 - g) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date**

on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667(1)(a).

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

CARRIED

**d) 25-SUB-17 Frank and Barbara Wiebe
10 acre Subdivision (88 Connector)
NE 25-106-13-W5M**

MPC-17-11-164 **MOVED** by Beth Kappelar

That Subdivision Application 25-SUB-17 in the name of Frank and Barbara Wiebe on NE 25-106-13-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10 acres (4.045 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 a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.

- c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
- d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- g) 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.
- h) **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.**

CARRIED

- e) **27-SUB-17 David and Gloria Klassen
7.95 acre Subdivision (Blumenort)
SE 13-107-15-W5M**

MPC-17-11-165 **MOVED** by Beth Kappelar

That Subdivision Application 27-SUB-17 in the name of David and Gloria Klassen on SE 13-107-15-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 7.95 acres (3.22 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) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
- d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- f) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$1,333.33 per acre. Municipal reserve is charged at 10%, which is \$133.33 per subdivided acre. **7.95 acres times \$133.33 equals \$1059.97.**
- g) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667(1)(a).**
- h) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- i) 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.
- j) **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.**

CARRIED

10. MISCELLANEOUS ITEMS

None.

11. IN CAMERA

None.

12. MEETING DATES

- ❖ Thursday, November 23, 2017 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, December 14, 2017 @ 10:00 a.m. in La Crete

13. ADJOURNMENT

MPC-17-11-166 MOVED by Jack Eccles

That the Municipal Planning Commission Meeting be adjourned at 11:01 a.m.

CARRIED

These minutes were adopted this 23rd day of November, 2017.

Chair, Erick Carter



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 29, 2017
Presented By:	Dave Fehr – Director of Operations
Title:	Tompkins Crossing Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the November 8, 2017 meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the Tompkins Crossing Committee unapproved minutes of November 8, 2017 be received for information.

Author: S Wheeler Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
Tompkins Crossing Committee
November 08, 2017 10:00 a.m.
La Crete Conference Room**

PRESENT:

Peter Braun	Reeve
Josh Knelsen	Councillor/Chair
Ernie Peters	Councillor/Vice Chair
Anthony Peters	Councillor

ADMINISTRATION:

Len Racher	Chief Administrative Officer
Dave Fehr	Director of Operations
Bill Hiebert	Supervisor of Public Works (South)
Sylvia Wheeler	Public Works Admin Officer / Recording Secretary
Cali Smith	Public Works Admin Assistant

OTHERS:

George Driedger	Ice Bridge Sub-Contractor
Abe Driedger	Ice Bridge Sub-Contractor
Rommel Directo	Operations Manager - Peace River District, Alberta Transportation
Mae Stewart	Operations Engineer, Alberta Transportation
Paul Catt	Maintenance Contract Inspector, Alberta Transportation

CALL TO ORDER:

1. a) Call to Order

Dave Fehr, Director of Operations, called the meeting to order at 10:00 a.m.

AGENDA:

2. a) Adoption of Agenda

MOTION TC-17-11-014

MOVED by Councillor Knelsen

That the agenda be adopted as presented.

CARRIED

ORGANIZATION:

3. a) Election of Chair

Dave Fehr called for nominations for the position of Chair of Tompkins Crossing Committee for the period of November 8, 2017 to October 2018.

First Call: Reeve Braun nominated Councillor Knelsen.
ACCEPTED

Second Call: No further nominations.

Third Call: No further nominations.

MOTION TC-17-11-015 MOVED Reeve Braun

That nominations cease for the position of Chair.

CARRIED

Councillor Knelsen was **acclaimed** as Chair of Tompkins Crossing Committee for the period of November 8, 2017 to October 2018.

3. b) Election of Vice Chair

Dave Fehr called for nominations for the position of Vice Chair of Tompkins Crossing Committee for the period of November 8, 2017 to October 2018.

First Call: Councillor A. Peters nominated Councillor E. Peters.
ACCEPTED

Second Call: No further nominations.

Third Call: No further nominations.

MOTION TC-17-11-016 MOVED Reeve Braun

That nominations cease for the position of Vice Chair.

CARRIED

Councillor E. Peters was **acclaimed** as Vice Chair of Tompkins Crossing Committee for the period of November 8, 2017 to October 2018.

3. c) Turnover of Chair

Dave Fehr turned over the Chair to the newly elected Chair of Tompkins Crossing Committee.

3. d) Terms of Reference

MOTION TC-17-11-017 **MOVED** Reeve Braun

That the Terms of Reference be received for information.

CARRIED

MINUTES:

4. a) Adoption of Minutes from June 21, 2017

MOTION TC-17-11-018 **MOVED** by Councillor E. Peters

That the minutes from June 21, 2017 be adopted as presented.

CARRIED

DELEGATIONS:

5. a) None

Chair Knelsen recessed the meeting at 10:38 a.m. and reconvened at 10:43 a.m.

NEW BUSINESS:

6. a) Ice Bridge Start Up – Alberta Transportation

Much discussion and many questions summary:

- One page 'rules' for crossing the ice bridge provided to ratepayers, mills for hauling and posted to social media
- Discussed increasing weight capacity to 65 tonnes, make contact with Ice Manual author
- 65 tonnes would require private engineers stamp
- Possibility of talking with DOT concerning ticket-able offences, and weights of vehicles crossing at a time
- Weight capacity decreases when water is at the shore line
- Blue ice and white ice are also factors for weight increases and decreases consecutively
- Signage and lights at the ice bridge discussion
- Traffic cameras at both ends of crossing is being looked at, signal and satellite is an issue
- Consultant to gather info concerning ferry operations, shoreline, traffic line ups
- Discussed ferry shift change 'downtime'

- Motors on ferry was all new last year, steering parts were stocked but are now all used, many spare parts are stocked
- Message boards along highway were discussed, also an app for ferry and ice bridge notifications
- Good updates through working with 511, only issue is users needing to click the ferry notifications

Chair Knelsen recessed the meeting for lunch at 12:10 p.m. and reconvened at 12:57 p.m.

- Use of County washed gravel at crossing
- Question of ferry sub-contract end date – 2022
- County taking over the operations of the ferry – would need discussion at Council table
- Updated documents (Safety Plan, Ice Monitoring and Measuring Procedure & TAS) to be forwarded to AT

MOTION TC-17-11-019 **MOVED** by Reeve Braun

That the discussion be received for information.

CARRIED

**INFORMATION /
CORRESPONDANCE:** 7. a) None

NEXT MEETING: 8. a) At the Call of the Chair

ADJOURNMENT: 9. a) Adjournment

MOTION TC-17-11-020 **MOVED** by Councillor A. Peters

That the meeting be adjourned at 1:10 p.m.

CARRIED

These minutes were adopted at the _____ meeting.

Josh Knelsen, Chair

**Dave Fehr,
Director of Operations**



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 29, 2017
Presented By:	Karen Huff, Director of Finance
Title:	Finance Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the October 31, 2017 Finance Committee meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Finance Committee minutes are posted on DocuShare.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the unapproved Finance Committee meeting minutes of October 31, 2017 be received for information.

Author: J.V. Batt Reviewed by: J. Batt CAO: _____

**MACKENZIE COUNTY
FINANCE COMMITTEE MEETING**

**October 31, 2017
10:00 am**

**Fort Vermilion Corporate Office
Fort Vermilion, Alberta**

PRESENT: Peter F. Braun Reeve, Ex Officio – Chair
Lisa Wardley Deputy Reeve – Vice Chair
Anthony Peters Councillor
Josh Knelsen Councillor
Jacquie Bateman Councillor

ADMINISTRATION: Len Racher Chief Administrative Officer
Karen Huff Director of Finance
Jennifer Batt Finance Controller
Jannelle Batt Finance Officer/ Recording Secretary

CALL TO ORDER: 1. a) Call to Order

Len Racher, Chief Administrative Officer, called the meeting to order at 10:10 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION FC-17-10-119 MOVED by Councillor Knelsen

That the agenda be approved as presented.

CARRIED

MINUTES FROM PREVIOUS MEETING: 3. a) Minutes of the September 14, 2017 Finance Committee Meeting

MOTION FC-17-10-120 MOVED by Deputy Reeve Wardley

That the minutes of the September 14, 2017 Finance Committee meeting be approved as presented.

CARRIED

BUSINESS ARISING FROM PREVIOUS MINUTES: 4. a) None

DELEGATIONS:

5. a) None

BUSINESS:

6. a) Election of Chair

Mr. Racher called for nominations for the position of Chair of the Finance Committee.

First Call: Deputy Reeve Wardley nominated Councillor Knelsen. Declined.

Councillor Knelsen nominated Reeve Braun. Accepted.

Second Call: No further nominations.

Third Call: No further nominations.

MOTION FC-17-10-121

MOVED by Councillor Knelsen

That nomination cease for the position of Chair.

CARRIED

Reeve Braun was acclaimed as Chair of the Finance Committee.

6. b) Election of Vice - Chair

Mr. Racher called for nominations for the position of Vice - Chair of the Finance Committee.

First Call: Reeve Braun nominated Deputy Reeve Wardley. Accepted.

Second Call: No further nominations.

Third Call: No further nominations.

MOTION FC-17-10-122

MOVED by Councillor Knelsen

That nomination cease for the position of Vice – Chair.

CARRIED

Deputy Reeve Wardley was acclaimed as Vice – Chair of the Finance Committee.

Mr. Racher turned the meeting over to Reeve Braun, Chair.

6. c) Committee Terms of Reference

MOTION FC-17-10-123

MOVED by Councillor A. Peters.

That the Committee Terms of Reference be amended to correct the date amended error as discussed.

CARRIED

6. d) 2017-2018 Finance Committee Meeting Dates

MOTION FC-17-10-124

MOVED by Councillor Knelsen

That the 2017 and 2018 Finance Committee meetings be scheduled as discussed:

Date	Location	Time
Monday, December 13, 2017	Fort Vermilion	10:00 a.m.
Monday, January 22, 2018	Fort Vermilion	1:00 p.m.
Tuesday, February 27, 2018	Fort Vermilion	10:00 a.m.
Monday, March 26, 2018	Fort Vermilion	10:00 a.m.
Tuesday, April 24, 2018	Fort Vermilion	10:00 a.m.
Thursday, May 24, 2018	Fort Vermilion	10:00 a.m.
Monday, June 25, 2018	Fort Vermilion	10:00 a.m.
Tuesday, July 24, 2018	Fort Vermilion	10:00 a.m.
Monday, August 27, 2018	Fort Vermilion	10:00 a.m.
Monday, September 21, 2018	Fort Vermilion	10:00 a.m.
Monday, October 29, 2018	Fort Vermilion	10:00 a.m.

CARRIED

6. e) Vision Credit Union Report

MOTION FC-17-10-125

MOVED by Councillor Bateman

That the Vision Credit Union Statement be received for information.

CARRIED

Reeve Braun, Chair, recessed the meeting at 10:32 a.m. and reconvened the meeting at 10:40 a.m.

6. f) Quarterly Fuel Report (Q3)

MOTION FC-17-10-126

MOVED by Councillor Knelsen

That the quarterly fuel report for Quarter 3 of 2017 be received for information.

CARRIED

6. g) Alberta Pension Services – Employer Compliance Feedback Report for 2016

MOTION FC-17-10-127

MOVED by Deputy Reeve Wardley

That the Alberta Pension Services – Employer Compliance Feedback Report for 2016 be received for information.

CARRIED

6. h) WCB Coverage Discussion

MOTION FC-17-10-128

MOVED by Deputy Reeve Wardley

That the Finance Committee recommends to Council to pass a resolution to add WCB for Councillor's.

CARRIED

Councillor A. Peters left the meeting at 11:00 a.m., was absent for the vote, and rejoined the meeting at 11:02 a.m.

6. i) 2017 Bursary Applications

MOTION FC-17-10-129

MOVED by Deputy Reeve Wardley

That 10% be deducted from the bursary award amount for the previously approved bursary recipient that supplied a late submission of documents.

CARRIED

MOTION FC-17-10-130

MOVED by Councillor Bateman

That administration is to inform in writing the non-compliant bursary recipient that has not submitted the required documents that as per ADM049 Bursary Policy, Claus 6.2, the bursary application was not fully completed by the deadline and therefore

will not be receiving the 2017 bursary.

CARRIED

MOTION FC-17-10-131

MOVED by Councillor A. Peters

That the Finance Committee Close the Bursary Program for the 2017 year.

CARRIED

MOTION FC-17-10-132

MOVED by Councillor Bateman

That administration correct the grammatical errors in ADM041 Bursary Policy and approve as amended.

CARRIED

6. j) CAO Expense Claim

MOTION FC-17-10-133

Moved by Deputy Reeve Wardley

That the CAO's expense claim for September 2017 be approved as presented.

CARRIED

6. k) Councillors' Honorariums and Expense Claims

MOTION FC-17-10-134

Moved by Councillor Knelsen

That Councillor Jorgensen's July and August 2017 Expense Claims be approved as presented.

Councillor Expense Claims	Review Comments
6 – Councillor Jorgensen	Approved July 2017, Approved August 2017

CARRIED

MOTION FC-17-10-135

Moved by Councillor Knelsen

That Councillor Honorariums and Expense Claims for September be reviewed, adjusted or approved as follows.

Councillor Expense Claims	Review Comments
1 – Councillor Knelsen	Reviewed September 2017

2 – Reeve Neufeld	Reviewed September 2017
3 – Councillor Braun	Reviewed September 2017
4 – Councillor Driedger	Reviewed September 2017
5 – Councillor Derksen	Reviewed September 2017
6 – Councillor Jorgensen	None Received.
7 – Councillor Toews	Reviewed September 2017
8 – Councillor Sarapuk	None Received.
9 – Councillor Bateman	Reviewed September 2017
10 – Deputy Reeve Wardley	Reviewed and adjustments made to September 2017

CARRIED

Reeve Braun, Chair, recessed the meeting at 11:50 a.m. and reconvened the meeting at 12:30 p.m.

6. l) Members at Large Expense Claims

MOTION FC-17-10-136

MOVED by Councillor Knelsen

That the June, July, August, September, and October 2017 Members at Large Expense Claims be reviewed, adjusted or approved as follows.

Members at Large Expense Claims	Review Comments
1 – David Doerksen	Reviewed June 2017, Reviewed July 2017, Reviewed August, September, October 2017
2 – Terry Batt	Reviewed September 2017, Reviewed October 2017
3 – Beth Kappelar	Reviewed September 2017, Reviewed October 2017
4 – Erick Carter	Reviewed September 2017
5 – Jack Eccles	Reviewed September 2017

CARRIED

Reeve Braun, Chair, left the meeting at 12:53 p.m. and rejoined the meeting at 12:54 p.m.

6. m) Cheque Lists

MOTION FC-17-10-137

MOVED by Deputy Reeve Wardley

That Policy FIN025 Purchasing Authority Directive and Tendering Process be brought to the next Finance Committee Meeting for discussion.

CARRIED

MOTION FC-17-10-138

MOVED by Councillor Knelsen

That the cheque lists for September 12, 2017 to October 27, 2017 be received for information.

CARRIED

Reeve Braun, Chair, recessed the meeting at 1:30 p.m. and reconvened the meeting at 1:45 p.m.

6. n) MasterCard Statements

MOTION FC-17-10-139

MOVED by Councillor Bateman

That the MasterCard Statement for August 2017 and September 2017 be received for information.

CARRIED

6. o) Finance Committee Action List

MOTION FC-17-10-140

MOVED by Deputy Reeve Wardley

That the Finance Committee Action List be received for information.

CARRIED

IN-CAMERA

7. a) None

ADDITIONS TO AGENDA:

8. a) None

**NEXT MEETING
DATE:**

**9. a) December 13, 2017 at 10:00 a.m.
Fort Vermilion Corporate Office**

ADJOURNMENT:

10. a) Adjournment

MOTION FC-17-10-141

MOVED by Councillor Bateman

That the Finance Committee meeting be adjourned at 2:52 p.m.

CARRIED

These minutes were approved by the Finance Committee on _____.

Peter Braun
Chair, Reeve

Len Racher
Chief Administrative Officer

DRAFT



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 29, 2017
Presented By:	Doug Munn, Director of Community Services
Title:	Waste Transfer Station Hauling Contract – Request for Proposals – Tender Opening – 11:00 AM

BACKGROUND / PROPOSAL:

As directed by Council on November 7, 2017 the Waste Hauling Contract has been advertised and distributed through the County. Proposals were due at 1:00 PM on November 28, 2017.

Attached is the schedule for the Waste Hauling Contract for Waste Transfer Stations as presented at the November 7, 2017 Council meeting:

- November 7, 2017 - Council approves/modifies Waste Hauling RFP
- November 9, 2017 - Waste Hauling RFP is available for distribution
- November 29, 2017 - Proposal Opening at Council Meeting
- November 30, 2017 - Administration reviews proposals and prepares recommendation for Council.
- December 12, 2017 - Council awards contract to proponent.

The awarding of the contract will be graded on the following:

Evaluation Criteria <i>(Weight x Score = Total Points)</i>	Weight	Score
Local Contractor	20%	
Supplier/Experience	10%	
Suitability of Equipment	10%	
Proposal Cost	60%	
TOTAL	100%	

Author: Doug Munn Reviewed by: _____ CAO: _____

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Waste Hauling RFP was advertised as follows:

- ECHO Pioneer on November 8 and 15, 2017
- Social media from November 8 to November 22, 2017
- Big Deal Bulletin – November 16, 2017

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the Waste Transfer Station Hauling Contract – Request for Proposals be opened.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That administration review the Waste Transfer Station Hauling Contract – Request for Proposals and prepare a recommendation for the December 12, 2017 Council meeting.

Author: Doug Munn Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 29, 2017
Presented By:	Dave Fehr, Director of Operations
Title:	TENDER Fidler Gravel Pit – Topsoil and Overburden Removal

BACKGROUND / PROPOSAL:

The tender documents and specifications for 'Fidler Gravel Pit - Topsoil and Overburden Removal' was prepared and advertised by administration.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2017 Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION:

Successful bidder will be notified.

Author: S Wheeler **Reviewed by:** D Fehr **CAO:** _____

RECOMMENDED ACTION:

Motion 1:

Simple Majority Requires 2/3 Requires Unanimous

That the Fidler Gravel Pit - Topsoil and Overburden Removal tenders be opened.

Motion 2:

Simple Majority Requires 2/3 Requires Unanimous

That administration review the Fidler Gravel Pit - Topsoil and Overburden Removal tenders with respect to qualifications and cost and bring a recommendation to Council later in the meeting.

Motion 3:

Simple Majority Requires 2/3 Requires Unanimous

That the Fidler Gravel Pit - Topsoil and Overburden Removal tender be awarded to the lowest qualified bidder.

Author: S Wheeler Reviewed by: D Fehr CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 29, 2017
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Bylaw 1084-17 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members

BACKGROUND / PROPOSAL:

A municipal council establishes a bylaw that outlines types of meetings and activities for which the honorariums and reimbursable expenses, and at what levels, can be claimed.

This bylaw is reviewed annually by Council at the organizational meeting. The amended bylaw received first reading on October 23, 2017. The bylaw was tabled at the November 7, 2017 council meeting for further information.

Transportation Expenses

The Income Tax Act sets out the amounts per kilometer that may be deducted by the employer and paid tax-free to employees or officers as reimbursement for motor vehicle expenses incurred while travelling for business purposes, using their personal vehicle.

A vehicle allowance is considered a taxable benefit if an employee or officer is paid:

- A per-kilometer rate that Canada Revenue Agency considers too high or too low and thus not reasonable.
- A flat rate motor vehicle allowance that is not based on the number of kilometers driven.
- An allowance that is a combination of flat-rate and reasonable per-kilometer allowance that cover the same use for the vehicle.

These taxable benefit amounts are considered insurable and pensionable, so EI premiums, CPP contributions and income tax must be withheld. Employees/officers receiving a taxable allowance may be able to claim allowable expenses on their tax return. Employees/officers deducting vehicle expenses on their tax return must track vehicle kilometers and vehicle expenses for the entire year.

Author: C. Gabriel/K. Huff **Reviewed by:** _____ **CAO:** _____

Council Remuneration Comparison

Administration surveyed northern municipalities in order to provide a comparison of honorariums paid to Councillors.

Please refer to the table below for details.

Municipality	Mileage /km	Per Diems	Per Diems	Per Diems	Basic Monthly Honorarium	Breakfast	Lunch	Supper	Internet Service/ Cellular Service/Computer (Monthly)
		Meeting Duration 4 Hours or Less	Meeting Duration 4 hrs to 8 hrs	Meeting Duration More that 8 Hour					
Northern Sunrise County									
Reeve	\$0.54	\$125.00	\$250.00	\$374.00	\$4,112.00	\$25.00	\$30.00	\$35.00	\$50.00
Deputy Reeve	\$0.54	\$125.00	\$250.00	\$374.00	\$3,935.00	\$25.00	\$30.00	\$35.00	\$50.00
Councillor	\$0.54	\$125.00	\$250.00	\$374.00	\$3,748.00	\$25.00	\$30.00	\$35.00	\$50.00
M.D. of Peace No. 135									
Reeve	\$0.54	\$130.00	\$250.00	\$250.00	\$1,000.00	\$20.00	\$20.00	\$30.00	\$30.00
Deputy Reeve	\$0.54	\$130.00	\$250.00	\$250.00	\$750.00	\$20.00	\$20.00	\$30.00	\$30.00
Councillor	\$0.54	\$130.00	\$250.00	\$250.00	\$750.00	\$20.00	\$20.00	\$30.00	\$30.00
M.D. of Spirit River No. 133									
Reeve	\$0.52	\$160.00	\$160.00	\$160.00	\$800.00	\$15.00	\$15.00	\$25.00	\$0.00
Deputy Reeve	\$0.52	\$160.00	\$160.00	\$160.00	\$600.00	\$15.00	\$15.00	\$25.00	\$0.00
Councillor	\$0.52	\$160.00	\$160.00	\$160.00	\$600.00	\$15.00	\$15.00	\$25.00	\$0.00
Town of Peace River									
Mayor	\$0.51	\$33.00/ hour up to a maximum of \$264.00. Travel is paid at			\$1,721.00	\$9.20	\$11.60	\$20.75	\$0.00
Deputy Mayor	\$0.51	50% of hourly allowance (\$16.50/hour) to a maximum travel			\$1,291.00	\$9.20	\$11.60	\$20.75	\$0.00
Councillor	\$0.51	time of 8 hours.			\$1,075.00	\$9.20	\$11.60	\$20.75	\$0.00
County of Grande Prairie									
Reeve	\$0.60	\$281.76	\$281.76	\$281.76	\$0.00	\$55/Day		\$0.00	
Deputy Reeve	\$0.60	\$262.72	\$262.72	\$262.72	\$0.00	\$55/Day		\$0.00	
Councillor	\$0.60	\$262.72	\$262.72	\$262.72	\$0.00	\$55/Day		\$0.00	
Town of High Level									
Mayor	\$0.51	\$150.00	\$250.00	\$250.00	\$1,500.00	\$9.20	\$11.60	\$20.75	\$0.00
Deputy Mayor	\$0.51	\$150.00	\$250.00	\$250.00	\$900.00	\$9.20	\$11.60	\$20.75	\$0.00
Councillor	\$0.51	\$150.00	\$250.00	\$250.00	\$750.00	\$9.20	\$11.60	\$20.75	\$0.00
Mackenzie County									
		Council Meetings	Committee Meetings	Seminars/Workshops					
Reeve	\$0.54	\$300.00	\$200.00	\$300.00	\$1,050.00	\$15.00	\$20.00	\$35.00	\$275.00
Deputy Reeve	\$0.54	\$300.00	\$200.00	\$300.00	\$900.00	\$15.00	\$20.00	\$35.00	\$185.00
Councillor	\$0.54	\$300.00	\$200.00	\$300.00	\$750.00	\$15.00	\$20.00	\$35.00	\$185.00

Removal of Tax Exempt Portion of Council Remuneration

In the 2017 Federal Budget, the tax exempt portion of remuneration paid to local officials will be removed. The change to the Income Tax Act requires the salaries and allowances of MLAs, school trustees and municipal mayors & councillors to be fully taxable, starting no later than January 1, 2019

On page 208 of the 2017 Federal Budget:

“Employee Benefits and Allowances In today’s workforce, many Canadians receive benefits—such as a daily food allowance or transit fare—which are counted as taxable income. Yet certain tax measures allow some individuals to pay less than their fair share of taxes on such benefits. These measures are unfair and they lack a strong policy rationale.

To improve consistency, Budget 2017 proposes to:

Author: C. Gabriel/K. Huff Reviewed by: _____ CAO: _____

- *Eliminate the deduction in respect of employee home relocation loans. Evidence suggests that this deduction disproportionately benefits the wealthy, and does little to help the middle class and those working hard to join it.*
- *Remove the tax exemptions for non-accountable expense allowances paid to members of provincial and territorial legislative assemblies and to certain municipal office-holders. This exemption is only available to certain provincial, territorial and municipal office holders, and provides an advantage that other Canadians do not enjoy.”*

Example:

Councillor attending two Council Meetings per month			
Pre 2019		Post 2019	
Taxable	Non-Taxable		Taxable
\$ 500.00	\$ 250.00	\$ 750.00	\$ 750.00
200.00	100.00	300.00	300.00
200.00	100.00	300.00	300.00
\$ 900.00	\$ 450.00	\$ 1,350.00	\$ 1,350.00
Tax Implications			
Pre 2019		Post 2019	
0.00	Income Tax		31.18
32.59	CPP		52.39
0.00	EI		0.00
32.59	total deduction		83.57
\$1,317.41	Take-home		\$ 1,266.43

Administration is recommending additional changes to the bylaw in order to provide clarification as follows:

3. The Reeve or designate is eligible to claim honorariums and expenses when representing the municipality at community or other functions.

Author: C. Gabriel/K. Huff Reviewed by: _____ CAO: _____

COMMUNICATION ALLOWANCES

- 6. A monthly communication allowance shall be paid
 - (a) an internet access allowance of \$75, and
 - (b) a personal computer/iPad allowance of \$50, if applicable, and
 - (c) a telephone allowance of \$60 for Councillors, and
 - (d) a telephone allowance of \$100 for the Reeve.

11. When the combined travel and session time exceeds 12 hours, overnight accommodation may be claimed.

The bylaw is being presented for further discussion and for second and third reading.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Expenses associated with councillors' honorariums and reimbursements are included in the County's annual operating budgets.

SUSTAINABILITY PLAN:

COMMUNICATION:

Municipal bylaws are made available on the Mackenzie County website.

RECOMMENDED ACTION:

Motion 1

- Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1084-17 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members as presented.

Author: C. Gabriel/K. Huff Reviewed by: _____ CAO: _____

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1084-17 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members.

Author: C. Gabriel/K. Huff **Reviewed by:** _____ **CAO:** _____

BYLAW NO. 1084-17
BEING A BY-LAW OF THE
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO PROVIDE FOR HONORARIUMS AND RELATED EXPENSE
REIMBURSEMENT FOR COUNCILLORS
AND APPROVED COMMITTEE MEMBERS

WHEREAS, the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, hereinafter referred to as the “M.G.A.” provides for decisions of council to be made by resolution or bylaw, and

WHEREAS, the council is desirous of establishing compensation of Councillors and approved committee members for their meeting time and their out of pocket expenses while on official municipal business,

NOW THEREFORE, the Council of Mackenzie County, duly assembled, enacts as follows:

DEFINITIONS:

“Council Meeting/Special Council Meeting” – refers to a duly called meeting according to the Municipal Government Act.

“Committee Meetings” – refers to meetings related to Council Committees, Committee of the Whole, AAMDC Zone Meetings, Tri-Council Meetings, etc.

HONORARIUMS

1. Monthly honorariums shall be paid to each Councillor for their time spent conducting the daily local business of the municipality as follows:

(a) Reeve	\$1,050.00 per month
(b) Deputy Reeve	\$ 900.00 per month
(c) Councillor	\$ 750.00 per month

2. Councillors in attendance at council meetings, approved council committee meetings, seminars and conventions shall be paid according to the following rates plus mileage and meal allowance, where applicable.

- (a) Council Meeting/Special Council Meetings \$300.00
 - (b) Committee Meetings \$200.00
 - (c) Seminars/Conventions/Workshops (see note) \$300.00
- 2.1 Councillors attending less than half of a Council Meeting may claim only half the honorarium.
- 2.2 A combined maximum of two meetings may be claimed per day under Section 2 (a) and 2 (b).
- 2.3 Honorariums claimed under Section 2. (c) are all inclusive. Only one (1) per diem may be claimed per day.
3. The Reeve or designate is eligible to claim honorariums and expenses when representing the municipality at community or other functions.
4. Members-at-large appointed to approved council committees shall be paid \$200.00 per meeting when in attendance at approved council committee meetings, seminars and conventions, plus mileage and meal allowance, where applicable.
5. Travel time to and from any council meeting, approved council committee meeting, seminar and/or convention shall be paid mileage and meal allowance, where applicable.
- (a) Councillors or committee members driving to a seminar/convention shall be paid \$200.00 for one travel day there and one travel day back. Only one per diem per day shall be allowed.
 - (b) An additional travel day may be allowed when travel is out of province and in excess of 1,000 kilometers from the individual's home and their destination via the shortest route.

COMMUNICATION ALLOWANCES

6. A monthly communication allowance shall be paid
- (a) an internet access allowance of \$75, and
 - (b) a personal computer/iPad allowance of \$50, if applicable, and
 - (c) a telephone allowance of \$60 for Councillors, and
 - (d) a telephone allowance of \$100 for the Reeve.

TRANSPORTATION EXPENSES

7. Mileage shall be paid at the current non-taxable rate (as per Canada Revenue Agency Reasonable per Kilometer Allowance) for each kilometer travelled by each Councillor or committee member who is travelling with their personal vehicle on business of the municipality or its committees. Such mileage shall be calculated from the place of residence of the Councillor or committee member to the place of the meeting and return. In addition, such mileage allowance shall apply to any approved convention or seminar.
8. Taxi fares, automobile rental, parking charges and public transportation fares will be reimbursed upon presentation of a receipt.

REIMBURSEMENT FOR ACCOMMODATIONS AND MEALS

9. Where a Councillor or committee member is required to travel on municipal business and overnight accommodation away from his/her regular place of residence is necessary, he/she may claim in respect of the time spent on travel status
 - (a) Either
 - (i) reimbursement of the cost of accommodation in a hotel, motel, guest-house, inn or other similar establishment, on a receipt submitted with the municipal expense account form, or
 - (ii) an allowance of \$50.00 per night
 - (b) in respect of each breakfast, lunch, or dinner,
 - (i) a meal allowance may be claimed as follows:

breakfast - \$15.00 including GST
(if time of departure is prior to 7:30 a.m.)

lunch - \$20.00 including GST
(if time of return is after 1:00 p.m.)

dinner - \$35.00 including GST
(if time of return is after 6:30 p.m.)
10. Meal claims will be calculated based on reasonable travel times to get to and return from meeting commencement and conclusion times.

11. When the combined travel and session time exceeds 12 hours, overnight accommodation may be claimed.
12. A Councillor may claim reasonable government networking expenses while representing the County without prior approval. Reimbursement of these expenses will require approval by the Finance Committee based on the submission of actual receipts.
13. A Councillor or committee member may claim
 - (a) an allowance for personal expenses for each full 24-hour period on travel status (as per the Canada Revenue Agency Appendix C – Meals and Allowances 1.2 Incidental Expense Allowance).
 - (b) reasonable telephone expenses on County business.

ATTENDANCE AT POLITICAL EVENTS

In accordance with the Election Finances and Contributions Disclosure Act:

14. Should a member of Council be approved to attend a political event, on behalf of Mackenzie County, for which proceeds support a political party or candidate, Mackenzie County will reimburse the value of the meal or event upon submission of receipt. Mackenzie County will not reimburse any portion of a meal or event expense that constitutes proceeds to a political party or candidate. *(For example: If the individual charge is more than \$50, \$25 shall be allowed for expenses and the balance shall be considered as a contribution to the registered party, registered constituency association or registered candidate, as the case may be.)*
15. The individual purchasing the ticket may retain the tax receipt for his or her own purposes. The tax receipt issued by the party or candidate should be in the name of the individual purchasing the ticket.
16. Councillors are eligible to claim honorariums and mileage expenses to attend political functions.

BENEFITS

17. A group benefits package shall be made available to each Councillor at 50% of the cost of the benefit premiums.

SIGNING AUTHORITY

18. Administration shall have the authority to verify and sign the Reeve and Councillor expense claims and honorariums under the following conditions:
 - (a) Councillors have attended Council meetings in person or by teleconference.
 - (b) Workshops, conferences, conventions that have been approved by Council prior to submission of expense claim.
 - (c) Attendance at Committee meetings or Task Force meetings will be in accordance with the bylaws or Terms of Reference of that committee or task force.
19. In the event that a discrepancy is noted on an expense or honorarium claim, Administration shall forward the claim to the Finance Committee for final decision. A Councillor shall have the option to appeal a decision of the Finance Committee to Council as a Whole.
20. Council members must submit their expense claims by the 5th of each month in order to be paid in that month.
21. Expense claims submitted 60 days after the due date will not be paid, unless there are special circumstances. The Finance Committee shall review and make the final decision.
22. Council members will submit their December expense claim and honorarium by December 15th in order to expedite the closing of the year-end accounts. Meetings held after the 15th shall be added to the January claim.
23. No expenses other than those listed in this bylaw may be claimed.
24. This bylaw shall come into effect the day that it is passed and rescinds Bylaw 1077-17 and all amendments made thereto.

First Reading given on the 23rd day of October, 2017.

Second Reading given on the ____ day of _____, 2017.

Third Reading and Assent given on the ____ day of _____, 2017.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer

	Mileage /km	Per Diems Meeting Duration 4 Hours or Less	Per Diems Meeting Duration 4 hrs to 8 hrs	Per Diems Meeting Duration More that 8 Hour	Basic Monthly Honorarium	Breakfast	Lunch	Supper	Internet Service/ Cellular Service/Computer (Monthly)
Northern Sunrise County									
Reeve	\$0.54	\$125.00	\$250.00	\$374.00	\$4,112.00	\$25.00	\$30.00	\$35.00	\$50.00
Deputy Reeve	\$0.54	\$125.00	\$250.00	\$374.00	\$3,935.00	\$25.00	\$30.00	\$35.00	\$50.00
Councillor	\$0.54	\$125.00	\$250.00	\$374.00	\$3,748.00	\$25.00	\$30.00	\$35.00	\$50.00
M.D. of Peace No. 135									
Reeve	\$0.54	\$130.00	\$250.00	\$250.00	\$1,000.00	\$20.00	\$20.00	\$30.00	\$30.00
Deputy Reeve	\$0.54	\$130.00	\$250.00	\$250.00	\$750.00	\$20.00	\$20.00	\$30.00	\$30.00
Councillor	\$0.54	\$130.00	\$250.00	\$250.00	\$750.00	\$20.00	\$20.00	\$30.00	\$30.00
M.D. of Spirit River No. 133									
Reeve	\$0.52	\$160.00	\$160.00	\$160.00	\$800.00	\$15.00	\$15.00	\$25.00	\$0.00
Deputy Reeve	\$0.52	\$160.00	\$160.00	\$160.00	\$600.00	\$15.00	\$15.00	\$25.00	\$0.00
Councillor	\$0.52	\$160.00	\$160.00	\$160.00	\$600.00	\$15.00	\$15.00	\$25.00	\$0.00
Town of Peace River									
Mayor	\$0.51	\$33.00/ hour up to a maximum of \$264.00. Travel is paid at			\$1,721.00	\$9.20	\$11.60	\$20.75	\$0.00
Deputy Mayor	\$0.51	50% of hourly allowance (\$16.50/hour) to a maximum travel			\$1,291.00	\$9.20	\$11.60	\$20.75	\$0.00
Councillor	\$0.51	time of 8 hours.			\$1,075.00	\$9.20	\$11.60	\$20.75	\$0.00
County of Grande Prairie									
Reeve	\$0.60	\$281.76	\$281.76	\$281.76	\$0.00	\$55/Day		\$0.00	
Deputy Reeve	\$0.60	\$262.72	\$262.72	\$262.72	\$0.00	\$55/Day		\$0.00	
Councillor	\$0.60	\$262.72	\$262.72	\$262.72	\$0.00	\$55/Day		\$0.00	
Town of High Level									
Mayor	\$0.51	\$150.00	\$250.00	\$250.00	\$1,500.00	\$9.20	\$11.60	\$20.75	\$0.00
Deputy Mayor	\$0.51	\$150.00	\$250.00	\$250.00	\$900.00	\$9.20	\$11.60	\$20.75	\$0.00
Councillor	\$0.51	\$150.00	\$250.00	\$250.00	\$750.00	\$9.20	\$11.60	\$20.75	\$0.00
Mackenzie County									
		Council Meetings	Committee Meetings	Seminars/Workshops					
Reeve	\$0.54	\$300.00	\$200.00	\$300.00	\$1,050.00	\$15.00	\$20.00	\$35.00	\$275.00
Deputy Reeve	\$0.54	\$300.00	\$200.00	\$300.00	\$900.00	\$15.00	\$20.00	\$35.00	\$185.00
Councillor	\$0.54	\$300.00	\$200.00	\$300.00	\$750.00	\$15.00	\$20.00	\$35.00	\$185.00



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Reasonable per-kilometre allowance

If you pay your employee an allowance based on a per-kilometre rate that we consider reasonable, **do not deduct** CPP contributions, EI premiums, or income tax.

The type of vehicle and the driving conditions usually determine whether we consider an allowance to be reasonable. The per-kilometre rates that we usually consider reasonable are the amounts prescribed in section 7306 of the *Income Tax Regulations*. Although these rates represent the maximum amount you can deduct as business expenses, you can use them as a guideline to determine if the allowance paid to your employee is reasonable.

We consider an allowance to be reasonable if **all** the following conditions apply:

- The allowance is based only on the number of business kilometres driven in a year.
- The rate per-kilometre is reasonable.
- You did not reimburse the employee for expenses related to the same use of the vehicle. This does not apply to situations where you reimburse an employee for toll or ferry charges or supplementary business insurance, if you have determined the allowance without including these reimbursements.

When your employees complete their income tax and benefit return, they do not include this allowance in income.

Reasonable allowance rates

For 2017, they are:

- 54¢ per kilometre for the first 5,000 kilometres driven; and
- 48¢ per kilometre driven after that.

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre for travel.

For prior-year rates, see [Automobile allowance rates](#).



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Automobile allowance rates

The automobile allowance rates for **2016** and **2017** are:

- 54¢ per kilometre for the first 5,000 kilometres driven; and
- 48¢ per kilometre driven after that.

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre allowed for travel.

The automobile allowance rates for **2015** are:

- 55¢ per kilometre for the first 5,000 kilometres driven; and
- 49¢ per kilometre driven after that.

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre allowed for travel.

The automobile allowance rates for **2013** and **2014** are:

- 54¢ per kilometre for the first 5,000 kilometres driven; and
- 48¢ per kilometre driven after that.

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre allowed for travel.

The automobile allowance rates for **2012** are:

- 53¢ per kilometre for the first 5,000 kilometres driven; and
- 47¢ per kilometre driven after that.

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre allowed for travel.

The automobile allowance rates for **2011** are:

- 52¢ per kilometre for the first 5,000 kilometres driven; and
- 46¢ per kilometre driven after that.

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre

TRAVEL, MEAL AND HOSPITALITY EXPENSES POLICY

November 18, 2015

1. Purpose and Principles

- (1) This policy provides a framework of accountability and rules to guide the effective oversight of public resources in the reimbursement and payment of travel, meal, hospitality, and other expenses and allowances not addressed by regulations under the *Public Service Act*. This policy is intended to ensure fair and reasonable practices, and to ensure that individuals are properly reimbursed for expenses incurred on Government Business.
- (2) Both Claimants and Approvers shall take the following principles into account in determining whether to make claims for and authorize reimbursements and allowances:
 - (a) taxpayer dollars are to be used prudently and responsibly with a focus on accountability and transparency;
 - (b) travel, meal, hospitality and other expenses must support Government Business objectives;
 - (c) travel, meal, hospitality and other expenses must be necessary and economical with due regard for health, safety and security;
 - (d) only legitimate and approved expenses incurred in relation to Government Business may be reimbursed;
 - (e) prior approval to incur expenses is obtained where appropriate;
 - (f) accommodation and vehicle providers available under standing offers are presumed to provide the greatest overall value;
 - (g) an allowance is intended to represent a fair pre-estimate of a related expense and should be claimed instead of reimbursement unless justified by the circumstances; and
 - (h) claims should be:
 - (i) able to withstand scrutiny by the Auditor General of Alberta and members of the public;
 - (ii) properly explained and documented;
 - (iii) reasonable; and
 - (iv) appropriate.

2. Interpretation

In this policy:

- (a) “Approver” means, with respect to a Claimant, an individual with the authority to approve reimbursements or allowances under this policy;
- (b) “Claimant” means any individual described in section 3(1) who seeks reimbursement of an expense or payment of an allowance under this policy;
- (c) “Deputy Head” has the meaning set out in the *Financial Administration Act*;
- (d) “Government Business” means activities intended to promote and achieve the goals and objectives of the Government of Alberta;
- (e) “Hospitality Expenses” means any expenses incurred in respect of hospitality provided to guests of the government or individuals otherwise not engaged in work for the government as a matter of courtesy or to facilitate Government Business, to the extent such expenses are not recovered from the attendees, including, without limitation, activities such as:
 - (i) engaging in discussion of official public matters with, or sponsoring formal conferences for:
 - (A) representatives from other governments;
 - (B) publicly funded organizations;
 - (C) business and industry;
 - (D) public interest groups; or
 - (E) labour groups;
 - and
 - (ii) engaging in discussion of official public matters with, or sponsoring formal conferences for:
 - (A) honouring distinguished people for exceptional public service in Alberta; and
 - (B) conducting prestigious ceremonies for heads of state, government or distinguished guests from the private sector;
- (f) “Regulations” means regulations dealing with expenses and made under the *Public Service Act*;
- (g) “Work Area” means, with respect to a Claimant:
 - (i) any point within and up to 25 kilometers outside of the municipality in which the Claimant’s office or primary place of work is located;

- (ii) if the terms of their employment require the Claimant to work daily or near daily more than 25 kilometres outside of the municipality referred to in subparagraph (i), any point within that assigned area; or
- (iii) for any Claimant who does not have an office or primary place of work, the geographic area in which the employee is required by the terms of their employment to carry out their assigned duties;

and

- (h) “Working Session Expenses” means any expenses incurred in respect of food or non-alcoholic beverages provided to individuals described in section 3(1) and to any third parties attending meetings held to facilitate Government Business.

3. Application and Scope

- (1) This policy applies to all expenses sought to be reimbursed and allowances claimed in relation to Government Business, by or on behalf of:
 - (a) the Premier, Ministers and Associate Ministers,
 - (b) employees within offices of the Premier, Ministers and Associate Ministers,
 - (c) “Senior Officials” whose exclusion from the Government of Alberta classification plan is approved by Order in Council and who are paid directly by the Government of Alberta,
 - (d) Deputy Ministers, and
 - (e) all other employees as defined under the *Public Service Act*,unless otherwise addressed in the Regulations.
- (2) Notwithstanding subsection (1), this policy does not apply with respect to any fee for service or individual employment contractual obligations to make reimbursements or allowances.
- (3) This policy applies regardless of how an expense has been paid for or is being reimbursed (e.g. Government Procurement Card, credit card billed directly to the Government, the Government Expense Claims System, etc.).

4. Exemption

The Treasury Board may grant an exemption from all or part of this policy.

5. General Requirements and Authority

- (1) Notwithstanding any other provision of this policy, except section 3(2):
 - (a) no expense may be reimbursed or allowance paid except under this policy or under the Regulations;
 - (b) reimbursement and allowance may only be made in respect of expenses, or the portion of expenses, incurred in relation to Government Business, unless otherwise expressly stated in this policy;
 - (c) a Claimant shall not claim and an Approver shall not approve reimbursement and an allowance in respect of the same expense or the same portion of an expense; and
 - (d) a Claimant shall not claim and an Approver shall not approve reimbursement of alcohol as part of a travel or meal expense.
- (2) Individuals incurring Hospitality Expenses, Working Session Expenses, travel, meal, accommodation, or related incidental expenses, and other expenses expressly described in this policy with a Government Procurement Card or a credit card billed directly to the Government shall adhere to the requirements governing reimbursements and allowances insofar as possible.
- (3) Individuals incurring expenses other than expenses described in subsection (2) with a Government Procurement Card or a credit card billed directly to the Government shall adhere to the requirements and principles set out in section 1(2).
- (4) Expenses incurred by one individual on behalf of another must be attributed to the individual for whom those Expenses were incurred.
- (5) The Controller may issue interpretive bulletins or guidelines in respect of this policy.
- (6) Approvers and Claimants must use any form prescribed by the President of Treasury Board, Minister of Finance for the purposes of this policy.
- (7) All claims and approvals must be explained and documented having regard to the principles set out in section 1(2).
- (8) A claim for reimbursement or allowance must be made within a reasonable time after the expense or occasion giving rise to the claim. However, in no event may reimbursement or allowance be approved more than two years after that time, unless approved by an Approver referenced in section 6(2)(a) or (b), other than a designate.

6. Approval of Reimbursements and Allowances

- (1) Subject to the other requirements set out in this policy, Approvers shall approve the reimbursement of expenses and payment of allowances incurred in relation to Government Business.

- (2) The following individuals may approve reimbursements or allowances as follows:
 - (a) deputy heads or their designates, for any “Senior Officials” under section 3(1)(c) and within their ministry, and for employees under their administration;
 - (b) the Premier, Ministers and Associate Ministers, or their designates, for deputy heads under their administration; and
 - (c) for all other Claimants, other than the Premier, Ministers and Associate Ministers, any individual to whom they immediately report or whom otherwise have been designated by the Premier, a Minister, Associate Minister or deputy head, as the case may be.
- (3) Unless otherwise set out in this policy, a Claimant seeking reimbursement of an expense or payment of an allowance must:
 - (a) in the case of reimbursement or allowance, submit a written statement signed by the Claimant and the Approver and attesting by the Claimant that the expense
 - (i) was incurred and related to Government Business, and
 - (ii) has not been claimed previously; and
 - (b) additionally, in the case of reimbursement, submit
 - (i) a detailed itemized receipt or,
 - (ii) if no receipt is available, a written statement signed by the Claimant and the Approver and attesting by the Claimant to why a receipt cannot be provided.
- (4) Approvers and Claimants are accountable for their decisions, which must be:
 - (a) subject to good judgment and informed knowledge of the situation;
 - (b) exercised in appropriate circumstances; and
 - (c) compliant with the principles and requirements set out in this policy.
- (5) Approvers must document their rationale for approval decisions for each claim where they have exercised discretion.
- (6) It is the responsibility of both the Approver and the Claimant to work out appropriate arrangements that would meet the test of being fair and equitable.
- (7) A Claimant may elect to personally incur expenses exceeding those permitted or approved under this policy. A Claimant must clearly distinguish between business and personal expenses.
- (8) When a Claimant receives a discount, credit or bonus for travel that reduces the original travel cost at the time the expense is incurred, the Claimant may only claim reimbursement of the net expense.

- (9) When a Claimant is charged GST on an expense reimbursable under this policy, the Claimant shall be reimbursed either the total amount shown on the receipt, including the GST, or the maximum reimbursable amount, whichever is less. GST and other taxes cannot be claimed on allowances.
- (10) A Claimant must repay a reimbursement to the extent the related expense is credited or refunded.

6.1 Oversight of Premier's, Ministers' and Associate Ministers' Expenses

- (1) The Premier, Ministers and Associate Ministers are responsible for ensuring that reimbursements and allowances in respect of their own expenses are consistent with the principles and limitations set out in this policy.
- (2) The Premier, Ministers and Associate Ministers shall ensure that reports of their expenses reimbursed or allowances paid are reported to the Chair of the Treasury Board, in the form and at the frequency determined by the Treasury Board.

7. Reimbursement of Travel Expenses and Allowances

Claimable Expenses With a Receipt

- (1) Subject to any requirements set out in sections 8, 9 and 10, a Claimant may claim reimbursement of the following expenses incurred by travelling for Government Business, attending a government sponsored seminar, pre-retirement seminar, or interview selection panel:
 - (a) air fare;
 - (b) automobile rental;
 - (c) rail fare;
 - (d) excess baggage charges where extra equipment is required because of duties being performed;
 - (e) charges for electronic communication related to government business;
 - (f) charges for business related phone calls;
 - (g) inter-municipal bus fares, including airport bus; and
 - (h) internet connectivity in hotels, airplanes or other public places.

Claimable Expenses Without a Receipt

- (2) A Claimant may claim reimbursement for the following expenses incurred by travelling on Government Business, attending a government sponsored seminar, pre-retirement seminar, or interview selection panel, to the maximum amount set out in Appendix "A":
 - (a) intra-municipal public transportation;
 - (b) taxi or town car, limousine or similar vehicle fares; and
 - (c) parking charges.

8. Expenses and Allowances While Travelling on Government Business

Travel by Air

- (1) An Approver shall only approve economy class air travel, unless otherwise permitted under this section.
- (2) An Approver referenced in section 6(2)(a) or (b) may approve business class air travel:
 - (a) if a medical condition necessitates an upgraded travel class and a supporting physician's note is provided prior to booking; or
 - (b) for a demonstrated business reason.
- (3) An Approver may only approve business class air travel under subsection (2) in advance of the travel.

Other Travel Routes or Modes of Transportation

- (4) If an Approver has authorized transportation by a Claimant that is not the most direct, practical or cost-effective in the circumstances, the Claimant may claim the lesser of:
 - (a) the actual expense of the transportation; or
 - (b) an allowance equivalent to the expense of the most direct, practical and cost-effective route and mode of transportation.

Travel Outside of Canada

- (5) When travelling outside of Canada, a Claimant may be reimbursed for the expense of procuring a business visa or passport, and related expenses, where required and where the Claimant does not hold one.
- (6) A Claimant shall be paid in Canadian currency for any allowances related to foreign travel or for reimbursement for expenses incurred in a foreign currency and supported by receipts.

- (7) A Claimant shall be reimbursed for losses incurred due to any change in the rate of exchange for foreign currency purchased to meet reimbursable expenses when travel is required outside of Canada.
- (8) A Claimant may claim the expense of travel medical insurance purchased for travel outside of Canada.
- (9) If a Claimant becomes ill and requires medical attention or hospitalization or both while travelling outside of Canada, the Claimant may claim reimbursement of any related expenses in excess of personal coverage in Alberta and any purchased travel medical insurance.
- (10) A Claimant may claim the expense of travel immunizations.

Travel by Third Party Vehicle

- (11) A Claimant may claim reimbursement for the actual expense of hiring or renting third party vehicles. The actual expense shall be the amount shown on the invoice plus a gratuity of up to 20 percent.
- (12) A Claimant may claim the expense of hiring a taxi and may only claim the expense of hiring a town car, limousine or similar vehicle if there is a valid business purpose.
- (13) A Claimant may claim the expense of renting a vehicle if there is a valid business purpose and if the size and type of the vehicle is appropriate for the number of passengers, road conditions, and nature of the need. In-car navigation systems and electronic toll payment (where appropriate) are reimbursable expenses but expenses for all other convenience options are not reimbursable.

Travel by Claimant Vehicle

- (14) Subject to subsection (16), an Approver may authorize one of the following allowances for a given day:
 - (a) a vehicle mileage allowance at the rate set out in Appendix "A" if a Claimant uses their private vehicle to travel for Government Business or to attend a pre-retirement seminar.
 - (b) a daily vehicle allowance at the rate set out in Appendix "A" for each day a Claimant's private vehicle is used for Government Business in a given week.
 - (c) an adverse driving condition allowance at the rate set out in Appendix "A" for each day the Claimant's private vehicle is used on Government Business, plus the vehicle mileage allowance under clause (a), when:
 - (i) travel of 10 kilometres or more is on unpaved roads; or
 - (ii) travel is over terrain without roads; or

- (iii) the vehicle must be frequently stopped and parked (normally 5 or more times), during a single trip in urban areas; or
 - (d) a vehicle mileage allowance at the rate set out in Appendix "A", having regard to the principles set out in section 1(2), if a Claimant uses their private vehicle for Government Business where another means of transport is more appropriate.
- (15) An Approver may approve the travel expenses of a Claimant or an external applicant requested to appear before a selection panel in accordance with this policy, except with respect to mileage expenses incurred in the use of a private vehicle, in which case the rate is as set out in Appendix "A".
- (16) An Approver must not authorize an allowance or a portion of an allowance under subsection (14)(a) or (d) to the extent it relates to travel between the Claimant's residence and office or primary place of work.

Business Insurance

- (17) If an insurer requires the Claimant's private vehicle to be insured for use when travelling on Government Business, the Claimant may claim the incremental expense of the business premium to the maximum set out in Appendix "A", pro-rated if the insurance is for less than a year.

9. Other Expenses and Allowances While Travelling

- (1) Except with respect to reimbursements or allowances claimed under subsections (7) and (8), no Claimant shall be eligible for reimbursement of expenses and allowances under this section unless:
 - (a) the Claimant has been authorized by the deputy head or designate to travel outside of their Work Area for Government Business purposes; and
 - (b) the claim for reimbursement or allowance is solely for those expenses incurred outside the Claimant's Work Area.

Meal Expenses

- (2) When travelling on Government Business, a Claimant may claim either:
 - (a) the actual expense of the meal; or
 - (b) the meal allowance.
- (3) The actual expense of the meal is the amount shown on the bill, excluding alcoholic beverages, plus a gratuity of up to 20 percent.
- (4) The meal allowances are set out in Appendix "A".

- (5) When a Claimant is travelling on Government Business for part of a day, the Claimant may be reimbursed for the amount shown on the receipt or paid the meal allowance:
- (a) for breakfast, if the departure time is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later, or
 - (b) for lunch, if the departure time is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later, or
 - (c) for dinner, if the departure time is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.
- (6) A Claimant must not claim a meal allowance if a meal is provided at no cost, unless the Claimant declines the meal because of a demonstrated:
- (a) dietary restriction; or
 - (b) business reason.
- (7) If a meal is included in the expense of airfare, a Claimant cannot claim a meal allowance unless the flight is delayed. When the flight is delayed, a meal may be claimed in accordance with subsections (1) through (4).
- (8) If a Claimant and spouse or benefit partner attends a government sponsored pre-retirement seminar, the Claimant may claim the spouse's or benefit partner's meals in accordance with this policy.

Accommodation Expenses

- (9) When a Claimant is travelling on Government Business or attending a government sponsored pre-retirement seminar, and overnight accommodation away from the Claimant's residence is necessary, the actual expense of accommodation or an allowance at the rate set out in Appendix "A" per night may be claimed.

Personal Expenses

- (10) For each full twenty-four hour period spent travelling on Government Business, a Claimant may claim an allowance for personal expenses at the rate set out in Appendix "A".

Personal Long Distance Telephone Expenses

- (11) A Claimant may claim for the expense of one personal long distance call each twenty-four hour period.

Laundry Expenses

- (12) A Claimant may claim for laundry and dry cleaning expenses incurred after four consecutive nights while travelling.

10. Expenses and Allowances While Not Travelling on Government Business

- (1) If a Claimant is entitled to be paid overtime, then the Claimant may claim up to the amount set out in Appendix "A" with a receipt for the purchase of a meal during a break in an authorized overtime period or immediately following completion of an authorized overtime period, where the overtime period exceeds two consecutive hours beyond normal daily working hours.
- (2) An Approver referenced in section 6(2)(a) or (b) may authorize a Claimant under their administration who is not travelling to claim reimbursement or to claim an allowance in the amounts set out in Appendix "A" for meal or accommodation expenses covered in the policy.

11. Working Sessions

- (1) A Claimant may claim reimbursement of Working Session Expenses.
- (2) An Approver shall pre-approve in writing any Working Session Expenses of \$1,500 or over before any arrangements are made. Such approvals may not be given by a deputy head's designate.
- (3) An Approver, other than a deputy head's designate, may delegate the approval of Working Session Expenses below \$1,500.

12. Professional Memberships

Claimants may claim for reimbursement of the expense of professional memberships where appropriate for the performance of the Claimant's job (e.g. Law Society of Alberta, College of Physicians and Surgeons, The Association of Professional Engineers and Geoscientists of Alberta, professional accounting organizations, trade organizations, etc.).

13. Hospitality Events

- (1) A Claimant may claim Hospitality Expenses if the hospitality:
 - (a) is provided in an economical and consistent manner;
 - (b) facilitates Government Business; and
 - (c) is considered desirable as a matter of courtesy or protocol.
- (2) A Claimant may only claim Hospitality Expenses if the event involves one or more participants who are not described in section 3(1).

- (3) Hospitality Expenses:
 - (a) involving the serving of alcohol, or
 - (b) of \$600 or more,require prior written approval.
- (4) Approvals under subsection (3) shall only be given:
 - (a) by the Premier, a Minister, Associate Minister or deputy head;
 - (b) before any arrangements are made; and
 - (c) in cases where alcohol is provided, where the arrangements ensure the alcohol is provided in a responsible manner (e.g. food must always be served).
- (5) Claimants and Approvers shall strive to minimize Hospitality Expenses where possible, having due regard for the nature, size and intended business purpose of the hospitality event.
- (6) A Claimant shall ensure that:
 - (a) the attendance of each host or government representative is documented and justified;
 - (b) the number of host or government representatives attending the event is minimized and limited to those who have the most direct involvement with the business purpose of the event; and
 - (c) partners of host or government representatives attend only when required by protocol.
- (7) All claims for reimbursement of Hospitality Expenses shall include the following details:
 - (a) purpose;
 - (b) date(s);
 - (c) location; and
 - (d) type of hospitality event (e.g. breakfast, lunch, dinner, reception, refreshments, etc.).

See also:

- [Travel, Meal and Hospitality Expenses Policy – Interpretation Bulletin #1 – Overview](#)
- [Travel, Meal and Hospitality Expenses Policy – Interpretation Bulletin #2 – Regional, Designated and Variable Work Areas](#)

See next page for Appendix A – Travel and Meal Reimbursement Allowance Rates.

APPENDIX “A”

Travel and Meal Reimbursement and Allowance Rates

Expense Type	Section Reference	Reimbursement with Receipt	Allowance without Receipt
Claimable Travel Expenses Without a Receipt	7(2)	N/A	\$12.75
Private Vehicle Mileage Allowance	8(14)(a)	N/A	\$0.505 per kilometre travelled
Daily Vehicle Allowance	8(14)(b)	N/A	\$10.25 per day
Adverse Driving Condition Allowance	8(14)(c)	N/A	\$8.55 per day
Other Use of Private Vehicle	8(14)(d)	N/A	\$0.165 per kilometre
Travel to Selection Panels	8(15)	Per general rules of reimbursement	\$0.165 per kilometre
Business Insurance	8(17)	\$500 per year Maximum	N/A
Meals in Canada			
Breakfast	9(4)	Actual expense	\$9.20
Lunch	9(4)	Actual expense	\$11.60
Dinner	9(4)	Actual expense	\$20.75

Expense Type	Section Reference	Reimbursement with Receipt	Allowance without Receipt
Meals Outside of Canada	9(4)	Actual expense	Per Schedules C and D to the National Joint Council Travel Directive, as amended from time to time
Accommodation	9(8)	Actual expense	\$20.15
Personal	9(9)	N/A	\$7.35 in Canada \$14.65 outside of Canada
Overtime Meals	10(1)	Actual expense up to \$10.35	N/A



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 29, 2017
Presented By:	Doug Munn, Director of Community Services
Title:	La Crete Recreation Society – Budget Reallocation Request

BACKGROUND / PROPOSAL:

The La Crete Recreation Society has made a request to transfer a portion of a capital project budget of \$12,000 from the La Crete Arena Outdoor Rink Lights Project to a new Project to replace the condenser motor as they continue to have issues with it.

See letter request attached.

OPTIONS & BENEFITS:

Option #1

Approve the budget reallocation requested by the La Crete Recreation Society

Option #2

Not approve the budget reallocation

COSTS & SOURCE OF FUNDING:

Granting this request would not add an additional cost to the County as it is a reallocated budget from one project to another. The funding remains unchanged: the projects will be funded from same source of funds as initially budgeted for the La Crete Arena Outdoor Rink Light replacement Project.

Author: D. Munn Reviewed by: _____ CAO: _____

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

La Crete Recreation Society will be notified by letter of Councils decision.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the budget be amended to reallocate \$4,971.54 from the La Crete Arena Outdoor Rink Light Replacement Project to a new project La Crete Arena Condenser Motor Purchase.

Author: D. Munn Reviewed by: _____ CAO: _____

Northern lights Rec Recreation Centre

To Council

I have a request to move some capital funds from one project to another. We have \$12,000.00 approved in Capital budget to redo the lights on the outdoor rinks. We have found a bulb to replace the old style bulbs and therefore we are able to solve our outdoor light problem with less money. We don't need to replace the fixtures; we now just replace the bulbs. We used \$6,162.11 of the total budget to accomplish this.

Our condenser motor has been giving us problems for the last three years. We have blown fuses all the time, periodically it will get better but the problem always comes back. I have had Red Line Electric and ATCO look at the problem and we can't find anything wrong in the power grid so the only thing left to do is replace the motor and install a VFD. When we tested the motor there is one leg that is drawing more power and therefore the electricians think that may be why we keep blowing fuses. I have price quotes from Red Line Electric and Cimco refrigeration the original installer.

Redline Electric
\$4,971.54 installed.

Cimco Refrigeration
\$5,360.00 travel and install is not included.

Cimco Refrigeration
Supply only one WEG inverted duty TEFC fan motor (460/3/60)
\$1,600.00 +GST & Installation CDN
Supply only one Danfoss VFD c/w; three contactor bypass (460/3/60)
\$3,760.00 +GST & Installation CDN

We have not included any labor, travel or commissioning elements in the above prices. A commissioning and inspection service call will be added after the items have been installed and wired up by owner.

Philip Doerksen
Arena Manager
Northern lights Rec Centre
Box 29 La Crete A.B.
T0H 2H0
10201-99 ave
Ph (780) 928-3066
Cell (780) 926-0503
Fax (780) 928-3022
www.nlreccentre.com



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 29, 2017
Presented By:	Karen Huff, Director of Finance
Title:	Provincial Education Requisition Credit

BACKGROUND / PROPOSAL:

On November 15, 2017, the Alberta government announced support for municipalities by providing a tax credit for uncollectable education property taxes on oil and gas properties.

“The Government of Alberta recognizes that the recent economic downturn in the oil and gas industry has caused hardship for municipalities across the province. In response, the Government of Alberta launched the Provincial Education Requisition Credit program. This program will provide your municipality with an education property tax credit equal to the uncollectable education property taxes on delinquent oil and gas properties, upon approval of a qualifying application. The first application deadline is January 15, 2018.”

The program guidelines are available here
[www.municipalaffairs.alberta.ca/documents/as/Provincial%20Education%20Requisition%20Credit%20\(PERC\)%20Guidelines.pdf](http://www.municipalaffairs.alberta.ca/documents/as/Provincial%20Education%20Requisition%20Credit%20(PERC)%20Guidelines.pdf)

Hand-out to be distributed at the meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Author: Karen Huff Reviewed by: _____ CAO: _____

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Provincial Education Requisition Credit (PERC) for uncollectable Education Property Taxes on Oil and Gas Properties be accepted for information.

Author: Karen Huff **Reviewed by:** _____ **CAO:** _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 29, 2017
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Bylaw 1086-17 Land Use Bylaw Revision to Add Dwelling Emergency Services as a definition and as a Discretionary Use to the Airport “AP” District

BACKGROUND / PROPOSAL:

Mackenzie County administration has received a bylaw revision application to add Dwelling Unit as a discretionary use to the Airport “AP” district.

The applicant is Advanced Paramedic Ltd. who has recently been awarded a 10 year contract for Air Medical Service in Northern Alberta and will be operating from the Wop May airport in Fort Vermilion.

The applicant would like to place a temporary manufactured home – mobile on Lease Lot #6 directly adjacent to the newly constructed hanger. The applicant is aware that if Council agrees he will be required to enter into a lease agreement and will be required to install a proper sewer; Field System and cistern to service the lot. He will also be required to apply for an extension once the 10 years lapse or remove the manufactured home.

The applicant has been to Fort Vermilion looking for rental property to house his pilots but has been unsuccessful finding accommodation. Therefore, the applicant proposes placing a manufactured home on site to minimize response times for medevac, fatigue management, quick crew changes, and to allow for a home base.

According to the Airport Vicinity Protection Area (AVPA); only areas of a noise exposure forecast of NEF 25 or less would allow for a residence. Anything with a NEF rating of 25-35 would require special conditions.

This item was brought to the Municipal Planning Commission on November 23, 2017. The Committee recommended adding a new definition specific to housing for emergency services to hinder private pilots and lease holders from developing their lots for permanent residence.

Author: C Smith **Reviewed by:** B Peters **CAO:** _____

MPC-17-11-169 *MOVED* by Beth Kappelar

That the Municipal Planning Commission recommend to Council to approve Bylaw 10__-17 being a Land Use Bylaw Revision to add the definition of Dwelling – Emergency Services to the Land Use Bylaw and that Dwelling – Emergency Services be added as a discretionary use in the Airport “AP” district, subject to public hearing input.

CARRIED

In response administration has created Dwelling – Emergency Services:

DWELLING – EMERGENCY SERVICES means a residential unit containing one (1) or more habitable rooms that provide living accommodations and is intended as a temporary residence for emergency personnel, as an ACCESSORY USE, to a non-residential principal use.

Also on November 23, 2017, this item was taken to the Inter-municipal Planning Commission with the changes suggested by the Municipal Planning Commission. The Inter-municipal Planning Commission was in favour of the recommendation:

IMPC 17-11-012 *MOVED* by David Driedger

That the Inter-municipal Planning Commission recommend to Council to approve Bylaw 10__-17 being a Land Use Bylaw Revision to add the definition of Dwelling – Emergency Services to the Land Use Bylaw and that Dwelling – Emergency Services be added as a discretionary use in the Airport “AP” district, subject to public hearing input.

CARRIED

OPTIONS & BENEFITS:

This change will have to be regulated by the Municipal Planning Commission and Inter-municipal Planning Commission as a discretionary use. The use will be added to all airports regulated by Mackenzie County therefore restrictions on building placement, sewer, and building intension will have to be considered.

This use will benefit local pilots and the response times on medical emergencies.

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant.

Author: C Smith **Reviewed by:** B Peters **CAO:** _____

SUSTAINABILITY PLAN:

The sustainability plan does not address any topics that affect this bylaw revision.

COMMUNICATION:

The bylaw revision will be advertised as per MGA requirements.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1086-17 being a Land Use Bylaw Revision to add the definition of Dwelling – Emergency Services to the Land Use Bylaw and that Dwelling – Emergency Services be added as a discretionary use in the Airport “AP” district, subject to public hearing input.

Author: C Smith Reviewed by: B Peters CAO: _____

BYLAW NO. 1086-17
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO REVISE THE
MACKENZIE COUNTY LAND USE BYLAW
TO ADD DWELLING – EMERGENCY SERVICES AS A DEFINITION AND AS A
DISCRETIONARY USE TO THE AIRPORT “AP” ZONING DISTRICT

WHEREAS, Mackenzie County has a Municipal Development Plan adopted in 2009, and

WHEREAS, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2017, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to revise the Mackenzie County Land Use Bylaw by adding Dwelling – Emergency Services as a definition and as a discretionary use to the Airport “AP” zoning district.

NOW THEREFORE, THE COUNCIL OF THE MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the Mackenzie County Land Use Bylaw Section 2.3 INTERPRETATION be amended with the following addition:

DWELLING – EMERGENCY SERVICES means a residential unit containing one (1) or more habitable rooms that provide living accommodations and is intended as a temporary residence for emergency personnel, as an ACCESSORY USE, to a non-residential principal use.

2. That the Mackenzie County Land Use Bylaw Section 9.8.2 AIRPORT “AP” be revised with the following addition:

Permitted	Discretionary
ACCESSORY BUILDING	AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES, MINOR
ENVIRO - TANK	BULK FUEL STORAGE AND DISTRIBUTION
HANGERS AND TERMINAL FACILITIES	BUS DEPOT
	COMMUNICATION TOWER

Permitted	Discretionary
	DWELLING – EMERGENCY SERVICES
	PUBLIC USE
	RESTAURANT
	RETAIL - CONVENIENCE
	SERVICE STATION – MINOR
	TOURIST INFORMATION FACILITY

READ a first time this ____ day of _____, 2017.

PUBLIC HEARING held this ____ day of _____, 2018.

READ a second time this ____ day of _____, 2018.

READ a third time and finally passed this ____ day of _____, 2018.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT <i>Advanced Paramedic Ltd.</i>		
ADDRESS <i>8703-75 street</i>		
TOWN <i>Peace River, Alberta.</i>		
POSTAL CODE <i>T8S 0A5-</i>	PHONE (RES.) <i>(780)625-8911</i>	BUS. <i>(780)624-4911</i>

COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF REGISTER OWNER		
ADDRESS		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN	BLK	LOT <i>6</i>
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: _____ TO: _____

REASONS SUPPORTING PROPOSED AMENDMENT:

Please see attached letter.
SH

**We are seeking lot #6 at the Ft Vermilion airport.*
SH

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ *400.00* RECEIPT NO. _____
[Signature]
 APPLICANT _____ DATE *November 8, 2017.*

NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

REGISTERED OWNER _____ DATE _____

Caitlin Smith, Planner
Mackenzie County
P.O. Box 640 4511-46 Avenue
Ft. Vermillion, Alberta T0H 1N0
csmith@mackenziecounty.com

November 8, 2017

RE: Land Use Bylaw Amendment Application

Thank you for taking my call in regards to our ambition to develop Air Ambulance Medical Crew Accommodations at the Ft Vermillion airport in support of the Provincial Air Ambulance program.

Advanced Paramedic Ltd. (APL) is a Ground, Air and Industrial Medical Service provider based in Peace River and has been operation since 1999. We have been providing Air Ambulance services for Alberta Health Services since 1993 and most recently been awarded a 10-year contract to provide Air Medical Crews for Grande Prairie, Peace River, High Level and Ft. Vermillion base locations. We are very excited to carry out our services to the citizen in the Mackenzie County.

There are several advantages that I would like to highlight that support our land use bylaw application. We would like to develop an Air Medical Crew base at the Ft. Vermillion airport for several reasons which include:



1. **Response Times:** Air Ambulance crews have a 30-minute wheel up response time as required by Alberta Health Services. Any opportunity to minimize our response times to the airport is advantageous to the patient. We choose to base our flight crews at the airport to improve our response times as much as possible.
2. **In-House Medevac Response times:** If the ground ambulance and aircraft are based at the airport, there is a local advantage to having the flight crews based at the airport. In the event the medevac call is based out of the Ft Vermillion hospital, the flight crew will be able to quickly respond by grabbing whatever equipment they need from the aircraft and responding directly to the hospital from the airport.
3. **Close proximity to equipment and pilots:** The Air Ambulance aircraft and Ground Support unit (Ambulance) will be located at the airport in the new Canwest hanger. Allowing our medical team to be in close proximity to the aircraft and ground support unit is always advantageous for daily checks, cleaning duties, and collaboration with the pilots.
4. **Fatigue Management:** APL has flight crews that are available 24/7 and when our team returns to the Ft. Vermillion base location, it will be very convenient to walk across the road to our base for our required duty rest.
5. **Crew Changes:** Crew changes will be very convenient at the airport for our medical crews.
6. **Management Visits:** Our management team is based in Peace River and when we visit our base locations, we fly. Having our base locations located at each airport provides another added value of convenience.

The overall convenience of having our base located at the airport will be highly beneficial for our medical crews. I have attached a copy of our Portable Accommodations crew quarters as well as the application fee of \$400.00.

If you have any questions please feel free to contact me anytime at (780) 624-4911 or (780) 625-8911.

Respectfully,



Stephen Woodburn, ACP, CEO
ADVANCED PARAMEDIC LTD. (APL)

Portable Accommodation

1520 Sq. Ft. | 20' X 76' | 4 Bedrooms | 4 Bathrooms



*Show Home colors may vary.

Included with your Jandel home:

- Pre-delivery site inspection and consultation
- Free delivery within 100 miles of your Sales Centre
- Poly ground cover
- Blocking and levelling
- Post delivery home inspection and service call
- CSA A277 Modular Building Code
- Access to our Client Login
- And more!

EXPERIENCED | TRUSTED | PROFESSIONAL

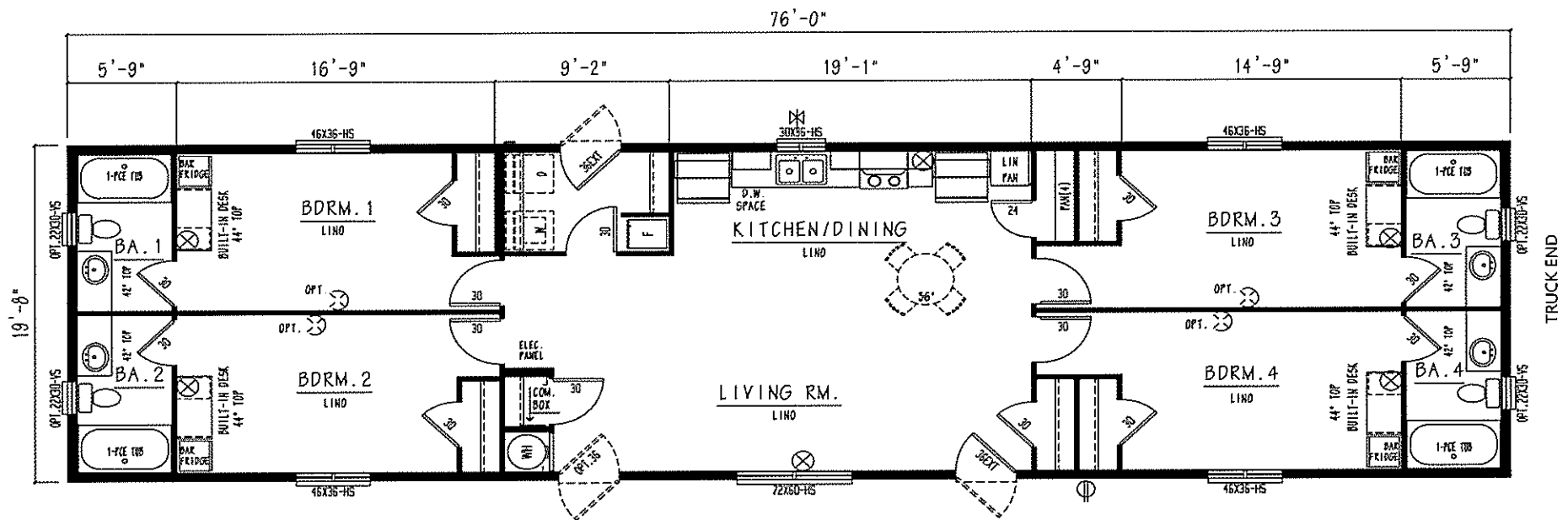
Edmonton Sales Centre
124A - 26230 Twp Rd 531A
Acheson, AB T7X 5A4
P 780.960.4232
F 780.960.2842
TF 855.463.0084

Grande Prairie Sales Centre
9407 - 163 Avenue
Grande Prairie, AB T8X 0B6
P 780.402.3170
F 780.402.3173
TF 877.504.5005



TPA2076-103-C-1

1520 Sq. Ft. | 20' X 76' | 4 Bedrooms | 4 Bathrooms



*Square footage and room sizes shown are approximate.

Edmonton Sales Centre
 124A - 26230 Twp Rd 531A
 Acheson, AB T7X 5A4
 P 780.960.4232
 F 780.960.2842
 TF 855.463.0084

Grande Prairie Sales Centre
 9407 - 163 Avenue
 Grande Prairie, AB T8X 0B6
 P 780.402.3170
 F 780.402.3173
 TF 877.504.5005



Mackenzie County
Airport Vicinity Protection Area



April 2014

1. DEFINITIONS

"**AIRPORT**" means an area of land, water, ice or other surface intended to be used for landing, take-off or servicing aircraft, including all related buildings.

"**AIRSTRIP AIRPORT RUNWAY**" means an area of land associated with an airport runway used or intended to be used, for take-off and landing aircraft, excluding related buildings.

"**AIRPORT ZONING REFERENCE POINT ELEVATION**" means the lowest threshold elevation point of the runway as shown in the Airport Vicinity Protection Area Height Limitation Schedules, 4, 10, 15, and 20 for a specific airport.

"**APPROVED HELIPORT SITES**" means helicopter landing sites approved by the County.

"**BASIC STRIP**" means a basic strip as described:

***Fort Vermilion** - The basic strip associated with this airport runway is an area 91.4 meters in width and 1339.5 meters in length, the location of which is shown on the map in Schedule 9*

***High Level** - The basic strip associated with this airport runway is an area 304.8 meters in width and 1645.9 meters in length, the location of which is shown on the map in Schedule 3.*

***La Crete** - The basic strip associated with this airport runway is an area 150.0 meters in width and 1462 meters in length, the location of which is shown on the map in Schedule 15.*

***Rainbow Lake** - The basic strip associated with this airport runway is an area 91.4 meters in width and 1493.5 meters in length, the location of which is shown on the map in Schedule 21.*

"**DEPARTMENT**" means the Development Officer for Mackenzie County.

"**LAND USE BYLAW**" means the Land Use Bylaw for Mackenzie County as amended from time to time.

"**MUNICIPAL AIRPORT**" means the airport facilities known as the High Level Airport, Fort Vermilion Airport, La Crete Airport and Rainbow Lake Airport.

"**MUNICIPALITY**" means Mackenzie County

"**NEF CONTOUR**" means the Noise Exposure Forecast Contour lines that divide and show the areas having different levels of noise exposure to an airport, as shown on the map in Schedule 2, 8, 13, 18.

"NOISE EXPOSURE FORECAST AREA" or "NEF AREA" means the areas that are enclosed by Noise Exposure Forecast Contour lines, having different levels of noise exposure in an Airport Vicinity Protection Area that:

- 1) Is enclosed by the 40 NEF Contour, or
- 2) Lies between 2 NEF Contours, or
- 3) Lies between the 25 NEF Contour and the boundary of the Protection Area, as shown on the map in Schedule 2, 8, 13, 18.
- 4) "NEF Contour" means a numbered contour as shown on the map in Schedule 2, 8, 13, 18.

"PROTECTION AREA" means the Fort Vermilion, High Level, La Crete and Rainbow Lake Airport Vicinity Protection Areas described in Schedule 1,7,12 and 17.

"OUTER SURFACE" means an imaginary surface consisting of a common plane established at a constant elevation of 45 meters above the airport zoning reference point elevation and extending to the outer limits of the Airport Vicinity Protection Area, as described below in **TAKE-OFF AND APPROACH SURFACE, TRANSITIONAL SURFACE.**

"TAKE-OFF AND APPROACH SURFACE" means an imaginary, inclined plane, associated with each end of the Basic Strip, that:

- 1) commences at, and abuts the end of the Basic Strip,
- 2) rises at a slope ratio of 1:40 measured from the end of the Basic Strip,
- 3) diverges outward on each side as it rises, at a slope ratio of 1:10 (1:15 High Levels and La Crete's) measured from the respective projected lateral limits of the Basic Strip, and
- 4) ends at its intersection with the Outer Surface. Ends 15,000 m from end of the Basic Strip for High level.

"TRANSITIONAL SURFACE" means an imaginary surface consisting of an inclined plane that:

- 1) commences at, and abuts the lateral limit of the Basic Strip,
- 2) rises at a slope ratio of 1:7 measured from the lateral limit of the Basic Strip, and
- 3) ends at its intersection with the Outer Surface or Take-Off/Approach Surface

Land use definitions are referenced to the Mackenzie County Land Use Bylaw.

2. MAIN BUILDING PER LOT

More than one main building may be placed on a lot for an airport if the use complies to those uses listed under the subject land use district included in the Mackenzie County Land Use Bylaw.

3. AIRPORT LAND USE DISTRICT

3.1. AIRPORTS DISTRICT

This District is set up to address the developmental issues, standards and regulations of four (4) municipal airports: High Level, Fort Vermillion, La Crete and Rainbow Lake. In addition to the general standards and regulations applicable to all of these airports, specific requirements and restrictions, supported by Schedules 1-21, for the development of land in the vicinity of each individual airport are also stipulated in this section of the Bylaw. This section applies to the development located within the boundary of the Airport Vicinity Protection Areas as shown in Schedules 1-21.

3.2. GENERAL STANDARDS AND REGULATIONS FOR AIRPORTS

- 1) All developments situated within the Airport Vicinity Protection Areas - shall conform to the conditions stipulated below, and will require a development permit, except for the developments that do not exceed five (5) meters above the Airport Reference Elevation or that are listed as follows:
 - a) The maintenance or repair of any building without structural alteration or major renovation.
 - b) The completion of a building that was lawfully under construction at the date of the adoption of this Bylaw if:
 - i. The building is completed in accordance with the terms and conditions under which the development permit was issued, and
 - ii. The building, for which whether or not a permit was granted, is completed within 12 months from the first date on which an official notice for this Bylaw is given.
 - c) The use of any building, as referred to in this section, for which the construction was commenced prior to the adoption of this Bylaw.
 - d) The erection or construction of gates, fences, walls or other means of enclosure less than 1.8 meters (6.0 feet) in height, and the maintenance, improvement and other alternations of them.
 - e) A temporary building, the sole purpose of which is incidental to the erection or alteration of a permanent building, for which a Permit has been issued under the Land Use Bylaw.
 - f) The maintenance or repair of public works, services, and utilities carried out by or on behalf of federal, provincial, and municipal public authorities on land, which is publicly owned or controlled.
 - g) Construction, excavation, or other operations requisite for the continued agricultural use of a parcel in excess of 4 hectares (10 acres) that may be

assessed as farmland and used for Extensive Agricultural Operations as defined in the Land Use Bylaw.

- 2) Notwithstanding subsection (1), any development exceeding 5 meters above the airport reference elevation requires a development permit.
- 3) This Bylaw shall be administered by the Development Officer and the Subdivision and Development Appeal Board and they shall be deemed to have the same powers as provided within the appropriate Land Use Bylaw and the Municipal Government Act except that the Subdivision and Development Appeal Board shall not delete or alter any condition of approval for land uses identified in Table 1 and this bylaw
- 4) The Development Officer is not precluded by this Bylaw from attaching any other conditions in accordance with the Land Use Bylaw to a development permit.
- 5) A development permit for a development within the Airport Vicinity Protection Area may only be issued if the proposed development conforms to this Bylaw and the Land Use Bylaw.

3.3. DEVELOPMENT NEAR AIRPORTS

- 1) Development near municipal airports will be required to conform to the Airport Vicinity Protection Areas Bylaw or other established regulation.
- 2) Commercial airport related development shall not be permitted unless it is located at an approved airstrip site.
- 3) No private airstrips shall be permitted to locate within the legal boundaries of any Hamlet in the County
- 4) No private airstrips shall locate within any Airport Vicinity Protection Area.
- 5) Heliports shall not locate in any Hamlet unless they are for emergency medical services and/or approved sites.
- 6) All airport related development directly accessing the Town of - Rainbow Lake Municipal Airport shall be encouraged to locate within the Town of Rainbow Lake.
- 7) NO development shall take place within the Airport Vicinity Protection Area that would unduly affect the lives, amenities and general wellbeing of the surrounding residents, commercial and industrial activities, or those of the airport.
- 8) All applications for developments within the Rainbow Lake Protection Area, as identified in Schedule 17, shall be circulated to the Town of Rainbow Lake for their information.
- 9) All applications for developments within High Level Protection Area shall be approved by the Inter-Municipal Planning Commission, as per the Inter-municipal Development Plan between Mackenzie County and the Town of High Level.

3.4. ESTABLISHMENT OF PROTECTION AREA

- 1) The part of Alberta described and shown in Schedules 1, 7, 12 and 17 are established as Airport Vicinity Protection Areas under this bylaw.
- 2) If any discrepancy exists between the description of the Protection Areas in Schedule 1, 7, 12 and 17 and the location of the Protection Areas as shown on the map in Schedule's 1-21, the description in Schedules 1, 7, 12 and 17 prevails.

3.5. HEIGHT LIMITATIONS

- 1) A development permit shall not be issued for a development in the Protection Area if the highest point of the development will exceed in elevation at the location of that point any of the following surfaces that project immediately above the surface of the land at that location;
 - a) The take-off/approach surfaces of the runway of the airport;
 - b) The transitional surfaces of the runway of the airport;
 - c) The outer surface
- 2) For the purposes of this section;
 - a) If the proposed development is a railway, the highest point of the development shall be deemed to be 6 metres higher than the actual height of the rails, and
 - b) If the proposed development is a highway or roadway, the highest point of the development shall be deemed to be 4.3 meters higher than the actual height of the highest part of the travelled portion of the highway.

3.6. ELECTRONIC FACILITIES

- 1) No objects taller than 1.2m are permitted in the area denoted Area "A" on the Electronic Facilities Protection Map in Schedule 5.
- 2) No metallic objects higher than 1.2m, no non-metallic objects higher than 2.5m are permitted in the area denoted Area "B" on the Electronic Facilities Protection Map in Schedule 5.
- 3) No metal-walled structure should subtend a total vertical angle greater than 0.8° , no structural steel work should subtend a total vertical angle greater than 1.6° and no non-metallic object (including trees) should subtend a total vertical angle greater than 2.4° from the base of the antenna located at the apex of the Area "C" on the Electronic Facilities Protection Map in Schedule 5.
- 4) No metallic fences, power lines, telephones lines, buildings, roads, or railroads permitted in the Areas "D", "E" and "F" on the Electronic Facilities Protection Map in Schedule 5.

- 5) Objects that may cause reflection of communication signals are not permitted in the Area “G” on the Electronic Facilities Protection map in Schedule 5.
- 6) Electrical noise generating sources such as engine ignitions, electric motors, electrical switching gear, high tension line leakage, diathermic and industrial heating generators and many household appliances are not permitted in the Area “H” on the Electronic Facilities Protection Map in Schedule 5.

3.7. LAND USE IN RELATION TO NOISE EXPOSURE FORECAST AREAS

- 1) In this Section
 - a) “C” followed by a number where it appears in one of the NEF Area (Noise exposure forecast area) columns in Table 1 opposite a particular land use means that the land use is permitted subject to the condition(s) set out in Table 2 bearing the same letter and number.
 - b) “NA” where it appears in one of the NEF columns in Table 1 opposite a particular land use, means that the land use is not allowed and prohibited in that NEF Area.
 - c) “P” where it appears in one of the NEF columns in Table 1 opposite a particular land use, means that the land use in that NEF Area is permitted by this regulation, thus, such a use is neither prohibited nor is a development permit for a development involving that use to be made subject to any condition under Table 2 of this Schedule in this regulation.
 - d) “NEF 25-Area” means the NEF Area that lies between the 25 NEF Contour and the boundary of the Protection Area;
 - e) “NEF 25-30 Area” means the NEF Area that lies between the 30 NEF Contour and the 35 NEF Contour;
 - f) “NEF 30-35 Area” means the NEF Area that lies between the 30 NEF Contour and the 35 NEF Contour;
 - g) “NEF 35-40 Area” means the NEF Area that lies between the 35 NEF Contour and the 40 NEF Contour;
 - h) “NEF 40+” Area means the NEF Area enclosed by the 40 NEF Contour;
 - i) “extensive agriculture” means the use of land or buildings for the raising or production of crops, livestock or poultry, but not restricting the generality of the foregoing does not include feedlots, intensive hog operations, bee keeping, intensive poultry or fowl operations, sod farms, plant nurseries, and landscaping, gardening and livestock yards on a small parcel of land.
 - j) “residential replacement or infilling unit” means any new residential development that:

- i. Will replace a residential development that has been demolished or destroyed, or
 - ii. Is to be built on a lot that is
 - (a) Registered under the Land Titles Act, and
 - (b) Zoned for residential development before the coming into force of this bylaw;
- 2) Developments existing before the passing of this regulation shall be deemed to comply with the second insulation requirements set out in this Schedule.
- 3) Schedules 2, 8, 13 and 18 depict the NEF Contours for each airport

Table 1
Land Use in Relation to Noise Exposure Forecast Areas

<u>Land Uses</u>	<u>Airport Clear District (A-CL)</u>				
	Noise Exposure Forecast Areas				
	NEF 25- Area	NEF 25- 30 Area	NEF 30- 35 Area	NEF 35- 40 Area	NEF 40+ Area
Airport Runway	P	P	P	P	P
Extensive Agriculture	P	P	P	P	P

<u>Land Uses</u>	<u>Airport Industrial District (A-M)</u>				
	Noise Exposure Forecast Areas				
	NEF 25- Area	NEF 25- 30 Area	NEF 30- 35 Area	NEF 35- 40 Area	NEF 40+ Area
Airport	P	P	P	P	P
Aircraft Hangers, Sales, Repairs	P	P	P	P	P
Airport Industries	P	P	P	P	P
Extensive Agriculture	P	P	P	P	P

<u>Land Uses</u>	<u>Airport Rural District (A-R)</u>				
	Noise Exposure Forecast Areas				
	NEF 25- Area	NEF 25- 30 Area	NEF 30- 35 Area	NEF 35- 40 Area	NEF 40+ Area
Single Family Residence	P	C ₁	NA	NA	NA
Abattoir	C	C	C	C	C
Tannery	C	C	C	C	C
Home Based Business	P	C ₁	C ₁	C ₁	C ₁
Golf Course	P	P	P	P	P
Agricultural Industry	P	P	P	P	P
Intensive Agriculture	C	C	C	C	NA

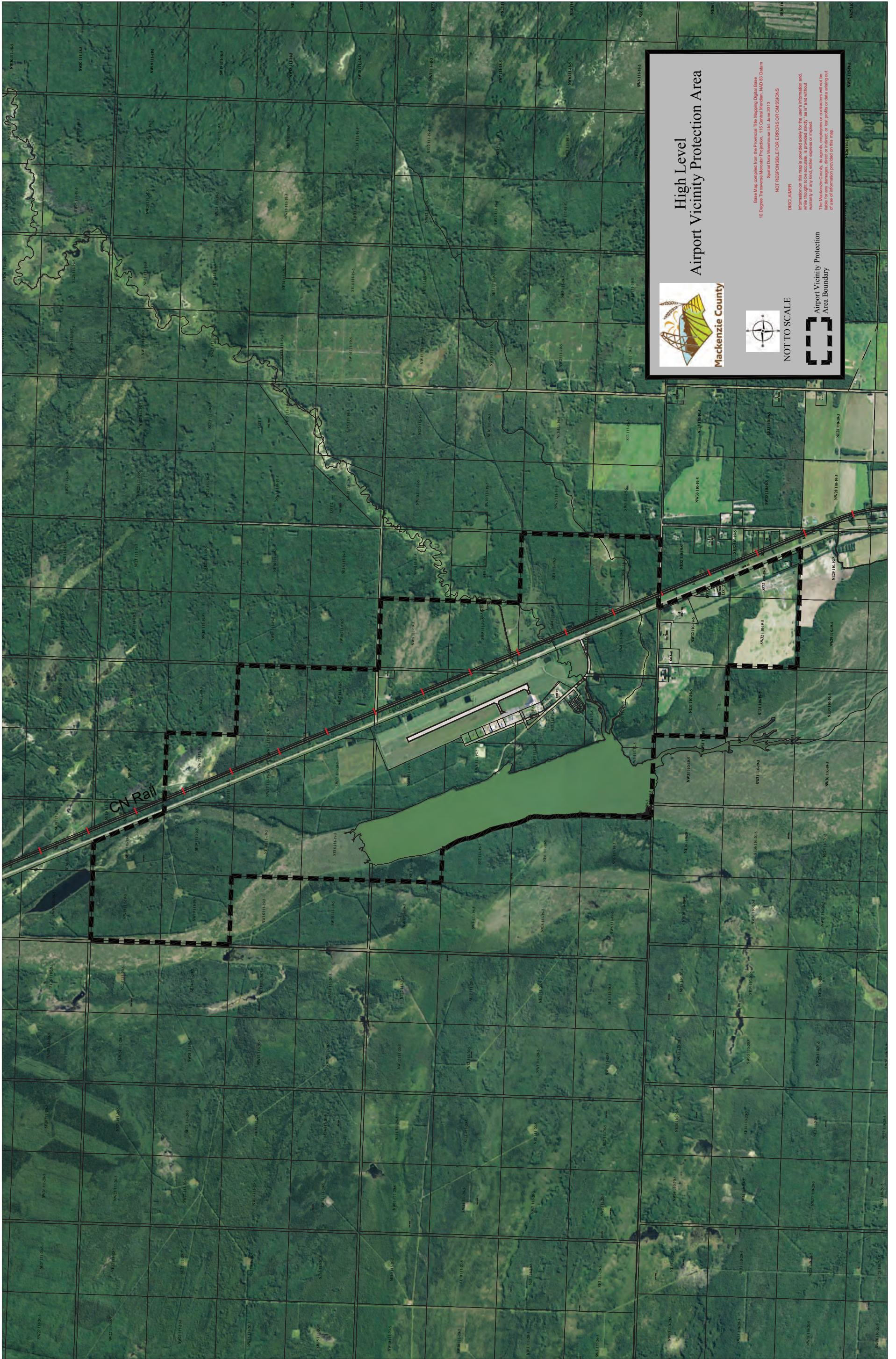
Hog Buying Station	C	C	C	C	NA
Livestock Sales Yard	C	C	C	C	NA
Community Centre (Hall)	P	P	P	NA	NA
Industrial Plant	C	C	C	C	C
Farm Subsidiary Occupation	P	C ₁	C ₁	C ₁	C ₁
Landfill Site	C	C	C	C	C
Gravel Pit	P	P	P	P	P
Sod Farm	P	P	P	P	P
Stripping of Topsoil	P	P	P	P	P
Veterinary Clinic	P	P	C _{1,2}	NA	NA
Public Utility Building	P	P	C ₁	C ₁	C ₁
Sewage Lagoon	C	C	C	C	C
Radio, Television Tower	P	P	P	P	P
Church	P	C ₁	C ₁	NA	NA
Kennel	P	P	C _{1,2}	NA	NA
Highway Maintenance Yard	P	P	P	P	P
Government Weigh Scale	P	P	P	P	P
School	P	C ₁	NA	NA	NA
Minor Recreational Facility	P	P	P	C _{2,3}	NA
Bulk Oil Supplies	P	P	C ₁	C ₁	C ₁
Agricultural Supply Depot	P	P	C ₁	C ₁	C ₁
Contractor's Business	P	P	C ₁	C ₁	C ₁
Auto Wrecker	P	P	P	P	P
Pipe and Equipment Storage	P	P	P	P	P
Agricultural Machinery, Sales, Service	P	P	C ₁	C ₁	C ₁
Gasoline, Service Station	P	P	C ₁	C ₁	C ₁
Post Office	P	P	C ₁	C ₁	C ₁
Retail Store	P	P	C ₁	C ₁	C ₁
Game Farm	P	P	P	P	NA
Ranger Cabin	P	C ₁	NA	NA	NA
Tradesman's Business	P	P	C ₁	C ₁	C ₁
Public Buildings	P	P	C ₁	C ₁	C ₁
Waetr Reservoir	P	P	C	C	C
Ancillary Buildings	AS PER PRIMARY USE				
Sawmills	P	C ₁	C ₁	C ₁	C ₁
Residential Replacement Infill Unit	P	C ₁	C ₁	C ₁	NA

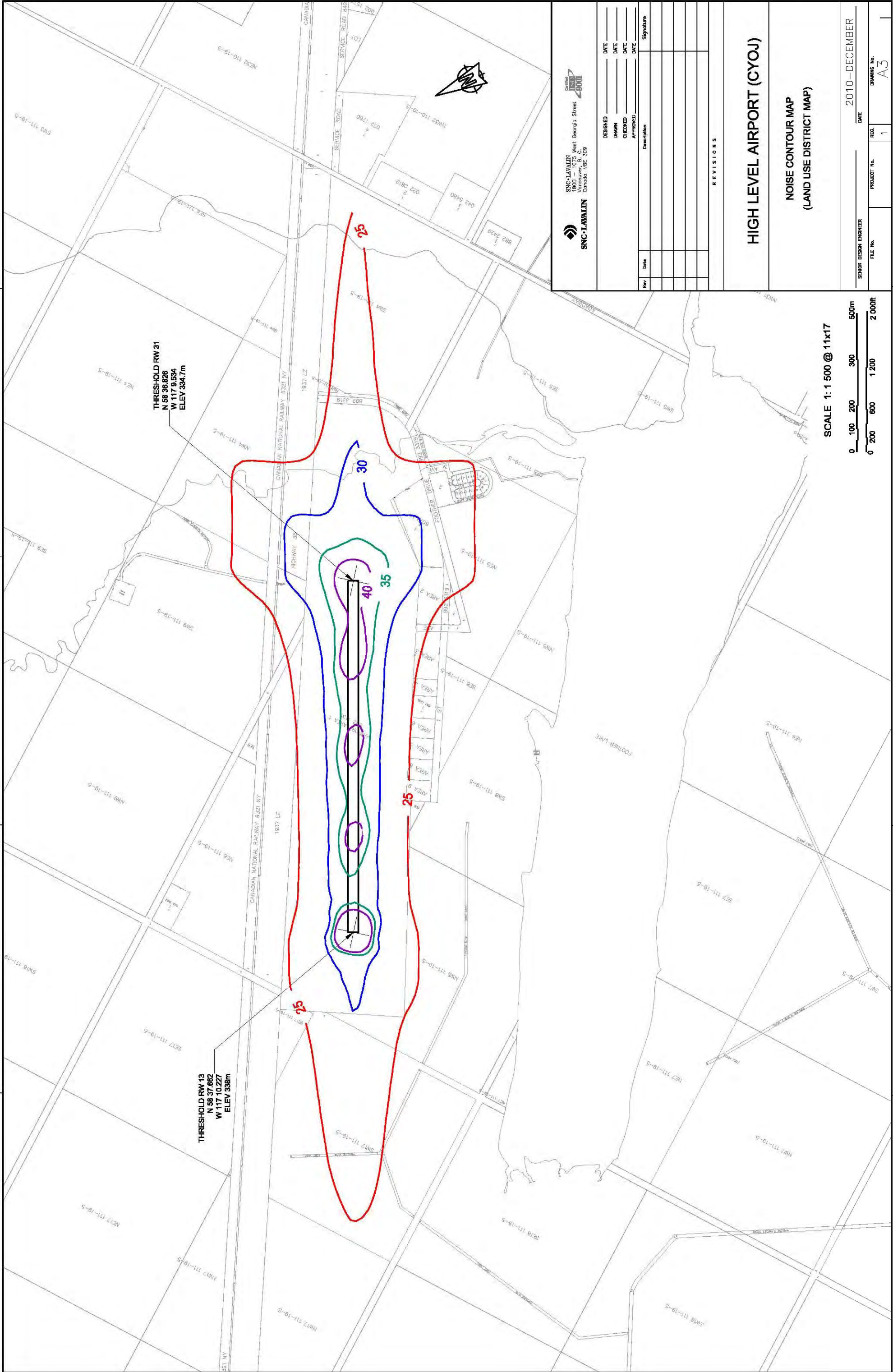
3.8. LAND USE CONDITIONS

- C1 Construction shall conform to the exterior acoustic insulation requirements of Part 11 of the Alberta Building Code 2006 for those NEF Areas other than the NEF 25-Area unless otherwise stated in this regulation. Where this condition is specified, the Development Officer shall indicate on the Development Permit between which noise contours the proposed development site would be located for reference of the building inspector at the time of the building permit application.
- C2 The development shall be covered completely.
- C3 The development shall not include structures for the seating of spectators except as varied to allow for seating of a minor nature as specified in the condition.

3.9. LAND USE IN RELATION TO BIRD HAZARD AREAS

- 1) In this Section
 - a) Zone 1 means the area defined by a rectangle that fully encloses the runway and extends 3 km beyond the runway threshold in each direction and 2 km on either side of the runway centreline
 - b) Zone 2 means the area at each end of the runway bounded by a semicircle with its centre on the extended centreline 1 km from the runway threshold and a radius of 8 km, excluding the intersections with Zone 1
 - c) Zone 3 means the area enclosed by two semicircles, each with its centre on the extended centreline 1 km from opposing runway thresholds and a radius of 12 km, connected at their ends by two lines parallel to the runway centreline, excluding the intersections with Zone 1 and Zone 2.
- 2) Developments existing before the passing of this regulation shall be deemed to comply with the requirements set out in this Section.
- 3) No owner or lessee of any lands identified in Zone 1, Zone 2, or Zone 3, as identified in Schedules, 6, 11, 16, 21 shall modify or improve the lands or any part of them in a manner that increases their attractiveness to birds.
 - a) No new developments of the following types are permitted, unless specifically granted, in writing, by the County:
 - i. Sanitary Land Fill
 - ii. Food Garbage Disposal
 - iii. Abattoir
 - iv. Sewage Lagoon
 - v. Open Water Reservoir larger than 2.5 hectares
 - (a) Open water reservoirs of less than 2.5 ha, or where water will be held for a period of 48 hours or less, are permitted.





SNC-LAVALIN
 1800 - 1075 West Georgia Street
 Vancouver, B. C.
 Canada V6E 3C9

DESIGNED	DATE
DRAWN	DATE
CHECKED	DATE
APPROVED	DATE

Ref	Date	Description	Signature

REVISIONS

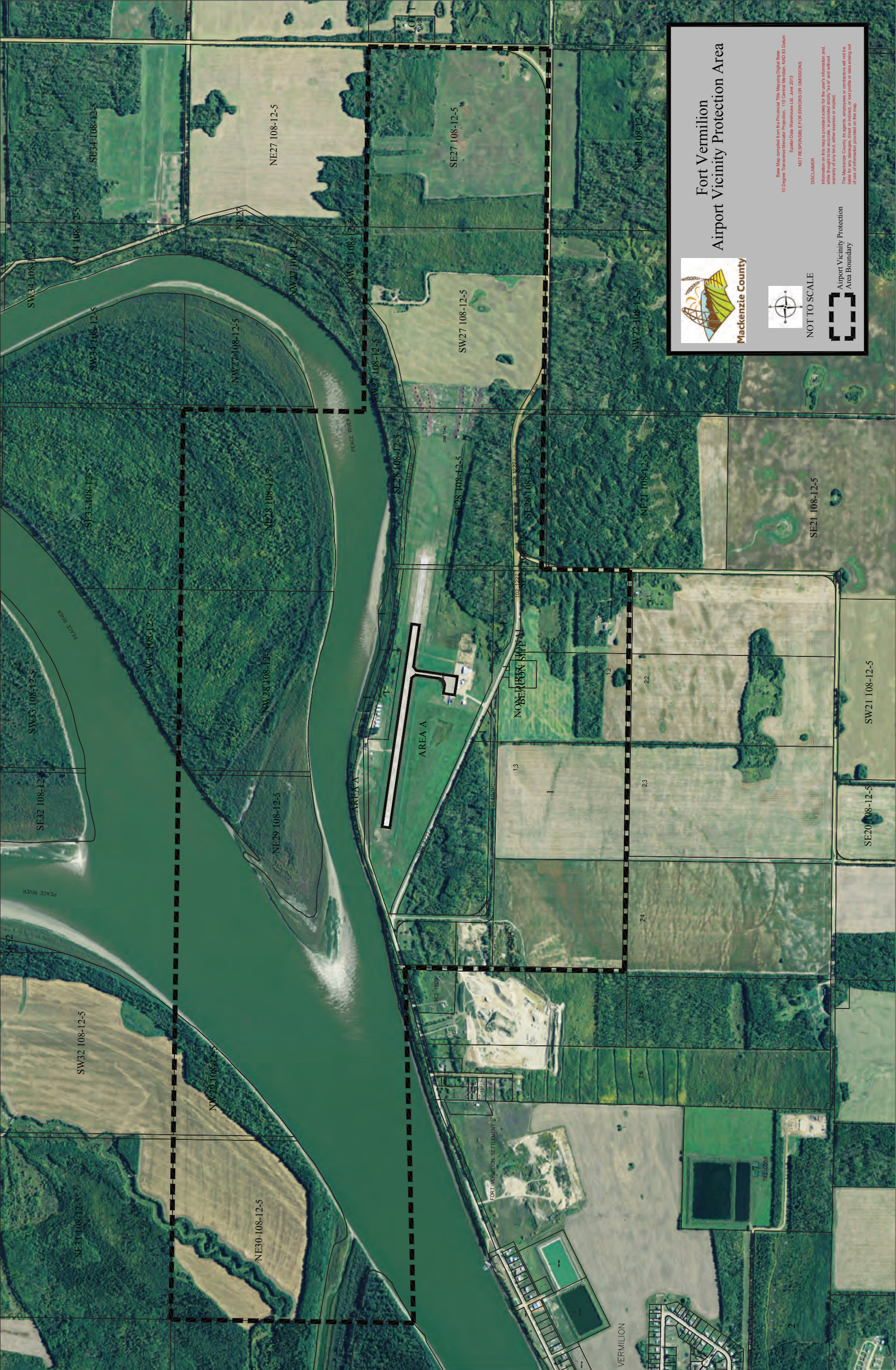
HIGH LEVEL AIRPORT (CYOJ)
NOISE CONTOUR MAP
(LAND USE DISTRICT MAP)

SCALE 1:1 500 @ 11x17


0 100 200 300 500m

0 200 600 1 200 2 000ft



SENIOR DESIGN ENGINEER	PROJECT No.	REC.	DATE
	1	1	2010-DECEMBER
FILE No.	DRAWING No.		
	A3		



**Fort Vermilion
Airport Vicinity Protection Area**



NOT TO SCALE

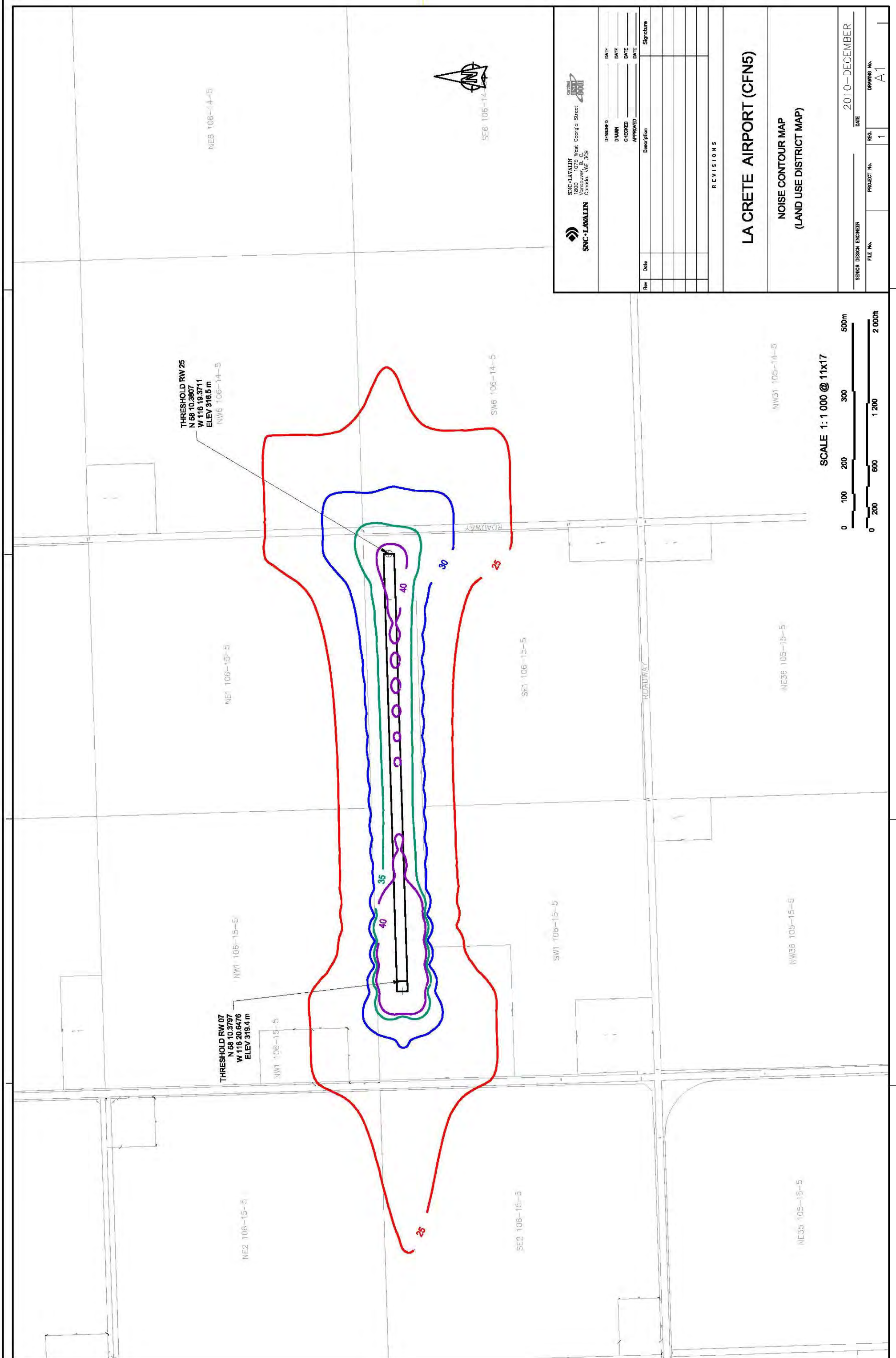



Airport Vicinity Protection
Area Boundary

Base Map compiled from the Provincial Title Mapping Digital Base
10 Degree Transverse Mercator Projection, 115 Centra Meridian, NAD 83 Datum
Spatial Data Warehouse Ltd. June 2013

DISCLAIMER
Mackenzie County, its agents, employees or contractors will not be
liable for any damages, direct or indirect, or lost profits or data arising out
of use of information provided on this map.

NOT RESPONSIBLE FOR ERRORS OR OMISSIONS



NE6 106-14-5

SE6 106-14

THRESHOLD RW 25
 N 58 10.3807
 W 116 19.3711
 ELEV 316.5 m
 NW6 106-14-5

NE1 106-15-5

SW6 106-14-5

NW1 106-15-5

SE1 106-15-5

THRESHOLD RW 07
 N 58 10.3797
 W 116 20.6476
 ELEV 319.4 m
 NW1 106-15-5

SW1 108-15-5

NE2 106-15-5

SE2 106-15-5

NW31 105-14-5

NE36 105-15-5

NW36 105-15-5

NE35 105-15-5

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 1800, 17th West, Georgia Street
 Vancouver, B.C.
 Canada, V6E 3G9

DESIGNED _____ DATE _____
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 APPROVED _____ DATE _____

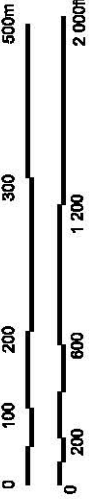
Rev	Date	Description	Signature

REVISIONS

LA CRETE AIRPORT (CFN5)

**NOISE CONTOUR MAP
 (LAND USE DISTRICT MAP)**

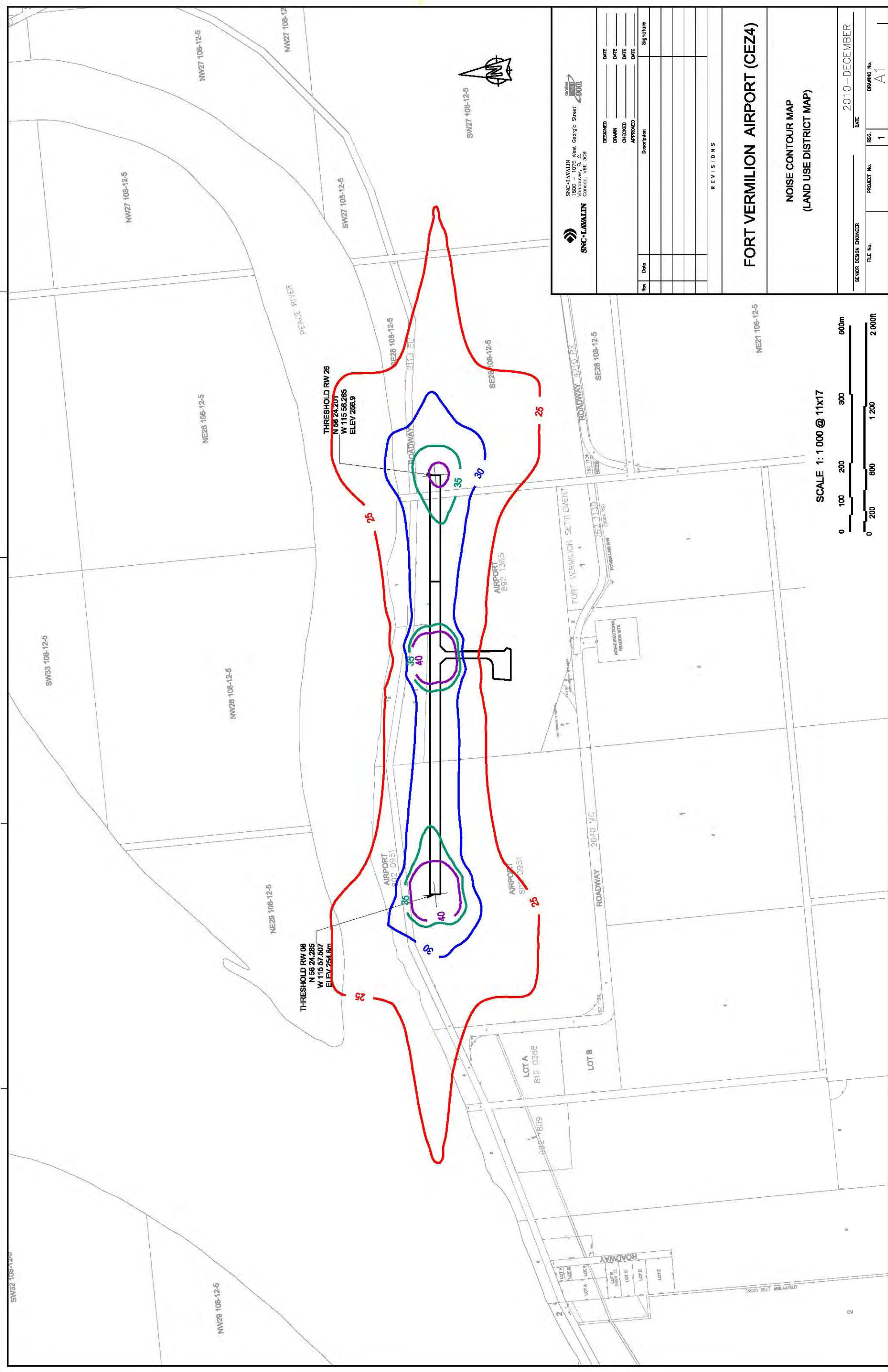
SCALE 1:1 000 @ 11x17



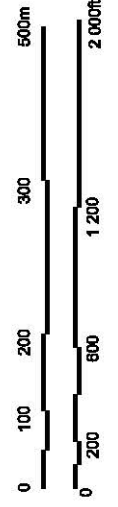
DATE 2010-DECEMBER

SENIOR DESIGN ENGINEER	PROJECT No.	REG.	DATE	DRAWING No.
	1			A1





SCALE 1: 1 000 @ 11x17



SNC-LAVALIN
 SNC-LAVALIN
 100 West Georgia Street
 Vancouver, B.C.
 Canada, V6E 2C9

DESIGNED	DATE
DRAWN	DATE
CHECKED	DATE
APPROVED	DATE

Rev	Date	Description	Signature

REVISIONS

FORT VERMILION AIRPORT (CEZ4)

NOISE CONTOUR MAP

(LAND USE DISTRICT MAP)

SENIOR DESIGN ENGINEER

FILE No. _____

PROJECT No. 1

DATE 2010-DECEMBER

DRAWING No. A1



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 29, 2017
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Mackenzie County Land Lease Agreement with Arrow Technology Group

BACKGROUND / PROPOSAL:

Arrow has been providing internet service in Zama since 2006. In the next couple of months Arrow would like to do a significant upgrade of services in Zama. This would involve the installation of their own tower in a permanent location to replace the oil derrick that they previously used as a broadcast tower. Global Well Servicing who owns that derrick lost their facility to fire earlier in the year. Arrow is concerned that they will potentially lose access to that location in the near future.

Arrow has determined that the ideal location for a new tower installation is near the existing Axia POP tower, located at 1025 Aspen Drive (Zama Recreational Hall). This location will provide access to the Supernet infrastructure as well as supply Arrow with a vantage point above the hamlet.

The proposed tower is 150ft high and has a 5 foot base with no guide wires. The tower would be located in a locked fence area. All new Arrow towers are CSA standard which include anti-climb panel and a LED light at the top of the tower.

Arrow Technology group applied for grant funding for the proposed Zama tower under the federal government grant scheme "Connect to Innovate". Mackenzie County provided a letter of support towards the grant.

OPTIONS & BENEFITS:

Zama is particularly underserved with their internet service. It is difficult to obtain a new hardwired internet connection in the community and the current upload and download speeds are at the lowest end of the entire high speed service spectrum with no option to

Author: A O'Rourke Reviewed by: BP CAO: _____

upgrade service. TELUS currently does not provide internet service to Zama and the only other reliable internet service is Axia.

Aerial Photo, 1025 Aspen Drive, Zama



COSTS & SOURCE OF FUNDING:

Arrow Technology Group will be investing \$210,000 into the Zama Communication Tower. In return for a lease agreement, Arrow has offered Mackenzie County a free internet connection to one of the buildings located on 1025 Aspen Drive. Additionally the County may use the tower at no cost for purposes such as EMS Radio, Radio Station, Community Cameras, anything unrelated to internet services.

Author: A O'Rourke Reviewed by: BP CAO:

SUSTAINABILITY PLAN:

Goal E21 That County residents and businesses have access to the most current telecommunication technologies to permit them to participate in global opportunities.

Strategy E21.1 Encourage the existing internet service providers in the region to continue to upgrade their systems, both in terms of reliability and speed.

Strategy E21.5 Explore the possibility of other businesses such as Shaw, CCI, SIS, Northwest Tel, Axia, etc. expanding their service in the region to serve the hamlets within the County.

COMMUNICATION:

Communication Tower has been advertised in order to meet antenna system siting protocol, Policy DEV006. No other communication will be required.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That administration be authorized to negotiate and enter into a lease agreement with Arrow Technology Group for the purpose of a communication tower to increase internet service in Zama.

Author: A O'Rourke **Reviewed by:** BP **CAO:** _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 29, 2017
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	La Crete Main Street Beautification Project Funds to be Transferred to the La Crete Streetscape Implementation Committee Project

BACKGROUND / PROPOSAL:

Council had previously allocated funds towards the La Crete Main Street Beautification Project which has been carried forward from the 2016 budget. Since that time the La Crete Streetscape Implementation Committee has been created and the committee will be working towards the beautification of La Crete.

Considering that the projects are the same, administration would like to have the remaining funds from the La Crete Main Street Beautification project transferred into the La Crete Streetscape Implementation Committee budget.

OPTIONS & BENEFITS:

The remaining funds from the La Crete Main Street Beautification will help the La Crete Streetscape Implementation Committee to continue their work towards the beautification of the whole La Crete Main Street and downtown area.

COSTS & SOURCE OF FUNDING:

The remaining funds (\$18,227) from the La Crete Main Street Beautification project are to be transferred to the La Crete Streetscape Implementation Committee budget.

Author: C Smith **Reviewed by:** _____ **CAO:** _____

SUSTAINABILITY PLAN:

The Sustainability Plan doesn't address items this broad in scope, but the study may impact every aspect of our sustainability plan.

COMMUNICATION:

None required at this time.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the remaining funds from the La Crete Main Street Beautification project (7-72-05) be transferred to the La Crete Streetscape Implementation budget (6-61-03).

Author: C Smith Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 29, 2017
Presented By:	Len Racher, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

The following items are attached for your information, review, and action if required.

- Action List
- Correspondence – Alberta Transportation (Zama Lift Station Project)
- Correspondence – TransCanada (NOVA Gas Transmission Ltd. – Notice of Abandonment Hearing)
- Correspondence – Alberta Municipal Affairs (2017-2018 Alberta Community Partnership)
- Correspondence – Alberta Environment & Parks (Fort Vermilion Provincial Grazing Reserve)
- Correspondence – Alberta Environment & Parks (Expanded Recreational Opportunities)
- Correspondence – VSI Services Ltd. (Third Quarter Report)
- Correspondence – Alberta Municipal Affairs (Builder Licence: Active Building Permit Applications)
- Correspondence – Alberta Health Services (Air Ambulance Medical Crew RFP)
- La Crete Recreation Society Meeting Minutes
- Lobby Government Effectively – MacEwan University
- High Level RCMP Regimental Ball
-
-
-
-
-
-

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

OPTIONS & BENEFITS:

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. Gabriel Reviewed by: _____ CAO: _____

Mackenzie County Action List as of November 7, 2017

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.	Doug	One road closure has been approved. We are still waiting on three others.
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.	CAO	Discussed with Debbie Jabbour. She suggested potential ring road joined with Assumption Hill and Zama Access and possibly incorporate the LOC in motion 15-03-191
March 10, 2015 Council Meeting			
15-03-191	To ensure, assist and stimulate the continued financial and economic growth and well-being of our oil and gas industry, that Mackenzie County explore transferring the following LOC roads to Mackenzie County: Zama Plant Road approximately 47 kilometers (connecting Zama Access with the Assumption High Grade) and the first approximately 60 kilometers of the Shekilie Road.	CAO	Waiting for a reply from Env. & Parks on the process to attempt to transfer the LOC's Potentially a project in conjunction with the Zama Access Road in the above motion 13-05-375
February 22, 2016 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	Initial report received, still awaiting final report Investigated by Director of Surveys. Anticipating a couple year deadline.
March 8, 2016 Regular Council Meeting			
16-03-178	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.	Dave	Have met adequacy, moving forward with application.
March 23, 2016 Regular Council Meeting			
16-03-216	That administration proceeds with obtaining access in Mackenzie County's name for the E½ 30-101-17-W5M and the S½ 3-102-17-W5M.	Dave	Have obtained the RDS
May 10, 2016 Regular Council Meeting			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> • cancel PLS 080023; • pursue acquisition of land parcels as identified on 	Don	PLS Cancelled Need to submit 2 different applications.

Motion	Action Required	Action By	Status
	<p>the map presented in red;</p> <ul style="list-style-type: none"> identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator. 		<p>Asset list with all leases, caveats, dispositions, easements, etc Waiting for a response</p>
June 14, 2016 Regular Council Meeting			
16-06-440	That Bylaw 1030-16 being a road closure bylaw for the closure of government road allowance between Section 28 and 29 Township 108, Range 13, W5M for the purpose of consolidation be forwarded to the Minister of Transportation for approval.	Byron	Ministerial Order is coming
16-06-441	That Bylaw 1031-16 being a road closure bylaw for the closure of all of Plan 2982PX within SE ¼ Section 28, Township 108, Range 13, W5M lying north and east of Plan 1508PX for the purpose of consolidation be forwarded to the Minister of Transportation for approval.	Byron	Ministerial Order is coming
16-06-442	That Bylaw 1032-16 being a road closure bylaw for the closure of all of the uncancelled portion of Plan 2144EU within SE ¼ Section 28, Township 108, Range 13, W5M lying northeast of Plan 1508PX and northwest of Plan 2982PX for the purpose of consolidation be forwarded to the Minister of Transportation for approval.	Byron	Ministerial Order is coming
16-06-443	That Bylaw 1033-16 being a road closure bylaw for the closure of all of the uncancelled portion of Plan 2144EU within SE ¼ Section 28, Township 108, Range 13, W5M lying south of Plan 2982PX for the purpose of consolidation be forwarded to the Minister of Transportation for approval.	Byron	Ministerial Order is coming
July 12, 2016 Regular Council Meeting			
16-07-526	That the County pursue purchasing the leased lands at the Wadlin Lake and Hutch Lake campgrounds.	Doug Len	Wadlin-waiting for survey to be accepted by Director of Surveys.
August 9, 2016 Regular Council Meeting			
16-08-570	That administration meet with sawmills/forestry companies in regards to summer log hauling and Road Use Agreements.	Dave	4 Sawmills have signed. Waiting for one more.
16-08-599	That administration proceed with registering the utility right of way on NE 3-106-15-W5M and NW 3-106-15-W5M. (La Crete SE Drainage Ditch)	Byron	Re-negotiating with landowners.
August 24, 2016 Regular Council Meeting			
16-08-656	That administration draft an endeavor to assist policy for lateral water lines.	Fred	Finance Committee Meeting for Recommendation

Motion	Action Required	Action By	Status
November 23, 2016 Regular Council Meeting			
16-11-868	That Mackenzie County initiate discussions with First Nations with the intention of creating a Memorandum of Understanding for a communication protocol between Mackenzie County and our First Nation neighbours.	Doug	Working on establishing relationships that will inform the communication protocol
December 13, 2016 Regular Council Meeting			
16-12-913	That administration change equipment values as determined and to engage in an appraisal for buildings over \$100,000 as per amended list in 2017.	Karen Doug	2018 Budget
January 9, 2017 Regular Council Meeting			
17-01-011	That the request to alter fire invoicing process with the Town of High Level be discussed at the 2018 review of the Regional Service Sharing Agreement.	Len	RRSA Review in 2018
February 14, 2017 Regular Council Meeting			
17-02-113	That third reading of Bylaw 1050-16 being a Land Use Bylaw Amendment to rezone part of SE 16-106-15-W5M from La Crete General Commercial District "GC1" to Manufactured Home Subdivision 1 "MHS1" to accommodate the development of residential lots be TABLED until the area structure plan and servicing requirements have been reviewed for the area.	Byron	In discussion with the developers Fall 2017 plans
March 14, 2017 Regular Council Meeting			
17-03-192	That administration apply for federal grant funding for the following projects: <ul style="list-style-type: none"> • Blue Hills Waterline • Waterline north of the Peace River 	Fred	Waiting for program announcement and opening for applications
March 29, 2017 Regular Council Meeting			
17-03-222	That the budget be amended to include \$15,000 for the Wadlin Lake Land Purchase project, for the purpose of completing the land survey, with funding coming from the Parks & Recreation Reserve and that administration move forward with completing the survey and that administration bring back costs relating to First Nations Consultation prior to initiating the consultation process.	Karen Doug	Waiting for the approval of the survey from the Director of Surveys before beginning the FNC
April 11, 2017 Regular Council Meeting			
17-04-254	That administration bring back options for an additional sub-class under residential for lots too small to legally develop.	Karen Byron	Discussion to take place with new assessor.
May 9, 2017 Regular Council Meeting			
17-05-360	That administration proceeds with the land negotiations as discussed.	Fred	Complete.
June 13, 2017 Regular Council Meeting			
17-06-425	That a letter be sent to all cell service providers requesting that they provide cell service along all major Highway (Highway 35, 58, 88 & 697) corridors and with a copy going to our Members of Parliament, Member of	Len	Drafting Process

Motion	Action Required	Action By	Status
	Legislative Assembly, Regional Economic Development Initiative, Northern Transportation Advocacy Bureau, Northern Alberta Development Council, Alberta Urban Municipalities Association, and the Alberta Association of Municipal Districts and Counties.		
17-06-426	That administration prepare a cost estimate to complete the preliminary work for the development of additional lots at Hutch Lake Cabins and bring back to Council for review.	Doug	2018 Budget Deliberations
17-06-439	That administration look at options for a future fire hall in the Hamlet of Fort Vermilion, outside of the downtown core.	Byron Doug	Long term discussion for 5 year plan.
June 28, 2017 Council Meeting			
17-06-445	That administration be directed to enter into an agreement with CanWest Air for the lease of a new terminal at the Fort Vermilion airport, with the terms and conditions as discussed.	Byron	Developing an agreement with CanWest
17-06-451	That administration be authorized to sell a portion of NW 11-104-17-W5M located on the north side of Highway 697 for the purpose of consolidation into the C of T, at market value, and that the applicant covers all costs to facilitate the transaction.	Byron	Underway.
17-06-493	That tax rolls 077026, 077027 & 077030 be classified under the Limited Access Seasonal Residential for the 2018 tax year.	Karen	2018 Tax Rate Bylaw
17-06-495	That tax rolls 118524-118528 & 118535-118539 be classified under the Limited Access Seasonal Residential for the 2018 tax year.	Karen	2018 Tax Rate Bylaw
17-06-497	That tax roll 074356 be classified under the Limited Access Seasonal Residential for the 2018 tax year.	Karen	2018 Tax Rate Bylaw
17-06-501	That, upon receipt of an official letter, Mackenzie County accept the request from Wapiti Gravel Suppliers to be released from the Local Crushing & Stockpiling contract and that they be reimbursed for the cost of Mackenzie County's request to mobilize and demobilize their hoe as well as one day of operation from the Gravel Crushing Operating budget, and that the bonds supplied by Wapiti be returned.	Len Dave	Complete
17-06-502	That administration proceed with acquiring proper permitting for Fidler Pit, and begin a Request for Proposal for the removal of overburden from Fidler Pit in the 2017 year, and move the crushing Request for Proposal to the 2018 budget year.	Dave	2017-11-29
July 26, 2017 Council Meeting			
17-07-514	That the Mineral Surface Lease (MSL) tax rolls incorrectly	Karen	Complete

Motion	Action Required	Action By	Status
	assessed be reversed and recalculated as per the criteria set out by Composite Assessment Review Board (CARB) Decisions and the Court of Queen's Bench.		
17-07-521	That administration submits applications to the Alberta Municipal Internship Program under each of the 3 streams: Administration, Finance Officer, and Land Use Planner with successful applications coming back to Council for approval.	Jessica	Deadline 2017-09-01 Waiting for Response from Municipal Affairs on success of application.
17-07-541	That Mackenzie County proceeds with acquiring Recreation Lease REC820035 for future road improvements and to continue operating the recreational area of Tourangeau Lake.	Byron	Application in Progress
17-07-542	That administration be authorized to negotiate the exchange of Part of Plan 882 2651, Block 1, Lot E, for Part of Plan 052 6058, Block 1, Lot G for the purpose of access and consolidation, and that the applicant covers all costs of the transaction, subject to an access agreement (caveat) to maintain shared access.	Byron	Original adjustment almost complete. Council 2017-11-07
August 23, 2017 Council Meeting			
17-08-587	That administration pursue the National Trade Corridors Fund (NTCF) and bring back potential projects.	Len	Met with Ryan Konowalyk 2017-08-30
17-08-588	That administration work with Alberta Transportation and the Northern Transportation Advocacy Bureau (NTAB) to promote Highway 88 as a high load corridor.	Len	Met with Ryan Konowalyk 2017-08-30
17-08-593	That administration proceed with meeting with the developers and draft an off-site levy bylaw for the La Crete Sanitary Sewer Expansion project.	Byron Fred	Engineers still working on report. Open House 2017-09-21 To Council 2017-10-10
17-08-594	That the budget amendment to reallocate the \$4,555 spent on the cement blocks for the D.A. Thomas Park Retaining Wall project to the Fort Vermilion Salt & Sand Shed project be TABLED to the next meeting.	Doug	Wall at DA Thomas Park is constructed. Need railing and plan to install stairs next year.
17-08-604	That Mackenzie County support the County of Stettler and send a letter to the Minister of Municipal Affairs requesting amendments to the Municipal Government Act and other provincial legislation to improve the ability to recover unpaid taxes (including uncollectable School Tax and Seniors Housing requisitions) levied against oil and gas operations and the associated machinery and equipment linear property.	Len	
17-08-605	That Mackenzie County send a letter to D. Gilles Seutin, Chief Ecosystem Scientist, with a copy to The Honourable Catherine McKenna and The Honourable Shannon Phillips regarding the diseased wood bison.	Len	
September 25, 2017 Council Meeting			
17-09-643	That the \$2,000,000.00 Mackenzie County receives from	Karen	Funds have not yet been

Motion	Action Required	Action By	Status
	the Province for the Fox Lake Access Road Project be released to Little Red River.		received
17-09-646	That a letter be sent to our Members of Parliament expressing our objection to the privatization of national airports.	Dave	Letter is ready for signing.
17-09-650	That administration work with the Mackenzie Ski Hill Society to obtain a Registered Road Disposition (RRD) disposition for the road, and that the County commits to an endeavor to assist, as per current policy, to cover a portion of road construction costs to the proposed ski hill in the Buffalo Head Hills.	Dave	In progress.
17-09-651	That the Wolf Depredation Management Program be received for information and that the Agricultural Service Board begin tracking locations of wolf kills as per Policy.	Grant	Complete
17-09-653	That administration negotiate an agreement with the Fort Vermilion Board of Trade for the transfer of the Fort Vermilion Airport Terminal Building.	Doug	Council 2017-12-12
17-09-654	That the budget be amended to include the cost of repairs of the Fort Vermilion Community Complex Heating System in the amount of \$3,250 with funding coming from the Fort Vermilion Ball Diamond Capital Project Fund.	Karen	Complete
17-09-655	That the budget be amended to include the cost of repairs of the hot water heater at the La Crete Recreation Complex in the amount of \$5,560 with funding coming from the Recreation Emergent Funding Reserve.	Karen	Complete
17-09-657	That the request to waive charges on Fire Invoice # 21868 be denied.	Karen	Letter sent to ratepayer. Complete
17-09-660	That administration bring back Policy FIN013 - Community Organization funding with amendments to include the process for flow through grant funding and issuing of charitable receipts.	Karen	In Progress
17-09-661	That a letter of support be provided to the La Crete Community Equine Centre identifying Mackenzie County as the partnering body to receive grant funding from the Farm Credit Canada AgriSpirit Fund on their behalf.	Karen	Complete
17-09-668	That administration look into Alberta Transportation's inquiry regarding the intersection on Range Road 172.	Byron	
17-09-670	That \$70,000 of previously allocated funds from the caribou project and the \$200,000 of grant funding be transferred to the Cumulative Effects Assessment study project.	Karen	Complete
October 10, 2017 Council Meeting			
17-10-689	That the Tax Recovery Public Auction for properties under	Karen	Council

Motion	Action Required	Action By	Status
	tax arrears be set for December 12, 2017.		2017-12-12
17-10-693	That administration research the cost of traffic cameras for the hamlet of La Crete.	Doug	Complete
17-10-708	That the budget be amended to include an additional \$22,500 to the La Crete – Well Number 4 project with funds coming from the General Operating Reserve with the new total budget being \$172,500.	Karen	Complete
17-10-709	That the letter from the Minister of Environment and Parks regarding the Fort Vermilion Grazing Reserve be referred to the Agriculture Service Board for further action.	Grant	Letter sent to Darcy Beach.
October 24, 2017 Council Meeting			
17-10-809	That MLA Debbie Jabbour be invited to an upcoming council meeting.	Carol	In progress.
17-10-811	That a letter be sent to the Government of Alberta requesting that they reconsider the withdrawal of the \$8M support for the Western College of Veterinary Medicine.	Len	
October 30, 2017 Council Meeting			
17-10-824	That weed notices be issued on public lands starting in the 2018 year.	Grant	Letter has been drafted.
November 7, 2017 Council Meeting			
17-11-826	That Bylaw 1084-17 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members be TABLED for more information.	Carol	2017-11-29
17-11-827	That administration proceed with Motion 17-06-502 as written for the removal of overburden from Filtler Pit .	Dave	Tender Close 2017-11-27
17-11-828	That Bylaw 1083-17 being the organizational and procedural bylaw for Mackenzie County be brought back to include additional information on delegations and public hearings.	Carol	2017-12-12
17-11-829	That administration investigate options for live/recorded broadcasting of council meetings.	Carol	In progress
17-11-836	That administration proceed with issuing the Waste Transfer Station Hauling Contract Request for Proposals as discussed.	Doug	RFP Closed 2017-11-28
17-11-839	That the surveillance camera estimate be TABLED for more information.	Doug	2018 Budget
17-11-840	That the Fort Vermilion Recreation Board be reimbursed for their 2017 capital purchases, in the amount of \$27,468.16 with funding coming from the Grants to Other Organizations Reserve, as consideration to their 2018 capital request.	Karen	In progress

Motion	Action Required	Action By	Status
17-11-841	That the budget be amended to reallocate \$10,025 from the Machesis Lake - Horse Camp – Road Project to a newly created Machesis Lake Dock Project.	Karen	New project created. Reallocation complete.
17-11-842	That DMC Consulting be engaged to assist with the Bistcho Lake cabin recreation leases.	Len	
17-11-847	That the County sell 0.102 acres (Part of Plan 882 2651, Block 01, Lot E) to the developer for the purpose of consolidation at market value and a \$3,500 donation to the Jubilee Park in La Crete.	Byron	
17-11-851	That the County proceed with negotiations for a new post office facility in La Crete as discussed.	Len Byron	
17-11-852	That the County property located at SW 26-108-12-W5M be listed with a realtor for sale at appraised value.	Carol	

October 30, 2017

AR 71779

Mr. Bill Neufeld
Reeve
Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0

Dear Reeve Neufeld:

Thank you for your recent letter regarding an extension to the grant funding deadlines for the Zama Lift Station project under the Clean Water and Wastewater Fund.

As Infrastructure Canada has the ultimate authority to approve extensions, Alberta Transportation will forward your request for an extension to March 2019 to that department. Alberta Transportation will advise you of Infrastructure Canada's decision once we receive it.

Although I understand the reasons behind the extension request, I encourage you to continue work towards completing the project as soon as possible.

Sincerely,



Barry Day
Deputy Minister



450 – 1 Street SW
Calgary, Alberta T2P 5H1

Tel: (403) 920-2940
Fax: (403) 920-2347
Email: nicole_prince@transcanada.com

November 1, 2017

via Xpresspost

**Re: NOVA Gas Transmission Ltd. (NGTL)
2017 Meter Station and Laterals Abandonment (Project)
Notice of Abandonment Hearing
Hearing Order MHW-004-2017
Board File No. OF-Fac-Gas-N081-2017-17 01**

In April 2017, NGTL a wholly owned subsidiary of TransCanada PipeLines Limited (TransCanada), provide you an information package advising of the proposed 2017 Meter Stations and Laterals Abandonment Program, and further in August 2017, NGTL provided notification that an application had been filed, pursuant to s.74(1)(d) of the *National Energy Board Act* with the regulator, the National Energy Board (NEB or Board). The notification also included a link to the application on the NEB's website.¹

The NEB has decided to convene a public hearing to consider NGTL's application for the Project, and issued Hearing Order MHW-004-2017 to NGTL, which outlines the process. As directed by the Board, NGTL encloses a copy of the Notice of Abandonment Hearing.

Should you require additional information with respect to this letter or the application, please contact me by phone at (403) 920-2940 or by email at nicole_prince@transcanada.com.

Yours truly,
NOVA Gas Transmission Ltd.

Nicole Prince
Regulatory Analyst
Regulatory, Canadian Gas Projects

Enclosure

¹ NGTL's Application may be accessed online in the NEB's Regulatory Document Index at the following link:
<https://apps.neb-one.gc.ca/REGDOCS/Item/View/3325196>.



OF-Fac-Gas-N081-2017-17 01
31 October 2017

Ms. Nicole Prince
Regulatory Analyst
Regulatory, Canadian Gas Pipelines
TransCanada Pipelines Limited
450 – 1 Street SW
Calgary, AB T2P 5H1
Facsimile 403-920-2347
nicole_prince@transcanada.com

Ms. Azalea Jin
Senior Legal Counsel
Regulatory, Canadian Gas Pipelines
TransCanada Pipelines Limited
450 – 1 Street SW
Calgary, AB T2P 5H1
Facsimile 403-920-2310
azalea_jin@transcanada.com

Ms. Prince and Ms. Jin:

**Notice of Abandonment Hearing MHW-004-2017
NOVA Gas Transmission Ltd. (NGTL)
2017 Meter Stations and Laterals Abandonment Program**

On 21 August 2017, the National Energy Board (NEB or Board) received an application from NGTL pursuant to section 74(1)(d) of the *National Energy Board Act* (NEB Act) and section 50 of the *National Energy Board Onshore Pipeline Regulations* for leave to abandon the meter stations and laterals as per the 2017 Meter Stations and Laterals Abandonment Program (Project).

Under the NEB Act, the Board must hold a public hearing to consider an application for leave to abandon.

Hearing Process

The Board has established a written public hearing to consider the views of all persons potentially impacted by the Project. NGTL is responsible for serving a copy of the attached Notice of Abandonment Hearing **by noon (Calgary time) on 15 November 2017** as described in the table of procedural steps provided in the Notice. The Notice should be served on all persons potentially impacted by the Project, including:

- landowners;
- tenants;
- lessees;

.../2

- users and occupants;
- interested government bodies (e.g. municipalities, provinces)
- third party shippers; and,
- other persons identified by NGTL.

NGTL must also serve a copy of this Notice of Abandonment Hearing to Her Majesty the Queen in Right of Canada as grantor of the Project's Utility Right-of-Way.

NGTL must also serve a copy of the Notice to the following Aboriginal and Métis groups the Board has identified with asserted traditional territory in the Project area:

<i>First Nations</i>	
Alexander First Nation	Kehewin Cree First Nation
Alexis Nakoda Sioux First Nation	Lubicon Lake First Nation
Aseniwuche Winewak Nation	Loon River First Nation
Beaver Lake Cree Nation	Michel First Nation
Bigstone Cree Nation	Kelly Lake Cree Nation
Blood Tribe	Kelly Lake First Nations
Calling Lake First Nation	Sawridge First Nation
Chipewyan Prairie (Janiver) First Nation	Sucker Creek First Nation
Dene Tha' First Nation	Swan River First Nation
Doig River First Nation	Stoney Nakoda Nation
Driftpile First Nation	Paul First Nation
Duncan First Nation	Saddle Lake Cree Nation
Enoch First Nation	Samson First Nation
Ermineskin First Nation	Sawridge First Nation
Fort McKay	Silsika First Nation
Heart Lake First Nation	Sturgeon Lake Cree Nation
Horse Lake First Nation	Whitefish First Nation
Kapewe'no First Nation	Woodland Cree First Nation
<i>Métis Groups</i>	
Métis Nation of Alberta	Métis Nation of Alberta Region 6
Métis Nation of Alberta Region 1	Buffalo Lake Métis Settlement
Métis Nation of Alberta Region 3	Kelly Lake Métis Settlement Society
Métis Nation of Alberta Region 4	Kikino Métis Settlement
Métis Nation of Alberta Region 5	
<i>Regional Organizations</i>	
Athabasca Tribal Council	Treaty 8 Tribal Association
Kee Tas Kee Now Tribal Council	Tribal Chiefs Ventures
Lesser Slave Lake Indian Regional Council	Western Cree Tribal Council
North Peace Tribal Council	Yellowhead Tribal Council
Treaty 7 Management Corporation	

For more information on this hearing, or the procedures governing the hearing, please contact Janet Foreman, Regulatory Officer, at 403-221-3055 or Carrie Randall, Regulatory Officer, at 403-629-6345 or toll free at 1-800-899-1265.

Yours truly,

Original signed by S. Young

Sheri Young
Secretary of the Board

Attachment

Notice of Abandonment Hearing
MHW-004-2017
NOVA Gas Transmission Ltd. (NGTL)
Application for 2017 Meter Stations and Laterals Abandonment Program
Pursuant to paragraph 74(1)(d) of the *National Energy Board Act*
and section 50 of the *National Energy Board Onshore Pipeline Regulations*

The Application

On 21 August 2017, NGTL applied for leave to abandon 18 meter stations and their associated lateral pipelines, eight standalone meter stations and three standalone laterals (The Project or Facilities), all of which are part of the NGTL System. The NGTL System is an extensive natural gas pipeline system consisting of approximately 24,500 kilometres (km) of pipeline and other facilities in Alberta and British Columbia, of which approximately 145 km of pipeline is to be abandoned under this Project. (See Appendix A for proposed facilities to be abandoned).

The Facilities are located on freehold and Alberta Crown lands (Alberta Environment and Parks). NGTL will use existing land rights for the work associated with the abandonment. No new easements will be acquired for the Project. NGTL does not anticipate needing temporary workspace.

How to Participate

The National Energy Board (NEB or Board) will hold a public hearing to consider the Project. The table below sets out the procedural steps for the public hearing. Any person potentially impacted by the Project wishing to participate in the Board's hearing process must file a letter with the Board by **6 December 2017**. The letter must include:

- a reference to this Notice of Abandonment Hearing;
- your name, mailing address, phone number and name of your organization (if you represent one);
- your views on how you will be impacted by the Project; and
- any documentation and/or other material you feel explains or supports your views.

The letter and any supporting documents can be filed electronically with the Board using the "Submit Applications and Regulatory Documents" featured on the NEB website, or by mail, fax or courier to:

Secretary of the Board
National Energy Board
517 Tenth Avenue SW
Calgary, AB T2R 0A8

Facsimile 403-292-5503
Toll free facsimile 1-877-288-8803

.../2

A copy of the letter and any supporting documents should also be sent to:

Ms. Nicole Prince
 Regulatory Analyst
 Regulatory, Canadian Gas Pipelines
 TransCanada Pipelines Limited
 450 – 1 Street SW
 Calgary, AB T2P 5H1
 Facsimile 403-920-2347

Ms. Azalea Jin
 Senior Legal Counsel
 Regulatory, Canadian Gas Pipelines
 TransCanada Pipelines Limited
 450 – 1 Street SW
 Calgary, AB T2P 5H1
 Facsimile 403-920-2310

Hearing Process:

The table below summarizes the procedural steps for the written public hearing. It provides the deadlines for filing and serving documents and the person responsible.

Procedural Step	Person Responsible	Deadline Date (noon Calgary time)
Serve Notice of Abandonment Hearing on potentially impacted persons.	NGTL	15 November 2017
File confirmation that Notice of Abandonment Hearing has been served (including list of persons served) with the Board.	NGTL	17 November 2017
File letters with the Board and send a copy to NGTL (information on how to participate is provided above).	Interested persons that are potentially impacted by the Project	6 December 2017
File reply to letters submitted to the Board and serve a copy of the reply on all persons who have submitted letters.	NGTL	20 December 2017
Decision on the abandonment application or determination that additional procedural steps are required. If additional steps are required, notification of a procedural update.	Board	TBD

Upon receiving submissions from parties, the Board may issue its ruling on this matter or have further process to deal with NGTL’s abandonment application.

Further Information on the Hearing Process

The NEB’s Participant Funding Program (PFP) provides funding to support participation in a public hearing. Any funding opportunity for the Project will be announced after the level of interest has been determined. For more information on PFP, visit <http://www.neb-one.gc.ca/pfp>.

For more information on this hearing, or the procedures governing the hearing, please contact Janet Foreman, Regulatory Officer, at 403-221-3055 or Carrie Randall, Regulatory Officer, at 403-629-6345 or toll free at 1-800-899-1265.

NATIONAL ENERGY BOARD

Original signed by S. Young

Sheri Young
Secretary of the Board

Appendix A – Proposed Facilities to be Abandoned

Meter Station Name	Approximate Lateral Pipeline Length	Meter Station Legal Description	Lateral to be Abandoned In-place or Removed	Proposed Abandonment Date ¹
		Isolation Location Legal Description		
Acadia East Receipt	0.20 km of NPS 6 Acadia East Lateral	SE 15-026-03 W4M	Removed	April 2018
		NE 10-026-03 W4M		
Acadia North Receipt	4.58 km of NPS 6 Acadia North Lateral	NE 30-026-03 W4M	In-place	May 2018
		NE 07-026-03 W4M		
Acadia Valley Receipt	16.96 km of NPS 6 Acadia Valley Lateral ²	NW 12-026-02 W4M	In-place	April 2018
		NW 07-026-03 W4M		
Bear Canyon West Receipt	0.24 km of NPS 8 Bear Canyon West Lateral	NE 07-084-12 W6M	Removed	April 2019
		NE 07-084-12 W6M		
Big Bend East Receipt	1.58 km of NPS 4 Big Bend East Lateral ³	SW 07-067-26 W4M	In-place / Removed ³	October 2019
	1.5 km of NPS 8 Big Bend East Lateral Loop	SW 06-067-26 W4M	In-place	
Blueberry Hill Receipt	4.36 km of NPS 4 Blueberry Hill Lateral	NW 24-079-11 W6M	In-place	September 2018
		NW 01-079-11 W6M		
Blue Jay Receipt	7.97 km of NPS 4 Blue Jay Lateral	SW 13-068-18 W4M	In-place	September 2019
		SE 32-067-17 W4M		
Donatville Receipt	6.03 km of NPS 6 Donatville Lateral	SE 27-066-18 W4M	In-place	September 2019
		NE 31-066-18 W4M		
Elinor Lake East Receipt	N/A	NW 22-065-11 W4M	N/A	June 2018
		N/A		
Hines Creek Receipt	24.32 km of NPS 6 Hines Creek Lateral	SW 35-085-03 W6M	In-place	March 2019
	0.05 km of NPS 3 Hines Creek MS Piping	SE 36-086-01 W6M	Removed	
Hines Creek West Receipt	35.6 km of NPS 8 Hines Creek West Lateral	NE 23-085-04 W6M	In-place	March 2019
		SE 36-086-01 W6M		
Last Lake Receipt	1.57 km of NPS 4 Last Lake Lateral	SE 06-084-25 W5M	In-place	April 2019
		SW 05-084-25 W5M		

Appendix A – Proposed Facilities to be Abandoned (cont'd)

Meter Station Name	Approximate Lateral Pipeline Length	Meter Station Legal Description	Lateral to be Abandoned In-place or Removed	Proposed Abandonment Date ¹
		Isolation Location Legal Description		
Lawrence Lake Receipt ⁴	14.7 km of NPS 6 Lawrence Lake Lateral	SE 21-068-26 W4M	In-place	October 2019
		NW 28-067-01-W5M		
Manir Receipt	0.08 km of NPS 8 Manir Lateral	NE 36-076-04 W6M	Removed	August 2018
		NE 36-076-04 W6M		
Mega River Receipt	N/A	SE 03-113-12 W6M	N/A	January 2019
Mega River No. 2 Receipt		N/A		
Mills Receipt	0.107 km of NPS 4 Mills Lateral ⁵	SW 31-069-11 W4M	Removed	June 2018
		SW 31-069-11 W4M		
Owl Lake South Receipt	0.03 km of NPS 4 Owl Lake South Lateral	NE 20-094-12 W6M	Removed	January 2019
Owl Lake South No. 2 Receipt		NE 20-094-12 W6M		
Owl Lake South No. 3 Receipt		NE 20-094-12 W6M		
Rod Lake Receipt	N/A	SE 33-092-20 W4M	N/A	January 2019
Rod Lake Sales		N/A		
Rossbear Lake Receipt	N/A	NW 28-095-12 W5M	N/A	May 2019
		N/A		
Snowfall Creek Receipt	N/A	NW 06-104-12 W6M	N/A	January 2019
		N/A		
Squirrel Mountain Receipt	N/A	SE 18-086-01 W6M	N/A	February 2019
		N/A		
Tangent East Receipt	6.9 km of NPS 4 Tangent East Lateral	SW 03-079-24 W5M	In-place	November 2019
		SE 02-079-25 W5M		
N/A	9.4 km of NPS 12 Alderson Lateral ⁶	NW 29-018-12 W4M	In-place	March 2018
		NE 23-019-13 W4M		
N/A	6.71 km NPS 16 Kaybob South Lateral	SW 12-062-20 W5M	In-place	August 2018
		NW 10-062-19 W5M		
N/A	2.1 km of NPS 36 McNeill Crossover ⁷	SW 01-020-01 W4M	In-place / Removed ⁷	March 2018
		SE 12-020-01 W4M		

- 1 Schedule is subject to NEB-approval and further consultation with landowners and consideration of any environment restricted activity periods (RAPs), to avoid and/or minimize potential impacts on the environment.
- 2 NGTL is proposing to abandon approximately 16.96 km of the 24.96 km Acadia Valley Lateral. The remainder of the lateral will continue providing service to customers on the NGTL System.
- 3 NGTL is proposing to abandon in-place 1.4 km of the Big Bend East Lateral from the meter station to the NGTL System mainline. The remaining 167.5 m through the meter station yard to the producer tie-in will be removed.
- 4 Lawrence Lake Receipt Meter Station was previously decommissioned in 2011 (NEB Filing ID: A40335). NGTL is proposing to remove the remaining components (approximately 40 m of NPS 4 yard pipe, piles, side valve and fencing), and abandon the meter station site.
- 5 NGTL is proposing to abandon approximately 107 m of the 110 m Mills Lateral. The remainder of the lateral will continue providing service to customers on the NGTL System.
- 6 NGTL is proposing to abandon approximately 9.4 km of the 42.45 km Alderson Lateral. The remainder of the lateral will continue providing service to customers on the NGTL System.
- 7 NGTL is proposing to abandon approximately 2.1 km of the 2.8 km McNeill Crossover. The remainder of the crossover will continue providing service to customers on the NGTL System. In addition, approximately 140 m of NPS 36 yard piping within the Empress East Boarder Meter Station boundary, that is associated with the McNeill Crossover, will be removed.

From: acp.grants@gov.ab.ca
To: [Office](#)
Subject: 2017 - 2018 Alberta Community Partnership
Date: November-07-17 1:52:53 PM

Dear Chief Elected Official:

Our government is invested in making the lives of Albertans better, and we are doing that by helping municipalities to work together. The Alberta Community Partnership (ACP) grant program supports municipalities to resolve conflicts with their neighbours, build capacity through municipal internships, and find more efficient and effective ways to leverage land use and deliver regional services.

I am pleased to announce that applications are now being accepted for all components of the 2017/18 ACP program, including the Intermunicipal Collaboration (IC) and Mediation and Collaborative Processes (MCP) components. Updates have been made to the IC and MCP components which align to the amendments our government has made to the *Municipal Government Act (MGA)*. In particular, *MGA* amendments have made intermunicipal collaboration frameworks (ICF) and intermunicipal development plans mandatory.

Working together with neighbours has become a “core business” for every municipality. It is expected that every municipality will undertake the necessary work to fulfill this obligation. However, it is also recognized that there may be circumstances where partnerships will require extra assistance with this important work. Therefore, the IC component grant criteria have been updated to prioritize the selection of projects that support ICF development. This includes projects which directly produce frameworks for regional approaches to service delivery, address outstanding regional service gaps, and resolve capacity related barriers to successfully build regional service frameworks.

A new stream has also been established under the MCP component to support ICF negotiating. These funds are available to municipal partnerships that may need additional facilitation support in their ICF negotiations to help them be successful in building upon their important regional relationships.

Details on the above and other program updates, and the application form and program guidelines can be found at www.municipalaffairs.alberta.ca/alberta-community-partnership. Please note that IC applications are due by January 2, 2018, and MCP applications are due by February 1, 2018.

I look forward to continuing to work with you to strengthen Alberta's municipalities.

Sincerely,

Hon. Shaye Anderson

Minister of Municipal Affairs

cc: Chief Administrative Officer



Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266
www.mackenziecounty.com

November 7, 2017

Mr. Darcy Beach
Area Manager, Peace / Upper Hay Area
Peace Area
Alberta Environment and Sustainable Resource Development
Bag 900-37, 3rd Floor Provincial Building
9621 - 96 Avenue
Peace River, AB T8S 1T4

Dear Mr. Beach:

RE: Fort Vermilion Provincial Grazing Reserve

On July 31, 2017 Agricultural Service Board Meeting (ASB), a delegation from the Fort Vermilion Grazing Reserve Association brought forward their concerns regarding the lack of developed grazing land at the Fort Vermilion Provincial Grazing Reserve.

Over 1500 head of cattle are being sent to grazing reserves and private pastures outside of Mackenzie County due to the fact that Fort Vermilion Provincial Grazing Reserve only has enough developed pasture land to graze approximately 850 cow/calf pairs. Mackenzie County, along with the Fort Vermilion Grazing Reserve Association is seeking approval to utilize the undeveloped area within the current Grazing Reserve boundaries. All cost associated with this proposed development would be borne by the Fort Vermilion Grazing Association.

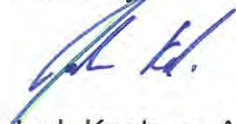
There are approximately 5000 acres of undeveloped land within Fort Vermilion Grazing Reserve boundaries. The Fort Vermilion Grazing Association feels that the development of these additional acres will be part of a long term solution to meet the need of ever increasing grazing requirements in Mackenzie County.

Enclosed is a map of the Fort Vermilion Provincial Grazing Reserve, indicating both the developed and undeveloped areas.

Thank you for your consideration to this matter, if you require further information please contact Grant Smith 780-927-3718 or gsmith@mackenziecounty.com.

Mr. Darcy Beach
Page 2
November 7, 2017

Sincerely,



Josh Knelsen, Agricultural Service Board Chair - Mackenzie County

cc: Danielle Gabruck - Environment and Parks.



ALBERTA
ENVIRONMENT AND PARKS

*Office of the Minister
Minister Responsible for the Climate Change Office
MLA, Lethbridge-West*

89899

RECEIVED
NOV 17 2017

MACKENZIE COUNTY
FORT VERMILION OFFICE

November 9, 2017

Reeve Bill Neufeld
Mackenzie County
4511 - 46 Avenue
Box 640
Fort Vermilion AB T0H 1N0

Dear Reeve Neufeld:

Thank you for your interest in a number of Environment and Parks projects taking place within Mackenzie County. I appreciate your desire to provide expanded recreational opportunities in northwest Alberta, and I am pleased to provide you with the following information.

Environment and Parks' staff are currently reviewing the Recreation Lease for your county, submitted in September 2017, for an expansion of the Bridge Campground in the Fort Vermillion Provincial Recreation Area; staff have no concerns moving forward with the regular application process, despite delays due to Alberta Transportation road closures.

In regards to your request for campsite upgrades at the Bridge Campground, the Historical Resource Impact Assessment which indicated two traditional use sites that may be affected, has been submitted to the Aboriginal Heritage Section of Alberta Culture and Tourism for review. Campground upgrades involving ground disturbance in these areas are dependent on the decision and recommendations of the Aboriginal Heritage Section. Our department contributed approximately \$4,000 to kitchen repairs at the Bridge Campground earlier this year and is prepared to consider additional cost-shared projects at this site.

First Nations consultation needs to be submitted and reviewed by the Aboriginal Consultation Office before a decision can be made on your application to purchase lands surrounding Wadlin Lake (PLS 160031). Alternatively, an updated Recreation Plan for the existing recreation lease can be submitted to our department for consideration without the sale of crown lands and subsequent First Nations consultation.

This year, Environment and Parks shared the costs of a number of site upgrades at Machesis Lake Provincial Recreation Area, including a new water well (\$7,500), outhouse (\$9,500), cell phone tower (\$8,000), and solar power system for the caretakers camping area (\$9,500). Our department is prepared to consider additional projects at this site with cost sharing options as appropriate.

The Rainbow Lake Campground Association operates the campground and day-use facilities at Rainbow Lake Provincial Recreation Area under a Parks Lease agreement. Environment and Parks supports the association when requests for assistance are made. At present, no capital or infrastructure upgrades have been planned or requested for the site.

For matters related to Wadlin Lake, please contact Ms. Camille Ducharme, Approvals Manager of Lands and Range, in the Peace Region. Ms. Ducharme can be reached at 780-624-6321 (for any Government of Alberta number, you can dial 310-0000 for a toll-free connection), or at camille.ducharme@gov.ab.ca. For matters related to the Provincial Recreation Areas, I encourage you to contact Mr. Calvin McLeod, Regional Director in the Parks Northwest Region. Mr. McLeod can be reached at 780-538-8010, or at calvin.mcleod@gov.ab.ca.

Thank you again for your continued interest in working with Environment and Parks. Our department staff look forward to discussing these issues with you further in the near future.

Sincerely,

A handwritten signature in black ink that reads "Shannon Phillips". The signature is written in a cursive, flowing style.

Shannon Phillips
Minister

cc: Camille Ducharme
Environment and Parks

Calvin McLeod
Environment and Parks

V.S.I. SERVICES (1980) LTD

A nonprofit organization providing veterinary care in Alberta

BOX 137

FAIRVIEW, AB T0H 1L0

PH 780 835 5440

November 14, 2017

Mr. Len Racher, CAO
Mackenzie County
Box 640
Fort Vermilion, AB T0H 1N0

Dear Len,

I am sending this letter as a follow up to the third quarter report of VSI expenditures, for your jurisdiction, that was e-mailed to yourself, Walter Sarapuk, Grant Smith, and Colleen Sarapuk.

Following is an estimate of your current VSI account status:

		Claims	Payments	Balance
Jan. 1, 2017	\$			*<2,319>
Payments in 2017	\$		37,500	35,181
First Quarter	\$	8,978		26,203
Second Quarter	\$	13,669		12,535
Third Quarter	\$	1,466		11,069

*Taken from 2016 " Notice to Reader"

Note the above table **does not include** your share of **administration fees** or **investment income** for 2017.

Your claims for the first three quarters of 2017 are \$3,981 (19.8%) higher than for the same period in 2016. Last year your fourth quarter claims were \$6,291. If the 19.8% increase in claims continues your fourth quarter expenses are projected to be approximately \$7,535. This would leave you with a surplus of approximately \$3,533 not including your net administrative costs. In 2016 your net administrative costs were 16.6% of your claims. Note: Administrative costs include G.S.T.

If you have any questions or you detect any errors in the report or my calculations in this letter please let me know.

Yours sincerely

Rik Vandekerkhove, Manager

Cc: Walter Sarapuk
Grant Smith
Colleen Sarapuk

Builder Licensing Program
New Home Buyer Protection Office
Alberta Municipal Affairs
16th Floor, Commerce Place
10155 - 102 St. NW, Edmonton, AB T5J 4L4

From: Monte Krueger
Registrar
New Home Buyer Protection Office

To: Chief Administrative Officers

Date: November 23, 2017

Subject: Builder Licence: Active Building Permit Applications

As you are aware, effective December 1, 2017, residential builders in Alberta will be required to have a builder licence to obtain building permits for new homes.

We have received inquiries about the implementation of this regulation regarding when the requirements must be met. Specifically, the question of how to process applications currently in the system has been raised by multiple municipal officials.

A primary goal during the implementation of builder licensing is the avoidance of disruption to any builds currently in process, including any projects currently in the planning phase. To this end, implementation is premised on a "phased" approach, specifically to allow flexibility to avoid backlogs in the system, not create additional work, and to allow a reasonable period for builders to become compliant.

Our understanding is that using the date of permit issuance as the "in force" compliance date for the new regulation will negatively impact a large number of permits currently in the system, and create significant backlogs. This is not a desirable outcome, and does not meet the intent of avoiding disruption to the system.

Municipal Affairs' position is that any building permits applied for before December 1, 2017 should be "grandfathered", and any new permits applied for on December 1, 2017 onwards would require a provisional licence.

Builder licensing is a significant shift for residential construction in Alberta, and Municipal Affairs is committed to working with stakeholders during implementation to ensure that implementation is as seamless as possible. We appreciate your support and comments, and are interested in how to support your work as we implement this program.

If you have any questions, please email builderlicensing@gov.ab.ca, or call the office at 1-866-421-6929. Thank you.

Sincerely,



Monte Krueger
Registrar, New Home Buyer Protection Office

November 7, 2017

Reeve Peter Braun
Mackenzie County
PO Box 640
4511 46 Avenue
FORT VERMILLION AB T0H 1N0

Dear Reeve Braun:

Re: Air Ambulance Medical Crew RFP

Thank you for your letter of October 24, 2017. The Alberta Health Services (AHS) Board appreciates the opportunity to address your concerns about air ambulance service to your area.

AHS conducted a tendering process in compliance with provincial requirements and applicable trade agreements to procure long term (10 year) contracts with air ambulance aviation and medical crew service providers. You are correct, that this process will see a change in the air medical crew provider based out of Fort Vermillion and High Level, effective April 1, 2018. There will be no change to the aviation provider.

The current air medical crew provider recently experienced challenges in staffing the Advanced Life Support practitioner for the air medical crew. Some of this was due to unexpected staff illness. For a variety of reasons including, aircraft maintenance, crew duty days, etc., it is part of normal operations to have an air ambulance base be temporarily out of service. When this occurs, the EMS air ambulance leadership team and central air ambulance dispatch center are made aware, and manage all of the provincial air ambulances to ensure response readiness is maintained for all areas of the province.

I am advised that the AHS air ambulance leadership team is working collaboratively with the current provider to mitigate the staffing challenge with a positive outcome. We will continue to monitor this situation. The air ambulance leadership team has also communicated with Mackenzie County's CAO, Len Racher regarding this matter.

We certainly appreciate the importance of air ambulance service to the residence of Mackenzie County and understand why you would be concerned if there was an inability to respond. AHS will work with service providers to maintain response readiness at all bases and I can assure you, that the air ambulance system is designed to respond to any area from any provincial base location. I appreciate your invitation to meet, and as this is an operational matter I have asked that our EMS leadership team follow up with you and your team.

.../2

Please contact Gordon Bates, Associate Executive Director Provincial Air Ambulance Operations and Inter Facility Transfer Strategy at 780-474-9374 or via email at gordon.bates@ahs.ca to follow up.

Sincerely,



Dr. Brenda Hemmelgarn
Board Vice Chair

C: Deb Gordon, Executive Lead - Emergency Medical Services, AHS
Darren Sandbeck, Senior Provincial Director and Chief Paramedic - Emergency Medical Services, AHS

LA CRETE RECREATION SOCIETY
REGULAR MEETING
OCTOBER 12, 2017

Northern Lights Recreation Centre
La Crete, Alberta

Present: Shawn Wieler, President
Simon Wiebe, Vice President
Wendy Morris, Secretary-Treasurer
Ken Derksen, Director
Duffy Driedger, Director
Dave Schellenberg, Director
John Zacharias, Director
Peter F. Braun, County Rep
Philip Doerksen, Arena Manager
Shane Krahn, Assistant Arena Manager

Absent:
George Derksen, Director
Peter Wiebe, Director

Call to Order: President Shawn Wieler called the meeting to order at 5:54 p.m.

Approval of Agenda

1. Peter Braun moved to accept the agenda as presented.

CARRIED

Finance Report

1. Abe Fehr gave a report on the financials.
2. Significant funds were deposited into the account after the financials were sent. Financials are not yet updated.
3. CFEP grant still needs to be entered.
4. The bank statement is still needed to reconcile the September financials. There are also invoices that were just received that need to be entered.
5. Organizational Minutes from AGM need to be sent in for GST. Wendy will send these to Abe in Microsoft Word.

Ken Derksen moved to accept the financial report as presented.

CARRIED

Dave Schellenberg arrived at 6:04 p.m.

Approval of Previous Meeting's Minutes

1. Simon moved to accept the September 14, 2017 minutes as presented.

CARRIED

2. Dave Schellenberg moved to accept the Sept 14, 2017 Organizational minutes as presented.

CARRIED

Business from the Minutes

1. Engineered drawings for the lobby project were sent away for approval. If they get approved we will then put the project out for tender and get drawings stamped.

Review of Action Sheet

1. Reviewed items

Manager's Report – Philip Doerksen

1. Philip reviewed the Manager's Report.

Dave Schellenberg moved to accept the Manager's report.

CARRIED

New Business

9.1 Budget

- 1 \$2000 will be put into Splash park operating expenses.
2. Wheelchair accessibility was added to the capital items.
3. It was discussed that updating the fire alarm system would wait until lobby renovations occur as electrical work will need to be done at this time anyways.

Duffy Driedger moved to accept the changes that were made to the budget.

CARRIED

9.2 Swimming Pool Committee

Two options were discussed: either having the Rec Board take over the committee or having them form their own committee which would be separate from the Rec Board. It was discussed that Shawn would have a discussion with someone from the pool committee about forming a separate society.

John Zacharias moved to go in camera at 6:50 p.m.

Ken Derksen moved to go out of camera at 7:02 p.m.

Wendy Morris moved that the meeting be adjourned at 7:02 p.m.

Next Meeting: November 9, 2017



BE HEARD. On the tails of the recent election, it's more vital than ever to have a voice. Are you passionate about the environment? Fair taxation? Healthcare? Whether you are part of a grassroots movement or a municipal leader advocating for issues important in your community, you can effect legislative change by learning how to gain access to the decision-makers who matter and how to lobby them effectively.

Explore the 4 pillars of lobbying:

1. Successful influence strategies
2. Understanding how government makes decisions
3. Key messaging
4. Communication

Learn:

- Who to lobby
- How to optimize your message
- Tips from the pros
- How government works
- Pitfalls to avoid
- How to deal with personalities in government
- What is the role of pressure?

Upcoming Course Dates:

Wed, Nov 29, 2017 **or** Wed, Mar 14, 2018
8:30 a.m.–4:30 p.m. Course Fee: \$449



Presenter: Maurice Fritze

Maurice has been a communications professional for over 25 years, consulting with Boards of Directors of over 25 diverse organizations. As a lobbyist, he has researched and created strategies to drive legislative and/or regulatory change. He has also organized and led grass-roots lobbying campaigns for political action committees and community groups, targeting elected and senior government officials up to the Premier level.

Maurice is a dynamic presenter and is well respected for his strategic thinking, insight, patience, diplomacy and exceptional interpersonal skills in navigating sensitive situations. Maurice was the recipient of the 1992 Governor General's Commemorative Medal.

Register [online](https://www.macewan.ca/SCE) at [MacEwan.ca/SCE](https://www.macewan.ca/SCE) or by phone: 780-497-4400

The High Level Community Policing Society
Cordially invites you to the

High Level
RCMP
Regimental Ball
2017



Saturday December 2nd, 2017

6pm Cocktails

7pm Dinner

9pm Dance

Best Western Mirage
9616 Highway 58 • High Level

Tickets \$50

Available at the High Level RCMP Detachment

Semi-formal Attire
Silent Auction

Proceeds going to the High Level Community Policing Society