



**Mackenzie County**

# **REGULAR COUNCIL MEETING AGENDA**

**AUGUST 24, 2016**

**10:00 A.M.**

**COUNCIL CHAMBERS  
FORT VERMILION, AB**



# STRATEGIC PRIORITIES CHART

## COUNCIL PRIORITIES (Council/CAO)

NOW	ADVOCACY
1. <b>FISCAL RESPONSIBILITY: Long term planning</b> 2. <b>CITIZEN ENGAGEMENT: Ratepayers surveys</b> 3. <b>DEVELOPMENT STANDARDS: Evaluation of infrastructure</b> 4. <b>POTABLE WATER: Availability &amp; Infrastructure</b> 5. <b>INDUSTRY RETENTION AND ATTRACTION</b> 6. <b>CAMPGROUNDS: Expansion</b> 7. <b>LAND STEWARDSHIP COMMITTEE</b> 8. <b>MUNICIPAL ROADS: Upgrading</b> 9. <b>INTER-PROVINCIAL/ TERRITORIAL RELATIONS</b> 10. <b>RECREATION CENTRES &amp; ARENA UPGRADES</b> 11. <b>EDUCATION STRATEGY: Environmental information for farmers</b> 12. <b>INDUSTRY RELATIONS AND GROWTH: Value added</b>	<input type="checkbox"/> <i>Provincial Government Relations</i> <input type="checkbox"/> <i>Transportation Development</i> <input type="checkbox"/> <i>Health Services</i> <input type="checkbox"/> <i>La Crete Postal Service</i> <input type="checkbox"/> <i>Land Use (Land Use Framework, conservation initiatives, agricultural land expansion)</i>  Codes: <b>BOLD CAPITALS</b> – Council NOW Priorities CAPITALS – Council NEXT Priorities <i>Italics</i> – Advocacy Regular Title Case – Operational Strategies * See Monthly Capital Projects Progress Report

## OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)			
1. <b>INDUSTRY RETENTION AND ATTRACTION:</b> meetings with local industries leaders	May	<input type="checkbox"/> <i>Provincial Government Relations</i>	
2. <b>INTER-PROVINCIAL/ TERRITORIAL RELATIONS:</b> develop a plan for symposium to share information (CAO & Sustainability Committee)	May	<input type="checkbox"/> <i>Transportation Development</i> <input type="checkbox"/> <i>Health Services</i> <input type="checkbox"/> <i>La Crete Postal Service</i>	
ECONOMIC DEVELOPMENT (Joulia/Byron)		AGRICULTURAL SERVICES (Grant)	
1. <b>INDUSTRY RELATIONS AND GROWTH: Value added (review development incentives options)</b>	Sept.	1. <b>EDUCATION STRATEGY: Environmental information for farmers</b>	Oct. August August
2. Tourism Strategy – SWOT analysis	Sept.	2. Emergency Livestock Response Plan	
3. <i>Land Use (Land Use Framework, conservation initiatives, agricultural land expansion)</i>	August	3. Agricultural Fair & Tradeshow	
<input type="checkbox"/> Economic Development Action Plan	May	<input type="checkbox"/> Easements for Existing Drainage Channels	
COMMUNITY SERVICES (Ron/Len)		PUBLIC WORKS* (Ron/Len)	
1. <b>CAMPGROUNDS: Expansion - Wadlin &amp; Hutch Lake Plans</b>	April	1. <b>MUNICIPAL ROADS: Upgrading</b>	July
2. <b>RECREATION CENTRES &amp; ARENA UPGRADES</b>	July	<input type="checkbox"/> Hamlet 5 Year Upgrading Plan – Review & Update	July
3. COR Certificate – External Audit Review	March	<input type="checkbox"/> Engineering Services Procurement RFP	Dec.
<input type="checkbox"/> Construct dock expansion plan for campgrounds as per new design	May		
PLANNING & DEVELOPMENT (Byron)		LEGISLATIVE SERVICES (Carol)	
1. <b>DEVELOPMENT STANDARDS: Evaluation of infrastructure - engage consultant</b>	April	1. <b>CITIZEN ENGAGEMENT: Ratepayers surveys</b>	
2. <b>LAND STEWARDSHIP COMMITTEE - fill positions</b>	April	2. Filing/Records Management Procedure	May
3. Infrastructure Master Plans - complete	April	3. By – Election (Ward 7)	May
<input type="checkbox"/> LC & FV Streetscape - finalize design	May	<input type="checkbox"/> SDAB Bylaw Review	May
<input type="checkbox"/> LC & FV Airports - infrastructure review, ph. 1	April	<input type="checkbox"/> Social Media Policy	June
FINANCE (Mark)		ENVIRONMENTAL (Fred)	
1. <b>FISCAL RESPONSIBILITY: Long term planning</b>	Sept.	1. <b>POTABLE WATER: Availability &amp; Infrastructure</b>	
2. Non-traditional municipal revenue stream – research options		2. Hamlet Easement Strategy	July
3. Multi-year capital plan		<input type="checkbox"/> Establish Tactical Plan	
		<input type="checkbox"/> Water Study Rocky Lane and High Level	

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, August 24, 2016  
10:00 a.m.**

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

**AGENDA**

			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the August 9, 2016 Regular Council Meeting	7
<b>DELEGATIONS:</b>	4.	a) b)	
<b>COUNCIL COMMITTEE REPORTS:</b>	5.	a) Council Committee Reports (verbal)	
		b) Finance Committee Meeting Minutes	25
		c) Community Services Committee Meeting Minutes	29
		d) Public Works Committee Meeting Minutes	35
		e)	
<b>GENERAL REPORTS:</b>	6.	a) b)	
<b>TENDERS:</b>	7.	a) Request for Proposal – Construction and Maintenance of Tompkins Crossing Ice Bridge	39

<b>PUBLIC HEARINGS:</b>	8.	a)	None	
<b>ADMINISTRATION:</b>	9.	a)	Policy ADM057 Video Surveillance	41
		b)	Determination of Population Regulation (DPR) Review	61
		c)		
		d)		
<b>AGRICULTURE SERVICES:</b>	10.	a)		
		b)		
<b>COMMUNITY SERVICES:</b>	11.	a)	Authorization of Peace Officer Policies and RCMP Memorandum of Understanding	79
		b)	Fort Vermilion Court House Building Proposal	105
		c)	La Crete Arena – Ice Chiller Replacement Project – Additional Funding Request	111
		d)		
		e)		
<b>FINANCE:</b>	12.	a)	Bylaw 1045-16 Outstanding Tax Payment Bylaw	113
		b)	Policy FIN027 Investment Policy	137
		c)	Policy FIN028 Credit Card Use	145
		d)	Budget Amendment – Property Purchase	155
		e)	Financial Reports – January 1 to July 31, 2016	157
		f)		
		g)		
<b>OPERATIONS:</b>	13.	a)	Fox Lake Winter Road Upgrading Request	171



		b)		
		c)		
<b>PLANNING &amp; DEVELOPMENT:</b>	14.	a)	Bylaw 1024-16 Road Closure West Side of NW 11-106-12-W5M for Access Request	175
		b)	Caribou Communities of Alberta Committee	187
		c)	Caribou	189
		d)		
		e)		
<b>UTILITIES:</b>	15.	a)	Policy UT006 Municipal Rural Water Servicing	201
		b)		
		c)		
<b>INFORMATION / CORRESPONDENCE:</b>	16.	a)	Information/Correspondence	207
<b>IN CAMERA SESSION:</b>	17.	a)	Legal <ul style="list-style-type: none"><li>• Tax Collection</li></ul>	
		b)	Labour <ul style="list-style-type: none"><li>• CAO Recruitment</li></ul>	
		c)	Land <ul style="list-style-type: none"><li>• Gravel Land Purchase – Knelsen Sand &amp; Gravel</li></ul>	
<b>NOTICE OF MOTION:</b>	18.		Notices of Motion	
<b>NEXT MEETING DATES:</b>	19.	a)	Regular Council Meeting September 13, 2016 10:00 a.m. Fort Vermilion Council Chambers	

- b) Committee of the Whole Meeting  
September 27, 2016  
10:00 a.m.  
Fort Vermilion Council Chambers
- c) Regular Council Meeting  
September 28, 2016  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**      20.    a)    Adjournment



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 24, 2016</b>
<b>Presented By:</b>	<b>Carol Gabriel, Interim Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the August 9, 2016 Regular Council Meeting</b>

## **BACKGROUND / PROPOSAL:**

Minutes of the August 9, 2016, Regular Council Meeting are attached.

## **OPTIONS & BENEFITS:**

## **COSTS & SOURCE OF FUNDING:**

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION:**

Approved Council Meetings minutes are posted on the County website.

## **RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

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

Author: C. Gabriel      Reviewed by: \_\_\_\_\_      CAO: CG



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, August 9, 2016  
10:00 a.m.**

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

**PRESENT:**

Bill Neufeld	Reeve (left at 2:55 p.m.)
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
John W. Driedger	Councillor
Eric Jorgensen	Councillor
Josh Knelsen	Councillor (arrived at 10:45 a.m.)
Ray Toews	Councillor
Lisa Wardley	Councillor

**REGRETS:**

**ADMINISTRATION:**

Carol Gabriel	Interim CAO/Director of Legislative & Support Services/Recording Secretary
Ron Pelensky	Director of Community Services & Operations
Len Racher	Director of Facilities & Operations (South)
Byron Peters	Director of Planning and Development
Fred Wiebe	Director of Utilities
Peng Tian	Director of Finance
Bill Kostiw	Intergovernmental Relations & Special Projects Coordinator

**ALSO PRESENT:** Media  
Members of the Public

Minutes of the Regular Council meeting for Mackenzie County held on August 9, 2016 in the Fort Vermilion Council Chambers.

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

Reeve Neufeld called the meeting to order at 10:06 a.m.

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

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**MOTION 16-08-557**      **MOVED** by Deputy Reeve Sarapuk

That the agenda be approved with the following additions:

9. e) Flood Mitigation

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. a) Minutes of the July 12, 2016, Regular Council Meeting**

**MOTION 16-08-558**

**MOVED** by Councillor Wardley

That the minutes of the July 12, 2016 Regular Council Meeting be adopted as presented.

**CARRIED**

**COUNCIL  
COMMITTEE  
REPORTS:**

**5. a) Council Committee Reports**

**MOTION 16-08-559**  
Requires Unanimous

**MOVED** by Councillor Wardley

That the Reeve and one Councillor be authorized to attend the PREDA meeting on September 2, 2016 in Manning, AB in order to attend the presentation by Robin Campbell, President of the Coal Association of Canada.

**CARRIED**

**MOTION 16-08-560**

**MOVED** by Councillor Braun

That the Council Committee Reports be received for information.

**CARRIED**

**5. b) Finance Committee Meeting Minutes**

**MOTION 16-08-561**

**MOVED** by Councillor Toews

That the Finance Committee unapproved meeting minutes of July 11, 2016 be received for information.

**CARRIED**

**5. c) Tompkins Crossing Committee Meeting Minutes**

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**MOTION 16-08-562**      **MOVED** by Councillor Driedger

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

**CARRIED**

**5. d) Agricultural Service Board Meeting Minutes**

**MOTION 16-08-563**      **MOVED** by Councillor Wardley

That the Agricultural Service Board unapproved meeting minutes of July 28, 2016 be received for information.

**CARRIED**

**5. e) Municipal Planning Commission Meeting Minutes**

**MOTION 16-08-564**      **MOVED** by Councillor Driedger

That the Municipal Planning Commission approved meeting minutes of July 7, 2016 and the unapproved minutes of the July 21, 2016 meeting be received for information.

**CARRIED**

**GENERAL REPORTS:**      **6. a) CAO Report**

**MOTION 16-08-565**      **MOVED** by Councillor Braun

That the Interim CAO report for July, 2016 be received for information.

**CARRIED**

**PUBLIC HEARINGS:**      **8. a) None**

**ADMINISTRATION:**      **9. a) Seeking Input on Energy Efficiency and Community Energy in Alberta**

**MOTION 16-08-566**      **MOVED** by Councillor Toews

That administration prepare a presentation to submit to the Climate Leadership Plan - Energy Efficiency and Community Energy in Alberta.

**CARRIED**

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**DELEGATIONS:** 4. a) **Kevin Hunt, Wildfire Technologist – Alberta Agriculture & Forestry**

**OPERATIONS:** 13. e) **Supply of Water Truck & Operator for Windrow Burning Tests**

Councillor Knelsen arrived at 10:45 a.m.

**MOTION 16-08-567** **MOVED** by Councillor Toews

That the County supply a water truck and operator as requested by Alberta Agriculture & Forestry's windrow burning tests during August 2016.

**CARRIED**

Reeve Neufeld recessed the meeting at 10:53 a.m. and reconvened the meeting at 11:01 a.m.

**DELEGATIONS:** 4. b) **Barb Spurgeon, Mackenzie Housing Management Board**

**ADMINISTRATION:** 9. d) **Boreal Housing Foundation – Draft Ministerial Order**

**MOTION 16-08-568** **MOVED** by Councillor Wardley

That Mackenzie County support the draft Boreal Housing Foundation Ministerial Order as amended to include that each member organization be responsible for the honorarium and expenses of their appointed board members.

**CARRIED**

9. c) **Mackenzie Housing Management Board Member Appointments**

**MOTION 16-08-569** **MOVED** by Councillor Wardley

That the current member appointments to the Mackenzie Housing Management Board be extended to December 31, 2016.

**CARRIED**

**DELEGATIONS:** 4. c) **Gerhard Hirt – 9 Mile Road**

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**MOTION 16-08-570**

**MOVED** by Deputy Reeve Sarapuk

That administration meet with sawmills/forestry companies in regards to summer log hauling and Road Use Agreements.

**CARRIED**

**ADMINISTRATION:**

**9. b) Mighty Peace Watershed Working Alliance Groups**

**MOTION 16-08-571**

**MOVED** by Councillor Jorgensen

That Bill Kostiw be appointed to the Mighty Peace Watershed Alliance (MPWA) Non-Saline Groundwater working group and that Councillor Toews be appointed to the MPWA Peace River Flow Regime working group.

**CARRIED**

Reeve Neufeld recessed the meeting at 11:57 a.m. and reconvened the meeting at 12:49 p.m. with all members present except Councillor Jorgensen and Councillor Braun.

**9. e) Flood Mitigation (ADDITION)**

**MOTION 16-08-572**

Requires Unanimous

**MOVED** by Councillor Toews

That the County apply for flood mitigation funding for the Hamlet of Fort Vermillion.

**CARRIED UNANIMOUSLY**

Councillor Braun rejoined the meeting at 12:54 p.m.

**COMMUNITY SERVICES:**

**11. a) Archeological Study Bridge Campground**

Councillor Jorgensen rejoined the meeting at 12:55 p.m.

**MOTION 16-08-573**

Requires 2/3

**MOVED** by Councillor Wardley

That the budget be amended to include an additional \$32,950 to allow for a larger archeological study to allow for further development of the Bridge Campground Capital project with funding coming from the General Capital Reserve.

**CARRIED**

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**AGRICULTURE  
SERVICES:**

**10. a) Policy ASB020 Wolf Depredation Management Policy**

**MOTION 16-08-574**

**MOVED** by Councillor Knelsen

That Policy ASB020 Wolf Depredation Management Policy be adopted as amended.

**CARRIED**

**COMMUNITY  
SERVICES:**

**11. b) Canada 150 Community Infrastructure Program**

**MOTION 16-08-575**

Requires 2/3

**MOVED** by Councillor Toews

That the budget be amended to include an additional \$10,000 from the General Capital Reserve for the Fort Vermilion – Ice Chiller project, subject to grant funding.

**CARRIED**

**11. c) La Crete Arena – Ice Chiller Replacement Project –  
Additional Funding Request**

**MOTION 16-08-576**

Requires 2/3

**MOVED** by Deputy Reeve Sarapuk

That the La Crete Arena – Ice Chiller Replacement project additional funding request be TABLED to the next meeting.

**CARRIED**

**11. d) Request to Waive Contracted Services Fee – Norbord  
Fire**

**MOTION 16-08-577**

**MOVED** by Councillor Bateman

That Norbord Inc. be invoiced for the fire services and place the Town of High Level invoice under the contracted services with no additional 15% administration fee.

**CARRIED**

**MOTION 16-08-578**

**MOVED** by Councillor Wardley

That a letter be sent to the Town of High Level requesting that all

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contracted services for fire services be paid by the County directly in the future.

**CARRIED**

**FINANCE:**

**12. a) Policy FIN023 – Local Improvement Charge Cancellation Policy**

**MOTION 16-08-579**  
 Requires 2/3

**MOVED** by Councillor Toews

That Policy FIN023 Local Improvement Charge Cancellation Policy be amended as presented.

**CARRIED**

**12. b) Policy ADM049 – Bursary Policy**

**MOTION 16-08-580**

**MOVED** by Councillor Wardley

That Policy ADM049 Bursary Policy be amended as presented.

**CARRIED**

**12. c) Tax Recovery Auction – Sale of Land/Properties By Public Auction**

**MOTION 16-08-581**  
 Requires 2/3

**MOVED** by Councillor Braun

That the Tax Recovery Auction for properties under tax arrears be set for October 11, 2016.

**CARRIED**

**MOTION 16-08-582**  
 Requires 2/3

**MOVED** by Councillor Wardley

That the reserve bid for the properties being sold by public auction be set as follows:

Tax Roll Number	Ward	Zoning	Legal	Civic	Outstanding Taxes	Reserved Bid
219457	07	MHS-2	2938RS; 01; 11	4720-49 AVE	29,842.81	49,970
300574	09	F	902 2917; 02A; 24		8,707.37	18,740
117447	10	HG1	882 1687; 10; 06	953 WILDCA T AVE	1,707.90	26,420
077048	10	HG1	882 1687; 10; 10	976 PINE AVE	1,664.84	23,810

**CARRIED**

**MOTION 16-08-583**      **MOVED** by Councillor Wardley

That the Tax Recovery Auction for properties under tax arrears be changed to November 23, 2016.

**CARRIED UNANIMOUSLY**

**MOTION 16-08-584**      **MOVED** by Councillor Jorgensen

That administration review tax payment policies and bylaws with the intent of limiting the ability for property owners to delay payment of tax arrears and bring it back to the next meeting.

**CARRIED**

**12. d) Financial Reports – January 1 to June 30, 2016**

**MOTION 16-08-585**      **MOVED** by Councillor Wardley

That the financial reports for the period of January 1 – June 30, 2016 be accepted for information.

**CARRIED**

Reeve Neufeld recessed the meeting at 1:53 p.m. and reconvened the meeting at 2:02 p.m.

**OPERATIONS:**      **13. a) Third Access Request – NE 23-104-15-W5M**

**MOTION 16-08-586**      **MOVED** by Councillor Wardley

That the request for a third access on NE 23-104-15-W5M be DENIED in accordance with the Land Use Bylaw; preventing the construction of a third access until re-zoning is completed and additional subdivision is applied for.

**CARRIED**

**13. b) Supply of Winter Sand**

**MOTION 16-08-587**      **MOVED** by Councillor Wardley

That the supply of Winter Sand to the La Crete Salt/Sand Shelter be awarded to the lowest bidder.

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**CARRIED**

**TENDERS:**

**7. a) Removal of BF78103 and Construction of Range Road 140A (2:00 pm)**

**MOTION 16-08-588**

**MOVED** by Councillor Braun

That the tenders for Removal of BF78103 and Construction of Range Road 140A be opened.

**CARRIED**

Tenders Received

	Subtotal A	Subtotal B	Total
Northern Road Builders	\$39,500	\$35,000	\$74,500

**MOTION 16-08-589**

**MOVED** by Councillor Derksen

That the tender for Removal of BF78103 and Construction of Range Road 140A be awarded to the lowest qualified bidder.

**CARRIED**

**OPERATIONS:**

**13. c) Zama Water Sprinkler**

**MOTION 16-08-590**

Requires 2/3

**MOVED** by Councillor Bateman

That the budget be amended as follows:

- Delete - TCA Project - Zama Office Entrance (\$10,754)
- Delete - Non-TCA Project - Zama Office Furniture (\$12,955)
- New - TCA Project - Zama Sprinkler System (\$24,725)
- Additional \$1,016 coming from the Grants to Other Organizations Reserve

**CARRIED**

**13. d) Blue Hills Bridge Crossings**

**MOTION 16-08-591**

Requires 2/3

**MOVED** by Councillor Bateman

That administration be authorized to engage WSP to proceed with and accelerate the 'Shelf Ready Designs' for the Bridge

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Crossings in Blue Hills in order to apply for funding when it becomes available and that the budget be amended to include an additional \$63,583.20 in the New Road Infrastructure budget with funding coming from the Roads Reserve.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**14. a) Bylaw 1022-16 Service Road Closure**

**MOTION 16-08-592**

**MOVED** by Councillor Braun

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

**CARRIED**

**MOTION 16-08-593**

**MOVED** by Councillor Wardley

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

**CARRIED**

**14. b) Bylaw 1044-16 Land Use Bylaw Amendment to Amend Bylaw 649/07 being a Road Closure for NW 29-106-15-W5M (Plan 042 4702) (La Crete Rural)**

**14. c) Bylaw 718/09 Amending Bylaw 649/07**

**MOTION 16-08-594**

**MOVED** by Councillor Wardley

That first reading be given to Bylaw 1044-16 being a bylaw amending the road description in Bylaw 649/07 as shown on Plan 162 \_\_\_\_\_ as surveyed by MIDWEST SURVEYS INC. as AMENDED to include the rescinding of Bylaw 718/09.

**CARRIED**

**MOTION 16-08-595**

**MOVED** by Councillor Braun

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That second reading be given to Bylaw 1044-16 being a bylaw amending the road description in Bylaw 649/07 as shown on Plan 162 \_\_\_\_\_ as surveyed by MIDWEST SURVEYS INC.

**CARRIED**

**MOTION 16-08-596**  
Requires Unanimous

**MOVED** by Councillor Derksen

That consideration be given to go to third reading of Bylaw 1044-16 being a bylaw amending the road description in Bylaw 649/07 as shown on Plan 162 \_\_\_\_\_ as surveyed by MIDWEST SURVEYS INC at this meeting.

**UNANIMOUSLY**

**MOTION 16-08-597**

**MOVED** by Deputy Reeve Sarapuk

That third reading be given to Bylaw 1044-16 being a bylaw amending the road description in Bylaw 649/07 as shown on Plan 162 \_\_\_\_\_ as surveyed by MIDWEST SURVEYS INC.

**CARRIED**

**14. d) Policy DEV009 - Subdivision Affidavits**

**MOTION 16-08-598**

**MOVED** by Councillor Bateman

That Policy DEV009 Subdivision Affidavits be adopted as presented.

**CARRIED**

**14. e) La Crete SE Drainage Ditch**

**MOTION 16-08-599**

**MOVED** by Councillor Braun

That administration proceed with registering the utility right of way on NE 3-106-15-W5M and NW 3-106-15-W5M.

**CARRIED**

**14. f) Quality Investment Corp. – Road Widening Reimbursement**

**MOTION 16-08-600**

**MOVED** by Councillor Wardley

That Quality Investment Corp. not be reimbursed for the road

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widening of 100<sup>th</sup> Avenue in the Hamlet of La Crete due to a lack of documentation and evolving infrastructure standards.

**CARRIED**

**MOTION 16-08-601**      **MOVED** by Councillor Wardley

That Policy DEV001 Urban Development Standards and Policy DEV007 Rural Development Standards be amended to clarify procedures for oversizing requirements.

**CARRIED**

**14. g) Mackenzie County Land Use Bylaw Amendment – Contract Awarding**

**MOTION 16-08-602**      **MOVED** by Councillor Braun

That the Mackenzie County Land Use Bylaw Amendment contract be awarded to Green Space Alliance.

**CARRIED**

**MOTION 16-08-603**      **MOVED** by Councillor Wardley

That the Municipal Planning Commission members be authorized to attend the public open houses for the Land Use Bylaw Amendment project.

**CARRIED**

**UTILITIES:**      **15. a) Rural Waterline Lateral (Danny Friesen)**

Reeve Neufeld left the meeting at 2:55 p.m. and turned over the chair to Deputy Reeve Sarapuk.

**MOTION 16-08-604**      **MOVED** by Councillor Jorgensen

That administration review Policy UT006 Municipal Rural Water Servicing and bring back possible options to the next meeting.

**CARRIED**

Deputy Reeve Sarapuk recessed the meeting at 3:04 p.m. and reconvened the meeting at 3:13 p.m.

**TENDERS:**      **7. b) Request for Proposal - Supply of New or Used**

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**Plow/Sanding Gravel Truck (3:00 pm)**

**MOTION 16-08-605** **MOVED** by Councillor Wardley

That the Supply of New or Used Plow/Sanding Gravel Truck Request for Proposals be opened.

**CARRIED**

Proposals Received

	<b>Unit</b>	<b>Total Bid</b>
Fort Garry Industries	International 2017	\$264,117.00
Fort Garry Industries	International 2016	\$279,251.00
Western Star Freightliner	New - 4700	\$280,496.00
Western Star Freightliner	New – 114SD	\$273,279.00
Western Star Freightliner	New – 4700	\$282,429.00
Western Star Freightliner	New – 4900	\$287,926.00
Fort Garry Industries	Western Star 4900	\$268,376.00
Fort Garry Industries	Freightliner 114SD	\$254,913.00
Fort Garry Industries	Western Star 4700	\$262,956.00
Falcon	Freightliner 114SD	\$307,100.00
Prairie Hydraulics	Kenworth T800	\$270,868.19
Prairie Hydraulics	Western Star 4700	\$264,742.94
Prairie Hydraulics	Western Star 4900	\$270,162.94
Prairie Hydraulics	Freightliner 114SD	\$256,699.94
Prairie Hydraulics	International 7600	\$255,845.19
Prairie Hydraulics	Mack	\$266,986.94
New West Truck Centres	Freightliner 2015	\$283,800.00

**MOTION 16-08-606** **MOVED** by Councillor Knelsen

That the Supply of New or Used Plow/Sanding Gravel Truck Request for Proposals be referred to the Public Works Committee for review, and awarded to the best qualified proponent while remaining in budget.

**CARRIED**

**7. c) Tender - Supply and Construct Wooden Post Frame Sand Shed (3:00 pm)**

**MOTION 16-08-607** **MOVED** by Councillor Braun

That the Supply and Construct Wooden Post Frame Sand Shed tenders be opened.

\_\_\_\_\_  
 \_\_\_\_\_

**CARRIED**

Tenders Received

	Total
Square D Carpentry	\$231,827.00
Alpine Builders	\$271,200.00 (80'x120')
Alpine Builders	\$242,774.00 (60'x120')

**MOTION 16-08-608**

**MOVED** by Councillor Braun

That administration be authorized to negotiate with the lowest qualified bidder for the Supply and Construct Wooden Post Frame Sand Shed and bring it back to the next meeting.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**14. h) Caribou**

**MOTION 16-08-609**

**MOVED** by Councillor Bateman

That Mackenzie County initiates the creation of a caribou working group for communities impacted by the provincial government's announcement to protect 1.8 million hectares for caribou protection.

**CARRIED**

**MOTION 16-08-610**

**MOVED** by Councillor Jorgensen

That Mackenzie County enters into an agreement with Northern Rockies Regional Municipality, and other impacted inter-provincial/territorial communities, to engage in discussions and information sharing, with an end goal of engaging the federal government regarding the implications of the Species At Risk Act on our communities.

**CARRIED**

Councillor Jorgensen and Councillor Knelsen stepped out of the meeting at 4:21 p.m.

**INFORMATION:**

**16. a) Information/Correspondence**

**MOTION 16-08-611**

**MOVED** by Councillor Derksen

\_\_\_\_\_  
\_\_\_\_\_

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

**CARRIED**

Deputy Reeve Sarapuk recessed the meeting at 4:24 p.m. and reconvened the meeting at 4:31 p.m. with all members present.

**IN-CAMERA  
SESSION:**

**17. In-Camera Session**

**MOTION 16-08-612**

**MOVED** by Councillor Bateman

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 4:31 p.m.

17. a) Legal

17. b) Labour

- AUPE Negotiations Update

17. c) Land

- Option to purchase Mackenzie County Lands (near High Level)

**CARRIED**

**MOTION 16-08-613**

**MOVED** by Councillor Braun

That Council move out of camera at 4:53 p.m.

**CARRIED**

**17. b) Labour – AUPE Negotiations Update**

**MOTION 16-08-614**

**MOVED** by Councillor Bateman

That the AUPE negotiations update be received for information.

**CARRIED**

**17. c) Land – Option to purchase Mackenzie County Land (near High Level)**

**MOTION 16-08-615**

**MOVED** by Councillor Driedger

That the option to purchase Mackenzie County land near the

\_\_\_\_\_  
\_\_\_\_\_

Town of High Level be received for information.

**CARRIED**

**NOTICE OF MOTION:** 18. a) None

**NEXT MEETING DATES:** 19. b) Committee of the Whole Meeting  
Tuesday, August 23, 2016  
10:00 a.m.  
Fort Vermilion Council Chambers

b) Regular Council Meeting  
Wednesday, August 24, 2016  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:** 20. a) Adjournment

**MOTION 16-08-616** **MOVED** by Councillor Jorgensen

That the council meeting be adjourned at 4:54 p.m.

**CARRIED**

These minutes will be presented to Council for approval on August 24, 2016.

---

Bill Neufeld  
Reeve

---

Chief Administrative Officer

UNAPPROVED



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 24, 2016</b>
<b>Presented By:</b>	<b>Peng Tian, Director of Finance</b>
<b>Title:</b>	<b>Finance Committee Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The unapproved minutes of the August 8, 2016 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 Finance Committee unapproved meeting minutes of August 8, 2016 be received for information.

Author: E.Nyakahuma Reviewed by: \_\_\_\_\_ CAO: CG

**MACKENZIE COUNTY  
FINANCE COMMITTEE MEETING**

**August 8, 2016  
1:00 p.m.**

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

- PRESENT:** Jacquie Bateman Councillor  
Peter F. Braun Councillor  
Lisa Wardley Councillor  
Josh Knelsen Councillor (via teleconference)  
Bill Neufeld Reeve, ex-officio
- ADMINISTRATION:** Carol Gabriel Interim Chief Administrative Officer  
Peng Tian Director of Finance  
Oxana Mamontova Finance Controller  
Carlee Robinson Finance Clerk  
Elizabeth Finance Officer/ Recording Secretary  
Nyakahuma
- ALSO PRESENT:** Steve Davies Vision Credit Union, Commercial/Agricultural Specialist  
Andrew Schmidt Vision Credit Union, La Crete Branch Manager  
David Sandford ATB Financial, Relationship Manager  
Cory Boddy ATB Investment Management Inc., Director and Investment Counselor (via teleconference)
- CALL TO ORDER:** **1. a) Call to Order**  
Councillor Braun, Chair called the meeting to order at 1:01 p.m.
- AGENDA:** **2. a) Adoption of Agenda**  
Councillor Wardley joined the meeting at 1:02 p.m.  
Andrew Schmidt joined the meeting at 1:03 p.m.
- MOTION FC-16-08-109** **MOVED** by Reeve Neufeld  
That the Agenda be approved as presented.  
**CARRIED**
- MINUTES FROM PREVIOUS MEETING:** **3. a)**  
N/A

**BUSINESS ARISING  
FROM PREVIOUS  
MINUTES:**

4. a)

N/A

**DELEGATIONS:**

5. a) None

**BUSINESS:**

6. a) **Investment Recommendations**

Steve Davies and Andrew Schmidt outlined services provided by Vision Credit Union. The Deposit Rates for short term investments available were also discussed.

Steve Davies and Andrew Schmidt left the meeting and the Finance Committee reviewed their proposal. Common shares and guarantee of deposit were deliberated.

Changes to the current investment policy FIN027 were also discussed.

David Sandford and Cory Boddy (via teleconference) joined the meeting at 1:54 p.m. David outlined ATB Financial's products and services available to Mackenzie County including operating accounts and short term investment products.

Cory Boddy reviewed Mackenzie County's Investment Portfolio and presented its performance since original investment in 2009. He also discussed the current interest rate environment and provided recommendations for fixed income investments.

David Sandford and Cory Boddy left the meeting at 2:25 p.m.

The two proposals were assessed by the committee and further discussion was held about changes to FIN027 Investment Policy.

**MOTION FC-16-08-110**

**MOVED** by Councillor Bateman

That \$11 million be invested with Vision Credit Union for the 150 Day Redeemable deposit subject to ease of access to funds and service fees not exceeding 0.1% savings.

**CARRIED**

**MOTION FC-16-08-111**

**MOVED** by Councillor Wardley

That the Director of Finance invest short term funds with ATB Financial as follows:

- 31 Days' notice demand account: \$5,000,000
- 60 Days' notice demand account: \$4,000,000
- 90 Days' notice demand account: \$5,000,000

**CARRIED**

**MOTION FC-16-08-112**

**MOVED** by Councillor Wardley

That Mackenzie County purchase membership shares with Vision Credit Union, La Crete Co-Op and United Farmers of Alberta.

**CARRIED**

**MOTION FC-16-08-113**

**MOVED** by Reeve Neufeld

That recommended changes to FIN027 Investment Policy be presented to Council.

**CARRIED**

**IN CAMERA:**

**7. a) None**

**ADDITIONS TO  
AGENDA:**

**8. a) None**

**NEXT MEETING  
DATE:**

**9. a) September 14, 2016 at 1:00 p.m.  
Fort Vermilion Corporate Office**

**ADJOURNMENT:**

**10. a) Adjournment**

**MOTION FC-16-08-114**

**MOVED** by Councillor Knelsen

That the Finance Committee meeting be adjourned at 3:05 p.m.

**CARRIED**

These minutes were approved by the Finance Committee on \_\_\_\_\_, 2016.

---

Peter Braun  
Chair, Councillor

---

Chief Administrative Officer





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 24, 2016</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Community Services Committee Meeting</b>

## **BACKGROUND / PROPOSAL:**

Unapproved minutes of the August 10, 2016, Community Services Committee Meeting are attached.

## **OPTIONS & BENEFITS:**

## **COSTS & SOURCE OF FUNDING:**

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION:**

## **RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the unapproved minutes of the August 10, 2016, Community Services Committee Meeting be received for information.

Author: J. Batt      Reviewed by: \_\_\_\_\_      CAO: CG



**MACKENZIE COUNTY  
Community Services Meeting**

**August 10, 2016  
1:00 PM**

**Hutch Lake Campground  
Hutch Lake, AB**

**MINUTES**

**PRESENT:** Lisa Wardley Councillor/Chair  
Peter Braun Councillor/Vice Chair  
John Driedger Councillor

**ALSO PRESENT:** Ron Pelensky Director of Community Services & Operations  
Len Racher Director of Facilities and Operations (South)  
Jennifer Batt Public Works Administrative Officer /  
Recording Secretary  
Sylvia Wheeler Public Works Administrative Officer

**ABSENT** Bill Neufeld Reeve  
Ray Toews Councillor  
Carol Gabriel Interim Chief Administrative Officer

**CALL TO ORDER:** 1. **Call to Order: 2:00 p.m.**

Chair Wardley called the meeting to order.

**Appointment of Councillor Toews**

**MOTION CS-16-08-15** **MOVED by Councillor Braun**

That Councillor Toews be appointed to the Fort Vermilion Recreation Society Board, and the Fort Vermilion Support Services Board.

**CARRIED**

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

**MOTION CS-16-08-16** **MOVED by Councillor Braun**

That the agenda be approved with the following additions:  
- 2016 Alberta Recreation and Parks Association Conference  
- Signage

**CARRIED**

**MINUTES:** 3. **Minutes of the April 25, 2016 meeting**

**MOTION CS-16-08-17** **MOVED by Councillor Driedger**

That minutes of the April 25, 2016 Community Services Committee meeting is adopted as presented.

**CARRIED**

**NEW BUSINESS:**

5. b. **Wadlin Lake Update**

**MOTION CS-16-08-18** **MOVED by Councillor Wardley**

That the Community Services Committee move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 2:13 p.m.

- Land

**CARRIED**

**MOTION CS-16-08-19** **MOVED by Councillor Wardley**

That the Community Services Committee move out of at 2:20 p.m.

**CARRIED**

**MOTION CS-16-08-20** **MOVED by Councillor Driedger**

That the verbal report be received for information.

**CARRIED**

5. c **Bridge Campground Long Term Plan**

**MOTION CS-16-08-21** **MOVED by Councillor Braun**

That administration look at partnering with Alberta Parks for upgrades to Bridge Campground, and administration investigate options for above ground improvements and expansion with Alberta Parks.

**CARRIED**

5. d. **Recreation Capital Projects Update**

**MOTION CS-16-08-22** **MOVED by Councillor Wardley**

Recommend to Council to reallocate the funds from the D.A. Thomas Park – Steps Project (\$10,000) to the D.A. Thomas Park Shelter Repair as more funding is required to complete this project.

**CARRIED**

**5. e. Recreation Projects 2017 Budget**

**MOTION CS-16-08-23**

**MOVED by Councillor Wardley**

That the Recreation Projects for the 2017 Budget be TABLED until after all the campgrounds have been toured and inspected by the Community Services Committee.

**CARRIED**

**5. f. AHS Park Inspections**

**MOTION CS-16-08-24**

**MOVED by Councillor Wardley**

That administration is requested to write a letter to Alberta Health Services requesting legislation clarification regarding the nuisance reported on May 17, 2016 at Reinland Park by Alberta Health Services Inspection report.

**CARRIED**

**5. g. FRIAA Grant Approval**

**MOTION CS-16-08-25**

**MOVED by Councillor Driedger**

That the FRIAA Grant report be received for information.

**CARRIED**

**5. h. Action List**

**MOTION CS-16-08-26**

**MOVED by Councillor Braun**

Recommend to Council that a follow up report be provided to Council for Motion CS-14-12-036.

**CARRIED**

**5. a. Tour & Long Term Plan discussion Hutch Lake**

**MOTION CS-16-08-27**

**MOVED by Councillor Wardley**

That the items identified in the tour be placed on a list for discussion during the 2017 Budget planning.

**CARRIED**

**ADDITIONS:**            6.   a.    **2016 Alberta Recreation and Parks Association Conference**

**MOVED by Councillor Wardley**

**MOTION CS-16-08-28**

That the Community Services Committee send Councillor Braun, and Councillor Driedger to the 2016 ARPA Conference and no Councillor attend the 2016 FCSS Conference.

**CARRIED**

6.   b.    **Signage**

**MOTION CS-16-08-29**

**MOVED by Councillor Wardley**

That administration looks at installing signage both ways to and from Machesis Lake Campground.

**CARRIED**

**NEXT MEETING DATE:** 7.   a.    The next Community Service Committee Meeting begin at the La Crete Ferry Campground at 10:00 am on September 8<sup>th</sup>.

**MOTION CS-16-08-30**

**MOVED by Councillor Driedger**

**ADJOURNMENT:**

Meeting was adjourned at 5:45 pm

**CARRIED**



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 24, 2016</b>
<b>Presented By:</b>	<b>Len Racher – Director of Facilities &amp; Operations (South)</b>
<b>Title:</b>	<b>Public Works Committee Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The unapproved minutes of the August 15, 2016 meeting are attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That the Public Works Committee unapproved minutes of August 15, 2016 be received for information.

Author: S Wheeler Reviewed by: \_\_\_\_\_ CAO: CG

**MACKENZIE COUNTY**  
**Public Works Committee Meeting**  
**August 15, 2016**  
**1:00 p.m.**  
**Conference Room**  
**La Crete, AB**

**MINUTES**

**PRESENT:** Bill Neufeld Reeve  
Josh Knelsen Chair  
John W. Driedger Councillor (by phone)

**ADMINISTRATION:** Ron Pelensky Director of Community Services & Operations  
Len Racher Director of Facilities & Operations (South)  
Dave Fehr Public Works Supervisor (South)  
Sylvia Wheeler PW Admin Officer/Recording Secretary

**ABSENT:** Eric Jorgensen Councillor

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

Chair Knelsen called the meeting to order at 1:00 p.m.

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

**MOTION PW-16-08-021 MOVED by Reeve Neufeld**

That the agenda be adopted with the following additions:

7. a) Road Protection Agreements

7. b) Roadside Spraying

7. c) Salt & Sand Shed Update

**CARRIED**

**MINUTES:** 3. a) **Adoption of Minutes from March 22, 2016**

**MOTION PW-16-08-022 MOVED by Councillor Driedger**

That the minutes from March 22, 2016 Public Works Committee be adopted as presented.

**CARRIED**



**DELEGATIONS:** 4. a) None

**NEW BUSINESS:** 5. a) 2016 RCA Conference

**MOTION PW-16-08-023** **MOVED** by Reeve Neufeld

That the Public Works Chair or designate attends the 2016 RCA Conference.

**CARRIED**

5. b) **Supply of New or used Plow/Sanding Gravel Truck**

**MOTION PW-16-08-024** **MOVED** by Councillor Driedger

That the Supply of New or Used Plow/Sanding Gravel Truck be awarded to Prairie Hydraulic Equipment Ltd. for the Kenworth with Transmission 5 year \$1,200 warranty and Aluminum Liner at \$14,000.

**CARRIED**

**INFORMATION /  
CORRESPONDANCE:** 6. a) None

**ADDITIONS:** 7. a) **Road Protection Agreements**

**MOTION PW-16-08-025** **MOVED** by Reeve Neufeld

That PW010 Road Protection Agreement Policy be reviewed.

**CARRIED**

7. b) **Roadside Spraying**

**MOTION PW-16-08-026** **MOVED** by Reeve Neufeld

That Administration proceed with spraying some road edges that are not under a NO SPRAY area as a Pilate Project.

**CARRIED**

7. b) **Salt & Sand Shed Update**

**MOTION PW-16-08-027** **MOVED** by Reeve Neufeld

That the verbal reports be received for information.

**CARRIED**

**NEXT MEETING**

**DATE:**

**8. Next meeting – At the call of the Chair**

**ADJOURNMENT:**

**9. Adjournment**

**MOTION PW-16-08-028** **MOVED** by Councillor Driedger

That the Public Works Committee Meeting be adjourned at 2:10 p.m.

**CARRIED**

These minutes were adopted at \_\_\_\_\_ meeting.

\_\_\_\_\_  
**Josh Knelsen, Chair**

\_\_\_\_\_  
**Len Racher,  
Director of Facilities & Operations  
(South)**



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 24, 2016</b>
<b>Presented By:</b>	<b>Len Racher, Director of Facilities &amp; Operations (South)</b>
<b>Title:</b>	<b>Request for Proposal – Construction and Maintenance of Tompkins Crossing Ice Bridge</b>

## **BACKGROUND / PROPOSAL:**

Administration prepared and advertised the Proposal for Construction and Maintenance of the Tompkins Crossing Ice Bridge with the closing date being August 24, 2016 at 1:30 pm.

## **OPTIONS & BENEFITS:**

## **COSTS & SOURCE OF FUNDING:**

Funding through Agreement with Alberta Transportation \$120,000.

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION:**

## **RECOMMENDED ACTION:**

### Motion 1:

- Simple Majority
  Requires 2/3
  Requires Unanimous

That the proposals for the Construction and Maintenance of the Tompkins Crossing Ice Bridge be opened.

**Author:** S Wheeler      **Reviewed by:** Len Racher      **CAO:** CG

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That the proposals for the Construction and Maintenance of the Tompkins Crossing Ice Bridge be referred to the Tompkins Crossing Committee for evaluation and award.

**Author:** S Wheeler      **Reviewed by:** Len Racher      **CAO:** CG



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 24, 2016</b>
<b>Presented By:</b>	<b>Carol Gabriel, Interim Chief Administrative Officer</b>
<b>Title:</b>	<b>Policy ADM057 Video Surveillance</b>

**BACKGROUND / PROPOSAL:**

The purpose of this policy is to ensure that appropriate use of video surveillance is performed in order to ensure property security and safety for Mackenzie County employees.

This policy applies to all video surveillance systems, monitors and recording devices.

**OPTIONS & BENEFITS:**

Mackenzie County is committed to protecting the health and safety of its employees and visitors as well as the protection of its properties. Mackenzie County will employ the use of security cameras to assist in the maintenance of a safe and secure workplace, and in the investigation of suspected unlawful activity.

Mackenzie County recognizes the need to balance an individual's right to protection of privacy against the County's duty to promote a safe environment for employees and visitors, and protect property. The public and their privacy rights will be treated with the utmost respect.

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**Author:** A. Codispodi/C. Gabriel **Reviewed by:** \_\_\_\_\_ **CAO:** CG

**COMMUNICATION:**

County policies are available on the Mackenzie County website. Notices will be posted in areas under surveillance.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy ADM057 Video Surveillance be approved as presented.

**Author:** A. Codispodi/C. Gabriel      **Reviewed by:** \_\_\_\_\_      **CAO:** CG

## Mackenzie County

<b>Title</b>	<b>Video Surveillance</b>	<b>Policy No:</b>	<b>ADM057</b>
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<b>Legislation Reference</b>	<i>Freedom of Information and Protection of Privacy Act (FOIP)</i>
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### **Purpose**

The purpose of this policy is to ensure that appropriate use of video surveillance is performed in order to ensure property security and safety for Mackenzie County employees.

### **Policy Statement**

Mackenzie County is committed to protecting the health and safety of its employees and visitors as well as the protection of its properties. Mackenzie County will employ the use of security cameras to assist in the maintenance of a safe and secure workplace, and in the investigation of suspected unlawful activity.

Mackenzie County recognizes the need to balance an individual's right to protection of privacy against the County's duty to promote a safe environment for employees and visitors, and protect property. The public and their privacy rights will be treated with the utmost respect.

This policy applies to all video surveillance systems, monitors and recording devices.

### **Definitions**

**"Authorized personnel"** - individuals who require access to the video surveillance systems and recordings in the performance of their job requirements. Authorized personnel includes the CAO or designate.

**"Personal information"** - recorded information about an identifiable individual as indicated by section 1(n) of the FOIP act. It includes the individual's race, colour, national or ethnic origin; the individual's age or sex; the individual's inheritable characteristics; information about an individual's physical or mental disability; and any other identifiable characteristics listed in that section.

**"Surveillance system"** - a mechanical or electronic system or device that enables continuous or periodic video recording, observing or monitoring of activities in a specific location.

**“Unlawful activity”** - a violation of a federal, provincial or municipal law, regulation or bylaw, or the wrongful taking, destruction, vandalism or defacing of and person or property.

### **Access**

1. To ensure the ongoing privacy of staff and the public, operation of and access to the video surveillance equipment and recorded data is limited to the authorized personnel.

### **Installation and Use of Security Cameras**

2. When installing security cameras, Mackenzie County will ensure that they are located in areas that create minimal intrusion to personal privacy.
3. Security cameras will not be used to monitor or measure productivity.
4. Mackenzie County will post visible notices at the perimeter of surveillance areas indicating the presence of a surveillance system.
5. To ensure the ongoing privacy of our staff and the public at large, Mackenzie County shall ensure that only authorized personnel be allowed to operate video surveillance equipment and review recordings.
6. All activities regarding surveillance, access to recordings and the storage or disposal of recordings shall be carried out by personnel authorized to do so.
7. All recordings shall be stored securely in an access-controlled area or system.
8. All recordings created by means of security surveillance cameras shall be the sole property of Mackenzie County and may not be taken, reproduced or destroyed for any reason without prior express permission.

### **Request for Access**

9. With the exception of requests by law enforcement agencies, individuals must submit a formal request to view recordings and will be subject to approval.
10. Requests for access to recordings shall be bound by and subject to the Freedom of Information and Protection of Privacy Act (FOIP) and applicable legislation.



11. Following an access request, authorized personnel will review the surveillance recordings that have been copied to the Mackenzie County network and determine whether unlawful activity has occurred.
12. If surveillance recordings reviewed following an incident report demonstrate evidence of unlawful activity, authorized personnel will determine the appropriate actions to take against an individual.

### **Retention and Destruction of Records**

13. If surveillance recordings reviewed reveal no evidence of unlawful activity, the surveillance records will be destroyed from the Mackenzie County network immediately.
14. Where recordings are disposed of, they must be deleted or destroyed in such a manner as to ensure that they cannot be viewed or accessed by anyone.
15. Mackenzie County shall retain video surveillance footage for a period deemed satisfactory in the event the footage is required as part of an investigation or for the purposes of evidence of unlawful activity.
16. The surveillance records that have been used to make a decision directly affecting an individual will be stored in access controlled area and will records will be retained for one year after a decision is made.

### **Unauthorized Access and/or Disclosure (Privacy Breach)**

17. Any Mackenzie County employee that witnesses the unauthorized disclosure of any surveillance recordings that are in violation of this Policy and/or a potential privacy breach must report the incident to the Chief Administrative Officer immediately.
18. Mackenzie County will investigate all reported breaches of privacy, unauthorized viewings or disclosures. Any breaches of this Policy may result in disciplinary action up to and including termination of employment.

### **Responsibilities**

#### **19. FOIP Coordinator**

- a) Ensuring that Mackenzie County staff is familiar with this Policy and providing advice, training and recommendations to staff to assist in compliance with FOIP.

- b) Supervising authorized personnel and ensuring their compliance with this Policy.
- c) Investigating and responding to privacy complaints related to surveillance records and security or privacy breaches.
- d) Responding to formal requests to access surveillance records, including law enforcement inquiries.

**20. IT Specialist**

- a) Overseeing the day-to-day operation of surveillance systems including quality control for system operations.
- b) Ensuring that surveillance records and all items related to surveillance are stored in a safe and secure location.
- c) Ensuring that surveillance records are kept and maintained accurately by authorized personnel.
- d) Advising on installations, operation, retention and disposal methods of the surveillance records.

**21. Chief Administrative Officer or designate**

- a) Ensuring that this policy is enforced.
- b) Approving the placement of all video surveillance equipment.
- c) Approving authorized personnel and access to information collected by the surveillance systems.
- d) Maintaining an up-to-date list of approved surveillance areas and authorized persons.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>		
<b>Amended</b>		
<b>Amended</b>		

# **Guide to Using Surveillance Cameras In Public Areas**

Revised June 2004

**ISBN 0-7785-3125-2**

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# Freedom of Information and Protection of Privacy

## Guide to Using Surveillance Cameras in Public Areas

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## ACKNOWLEDGMENTS

This *Guide* is based upon and imports many of the policies and guidelines outlined in the British Columbia Office of the Information and Privacy Commissioner's *Public Surveillance System Privacy Guidelines*, OIPC Policy 00-01, June 21, 2000. That contribution is gratefully acknowledged.

Input and advice on the content of the *Guide* was also received from the Office of the Information and Privacy Commissioner of Alberta. The contribution of that Office is also gratefully acknowledged.

## 1. INTRODUCTION

Surveillance cameras can be an effective technique to protect public safety and detect or deter criminal activity.

Surveillance cameras are increasingly being installed inside and outside of public buildings (in elevators, hallways, entrances, etc.), on streets, highways, in parks and public transportation vehicles.

Public bodies subject to the *Freedom of Information and Protection of Privacy Act* (the FOIP Act) must balance the benefits to the public against the rights of individuals to be left alone. A key issue in privacy protection is the regulation of the collection of personal information, thereby preventing unnecessary surveillance of individuals.

This guide is intended to assist public bodies in deciding whether collection of personal information by means of a surveillance camera is both lawful and justifiable and, if so, in understanding how privacy protection measures can be built into the use of a surveillance system.

**The guidelines do not apply to covert or overt surveillance cameras being used by a public body as a case-specific investigation tool for law enforcement purposes, where there is statutory authority and/or the authority of a search warrant to conduct the surveillance.**

**They are also not intended to apply to workplace surveillance systems installed by a public body employer to conduct surveillance of employees.**

**Other considerations may apply to this type of surveillance and will not be covered in this guide.**

## 2. DEFINITIONS

In this guide:

**“Covert Surveillance”** refers to “the secretive continuous or periodic observation of persons, vehicles, places or objects to obtain information concerning the activities of individuals, which is then recorded in material form, including notes and photographs”.<sup>1</sup>

**“Personal Information”** is defined in **section 1(n)** of the FOIP Act as recorded information about an identifiable individual, including: the individual’s race, colour, national or ethnic origin; the individual’s age or sex; the individual’s inheritable characteristics; information about an individual’s physical or mental disability; and any other identifiable characteristics listed in that section.

**“Surveillance System”** refers to a mechanical or electronic system or device that enables continuous or periodic video recording, observing or monitoring of personal information about individuals in open, public spaces (including streets, highways, parks), public buildings (including provincial and local government buildings, libraries, health care facilities, public housing and educational institutions) or public transportation, including school

<sup>1</sup> *Covert Surveillance in Commonwealth Administration: Guidelines, Human Rights and Equal Opportunity Commission, February, 1992*

and municipal transit buses or other similar vehicles.

**“Reception Equipment”** refers to the equipment or device used to receive or record the personal information collected through a public surveillance system, including a camera or video monitor.

**“Record”** is defined in **section 1(q)** of the FOIP Act as a record of information in any form and includes notes, images, audio-visual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records. In the context of this *Guide*, “record” includes digitally recorded or stored media such as images on videotape.

**“Storage Device”** refers to a videotape, computer disk or drive, CD ROM or computer chip used to store the recorded visual images captured by a surveillance system.

### **3. COLLECTING PERSONAL INFORMATION USING SURVEILLANCE CAMERAS**

Any record of the image of an identifiable individual is a record of personal information. Since surveillance systems collect personal information about identifiable individuals, public bodies must determine if they have the

authority to collect personal information under **section 33** of the FOIP Act.

Under that section, no personal information may be collected by or for a public body unless the collection is expressly authorized by an enactment of Alberta or Canada (**section 33(a)**); the information is collected for the purposes of law enforcement (**section 33(b)**); or the information relates directly to and is necessary for an operating program or activity of the public body (**section 33(c)**).

Public bodies must be able to demonstrate to the Information and Privacy Commissioner that any proposed or existing collection of personal information by surveillance cameras is authorized under one of the above sections of the Act.

### **4. CONSIDERATIONS PRIOR TO USING SURVEILLANCE CAMERAS**

In order to comply with **Part 2** of the FOIP Act, the *FOIP Guidelines and Practices* publication recommends that public bodies consider the following before deciding to use surveillance:

- Surveillance cameras should be used only where conventional means for achieving the same objectives are substantially less effective than surveillance and the benefits of surveillance substantially outweigh any reduction of privacy in the existence and use of the system.



- The use of a surveillance camera should be able to be justified on the basis of verifiable, specific reports of incidents of crime (e.g. vandalism, theft), safety concerns or other compelling circumstances.
- A Privacy Impact Assessment (PIA) should be completed to assess the effects that the proposed surveillance system may have on privacy and the ways in which any adverse effects can be mitigated (see Chapter 9). In Investigation Report F2003-IR-005, the Commissioner referred to the PIA previously submitted by the local public body as a basis for his findings.
- Consultations may be conducted with relevant stakeholders as to the necessity, and acceptability to the public, of the proposed surveillance.
- Ensure that the proposed design and operation of the system creates no greater privacy intrusion than is absolutely necessary to achieve its goals.
- Prior to deciding to use covert surveillance for a purpose other than a case-specific law enforcement activity, public bodies should conduct a comprehensive PIA and provide it, together with the case for implementing covert surveillance to the Office of the Information and Privacy Commissioner.

The purpose of the PIA is to ensure that covert surveillance is the only available option and that the benefits derived from the personal

information obtained would far outweigh the violation of privacy of the individuals observed.

A public body that regularly uses covert surveillance as a case-specific investigation tool for law enforcement purposes may, as part of sound privacy protection practices, consider developing a protocol that establishes how the decision is made to use covert surveillance in a given case. The protocol could also include privacy protection practices for the operation of the system.

## **5. DEVELOPING A SURVEILLANCE SYSTEM POLICY**

Once a decision has been made to use a surveillance system, a public body should consider developing and implementing a policy for the operation of the system. Such a policy should be written and should include:

- the use of the system's equipment, including the location of recording equipment, which personnel are authorized to operate the system, the times when surveillance will be in effect, and the location of reception equipment. Where the system creates a record, the policy should also deal with the access, use, disclosure, retention and destruction of those records (see Chapter 7);
- the designation of a senior person to be responsible for the public body's privacy obligations under the Act and the policy. Any delegation of the

individual's responsibilities should be limited and should include only other senior staff;

- a requirement that employees and contractors review and comply with the policy in performing their duties and functions related to operation of the surveillance system. Employees should be subject to discipline if they breach the policy or the provisions of the FOIP Act or other relevant statute. Where a contractor fails to comply with the policy or the provisions of the Act, it would be considered a breach of contract leading to penalties up to and including contract termination. Employees and contractors (and their employees) should sign written agreements regarding their duties under the policy;
- the incorporation of the policy into personnel (and contractor's employee) training and orientation programs. Public body and contractor personnel should periodically have their awareness of the policy and Act refreshed. The policy should be reviewed and updated regularly, ideally once every two years.

<b>6. DESIGNING AND INSTALLING SURVEILLANCE EQUIPMENT</b>
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In designing a surveillance system and installing equipment, the following guidelines should be kept in mind:

- Recording equipment such as video cameras should be installed in identified public areas where surveillance is a necessary and viable detection or deterrence activity.
- Recording equipment should not be positioned, internally or externally, to monitor areas outside a building, or to monitor other buildings, unless necessary to protect external assets or to ensure personal safety. Cameras should not be directed to look through the windows of adjacent buildings.
- Equipment should not monitor areas where the public and employees have a reasonable expectation of privacy (e.g. change rooms and adult washrooms). Note that there may be situations where surveillance equipment may need to be installed close to or at an entry to a children's washroom in a public building to monitor or deter potential criminal activity against children.
- The use of surveillance should be restricted to periods when there is a demonstrably higher likelihood of crime being committed and detected in the area under surveillance. The Commissioner considered the reporting of increased criminal activity in a specified area in Investigation Report F2003-IR-005. The Commissioner weighed this in relation to a predetermined and specific geographical area and timeframe.
- The public should be notified, using clearly written signs prominently

displayed at the perimeter of surveillance areas, of surveillance equipment locations, so the public has ample warning that surveillance is or may be in operation before entering any area under surveillance.

The signs should identify someone who can answer questions about the surveillance system and include an address or telephone number for contact purposes.

- Only authorized persons should have access to the system's controls and to its reception equipment.
- Reception equipment should be in a controlled access area. Only the controlling personnel, or those properly authorized in writing by those personnel according to the policy of the public body, should have access to the reception equipment. Video monitors should not be located in a position that enables public viewing.

## **7. ACCESS, USE, DISCLOSURE, RETENTION AND DESTRUCTION OF SURVEILLANCE RECORDS**

If the surveillance system creates a record by recording visual information that is personal information, the following policies and procedures should be implemented by public bodies and should form part of the policy discussed in Chapter 5:

- All tapes or other storage devices that are not in use should be stored securely in a locked receptacle located in a controlled access area. All storage devices that have been used should be numbered and dated.
- Access to the storage devices should only be by authorized personnel. Logs should be kept of all instances of access to, and use of, recorded material.
- Written policies on the use and retention of recorded information should cover:
  - who can view the information and under what circumstances? (e.g. because an incident has been reported or is suspected to have occurred);
  - how long the information should be retained where viewing reveals no incident or no incident has been reported? (e.g. information should be erased according to a standard schedule). In Investigation Report F2003-IR-005, the Commissioner referred to a 21-day retention period.
  - how long the information should be retained if it reveals an incident? (e.g. if the personal information is used to make a decision that directly affects the individual, **section 35** of the Act requires the recorded information to be kept for at least one year after the decision is made).

- If the surveillance system has been installed for public safety or deterrence purposes but detects possible criminal activity or non-compliance with or breach of a statute that could lead to a penalty or sanction under an enactment of Alberta or Canada, the storage devices required for evidentiary purposes should be retained and stored according to standard procedures until law enforcement authorities request them.

A storage device release form should be completed before any storage device is disclosed to such authorities. The form should state who took the device and when, under what authority, and if it will be returned or destroyed after use.

- An individual who is the subject of the information has a right of access to his or her recorded information under **section 6** of the Act. Policies and procedures should accommodate this right. Access may be granted in full or in part depending upon whether any of the exceptions in **Division 2, Part 1** of the Act apply and whether the excepted information can reasonably be severed from the record.
- Old storage devices must be securely disposed of by shredding, burning or magnetically erasing the information. Breaking open the storage device is not sufficient

## 8. AUDITING THE USE OF SURVEILLANCE SYSTEMS

Public bodies should:

- ensure that their employees and contractors are aware that their operations are subject to audit and that they may have to justify their surveillance interest in any individual. An audit clause should be added to any contract for the provision of surveillance services;
- ensure that they appoint a review officer to periodically audit, at irregular intervals, the use and security of surveillance equipment, including cameras, monitors and storage devices. The results of each review should be documented and any concerns addressed promptly and effectively.

## 9. ROLE OF THE INFORMATION AND PRIVACY COMMISSIONER

The personal information recorded by a public body's surveillance system, and the public body's practices respecting the personal information, are subject to the privacy protection provisions in **Part 2** of the Act. The Information and Privacy Commissioner can monitor and enforce compliance with those provisions. The Commissioner may also conduct audits of the surveillance systems of public bodies to ensure

compliance with the provisions of **Part 2** of the Act.

The Commissioner's methodology and process for Privacy Impact Assessments can be found at [www.oipc.ab.ca](http://www.oipc.ab.ca). Also, see the *FOIP Guidelines and Practices* publication for information on conducting PIAs.

The completed PIA, together with the case for implementing a surveillance system, as opposed to other measures, should be sent to the Office of the Information and Privacy Commissioner for review and comment early in the process and certainly prior to making a final decision to proceed with surveillance.

Details of the security measures to be implemented for a proposed surveillance system may be placed in an appendix or attachment to the PIA so that they can be kept confidential if the PIA is published by the Commissioner.

If the public body intends to significantly modify or expand the surveillance system, consult with the Office of the Information and Privacy Commissioner. The Commissioner may conduct a site visit to assess the impact of the proposed modification.

For general information and background material, the Office of the Information and Privacy Commissioner has released a literature review on privacy surveillance as it affects social behaviour. It is available on the Commissioner's website at [www.oipc.ab.ca](http://www.oipc.ab.ca).

## **BIBLIOGRAPHY**

1. *Public Surveillance System Privacy Guidelines*, Office of the Information and Privacy Commissioner, British Columbia, OIPC Policy 00-001, June 21, 2000.
2. *Video Surveillance: The Privacy Implications*, The Information and Privacy Commissioner, Ontario, Practice No. 10.
3. *Video Surveillance by Public Bodies: A discussion*, Investigation Report P98-012, Office of the Information and Privacy Commissioner, British Columbia, March 31, 1998.
4. *Covert Surveillance in Commonwealth Administration: Guidelines*, Human Rights and Equal Opportunity Commission, February 1992.
5. *Literature Review on Issues of Privacy and Surveillance Affecting Social Behaviour*, Office of the Information and Privacy Commissioner, Alberta, August 2003.

## Current Workplace Issues: Video Surveillance

ANNE L.G. CÔTÉ

When can an employer use video surveillance in the workplace? Recent decisions and guidelines have addressed this thorny issue.

### Surreptitious Video Surveillance: Breach of the employment contract?

In *Colwell v. Cornerstone Properties*, Ms. Colwell, a property manager, discovered that her supervisor had placed a surreptitious video recording device in the ceiling of her office. Ms. Colwell questioned the explanation given of theft-deterrence as she knew that no thefts had occurred in her office and as she was the person directly responsible for the supervision of maintenance staff. Ms. Colwell's supervisor stressed that the reason for the surreptitious nature of the video surveillance was that it was "secret" and refused to apologize.

The Ontario Superior Court held that Ms. Colwell had been constructively dismissed. The employment contract's implied term of good faith was breached when the video surveillance was undertaken without notice to Ms. Colwell and without plausible explanation. While the facts of this decision are extreme and its reasons are brief, it does provide a caution that entirely ill-considered video surveillance may lead to a claim that the employment contract has been breached.

### Video Surveillance in Private Sector Workplaces

Privacy legislation also governs the use of employee video surveillance. Alberta's private sector privacy legislation, the *Personal Information Protection Act* ("PIPA") permits an employer to collect, use and disclose personal employee information without the employee's consent if the purpose for collection, use and disclosure is explained and sufficient prior notice is given. The employer's obligation is generally to inform the employee of the purposes for which information is being collected, used and disclosed, and to ensure that these purposes are reasonable.

Recent privacy decisions in Alberta have concluded that video recordings collect personal information where the persons being recorded would be "identifiable" to persons who know them. Because video surveillance intrudes on employee privacy, employers will have to establish that their video surveillance is being used for reasonable purposes.

The Alberta Office of the Information and Privacy Commissioner ("OIPC") considered workplace video surveillance in *Investigation Report P2005-IR-004*, a case in which an employer installed video cameras throughout its oilfield maintenance shops after experiencing theft and property damage. In order to address the reasonableness of the video surveillance, the OIPC asked whether there were legitimate issues that the organization needed to address; whether the surveillance was likely to be effective in addressing these issues; and whether the surveillance was conducted in a reasonable manner. The OIPC determined that video surveillance was acceptable for the purposes of addressing loss prevention, safety, and security. However, without demonstrating specific concerns about performance, video surveillance for the purpose of employee performance management was not permitted. The OIPC directed the employer to develop a written policy to be acknowledged by the employees which notified them of the purposes of collection and use. The employer was also directed to post a written notice regarding video surveillance in a conspicuous location.



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In conjunction with the Privacy Commissioners of Canada and B.C., the Alberta OIPC has introduced *Guidelines for Overt Video Surveillance in the Private Sector* which discusses general considerations, such as the need to limit viewing range, as well as the need for education of camera operators regarding privacy concerns and the need to secure the collected images. Employers must carefully consider not only the advisability of using video surveillance, but also the specific parameters of its use in the context of the workplace. ▲

**DISCLAIMER** this article should not be interpreted as providing legal advice. Consult your legal adviser before acting on any of the information contained in it. Questions, comments, suggestions and address updates are most appreciated and should be directed to:

The Labour and Employment Group  
Edmonton 780-423-3003  
Calgary 403-260-8500

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Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 24, 2016</b>
<b>Presented By:</b>	<b>Carol Gabriel, Interim Chief Administrative Officer</b>
<b>Title:</b>	<b>Determination of Population Regulation (DPR) Review</b>

## **BACKGROUND / PROPOSAL:**

As part of the Municipal Government Act (MGA) Review, Municipal Affairs is conducting a review of the Determination of Population Regulation.

Municipal Affairs is seeking input by means of completing the attached DPR Workbook prior to September 9, 2016.

All regulations as part of the MGA Review are expected to be made public in draft form in early 2017 for comment.

## **OPTIONS & BENEFITS:**

If Council has any significant comments or suggestions regarding this topic administration will submit them through the attached DPR Workbook.

If there are no significant comments or suggestions we have the opportunity to comment later once the draft regulation is presented.

## **COSTS & SOURCE OF FUNDING:**

N/A

## **SUSTAINABILITY PLAN:**

N/A

**Author:** C. Gabriel      **Reviewed by:** \_\_\_\_\_      **CAO:** CG

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**From:** [lgs.update@gov.ab.ca](mailto:lgs.update@gov.ab.ca)  
**To:** [Carol Gabriel](#)  
**Subject:** Determination of Population Regulation (DPR) Review  
**Date:** August-09-16 9:42:35 AM  
**Attachments:** [DPR Workbook.docx](#)

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Attention: Chief Administrative Officers and Administrators

As part of the *Municipal Government Act (MGA)* Review, Alberta Municipal Affairs is conducting a review of the DPR.

The *MGA* provides the authority for municipalities to conduct a municipal census, and gives the Minister of Municipal Affairs the authority to make regulations that define who is counted and how a municipal census is to be carried out. The DPR sets out this framework, including mandatory and discretionary provisions, as well as statutory forms.

We invite you to help us conduct a thorough and effective review of the DPR by completing the attached DPR workbook. We request that completed workbooks be returned to us by **September 9, 2016**. Your suggestions and comments will be considered in shaping the DPR.

In addition to this workbook engagement, the DPR, and all other regulations being reviewed as part of the *MGA* Review, are expected to be made public in draft form in early 2017 for comment.

A review of the Municipal Census Manual will begin after the DPR review is completed. This is expected to be in 2018.

If you have any questions or would like additional information regarding the DPR review, please contact Kim Moore, Municipal Information Advisor by email at: [lgs.update@gov.ab.ca](mailto:lgs.update@gov.ab.ca) or by phone at 780-422-8303.

Thank you,

Gary Sandberg  
Assistant Deputy Minister  
Municipal Services and Legislation

Attachment – MGA Census Workbook – Determination of Population Regulation

The background of the top section is a colorful, abstract geometric pattern in shades of green, yellow, and orange. On the left side, the word "Alberta" is written vertically in a white, stylized font.

# MGA Review: Municipal Census

## The Determination of Population Regulation

### What do you think?

**We want to hear from you.** We are counting on you, our partners and experts on the needs of your municipal organizations, to help conduct a thorough and effective review of the Determination of Population Regulation (DPR).

You are invited to submit feedback on behalf of your municipality or organization through the workbook until September 9, 2016. The workbook can be worked on, saved and set aside, and completed at a later time at your convenience.

**The MGA Review**  
The review of the Municipal Census information is part of the overall MGA Review, which will be proclaimed by October 2017.

### What is being reviewed now?

The DPR is one of the regulations being reviewed as part of the *Municipal Government Act (MGA)* Review. It is anticipated that all changes to the *MGA*, including regulations, will be proclaimed by October 2017, on time for the next general municipal elections.

The DPR specifies the requirements to be followed by municipalities that choose to conduct a municipal census. It defines what a municipal census is, sets out the timing of the census, how the municipal census should be conducted, and how the results are to be submitted to the ministry.

If no municipal census has been conducted, the regulation states that the Minister of Municipal Affairs may turn to other information to determine the population of a municipality. In those circumstances, the Minister typically relies on the results from the last federal census.

### What is *not* being reviewed now?

The DPR includes most of the mandatory requirements for census taking. However, some aspects of the census are not part of the current review. These include:

- the Municipal Census Manual;
- provincial and municipal grant programs;
- other pertinent provincial legislation (i.e. *Freedom of Information and Protection of Privacy Act, Crowsnest Pass Regulation, etc.*); and
- The Municipal Affairs Population List.

These aspects of the municipal census may be reviewed in the future.

## Questionnaire: Have Your Say

### ***Municipal Government Act (MGA)***

The authority for municipalities to undertake a census is specified through Section 604 of the *MGA*. The *MGA* also provides the Minister of Municipal Affairs the authority to make regulations that define who is counted, how a municipal census is carried out, and procedures for submitting the census results to Municipal Affairs.

Note: To provide legislative context for this discussion, we have included relevant excerpts from the *MGA* and the DPR throughout the document:

*MGA:*

#### **Census**

s.57 *A council may conduct a census.*

#### **Ministerial regulations**

s.604 *The Minister may make regulations*

- (a) *defining population for the purposes of this Act;*
- (b) *respecting the determination of the population of a municipality or other geographic area and establishing requirements for a municipality to conduct a census and provide information concerning population to the Minister;*

### Determination of Population Regulation (DPR)

The primary goal of the DPR is to standardize processes for census-taking to increase the reliability and validity in information collection. This ensures the statistical integrity of the Municipal Affairs Population List.

### Definitions

The DPR defines what a municipal census is and the manner in which municipalities determine if an individual is eligible for inclusion in the census, based upon rules set out in the regulation.

DPR:

#### ***Interpretation***

(Municipal Census)

1(1) *In this Regulation, “municipal census” means, in respect of a municipal authority, a population count, conducted in accordance with sections 3 and 3.1, of the total number of individuals whose usual residence is that municipal authority.*

(Usual Residence)

1(2) *For the purposes of this Regulation, “usual residence” is determined in accordance with the following rules:*

- (a) *a person can have only one place of usual residence;*
- (a.1) *if a person has more than one residence in Alberta, that person shall, in accordance with subsection (3), designate one place of residence as the person’s usual residence;*
- (b) *a person’s usual residence is the place where the person lives and sleeps and to which, when the person is absent from it, the person intends to return;*
- (c) *a student who*
  - (i) *is in attendance at an educational institution within or outside Alberta,*
  - (ii) *temporarily rents accommodation for the purpose of attending an educational institution, and*
  - (iii) *has family members who are usually resident in Alberta and with whom the student usually resides when not in attendance at an educational institution*

*is deemed to reside with those family members;*

# MGA Regulation Review

## Municipal Census

- (d) *the usual residence of a person who has been in an institution, such as a correctional institution or hospital, for less than 6 months is deemed to be the person's usual place of residence before the person entered the institution.*
- (3) *For the purposes of subsection (2)(a.1), a person shall designate the person's usual residence in accordance with the following factors in the following order of priority:*
  - (a) *the address shown on the person's driver's licence or motor vehicle operator's licence issued by or on behalf of the Government of Alberta, or on an identification card issued by or on behalf of the Government of Alberta;*
  - (b) *the address to which the person's income tax correspondence is addressed and delivered;*
  - (c) *the address to which the person's mail is addressed and delivered.*

**The definition of “usual residence” helps municipalities determine if an individual is eligible for inclusion on the census, based upon a set of rules outlined above. Should these rules be amended?**

[Click here to choose yes or no](#)

**If yes, how should the definition be amended?**

[Click here to enter text.](#)

### **Shadow Population**

The inclusion of “shadow population” in the DPR allows municipalities with significant temporary worker populations to include them in their population counts. The term does not include students or short-term recreational residents (e.g. families with weekend homes in summer villages or communities with significant tourist visits).



# MGA Regulation Review

## Municipal Census

DPR:

### *Interpretation*

#### (Shadow Population)

- 1(4) *In this Regulation, “shadow population” means, in respect of a municipal authority, the temporary residents of a municipality who are employed by an industrial or commercial establishment in the municipality for a minimum 30 days within a municipal census year.*

### Shadow Population

- 2.1(1) *A municipal authority may apply to the Minister to have the shadow population included as part of the municipal census if the shadow population in a municipality is*
- (a) greater than 1000 persons, or*
  - (b) less than 1000 persons but greater in number than 10% of the permanent population.*
- (2) An application under subsection (1) must be made prior to the municipal authority conducting the municipal census.*
- (3) The shadow population for a municipal authority must be verified every 3 years by a count held in the period starting on April 1 and ending on June 30 of the same year.*
- (4) The Minister shall determine whether the shadow population may be included as part of the municipal authority’s municipal census.*
- (5) If the Minister permits a municipal authority to use the shadow population as part of the municipal census, the municipal authority must submit the results of the count of the shadow population, in the form set out in Schedule 3, to the Minister before September 1 of the year in which the municipal census is conducted.*

### **Are the definition and requirements for a shadow population count sufficient?**

[click here to select yes or no](#)

### **If no, how can the definition and requirements be amended?**

[Click here to enter text.](#)

### **Census Time Period**

The Determination of Population Regulation provides municipalities with a time period to conduct a census so that municipalities have a reasonable amount of time to complete their municipal census.



# MGA Regulation Review

## Municipal Census

DPR:

### ***When census must be conducted***

- 3.1(1) *A municipal authority that wishes to conduct a municipal census must do so in the period starting on April 1 and ending on June 30 of the same year.*
- (2) *The Minister may determine the manner in which a municipal census must be conducted.*
- (3) *A municipality must choose as a census date a date within the time period referred to in subsection (1) that is either*
- (a) the date on which enumeration begins, or*
  - (b) a date prior to enumeration.*

**Is the legislated time period (April 1 to June 30) an appropriate time period to conduct a municipal census?**

[click here to select yes or no](#)

**Is the definition of “census date” appropriate?**

[click here to select yes or no](#)

**If no to any of the questions above, please indicate why?**

[Click here to enter text.](#)

### **Conduct of Census**

Municipalities that undertake a census must follow the DPR and the methodologies outlined in the Municipal Census Manual. Municipalities that wish to deviate from the regulation or manual must obtain written approval from the Minister of Municipal Affairs prior to conducting a municipal census.

The Municipal Census Manual will be reviewed following the completion of the DPR review.

# MGA Regulation Review

## Municipal Census

DPR:

### **Conduct of census**

3.1(1) *Subject to subsection (2), a municipal authority must conduct a municipal census in accordance with the Municipal Census Manual approved by the Minister and published by the department in January 2013, as amended from time to time.*

(2) *If a municipal authority wishes to conduct a municipal census that is not in accordance with this Regulation or the Municipal Census Manual referred to in subsection (1), the municipal authority must obtain the written approval of the Minister prior to conducting the municipal census.*

**Is the process to request deviation from the regulation and/or manual appropriate?**

[click here to select yes or no](#)

**If no, how can the process be amended?**

[Click here to enter text.](#)

### **Oaths and Statements**

Census co-ordinators are required to sign the “Oath of Census Co-ordinator.” Enumerators must sign the “Statement of Enumerator” included in Schedule 1 and Schedule 2 of the DPR. The oath and statement are required as part of Alberta's *Freedom of Information and Protection of Privacy Act (FOIP Act)*. The signed oaths and statements are critical to protecting the confidentiality of information. As well, they obligate census workers to comply with the Municipal Census Manual. By swearing the oath or statement, census co-ordinators and enumerators are forbidden to discuss or reveal any information obtained during their work on the census that could potentially identify an individual. The oaths and statements are in effect for life —and remain in effect even after census co-ordinators and enumerators are no longer employed by a municipality.

DPR:

### **Oath**

3.2(1) *Every census co-ordinator must swear an oath, in the form set out in Schedule 1, prior to conducting a municipal census.*

(2) *Every census enumerator must make the statement, in the form set out in Schedule 2, prior to conducting a municipal census.*

# MGA Regulation Review

## Municipal Census

DPR:

### **Schedule 1** **Oath of Census Co-ordinator**

MUNICIPAL AUTHORITY: \_\_\_\_\_, PROVINCE OF ALBERTA

MUNICIPAL CENSUS DATE: \_\_\_\_\_

I, (name of person taking oath), of (residential address), appointed census co-ordinator for (name of municipality), solemnly state

THAT I will act diligently, faithfully and to the best of my ability in my capacity as census co-ordinator;

THAT I will not, without authority, disclose or make known any information that comes to my knowledge by reason of my activities as a census co-ordinator; and

THAT I will supervise the municipal census and all census enumerators to the best of my ability and in accordance with the Municipal Census Manual approved by the Minister and published by the department.

SWORN (AFFIRMED) BEFORE ME )

at the \_\_\_\_\_ of \_\_\_\_\_, in the Province )

of Alberta, this \_\_\_\_\_ day of \_\_\_\_\_, )

20\_\_\_\_\_. )

(signature of person taking oath)

(signature of Commissioner of Oaths)

# MGA Regulation Review Municipal Census

DPR:

## **Schedule 2 Statement of Census Enumerator**

MUNICIPAL AUTHORITY: \_\_\_\_\_, PROVINCE OF ALBERTA

MUNICIPAL CENSUS DATE: \_\_\_\_\_

*I, (name of person taking oath), of (residential address), appointed census enumerator for (name of municipality), solemnly state*

*THAT I will act diligently, faithfully and to the best of my ability in my capacity as census enumerator;*

*THAT I will not, without authority, disclose or make known any information that comes to my knowledge by reason of my activities as a census enumerator; and*

*THAT I will carry out the census of the area to which I am assigned to the best of my ability and in accordance with the Municipal Census Manual approved by the Minister and published by the department.*

*(date)*

*(signature of census enumerator)*

---

**Is the information contained in the Oath of Census Coordinator and Statement of Census Enumerator satisfactory?**

[click here to select yes or no](#)

**If no, how can the Oath of Census Co-ordinator and/or Statement of Census Enumerator forms be improved?**

[Click here to enter text.](#)

# MGA Regulation Review

## Municipal Census

### **Duty to Submit**

The DPR requires that after completing a census, the municipality must submit the results to the Minister of Municipal Affairs by September 1 of the same year.

The designated officer must sign the Municipal Census Form contained in the DPR. On the forms, the designated officer is swearing that a municipal census was completed, states the chosen municipal census date, and reports the usual resident count or shadow population on the appropriate forms.

For quality assurance purposes, municipalities must also complete the field report on the form which provides the usual resident count of the municipality, total number of dwellings, and number of dwellings that could not be contacted.

Municipalities that received prior approval from the Minister of Municipal Affairs to conduct a shadow population count along with their municipal census must complete the “Shadow Population Verification Form”.

DPR:

#### ***Duty to submit results***

- 4(1) On completing a municipal census, the municipal authority must*
- (a) submit the results of the municipal census in the form set out in Schedule 4,*
  - and*
  - (b) if the Minister has determined under section 2.1 that the shadow population may be included as part of the municipal authority’s municipal census, submit the results of the count of the shadow population in the form set out in Schedule 3 to the Minister before September 1 of the year in which the municipal census is conducted.*
- (2) If the results are accepted by the Minister, those results, subject to subsection (4), constitute the population of that municipal authority.*
- (3) If no municipal census has been conducted in a year or the results of a municipal census are not submitted to the Minister within the time set out in subsection (1) or are not accepted by the Minister, the Minister may use whatever information that is available to determine the population of the municipal authority.*

# *MGA Regulation Review* Municipal Census

**Should the Duty to Submit provision of the DPR be amended?**

[click here to select yes or no](#)

**If yes, what amendments would you propose?**

[Click here to enter text.](#)

# MGA Regulation Review Municipal Census

DPR:

## Schedule 4 Municipal Census Form

MUNICIPAL AUTHORITY: \_\_\_\_\_, PROVINCE OF ALBERTA

MUNICIPAL CENSUS DATE: \_\_\_\_\_

I, (name of person taking oath) \_\_\_\_\_, of (residential address) \_\_\_\_\_, appointed designated officer for (name of municipality) \_\_\_\_\_, solemnly swear (affirm)

THAT I am the designated officer of the municipality of (name of municipality) \_\_\_\_\_.

THAT the date chosen as the municipal census date for this municipality was the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

THAT a municipal census completed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ discloses that the total number of individuals whose usual residence is in this municipality is (total population).

THAT the Municipal Census Field Report attached below is accurate and complete to the best of my knowledge.

SWORN (AFFIRMED) BEFORE ME )  
at the \_\_\_\_\_ of \_\_\_\_\_, in the Province )  
of Alberta, this \_\_\_\_\_ day of \_\_\_\_\_, ) (designated officer)  
20\_\_\_\_. )

(signature of Commissioner for Oaths) )

### Municipal Census Field Report

Field Report for the <u>(year)</u> census of <u>(municipality)</u> _____	
Total Population	
Total count of dwellings	
Total number of non-contacted dwellings	



# MGA Regulation Review Municipal Census

## Is the Municipal Census Form satisfactory?

click here to select yes or no

## If no, what changes would you propose?

Click here to enter text.

DPR:

### **Schedule 3 Shadow Population Verification Form**

MUNICIPAL AUTHORITY: \_\_\_\_\_, PROVINCE OF ALBERTA

MUNICIPAL CENSUS DATE: \_\_\_\_\_

I, (name of person taking oath), of (residential address),  
appointed designated officer for (name of municipality), solemnly swear  
(affirm)

THAT I am the designated officer of the municipality of (name of municipality).

THAT the date chosen as the municipal census date for this municipality was  
the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

THAT a count of the shadow population completed on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
discloses that the total number of temporary residents who are employed in an industrial or  
commercial establishment in the municipality for a minimum of 30 days within the census  
year is (total population).

SWORN (AFFIRMED) BEFORE ME )  
at the \_\_\_\_\_ of \_\_\_\_\_, in the Province )  
of Alberta, this \_\_\_\_\_ day of \_\_\_\_\_, )  
20\_\_\_\_\_. )

(designated officer)

(signature of Commissioner for Oaths)



# MGA Regulation Review

## Municipal Census

### Is the Shadow Population Verification Form satisfactory?

click here to select yes or no

### If no, what changes would you propose?

Click here to enter text.

## Briefly About Your Organization

This final set of questions will give us a better indication of the organizations that took part in this review.

### What Stakeholder group do you belong in?

Select stakeholder group

### Do you believe you represent a predominantly urban or rural perspective?

Select urban or rural

### Do you have any additional comments?

Click here to enter text.

Thank you! We appreciate your feedback on the Determination of Population Regulation and your contribution to the province-wide discussion about the municipal census. There are two main ways to submit your responses:

- 1) To submit your input towards the Determination of Population Review, save the document to your desktop, and then forward it to [lgs.update@gov.ab.ca](mailto:lgs.update@gov.ab.ca). A confirmation message will come up if your submission is successful.

For more information, please contact  
Kim Moore at [kim.moore@gov.ab.ca](mailto:kim.moore@gov.ab.ca)  
or call toll-free:310-0000, then  
780-422-8303

## MGA Regulation Review Municipal Census

2) If you are connected to the internet and use outlook, please click the submit workbook

button here.

If you have any questions with regard to the Determination of Population Regulation Review, please contact Kim Moore, Municipal Information Advisor at [kim.moore@gov.ab.ca](mailto:kim.moore@gov.ab.ca) or call toll-free at 310-0000, then 780-422-8303.



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 24, 2016</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services / Operations North</b>
<b>Title:</b>	<b>Authorization of Peace Officer Policies and RCMP Memorandum of Understanding</b>

## **BACKGROUND / PROPOSAL:**

During the 2016 budget process Council approved the hiring of a municipal Peace Officer. This endeavor requires Mackenzie County to enter into a Memorandum of Understanding (MOU) with the Police service of jurisdiction i.e. RCMP and to have policies and procedures for that Peace Officer in place as per the Alberta Governments Public Security Peace Officer Program mandates.

On January 29, 2016 Council approved the provincial acts and jurisdiction areas they want enforcement on (see motion below). Administration is recommending that this be expanded to include the entire Mackenzie County area in order to enforce road bans.

### **9. d) Peace Officer Program**

**MOTION 16-01-055**      **MOVED** by Councillor Wardley

That the County obtain permission from the Solicitor General to proceed with a Peace Officer Program in the Hamlets of La Crete, Fort Vermilion and Zama City to enforce the following Acts:

- Environmental Protection and Enhancement Act
- Gaming and Liquor Act and Gaming and Liquor Regulation
- Petty Trespass Act and Trespass to Premises Act
- Traffic Safety Act

**CARRIED**

The attached MOU has been reviewed by Mackenzie County administration, S/Sgt. Jeff Simpson and prepared for submission to K Division for approval.

Author: RP      Reviewed by: \_\_\_\_\_      CAO: CG

The attached policies were drafted by Mackenzie County Administration and are being presented to Council for review and approval.

- Baton Policy
- Oleoresin Capsicum (OC) Spray Policy
- Peace Officer Complaints and Disciplinary Policy

**OPTIONS & BENEFITS:**

The MOU provides a clear understanding of the role the RCMP will have and the services agreed upon between both parties.

The policies will provide guidance to the peace officer for appropriate use of the officer safety equipment mandated by the province of Alberta. This will ensure clarity for which circumstances that the peace officer is authorized to use their equipment, and will help protect the safety of both the public and Mackenzie County's employee.

Expanding the enforcement area will provide infrastructure protection against costly damage to local roads.

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

The policies will be introduced to the peace officer upon being hired.

**RECOMMENDED ACTION:**

Motion 1

- Simple Majority       Requires 2/3       Requires Unanimous

That the Memorandum of Understanding between the RCMP and Mackenzie County for the Peace Officer be approved and that administration submit the proposal to RCMP K Division for ratification.

Author: RP      Reviewed by: \_\_\_\_\_      CAO: CG

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That Policy ENF003 Peace Officer Public Complaints and Disciplinary Policy be approved as presented.

Motion 3

Simple Majority       Requires 2/3       Requires Unanimous

That Policy ENF004 Baton Policy be approved as presented.

Motion 4

Simple Majority       Requires 2/3       Requires Unanimous

That Policy ENF005 Peace Officer Video Recording Policy be approved as presented.

Motion 5

Simple Majority       Requires 2/3       Requires Unanimous

That Policy ENF006 Oleoresin Capsicum (OC) Spray Policy be approved as presented.

Motion 6

Simple Majority       Requires 2/3       Requires Unanimous

That the Peace Officer jurisdiction be expanded to the entire Mackenzie County area for the enforcement of road bans.

Author: RP      Reviewed by: \_\_\_\_\_      CAO: CG

## **MEMORANDUM OF UNDERSTANDING**

BETWEEN

### **THE ROYAL CANADIAN MOUNTED POLICE,**

Recognized as the Provincial Police Service of Alberta,  
with primary responsibility for provincial policing and municipal policing in areas  
under contract with the RCMP, through the Government of Canada,  
(hereinafter called "the RCMP")

AND

### **Mackenzie County**

A municipal corporation or governing entity  
in the Province of Alberta  
(hereinafter called "the COUNTY")

### **WHO ARE**

Collectively referred to as "the Participants"

## **BACKGROUND**

WHEREAS in accordance with section 17(1) of the *Peace Officer (Ministerial) Regulation*, employers of Peace Officers in the Province of Alberta must enter into a Memorandum of Understanding (MOU) with the police service of jurisdiction in order for the services of a Peace Officer to be carried out in accordance with the said Regulation;

WHEREAS the COUNTY is an employer of Peace Officers and as such is required to enter into a MOU with the police of jurisdiction as approved by the Minister; and,

WHEREAS the RCMP acknowledges the requirements as stated in the Peace Officer (Ministerial) Regulation, the RCMP is the police service of jurisdiction for the COUNTY, and the Commanding Officer of the RCMP "K" Division is the person with such authority to sign such an MOU.

**THEREFORE**, be it resolved that the Participants intend as follows:

**1. DEFINITIONS:**

- a) "Act" means the *Peace Officer Act* of Alberta (proclaimed May 1, 2007, and includes its regulations).
- b) "Liaison Officer" means the RCMP representative and the COUNTY Peace Officer representative designated under section 17(2)(c)(i) of the Regulation.
- c) "Minister" or "Responsible Minister" means the Alberta Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for this Act.
- d) "MOU" means this Memorandum of Understanding.
- e) "Peace Officer" means a person employed or engaged by the COUNTY and referred to in section 7(1) of *the Act*, or any other person appointed as a Peace Officer under another enactment who is designated by the Regulations as a Peace Officer to whom all or part of this Act and the regulations apply;
- f) "Police Service" means a police service as defined in the *Police Act*.
- g) "PROS" means Police Reporting and Occurrence System, the RCMP's electronic file management system.
- h) "Regulation" means the Alberta Peace Officer (Ministerial) Regulation, Alta Reg 312/2006.

**2. PURPOSE AND SCOPE:**

- 2.1 The purpose of this MOU is to satisfy the requirements set out in section 17(1) of Regulation.
- 2.2 The scope of this MOU is to establish the terms of agreement between the Participants and pertaining to community Peace Officer(s).
- 2.3 It is the intention of the Participants to operate in a cooperative environment while providing services to the community. It is acknowledged that effective communication between Participants is an important part of service delivery.
- 2.4 Nothing contained in this MOU shall imply or suggest a relationship of employment exists between the RCMP and the COUNTY's Peace Officer(s). The Peace Officer(s) are completely independent from the RCMP and its operations.

- 2.5 This MOU does not form a contractually binding agreement and the Participants acknowledge their mutual intention to resolve all matters arising from this MOU in accordance with Article 10.1 of this MOU.

### **3. OBLIGATIONS OF THE RCMP:**

- 3.1 Upon the COUNTY or their Peace Officer(s) requesting authorization to access local RCMP radio communication frequencies, providing that the COUNTY or their Peace Officer(s) meet the stated conditions for such, the RCMP agrees to support the COUNTY or Peace Officer(s) in their application to Industry Canada to obtain a license to permit access to RCMP radio frequency. Such access will be through the Peace Officer(s) own established radio channels and utilizing their own radio equipment.
- 3.2 In the event that the COUNTY or their Peace Officer(s) come to the RCMP with information on a case where it is suspected that officer safety is a concern, the RCMP shall share information where it is verified that officer's safety is in jeopardy. The release of this information will be consistent with RCMP Policy, Treasury Board Guidelines, the Province of Alberta and Government of Canada privacy laws, as well as in accordance with existing PROS Policy.

### **4. OBLIGATIONS OF THE COUNTY:**

- 4.1 In accordance with section 17 of the Regulation, the COUNTY is responsible for providing any written notice to the Minister as set out in the Regulation and for ensuring a copy of this MOU is provided to the Minister.
- 4.2 In accordance with section 5(3) of the Act, the COUNTY is an authorized employer with authority to engage services of Peace Officer(s).
- 4.3 The COUNTY is solely responsible for ensuring that adequate training, direct administrative supervision, and operational supervision are provided for their Peace Officer(s).
- 4.4 The COUNTY is responsible for the purchase, maintenance and replacement of authorized equipment, vehicles, uniforms and any other items issued to a Peace Officer and required under the Act or necessary for that Peace Officer to carry out the full scope of their authority, as well as ensuring it conforms to the standards as set forth in the Act or its Regulations.
- 4.5 The COUNTY is solely responsible for its obligations under section 15.1 of the Act as it relates to the investigation of complaints against Peace Officers under the COUNTY's employment.



4.6 On request from the RCMP, within fourteen (14) days, the COUNTY agrees to provide the RCMP with a written copy of the appointment, alteration, or enhancement to any existing appointment of any Peace Officer in their employ. Should a Peace Officer in the COUNTY's employ cease to be employed or engaged by the COUNTY in the role of a Peace Officer or have their Peace Officer appointment cancelled or suspended, without the request of the RCMP, the COUNTY agrees to provide written notice of such change to the RCMP immediately and not later than twenty four (24) hours after the change in status has occurred.

**5. COMMUNICATION:**

5.1 Each Participant has designated a representative who is tasked with being the local Liaison Officer and responsible for facilitating the delivery of effective communication between the Participants.

5.2 The local Liaison Officers are as follows:

<b>For the RCMP:</b>	<b>For the COUNTY Peace Officer(s):</b>
Detachment Commander Fort Vermilion  P.O. Box 94 4302 45 <sup>th</sup> St Fort Vermilion, AB T0H 1N0  780-927-3258	Chief Administrative Officer  PO Box 640 Fort Vermilion, AB T0H 1N0  780-927-3718

5.3 The local Liaison Officers will meet not less than quarterly and at a mutually agreed upon time and location. The purpose of the Liaison Officers meetings are to discuss any points of coordinated efforts, common service delivery and to ensure open communication channels are present amongst Participants.

5.4 Where the RCMP is responsible for providing radio communication, the Participants will establish and maintain a means of radio communication between the Peace Officers and the RCMP jurisdiction in which the Peace Officers serve, in a mutually agreeable manner that ensures adequate communication exists, having regard to the authorized scope and duties of the Peace Officers.

## 6. INFORMATION SHARING:

- 6.1 It is the intention of the Participants to share or disclose only that information which is necessary for court disclosure, or administrative penalties and enforcement orders and in the interests of providing for a coordinated and effective level of service to the community for the purposes of the authorities, duties and responsibilities set forth in the Act.
- 6.2 Secondary non-police or dissemination of any information initially lawfully disclosed to a Peace Officer, contrary to provincial or federal privacy act legislation or regulations is strictly prohibited.
- 6.3 The RCMP, through any Detachment Commander, may provide information from PROS to the COUNTY's Peace Officer(s) where it is consistent with RCMP policy, any Memoranda of Understanding currently in existence or which may be agreed upon in future, Treasury Board guidelines, the Province of Alberta and Government of Canada Privacy laws, and the duties and authorization of the Peace Officer.
- 6.4 Notwithstanding Article 6.3, any information that is placed into a Special Project PROS file or identified with a higher restriction level will not be shared or disseminated without the express consent of the originating investigator/unit and/or agency.
- 6.5 Neither Participant will retain any PROS information, other than their own, in any other automated or manual information storage system without the prior knowledge and consent of the originating agency.
- 6.6 The information disclosed under this agreement will be administered, maintained, and disposed of in accordance with the law that applies to record retention and personal information and all applicable policies and guidelines. In the case of the RCMP, this includes the *Privacy Act*, the *National Archives of Canada Act* and Government Security Policy. In the case of the COUNTY's Peace Officer(s), it means all the applicable laws regarding the administration, maintenance, and disposal of information within the Province of Alberta and policies applicable to the Peace Officer(s).
- 6.7 Each Participant will:
  - a. Treat information received from the other Participant in confidence and take all reasonable measures to preserve its confidentiality and integrity and to safeguard the information against accidental or unauthorized access, use or disclosure;

- b. Mark the information provided with the appropriate security classification. In the case of the RCMP, this means (Protected A, Protected B, Protected C) or classified (Unclassified, Confidential, Secret, Top Secret); In the case of the COUNTY's Peace Officer(s), this means an equivalent security classification agreed upon and understood by the Participants to this MOU;
- c. Treat information received from the other Participant in accordance with the security markings on it and to undertake to provide equivalent protection to it while it is in the receiving Participant's possession;
- d. Attach terms, conditions, or caveats to the information supplied, as the supplying party deems appropriate;
- e. Abide by all caveats, conditions or terms attached to the information;
- f. Maintain appropriate records concerning the transmission and receipt of information exchanged;
- g. Not disseminate the information to any third party without the prior written consent of the supplying party except as required by law;
- h. Limit access to the information to those of its employees whose duties require such access, who are legally bound to keep confidences and who have the appropriate security clearance;
- i. Comply with the provisions governing the use, disclosure, and retention of records in the *Youth Criminal Justice Act* S.C. 2002;
- j. Promptly notify the other of any unauthorized use or disclosure of the information exchanged under this MOU and will furnish the other Participant with details of such unauthorized use or disclosure. In the event of such an occurrence the Participant responsible for the safeguarding of the information will take all reasonably necessary steps to prevent a re-occurrence;
- k. Immediately notify the other if either receives a request under the *Privacy Act*, the *Access to Information Act* or other lawful authority, for information provided under this MOU. If requested, the Participant will endeavor to protect the information from disclosure to the extent permitted by law;
- l. Return any information that should not have been provided to it by the other Participant;
- m. Use its best efforts to verify the accuracy and completeness of the information provided to the other Participant; and,

- n. Promptly notify the other Participant if it learns that inaccurate or potentially unreliable information may have been provided or received and take all reasonable remedial steps.

**7. FINANCIAL ARRANGEMENTS:**

- 7.1 No financial obligations on behalf of one Participant toward the other are intended to arise from this MOU.

**8. LIABILITY:**

- 8.1 Each Participant will be responsible for the actions, omissions or damages caused by the conduct of their employees or agents, carrying out their duties and acting within the scope of their authority.

**9. DEPARTMENTAL REPRESENTATIVES:**

- 9.1 The following officials are designated as the departmental representatives for purposes of this MOU and any notices required under this MOU will be delivered as follows:

<b>For the RCMP:</b>	<b>For the COUNTY:</b>
Western Alberta District Commander  Suite 101 10605 West Side Dr Grande Prairie, AB T8V 8E6	Reeve  PO Box 640 Fort Vermilion, AB T0H 1N0

**10. DISPUTE RESOLUTION:**

- 10.1 In the event of a dispute arising from the interpretation or operation of this MOU, it will be referred to the Liaison Officers set out in Article 5.2 of this MOU, who will use their best efforts to resolve the matter amicably. If such negotiation fails, the Participants intend to refer the matter to the departmental representatives in Article 9.1 as noted above for final resolution.

## **11. MONITORING:**

11.1 The department representatives in Article 9.1 will meet annually or as required to review and assess the operation and effectiveness of this MOU and any one of the Participants may call such a meeting to be held no later than seven (7) days after the date upon which either of the Participants makes this desire known.

## **12. TERMINATION AND TERM:**

12.1 This MOU may be terminated by either Participant upon ninety (90) days written notice to each Participant and notice to the responsible Minister for the Province of Alberta. Termination does not release a Participant from any obligations which accrued while the MOU was in force.

12.2 This MOU will commence on August 1, 2016 and will expire on July 31, 2021.

## **13. AMENDMENT TO THE MOU**

13.1 This MOU may only be amended or extended by the written consent of the Participants to the MOU and where so amended, excluding extension of the term of the MOU only, notification specifying what has been altered to the content of this MOU will be forwarded immediately to the Minister by the COUNTY.

**SIGNED BY the authorized officers of the Participants:**

**For the COUNTY:**

\_\_\_\_\_  
Bill Neufeld  
Reeve  
Mackenzie County

**Date:** \_\_\_\_\_

**For the RCMP:**

\_\_\_\_\_  
M.C. (Marianne) Ryan, M.O.M.  
Deputy Commissioner  
Commanding Officer "K" Division

**Date:** \_\_\_\_\_

## Mackenzie County

<b>Title</b>	<b>Peace Officer Public Complaints and Disciplinary Policy</b>	<b>Policy No:</b>	<b>ENF003</b>
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<b>Legislation Reference</b>	Peace Officer Act Public Security Peace Officer Program
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### **Purpose:**

The purpose of this policy is to establish a process to manage complaints made against Mackenzie County's peace officer and enforce disciplinary measures as required.

### **Policy Statement:**

Mackenzie County recognizes that during the execution of peace officer duties a member of the public may make a complaint about the actions of the peace officer.

### **Complaints:**

1. All complaints respecting the conduct or performance of duty of peace officer shall be directed to the Chief Administrative Officer for investigation.
2. A complaint shall be in writing, dated and signed by the complainant.

### **Investigation of Complaints:**

3. When appropriate, the Chief Administrative Officer or designate must provide the respondent with a copy of the complaint.
4. The Chief Administrative Officer or designate may refuse to investigate or further investigate a complaint against a respondent if the supervisor is satisfied that:
  - a. the complaint is frivolous, vexatious or in bad faith,
    - Frivolous. A complaint intended merely to harass or embarrass.
    - Vexatious. Complaint that has no basis in fact or reason, with its purpose to bother, annoy and embarrass the peace officer or authorized employer.
    - Bad Faith. Filing the complaint with intentional dishonesty or with intent to mislead.
  - b. the conduct complained of primarily affects a person other than the complainant and the complainant does not have sufficient personal interest in the subject matter of the complaint, or

- c. the complaint concerns an act or omission that, to the knowledge of the complainant, occurred more than 6 months before the complaint was made.
5. The Chief Administrative Officer or designate may attempt to informally resolve the complaint with the complainant and the respondent.
6. A complaint is resolved informally if a resolution of the complaint is proposed with which the complainant and respondent agree.
7. If a complaint is resolved informally, the Chief Administrative Officer or designate must:
  - a. make a record of the resolution or disposition and any disciplinary or corrective measures imposed, and
  - b. deliver a copy of that record to the complainant, the Director of Law Enforcement and the respondent.
8. If the Chief Administrative Officer or designate is not able to resolve a complaint informally, they must:
  - a. Conduct an investigation into that complaint, and
  - b. Provide notice of the investigation to the respondent and the Director of Law Enforcement.

**Investigation Conclusion:**

9. Upon conclusion of the investigation the authorized employer must notify the complainant, the peace officer involved, and the Director of Law Enforcement the disposition of the complaint using wording found in Section 22 of the Peace Officer Program Manual which reads as follows:
  - a. 'the complaint is unfounded.' This means that on the basis of a thorough investigation no reasonable belief exists that the complaint has merit or basis.
  - b. 'the complaint is unsubstantiated.' This means that on the basis of a thorough investigation there is insufficient evidence to determine the facts of the complaint and that it may or may not have occurred.
  - c. 'the complaint is found to have merit in whole or in part.' This means that on the basis of a thorough investigation that



- i. 'in whole' a reasonable belief exists that the peace officer has engaged in misconduct in regards to the entirety of the complaint; or
  - ii. 'in part' a reasonable belief exists that the peace officer has engaged in misconduct in regards to a portion(s) of the complaint, but not in its entirety.
- d. 'the complaint is frivolous, vexatious or made in bad faith.' This disposition will be used when an authorized employer chooses not to investigate a complaint as per Section 15(2) of the Act which allows no investigation to occur when the complaint is deemed to be frivolous, vexatious, or made in bad faith.
10. In the event a complaint is found to have merit in whole or in part the authorized employer must state what disciplinary action has been taken and it must be in accordance with this policy.
11. The conclusion letter issued to the complaint must contain the following closing paragraph which communicates to the complainant that appeals of the decision reached by the authorized employer must be addressed to the Director of Law Enforcement as required in Section 15 of the *Peace Officer Act*.

“PLEASE BE ADVISED YOU HAVE THE RIGHT TO APPEAL THESE FINDINGS TO THE DIRECTOR OF LAW ENFORCEMENT FOR THE PROVINCE OF ALBERTA PURSUANT TO SECTION 15(4) OF THE PEACE OFFICER ACT. AN APPEAL MUST BE IN WRITING AND INITIATED WITHIN 30 DAYS OF RECEIPT OF THIS DECISION, AND ANY DECISION REACHED BY THE DIRECTOR OF LAW ENFORCEMENT ON APPEAL IS FINAL.”

**Discipline:**

12. The Chief Administrative Officer or designate may discipline the peace officer through the following methods:
- a. reprimand the peace officer, or
  - b. suspend the peace officer for a period of suspension not exceeding one (1) month, or
  - c. terminate the appointment of the peace officer.

**Conduct:**

13. Peace officers respecting the conduct or performance of duty, may be subject to suspension or termination if the offence includes:

- a. Discreditable conduct:
  - i. Willfully or negligently makes a false complaint or lays a false complaint or statement against any person, or
  - ii. Withholds or suppresses a complaint or report against any person, or
  - iii. Is guilty of an indictable offence under a federal statute or an offence punishable upon summary conviction under the Criminal Code of Canada, or
  - iv. abets, connives or is knowingly an accessory to a general default
- b. Deceit:
  - i. Knowingly makes or signs a false statement in an official document or book, or
  - ii. Willingly or negligently makes a false, misleading or inaccurate statement pertaining to official duties, or
  - iii. Without lawful excuse destroys, mutilates, or conceals an official document or record or alters or erases any entry therein.
- c. Breach of confidence:
  - i. Divulges any matter which it is his duty to keep secret, or
  - ii. Without proper authorization or in contravention of any rules of the department communicates to the news media or to any unauthorized person any law enforcement matter which could be injurious to any person or investigation, or
  - iii. Without proper authorization shows to any unauthorized person, any book or written or printed paper, document or report relating to any law enforcement matter that is the property of or in the custody of Mackenzie County.
- d. Corrupt practice:
  - i. Fails to account for or make a prompt, true return of money or property received in an official capacity, or

- ii. Directly or indirectly solicits or receives a gratuity, present, pass, subscription or testimonial, or
  - iii. Places himself under a pecuniary or obligation to a person of respect, whose conduct or business operation or employment the Officer may likely have to report or give evidence, or
  - iv. Improperly uses his position as a Bylaw Enforcement Officer for private advantage.
- e. Unlawful or unnecessary exercise of authority:
- i. Is unnecessarily discourteous or uncivil to a member of the public, or
  - ii. Uses excessive force in the execution of his duties without just cause, or
  - iii. Uses excessive authority of his position with his co-workers
- f. Use of intoxicating liquor, or drugs in a manner prejudiced to duty:
- i. While on shift is unfit for duty due to the personal use of liquor, drugs or intoxicants, or reports for a shift and is unfit for duty due to the personal use of liquor, drugs or intoxicants prior to reporting for work, or personally uses, consumes or receives from other persons liquor, drugs or intoxicants while on duty.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>		
<b>Amended</b>		
<b>Amended</b>		

## Mackenzie County

<b>Title</b>	<b>Baton Policy</b>	<b>Policy No:</b>	<b>ENF004</b>
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<b>Legislation Reference</b>	Peace Officer Act Public Security Peace Officer Program
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### **Purpose:**

The purpose of this policy is to provide guidelines to peace officers for the use, care and storage of an extendible baton.

### **Policy Statement:**

Mackenzie County recognizes that there are circumstances where a peace officer may need to use a baton to facilitate a defensive position in the execution of their duties.

### **Guidelines:**

1. Mackenzie County may issue a baton to its peace officer who may be required to utilize the baton during the execution of peace officer duties and is eligible through the following qualifications:
  - a. Successful completion of a training course on the care, use and handling of the baton as approved by the Alberta Solicitor General Public Security Division;
  - b. Written approval from the Alberta Solicitor General Public Security Division, and;
  - c. To undergo testing every 36 months, as directed to do so by the Alberta Solicitor General Division, in accordance with the Alberta Solicitor General Public Security Division standards.
2. The baton must be utilized:
  - a. As an aid in the arrest of a resisting person, or to control a person or crowd when lesser means are not likely to succeed or have failed, and more severe means are not yet required; or
  - b. To control an attack or threat of an attack from animals.

3. Peace officers shall only carry and use the baton which is issued by the County.
4. Peace officers may carry a baton only when on duty as a peace officer.
5. When the peace officer is off-duty, the baton should be secured in a locked cabinet within the County office.
6. When a baton is in possession of a peace officer at his residence, when it is not reasonable to have it locked in the office, the peace officer must ensure proper storage of the baton, preferably in a locked cabinet.
7. The baton will be worn in its issued scabbard.
8. All peace officers will immediately report any incident in which the baton was used as a means of force to their Supervisor on an Incident Report Form and ensure the Public Security Division is notified.
9. Peace officers who are carrying authorized batons:
  - a. Must check their baton on a weekly basis for the following:
    - i. Wear and tear on the foam grip;
    - ii. Bent shaft and stress fractures;
    - iii. Abrasions on the tip or a loose tip;
    - iv. A secure butt cap.
  - b. May make minor adjustments to the retaining clip or O-ring to ensure the proper opening and closing capabilities.
  - c. Report any defective baton requiring repair or replacement immediately to a Supervisor including a bent shaft, wear and tear on the handle, and sharp abrasions on the tip.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>		
<b>Amended</b>		
<b>Amended</b>		

## Mackenzie County

<b>Title</b>	<b>Peace Officer Video Recording Policy</b>	<b>Policy No:</b>	<b>ENF005</b>
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<b>Legislation Reference</b>	Peace Officer Act Freedom of Information and Protection of Privacy Act (FOIP) Public Security Peace Officer Program
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### **Purpose:**

The purpose of this policy is to provide peace officers with instructions guidelines for the use of video cameras. Video cameras are used by the peace officer in order to ensure their safety and provide detailed and accurate records of information.

### **Policy Statement:**

Video cameras are an effective law enforcement tool that can reduce violent confrontations and complaints against officers. In order to ensure the safety and accountability of Mackenzie County's peace officer, the peace officer will be equipped with body worn cameras and their vehicles equipped with in car cameras. Mackenzie County is committed to treating the public with the utmost respect and dignity including the respect for their privacy rights.

These cameras will provide documentation of the peace officer's public encounters and will maintain a record of information important for collecting evidence. This will also assist in maintaining public trust and provide accurate disclosure of information in court proceedings.

### **Definitions:**

**Authorized personnel:** individuals who require access to the video surveillance systems and recordings in the performance of their job requirements. Authorized personnel includes the CAO or designate.

**Body worn camera:** a personal recording device attached to the vest of the peace officer that records audio and video data and is connected to the in car camera's system.

**In car camera:** A static recording device located on the dashboard of the peace officer's vehicle and has cameras focused directly out of the vehicle's front windshield and also behind the driver's seat into the secured holding area of the vehicle. This device is connected to the body worn camera system.

**Guidelines:**

1. The body worn camera will be used only for the purpose of recording conversations with those suspected of having committed an offence or throughout the course of investigating a person suspected of committing an offence. Recording devices will not be used to conduct blanket surveillance or to record personal conversations between the peace officer and a member of the public.
2. Individuals authorized to view recordings from either the body worn camera or the in car camera are limited to the Chief Administrative Officer or designate, the Director of Community Services, Mackenzie County peace officers and RCMP members upon request or when an investigation is turned over to their authority. Any data recorded through the Mackenzie County peace officer's recording devices that is requested by an Officer of the Provincial Court of Alberta will be provided.
3. Still frames of video from either the body worn camera or the in car camera are permitted to be maintained in a case file as created by the peace officer and used throughout the course of the peace officer's investigation as required and authorized by the Solicitor General of Alberta. A still frame capture of any video cannot be duplicated or sent electronically to any person outside of those permitted to view the video.
4. The peace officer will have a clearly visible pin on his vest and jacket labeled "VIDEO IN USE" at all times and will inform the person being recorded that they are on video prior to engaging in conversation.
5. All recorded video will be secured on a digitally locked file on the peace officer's computer. Backup files will be created and secured on Mackenzie County's server and an external hard drive that will be secured both digitally and in a locked safe.
6. All video files will be transferred directly from the peace officer's vehicle to the peace officer's office computer through a secured USB. These files will not be removed from the vehicle for any purpose other than to be transferred on to the office computer. Once the file transfer is complete, all data on the secure USB will be destroyed.
7. All files will be retained for a period of at least one year and no more than two years unless specifically requested to do so by an officer of the Provincial Court of Alberta.
8. All data, images, video and metadata captured, recorded or otherwise produced by the video devices is property of Mackenzie County.

**Unauthorized Access and/or Disclosure (Privacy Breach):**

9. Anyone that witnesses the unauthorized disclosure of any surveillance recordings that are in violation of this Policy and/or a potential privacy breach must report the incident to the Chief Administrative Officer immediately.
10. Mackenzie County will investigate all reported breaches of privacy, unauthorized viewings or disclosures. Any breaches of this Policy may result in disciplinary action up to and including termination of employment.

**Responsibilities:**

11. FOIP Coordinator

- a) Ensuring that authorized personnel are familiar with this Policy and providing advice, training and recommendations to assist in compliance with FOIP.
- b) Supervising authorized personnel and ensuring their compliance with this Policy.
- c) Investigating and responding to privacy complaints related to surveillance records and security or privacy breaches.
- d) Responding to formal requests to access surveillance records, including law enforcement inquiries.

12. IT Specialist

- a) Ensuring that surveillance records and all items related to surveillance are stored in a safe and secure location.
- b) Ensuring that surveillance records are kept and maintained accurately by authorized personnel.
- c) Advising on installations, operation, retention and disposal methods of the surveillance records.

13. Peace Officer

- a) Overseeing the day-to-day operation of the surveillance systems including quality control for system operations.
- b) Ensuring that the review of files is limited to business related activities.
- c) In consultation with the Chief Administrative Officer or designate, arrange for the release of information to the RCMP when required for an investigation.

14. Chief Administrative Officer or designate



- a) Ensuring that this policy is enforced.
- b) Approving the placement of all video surveillance equipment.
- c) Approving authorized personnel and access to information collected by the surveillance systems.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>		
<b>Amended</b>		
<b>Amended</b>		

## Mackenzie County

<b>Title</b>	<b>Oleoresin Capsicum (OC) Spray Policy</b>	<b>Policy No:</b>	<b>ENF006</b>
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<b>Legislation Reference</b>	Peace Officer Act Public Security Peace Officer Program
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### **Purpose:**

The purpose of this policy is to authorize the carrying and use of Oleoresin Capsicum (OC) spray by the peace officer.

### **Policy Statement:**

Mackenzie County recognizes there are circumstances where a Peace Officer may need to use OC spray in the execution of their duties.

### **Use:**

1. A peace officer's appointment authorizes them to carry and use OC spray only for the purpose of their duty or employment.
2. Authorization to use OC spray is conditional upon the peace officer successfully completing a training course recognized by the Alberta Solicitor General.
3. OC spray must only be used as a defensive tool and should not be applied to facilitate an arrest unless other means are not available.
4. OC spray shall only be carried by the peace officer while on duty and use does not extend to off duty activities.

### **Procedure:**

5. The peace officer must inform their supervisor whenever possible prior to using OC spray.
6. When a tactical advantage is not lost, the peace officer must advise the potential target(s) that OC Spray may be used if their behavior remains uncontrollable.

7. The peace officer must monitor the target(s) and seek medical assistance if the effects of the OC spray persist after one (1) hour.

**Storage:**

8. When the peace officer is off-duty, the OC spray should be secured in a locked cabinet within the County office. Replacement canisters will also be stored in the secure locked cabinet at the County office.
9. When OC spray is in possession of a peace officer at their residence, when it is not reasonable to have it locked in the office, the peace officer must ensure proper storage of the OC spray, preferably in a locked cabinet.

**Post Incident:**

10. When OC Spray has been deployed and the subject(s) has been brought under control, decontamination procedures will be commenced as soon as practical.
11. The peace officer will submit an incident report to their supervisor and to the Public Security Department on the approved form describing the incident and reasons for utilizing the OC Spray, including any accidental OC Spray discharges.

**Responsibilities:**

12. The supervisor is responsible for:
  - a. Reporting to the area, controlling the incident and approving the use of OC spray if necessary.
  - b. Ensuring that all targets affected by the OC spray are taken to a secure area removed from contamination.
  - c. Decontaminating the affected area.
  - d. Reviewing, commenting and submitting the detailed incident report.
  - e. Ensuring all peace officers carrying OC spray are recertified as required.
13. The Chief Administrative Officer or designate is responsible for ensuring that this policy is enforced.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>		
<b>Amended</b>		
<b>Amended</b>		



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 24, 2016</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Fort Vermilion Court House Building Proposal</b>

## BACKGROUND / PROPOSAL:

The Province is constructing a new court house building in Fort Vermilion and Council has requested that administration look at obtaining the old Provincial Court House building. Administration has been in contact with the contractor that is responsible for removing the court house, and they have tentatively agreed to allow the County to take ownership of the building once the new court house is constructed.

Administration contacted the Alberta Minister of Culture to inquire if the County could purchase the land the building currently sits on, and are still awaiting a decision. Administration also requested Alberta Infrastructure if they can transfer ownership of the building to Mackenzie County and assist with moving costs and are still awaiting a decision.

At the July 12, 2016 council meeting the following motion was made:

**MOTION 16-07-542**

**MOVED** by Councillor Wardley

That administration works with local community groups to come forward with proposals of use for the old Provincial Court House building in Fort Vermilion.

**CARRIED**

Administration received two proposals (a copy is attached):

1. Fort Vermilion Board of Trade - They are proposing to use the building for a Board of Trade office and a Tourist Information Center.

Author: R. Pelensky Reviewed by: \_\_\_\_\_ CAO: CG

2. Mackenzie Applied Research Association (MARA) - They are proposing to move the building to their site and using the building for their office and training/workplace meeting area.

**OPTIONS & BENEFITS:**

**Option #1**

That the Fort Vermilion Board of Trade and the Mackenzie Applied Research Association be requested to provide a presentation to council on their proposals for the acquisition of the old court house building and that it include any capital and operational costs they will be requesting from Mackenzie County.

**Option #2**

That the Fort Vermilion Court House Building proposals be TABLED until the province confirms that they will transfer the building to Mackenzie County.

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Administration will communicate Councils decision with the organizations.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For Discussion

Author: R. Pelensky      Reviewed by: \_\_\_\_\_      CAO: CG



Fort Vermilion Area Board of Trade  
Box 456  
Fort Vermilion, AB T0H 1N0  
Email: [admin@fortvermilionboardoftrade.ca](mailto:admin@fortvermilionboardoftrade.ca)

Chief Administrative Officer  
4511-46 Avenue  
Box 640  
Fort Vermilion, AB  
T0H 1N0

July 28, 2016

SUBJECT: Court House Building in Fort Vermilion

Dear Chief Administrative Officer:

The Fort Vermilion Area Board of Trade has discussed over the last few months opportunities for community development using the old court house building. This building is part of Fort Vermilion's history and needs to be kept as an operational public building.

We believe this building can best be utilized in two ways, as the Fort Vermilion Area Board of Trade office and as a Tourist Information Centre. As the Board of Trade office, this would offer some much needed visibility to the Board of Trade. We are currently located in a basement. We would like to be visible, project positivity for the business owners and grow our membership.

The old court house is an interesting, enticing building that would attract tourists. With a few renovations, this building meets our needs and allows for the expansion of a Tourist Information centre. The space is large enough to host Inter-agency meetings, community learning sessions and develop partnership opportunities. Combining the two community service providers in one building would generate exponential opportunities to showcase local businesses and promote events in the Mackenzie County.

At this point, our request is for you to consider selling the old Court House to the Fort Vermilion Area Board of Trade. We are aware that the building would have to be moved to an agreed up site, this is for discussion a later date.

We look forward to your response and are open to meeting with you to answer any questions. I can be contacted at 780-841-1770.

Sincerely,

Lucille Labrecque  
President  
Fort Vermilion Area Board of Trade







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**Mackenzie Applied Research Association**  
5901 River Road, P. O. Box 646  
Fort Vermilion, Alberta T0H 1N0

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August 17, 2016

Mackenzie County  
4511-46 Avenue  
P. O. Box 640  
Fort Vermilion, Alberta T0H 1N0

Dear Ron Pelensky,

**EXPRESSION OF INTEREST: OLD ALBERTA PROVINCIAL COURT BUILDING**

I write on behalf of the Mackenzie Applied Research Association (MARA) Board of Directors to express our interest in taking over the Alberta Provincial Court Building on Fort Vermilion's River Road. If the property is handed over to MARA, it would be moved to MARA's present site on 5901 River Road. The property will serve as office space for MARA. The large room will also be used as training and educational place for farmers, where workshops and seminars would be conducted for small groups.

Thank you for considering MARA's request.

Sincerely,

Manager  
Jacob Marfo (PhD, PAg)

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Phone: 780-927-3776, Fax: 780-927-4747

Email: [manager@mackenzieresearch.ca](mailto:manager@mackenzieresearch.ca) Website: [www.mackenzieresearch.ca](http://www.mackenzieresearch.ca)

The Mackenzie Applied Research Association conducts applied crop, livestock and environmental research, including crop/forage trials, field demonstrations and rural extension in the northernmost agricultural region of Alberta, Canada.



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Mackenzie Applied Research Association  
5901 River Road, P. O. Box 646  
Fort Vermilion, Alberta T0H 1N0

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### MINUTES AUGUST 16 2016 MARA Board Meeting

The meeting was called to order at 8:45 AM by the Chair (Greg Newman). In attendance were:

1. Greg Newman (Chair)
2. George Krahn
3. Dicky Driedger
4. Jacob Marfo (Manager)
5. Brian Friesen
6. Eric Jorgensen
7. Sabrina Westra

Eric Jorgensen moved to accept the meeting's agenda (Carried).

Dicky Driedger moved to accept the previous meeting's minutes (Carried).

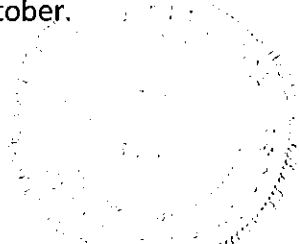
There was no Old Business to discuss. Jacob Marfo and Sabrina Westra updated the board on the state of MARA's field work and crop tours as well as the departure of Laura Simpson and Will Hall for School. The Manager informed the board of plans to hire a temporary helper to replace Laura/Will. George Krahn accepted the office report for information (Carried).

Sabrina presented the associations monthly financial report, which was accepted by Brian Friesen for information (carried). Jacob briefed the board of the changes to the AOF contract and personnel changes at the Alberta Government office, which Brian Friesen accepted for information (Carried).

Dicky accepted for information an update on status of the small plot combine harvester (Carried).

The Manager and the Chair briefed the board about a proposal to take over the Alberta Provincial Court Building in Fort Vermilion. Following series of discussions and inspection of the outside of the building, Dicky moved that MARA submits official letter to the County to express interest in acquiring the old court house building for office use. The motion carried.

Dicky moved to adjourn the meeting at 10:08 am to either the last week of September or the second week of October.





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 24, 2016</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>La Crete Arena – Ice Chiller Replacement Project – Additional Funding Request</b>

## **BACKGROUND / PROPOSAL:**

The La Crete Recreation Board has an agreement with Mackenzie County to manage and operate the La Crete areas facility. This facility is now approaching approximately 30 years old, and requires upgrading. The La Crete Recreation Board has been working towards improving the aging facility, which includes the replacement of the ice chiller.

In the 2016 Capital budget, the La Crete Recreation Board was approved in the 2016 Capital Budget for the Arena – Ice Chiller Project in the amount of \$375,400.

While the ice chiller was being installed, the contractor noted that some of the pipes have started leaking causing additional repairs being required. These repairs have been completed, and CIMCO invoice is \$38,000.

## **OPTIONS & BENEFITS:**

### **OPTION #1**

Approve the La Crete Recreation Boards request for an additional \$38,000 in funds for this project with the funds from the Grants to Other Organizations Reserve.

### **OPTION #2**

That Council requests that the La Crete Recreation Board look at funding this additional cost from other approved Capital Projects that have funds remaining.

**Author:** R. Pelensky **Reviewed by:** \_\_\_\_\_ **CAO:** CG

**COSTS & SOURCE OF FUNDING:**

That an additional \$38,000 be added to the La Crete Arena – Ice Chiller Replacement project with funds coming from the Grants to Other Organizations Reserve with the new total budget being \$413,400.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Administration to communicate Council’s decision to the La Crete Recreation Board.

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the budget be amended to include an additional \$38,000 to the La Crete Arena – Ice Chiller Replacement project for pipe replacement with funds coming from the Grants to Other Organizations Reserve, with the new total budget being \$413,400.



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 24, 2016</b>
<b>Presented By:</b>	<b>Peng Tian, Director of Finance</b>
<b>Title:</b>	<b>Bylaw 1045-16 Outstanding Tax Payment Bylaw</b>

## **BACKGROUND / PROPOSAL:**

At the August 9, 2016 council meeting the tax recovery auction date was set for November 23, 2016. During this discussion council also made a motion that administration review all policies, bylaws, etc. relating to the payment of taxes. In particular the concern was with property owners being able to delay the payment of tax arrears.

Section 418 (4) of the *Municipal Government Act* states that:

*The municipality may enter into an agreement with the owner of a parcel of land shown on its tax arrears list providing for the payment of the tax arrears over a period not exceeding 3 years, and in that event the parcel need not be offered for sale under subsection (1) until*

- (a) The agreement has expired, or*
- (b) The owner of the parcel breaches the agreement,*

*whichever occurs first.*

Attached is a copy of the current Tax Arrears Agreement being offered by the County. Please note that no Bylaw was in place to establish the guidelines and process for the repayment of the outstanding taxes. The agreement currently allows:

- Payment over a period of 18 months
- Payable in advance on the 1<sup>st</sup> day of each month
- No option of preauthorized payments
- Postpones the tax forfeiture public auction
- Restricts the removal of improvements
- Terminated upon breach

Author: C. Gabriel Reviewed by: \_\_\_\_\_ CAO: CG

- Upon termination the County will immediately offer the parcel for sale at public auction.
- Upon full payment the County will discharge the tax notification on the parcel.

Also attached is a copy of the Tax Installment Agreement which is authorized under Bylaw 793-11 Tax Payment Bylaw (also attached). The agreement allows:

- For the payment of property taxes and local improvement taxes by installments.
- Entering into the agreement is allowed in January and June of each year.
- If payments commence in July then one lump sum payment equal to 50% of the current levy must be made by June 30<sup>th</sup>.
- Exemption from penalties provided they are not in breach of the agreement.
- Agreement is null and void if all taxes are not paid in full up to December 31<sup>st</sup>.
- Agreement is only available to a ratepayer and a property that has no outstanding taxes.

**OPTIONS & BENEFITS:**

Bylaw 1045-16 Outstanding Tax Payment bylaw will provide direction and the tool for administration to enter into agreements with ratepayers with outstanding taxes. The bylaw will:

- Provide additional payment option of pre-authorized withdrawals.
- Set the maximum term of repayment at eighteen (18) months.
- Freeze the penalties at the rate set at the time of entering into the agreement for the entire term of the agreement. This will allow monthly payments to be calculated once (including the applicable penalties) and attached to their agreement as the repayment schedule.
- Agreement will be terminated if current taxes is not paid.

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

Bylaws are available on the Mackenzie County website. Additional information will be posted on the website under the Finance section.

Author: C. Gabriel Reviewed by: \_\_\_\_\_ CAO: CG

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1045-16 being the Outstanding Tax Payment Bylaw.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1045-16 being the Outstanding Tax Payment Bylaw.

Motion 3

Simple Majority       Requires 2/3       Requires Unanimous

That consideration be given to go to third reading of Bylaw 1045-16 being the Outstanding Tax Payment Bylaw at this meeting.

Motion 4

Simple Majority       Requires 2/3       Requires Unanimous

That third reading be given to Bylaw 1045-16 being the Outstanding Tax Payment Bylaw.

Author: C. Gabriel      Reviewed by: \_\_\_\_\_      CAO: CG





**BYLAW NO. 1045-16**

**A BYLAW OF  
MACKENZIE COUNTY,  
IN THE PROVINCE OF ALBERTA,  
TO PROVIDE FOR PAYMENT OF OUTSTANDING TAXES**

**WHEREAS**, pursuant to the provisions of the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* and amendments thereto, the Council may pass a bylaw to permit outstanding taxes to be paid by monthly installments through Outstanding Tax Payment Plan.

**NOW THEREFORE**, the Council of Mackenzie County in the province of Alberta, duly assembled, hereby enacts as follows:

**PART 1 TITLE AND DEFINITIONS**

1. In this Bylaw, the following words, terms or expression shall be defined as:
  - (a) "Tax" or "Taxes" means taxes imposed in the Tax Year including taxes resulting from the enactment of a Supplementary Assessment Bylaw.
  - (b) "Current Taxes" means taxes for the current calendar year.
  - (c) "Outstanding Taxes" means cumulative unpaid balance for three years or greater on the date of signing the Outstanding Tax Payment Agreement.
  - (d) "Tax Penalties" means the penalties imposed pursuant to the Tax Penalties Bylaw.
  - (e) "Outstanding Tax Payment Agreement" means the agreement between Mackenzie County and ratepayer.
  - (f) "Outstanding Tax Payment Plan" means the payment plan authorized in this Bylaw.
  - (g) This bylaw may be cited as the "Outstanding Tax Payment Bylaw".

**PART 2 GENERAL**

- 2.1 The Outstanding Tax Payment Agreement will only be made available to a ratepayer and a property that has an outstanding cumulative balance for three years or greater.

- 2.2 The Outstanding Tax Payment Plan referred to in the Outstanding Tax Payment Agreement will be a one-time agreement between Mackenzie County and the ratepayer.
- 2.3 The term of the Agreement shall not exceed eighteen (18) months.
- 2.4 The term of the Agreement cannot be extended and the payment conditions cannot be amended.

### **PART 3 TERMINATION**

- 3.1 Failure to meet the minimum payment requirements outlined in the Outstanding Tax Payment Plan (i.e. if an actual payment is past due or less than minimum payment amount) will cause immediate termination of the Agreement by Mackenzie County.
- 3.2 In case of non-payment by the ratepayer of current taxes not included in the Outstanding Tax Payment Plan, the Outstanding Tax Payment Agreement will be immediately terminated by by Mackenzie County.

### **PART 4 PENALTIES**

- 4.1 Monthly payments outlined in the Outstanding Tax Payment Plan will be subject to penalties as stated in the Tax Penalties Bylaw as of the date of the Outstanding Tax Payment Agreement.

### **PART 5 PAYMENT OPTIONS**

- 5.1 Payments can be made using the following options:
  - (a) pre-authorized withdrawals, drawn directly from that person's bank account.
  - (b) providing post-dated cheques for the period outlined in the Outstanding Tax Payment Plan.
  - (c) in person via cash, certified cheque or debit.

### **PART 6 SALE OF LAND**

- 6.1 When a Ratepayer sells property to which an Outstanding Tax Payment Agreement applies, the Outstanding Tax Payment Agreement shall be deemed to be cancelled and all overdue taxes shall become due and payable effective on the date of closing.
- 6.2 A Ratepayer on pre-authorized payments must cancel payments prior to property sale.

**PART 7 EFFECTIVE DATE**

7. That this Bylaw shall take effect on the date of third and final reading.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2016

Read a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016

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Bill Neufeld  
Reeve

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Carol Gabriel  
Interim Chief Administrative Officer

Schedule "A"								
Outstanding Tax Payment Plan								
Short Legal:								
Tax Roll:								
Date	Description	Penalties Rate	Penalties	Reduction in Balance	Total Payable	Arrears Balance	Monthly Installment	Total Outstanding
24-Aug-16	<b>Balance Forward</b>					<b>29,842.81</b>		29,842.81
01-Sep-16	Sep Penalty Run	9%	2,685.85	1,865.18	4,551.03	27,977.63	<b>2,627.88</b>	29,900.78
01-Oct-16				1,865.18	1,865.18	26,112.46	<b>2,627.88</b>	27,272.91
01-Nov-16	Nov Penalty Run	12%	3,581.14	1,865.18	5,446.31	24,247.28	<b>2,627.88</b>	28,226.16
01-Dec-16			0.00	1,865.18	1,865.18	22,382.11	<b>2,627.88</b>	25,598.29
01-Jan-17	Jan Penalty Run	12%	3,133.50	1,865.18	4,998.67	20,516.93	<b>2,627.88</b>	26,103.90
01-Feb-17			0.00	1,865.18	1,865.18	18,651.76	<b>2,627.88</b>	23,476.02
01-Mar-17			0.00	1,865.18	1,865.18	16,786.58	<b>2,627.88</b>	20,848.14
01-Apr-17			0.00	1,865.18	1,865.18	14,921.41	<b>2,627.88</b>	18,220.27
01-May-17			0.00	1,865.18	1,865.18	13,056.23	<b>2,627.88</b>	15,592.39
01-Jun-17			0.00	1,865.18	1,865.18	11,191.05	<b>2,627.88</b>	12,964.51
01-Jul-17	Jul Penalty Run	6%	895.28	1,865.18	2,760.46	9,325.88	<b>2,627.88</b>	11,231.91
01-Aug-17			0.00	1,865.18	1,865.18	7,460.70	<b>2,627.88</b>	8,604.04
01-Sep-17	Sep Penalty Run	9%	1,007.19	1,865.18	2,872.37	5,595.53	<b>2,627.88</b>	6,983.35
01-Oct-17			0.00	1,865.18	1,865.18	3,730.35	<b>2,627.88</b>	4,355.47
01-Nov-17		12%	895.28	1,865.18	2,760.46	1,865.18	<b>2,627.88</b>	2,622.88
01-Dec-17	Discharge Notification		<b>5.00</b>	1,865.18	1,870.18	0.00	<b>2,627.88</b>	0.00
	<b>Total</b>		<b>12,203.25</b>	<b>29,842.81</b>	<b>42,046.06</b>		<b>42,046.06</b>	<b>262,001.02</b>

Total monthly installment amount represents a minimum monthly payment required to bring your outstanding property tax balance to zero by Dec. 31, 2017. If your payment exceeds monthly payable amount, your balance will be paid off faster. Your 2017 tax levy must be paid on time IN ADDITION to the minimum monthly payments. Your 2017 property tax assessment/notice will be sent to you in May 2017 by mail. Failure to pay off the current property tax will lead to termination of this outstanding tax payment agreement.

# Tax Arrears Agreement

County : Mackenzie County

Owner(s):

Tax Roll Number:

Short Legal Description:

Title Number:

*Initial:* \_\_\_\_\_

Tax Arrears Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2016

Between: The Mackenzie County  
(hereinafter referred to as the "County")

Of The First Part

and

(hereinafter referred to as the "Owner")

Of The Second Part

Whereas the County has placed the parcel of land, legally described as Plan , Block , Lot , on the tax arrears list per section 412(1) of the Municipal Government Act and must offer the parcel of land for sale at a public auction.

And Whereas the Owner of the parcel of land, Plan , Block , Lot , wishes to enter into an Agreement with the County for the orderly payment of the tax arrears over the next eighteen (18) months, conditional on the County delaying the public auction per section 418(4) of the Municipal Government Act.

The Parties to the Agreement, in consideration of the mutual terms, covenants, and conditions to be observed and performed by each part agree as follows:

*Term of Agreement* 1. The term of the agreement, unless terminated for noncompliance with the provisions of the agreement, shall be a term of eighteen (18) months, from and including to and including .

*Initial:* \_\_\_\_\_

- Monthly payments* 2. The Owner must make minimum monthly payments, payable in advance upon the 1st day of each month of the agreement, per Schedule “A”, attached hereto and amendments thereto:
- (a) The County will amend Schedule “A” on an annual basis to correctly reflect the penalties and annual tax levies.
- (b) The County must, immediately upon updating Schedule “A”, send a copy to the Owner.
- Type of Payments* 3. The Owner must make payments by cash, certified cheque, bank draft, or money order.
- Compliance* 4. The County shall postpone the tax forfeiture public auction on this property in accordance with section 418(4) of the Municipal Government Act.
- Removal of improvements* 5. The Owner must not remove from the parcel, unless the County consents in writing, any improvements for which the owner is liable to pay taxes on, in accordance with section 414 of the Municipal Government Act.
- Termination of agreement* 6. The County will, terminate the agreement in the following circumstances:
- (a) where the owner of the parcel breaches the agreement by failing to make a payment, as described in clauses 2 and 3.
- Condition upon termination* 7. The County will, immediately offer the parcel for sale at a public auction, per section 418 of the Municipal Government Act.

*Initial:* \_\_\_\_\_

*Expiration of agreement*

8. The County will, upon expiration of the term of the agreement or the tax arrears, as defined in the Municipal Government Act, and calculated by the Treasurer of the County are totally paid off:
  - (a) discharge the tax notification placed upon the parcel,
  - (b) add the cost of discharging the tax notification to the tax roll per section 413(3) of the Municipal Government Act.

*Initial:* \_\_\_\_\_



In Witness Whereof: the parties hereunto affixed their signatures, on the date and year first above written.

In the Hamlet of Fort Vermilion,  
Province of Alberta

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Mackenzie County

\_\_\_\_\_  
Witness

\_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_

**BYLAW NO. 793-11**

**A BYLAW OF  
MACKENZIE COUNTY,  
IN THE PROVINCE OF ALBERTA,  
TO PROVIDE FOR PAYMENT OF TAXES BY INSTALLMENTS**

**WHEREAS**, pursuant to the provisions of the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* and amendments thereto, the Council may pass a bylaw to permit taxes to be paid by installments, at the option of the ratepayer.

**NOW THEREFORE**, the Council of Mackenzie County in the province of Alberta, duly assembled, hereby enacts as follows:

**PART 1 TITLE AND DEFINITIONS**

1. In this Bylaw, the following words, terms or expression shall be defined as:
  - (a) "Business Day" shall mean every day of the week, Monday through Friday excepting statutory holidays and other holidays designated by the Mackenzie County;
  - (b) "Act" means the Municipal Government Act;
  - (c) "Council", "property taxes", "local improvement taxes", and other words or phrases defined or used in the Act shall be the meaning provided or attributed in the Act.
  - (d) "Estimated tax" due for the calendar year is the total amount payable in the prior year.
- 1.1 This bylaw may be cited as the "Tax Payment Bylaw".

**PART 2 INSTALLMENTS**

- 2.1 The Tax Installment plan will only be made available to a ratepayer and a property that has no outstanding tax arrears;
- 2.2 A property owner who wishes to pay property taxes and local improvement taxes with respect to a property tax by installments must make an agreement with Mackenzie County, which shall provide:
  - (a) Payments being made by way of pre-authorized withdrawals, drawn directly from that person's bank account;

- (b) That payments shall be made monthly, commencing in January or July, subject that a preauthorized plan agreement is signed by January 1<sup>st</sup> or June 30<sup>th</sup> ;
- (c) If payments commence in January, the payments to be made during each of the months of January to June, inclusive, shall each be equal to one-twelfth (1/12) of the estimated taxes due for that calendar year;
- (d) If payments commence in July, one lump sum payment equal to one half (1/2) the current levy must be made by June 30<sup>th</sup>;
- (e) The payments to be made during each of the months of July to December, inclusive shall be equal to one-sixth (1/6) of the amount calculated as follows:

Actual taxes due for the calendar year in question

Less:

The aggregate of payments received during January to June, inclusive;

- (f) An exemption from Mackenzie County's penalty bylaw in force to impose penalties for non-payment of taxes and tax arrears, provided the person is not in breach of the agreement;
- (g) That the penalty provisions of Mackenzie County's penalty bylaw in force to impose penalties for non-payment of taxes and tax arrears shall apply should the person breach the agreement, with such penalty to apply on the balance of tax outstanding on the date of breach;
- (h) In the event a person's bank fails to honour any pre-authorized payment it shall be deemed to be a breach of the agreement by the person and a non-sufficient funds fee in place shall be charged;
- (i) In the event a person's bank fails to honour a second pre-authorized payment in the same year it shall be deemed to be a breach of the agreement by the person, a non-sufficient funds fee in place shall be charged and the agreement will be terminated;
- (j) The agreement shall be deemed to be null and void if all taxes (including local improvement charges) due from the person with respect to the property or business as the case may be, are not paid in full up to December 31<sup>st</sup> of the year preceding the year in which the agreement is to commence.

- 2.3 That, if the preauthorized payment plan is cancelled at the end of the calendar year, the ratepayer may not enter into another preauthorized payment agreement for a minimum of twelve (12) calendar months following the date of cancellation.
3. That this bylaw shall take effect on the 11<sup>th</sup> day of January, 2011 and rescinds Bylaw 751/09.

Read a first time this 11<sup>th</sup> day of January, 2011.

Read a second time this 11<sup>th</sup> day of January, 2011

Read a third time and finally passed this 11<sup>th</sup> day of January, 2011

Original signed

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Bill Neufeld  
Reeve

Original signed

---

William Kostiw  
Chief Administrative Officer



## Mackenzie County

Box 640  
Fort Vermilion, AB T0H 1N0  
Phone 780-927-3718 Fax 780-927-4266  
Toll Free 1-877-927-0677  
Email: office@mackenziecounty.com

# Tax Installment Agreement

Municipality:

Mackenzie County

Owner(s):

Tax Roll Number(s):

Short Legal Description(s):

Initial: \_\_\_\_\_

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Tax Installment Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2016

Between: The Mackenzie County

Of: Box 640, Fort Vermilion, AB T0H 1N0  
(hereinafter referred to as the "County")

Of The First Part

and

Owner

Of

(hereinafter referred to as the "Ratepayer")

Of The Second Part

Whereas the County has passed a Tax Payment Bylaw, Bylaw No. 751/09, permitting taxes to be paid by installments at the option of the ratepayer.

And Whereas the Ratepayer wishes to enter into an Agreement to pay property taxes and local improvement taxes by installments.

The Parties to the Agreement, in consideration of the mutual terms, covenants, and conditions to be observed and performed by each part, agree as follows:

*Type of Payments* 1. The Ratepayer must make payments by way of pre-authorized withdrawals drawn directly from the Ratepayer's bank account.

*Initial:* \_\_\_\_\_

- Payments*            2.    The payments shall be drawn directly from the person's bank account **on the    day of each month** of the agreement, per schedule "A" and signed schedule "B", attached hereto.
- Payment Terms*     3.    Payments shall be made monthly, commencing in January or July, subject that a preauthorized plan agreement is signed by January 1<sup>st</sup> or June 30<sup>th</sup>;
- Payment Amount*   4.    If payments commence in January, the payments to be made during each month of the months of January to June, inclusive, shall each be equal to one-twelfth (1/12) of the estimated taxes due for that calendar year;
- Payment Amount*   5.    If payments commence in July, one lump sum payment equal to one half (1/2) the current levy must be made by June 30<sup>th</sup>;
- Payment Amount*   6.    The payments made during each of the months of July to December, inclusive shall be equal to one-sixth (1/6) of the amount calculated as follows:
- Actual taxes due for the calendar year in question;  
Less  
The aggregate of payments received during January to June, inclusive;
- Compliance*        5.    An exemption from Mackenzie County's penalty bylaw in force to impose penalties for non-payment of taxes and tax arrears, provided the person is not in breach of the agreement;
- Non-Compliance*   6.    That the penalty provisions of Mackenzie County's penalty bylaw in force to impose penalties for non-payment of taxes and tax arrears shall apply should the person breach the agreement, with such penalty to apply on the balance of tax outstanding on the date of breach;

*Initial:* \_\_\_\_\_

- Failure to Pay First Instance* 7. In the event a person's bank fails to honour any pre-authorized payment it shall be deemed to be a breach of the agreement by the person and a non-sufficient funds fee in place shall be charged;
- Failure to Pay Second Instance* 8. In the event a person's bank fails to honour a second pre-authorized payment in the same year it shall be deemed to be a breach of the agreement by the person, a non-sufficient funds fee in place shall be charged and the agreement will be terminated;
- Taxes not paid in full* 9. The agreement shall be deemed to be null and void if all taxes (including local improvement charges) due from the person with respect to the property or business as the case may be, are not paid in full up to December 31<sup>st</sup> of the year preceding the year in which the agreement is to commence;
- Cancellation of Agreement* 10. The payor may revoke their authorization in writing at any time subject to providing notice not to exceed 30 days. The payor may obtain a sample cancellation form, or further information on their right to cancel a Preauthorized Debit Agreement at their financial institution or by visiting [www.cdnpay.ca](http://www.cdnpay.ca);
- Recourse/ Reimbursement Statement* 11. I/We have certain recourse rights if any debit does not comply with this agreement. For example I/we have the right to receive reimbursement for any debit that is not authorized or is not consistent with this Preauthorized Debit Agreement. To obtain more information on my/our recourse rights, I/we may contact my/our financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca) ;
- Tax installment available* 12. The tax installment plan will only be made available to a ratepayer and a property that has no outstanding tax arrears.

Initial: \_\_\_\_\_



In Witness Whereof: the parties hereunto affixed their signatures, on the date and year first above written.

Dated this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_\_\_\_

In Mackenzie County, in the Province of Alberta.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Mackenzie County

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

**Schedule "A"**

<b>Tax Roll Number</b>	<b>2016 Tax Levy</b>	<b>Payment Frequency</b>	<b>Payment Amount</b>
	\$	Monthly	\$

*Initial:* \_\_\_\_\_

## Schedule "B"

### **AUTHORIZATION TO WITHDRAW FUNDS**

I/We authorize Mackenzie County to withdraw funds from our account(s) each month to pay property taxes per Schedule "A" of the Tax Installment Agreement.

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_

Prov: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Name of  
Financial Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Prov: \_\_\_\_\_ Postal Code \_\_\_\_\_

Account Number: \_\_\_\_\_

I/We authorize the above financial institution to withdraw funds from my/our account payable to Mackenzie County. I/We understand that this authorization may be cancelled by me/us at any time upon written notice.

Signature(s) \_\_\_\_\_

Date: \_\_\_\_\_

## CANCELLATION NOTICE

**TO:** \_\_\_\_\_  
(Payee name)

**DATE:** \_\_\_\_\_  
(date)

I/We, \_\_\_\_\_, cancel my/our authorization to issue (*Personal, Business, Funds Transfer or Cash Management*) pre-authorized debits in the amount of \_\_\_\_\_ against my/our account number (*account number*) effective on \_\_\_\_\_. I/We acknowledge that this cancellation does not terminate any other obligation that I/we may have with the Payee.

**Signed:**

\_\_\_\_\_  
Payor/Valid Signing Authority(ies)

\_\_\_\_\_  
Payor/Valid Signing Authority(ies)

***Where the Payor's account agreement requires the signature of two or more signing authorities, the signatures of all such person are required for the purposes of this Cancellation Notice.***

Note: Subject to the terms of any agreement between a Payor and Payee including their Payor's PAD Agreement, a Cancellation Notice may be provided to a Payee by way of registered mail, telephone, Internet, e-mail, fax or prepaid courier and must be provided in compliance with the notice requirements for cancellations, if any, set out in the applicable Payor's PAD Agreement.



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 24, 2016</b>
<b>Presented By:</b>	<b>Peng Tian, Director of Finance</b>
<b>Title:</b>	<b>Policy FIN027 Investment Policy</b>

**BACKGROUND / PROPOSAL:**

The Mackenzie County Investment Policy provides a framework for and guidance in managing the investment portfolio. The policy also provides an accountability structure for the management of investments.

At the August 8, 2016 Finance Committee meeting, there was discussion on the County’s current and potential investments. In these discussions, the policy was reviewed and the following motion was made:

**MOTION FC-16-08-113      MOVED** by Reeve Neufeld

That recommended changes to FIN027 Investment Policy be presented to Council.

**CARRIED**

**OPTIONS & BENEFITS:**

The intent of the changes are to shift some of the responsibility of the investment program by including the Finance Committee, and to have more frequent reports from the Chief Administrative Officer to Council. The Finance Committee’s recommendations can be found in the attached policy.

**COSTS & SOURCE OF FUNDING:**

N/A

**Author:** E. Nyakahuma and OM    **Reviewed by:** Peng Tian    **CAO:** CG

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

The approved policy will be available on the County website.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy FIN027 Investment Policy be amended as presented.

**Author:** E. Nyakahuma and OM    **Reviewed by:** Peng Tian    **CAO:** CG

# Mackenzie County

<b>Title:</b> Investment Policy	<b>Policy No:</b> FIN027
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<b>Legislation Reference:</b> Municipal Government Act, Section 250
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<b>Purpose</b> <ul style="list-style-type: none"><li>• To provide a framework for and guidance in managing the investment portfolio.</li><li>• To provide an accountability structure for the management of investments.</li></ul>
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## 1. Scope

- 1.1 This investment policy applies to all funds of Mackenzie County on deposit or invested in investment securities.
- 1.2 The funds include:
  - a. Operating Funds
  - b. Reserve Funds
  - c. Any new fund created by Mackenzie County, unless specifically exempted.

## 2. Prudence

- 2.1 Investments are to be made with the same good judgment and care – under circumstances then prevailing - that persons of prudence, discretion and intelligence would exercise in the management of their own affairs, considering the probable safety of their capital as well as the probable income to be derived.
- 2.2 The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and investment policy, and exercising due diligence, shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

## 3. Investment Objectives

The primary objectives, in order of priority, of Mackenzie County’s investment activities, shall be:

- 3.1 Safety

Investments for Mackenzie County shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

### 3.2 Liquidity

Mackenzie County's investment portfolio will remain sufficiently liquid to enable Mackenzie County to meet all operating and capital requirements, which might be reasonably anticipated.

### 3.3 Return on Investment

Mackenzie County's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account Mackenzie County's investment risk constraints and the cash flow characteristics of the portfolio.

## 4. Authority

4.1 Authority to manage Mackenzie County's investment program is derived from the following:

- a. Section 250 of the Alberta Municipal Government Act
- b. Mackenzie County's Council resolutions

4.2 Management responsibility for the investment program is hereby delegated to the Director of ~~Corporate Services~~ Finance, who shall establish procedures for the operation of the investment program consistent with this investment policy **as recommended by the Finance Committee**.

4.3 No person shall engage in an investment transaction except as provided for under the terms of this policy and the procedures established by the Director of ~~Corporate Services~~ Finance. The external Investment Manager (if any) is required to act in the best interest of Mackenzie County at all times.

4.4 The Director of ~~Corporate Services~~ Finance shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

## 5. Ethics and Conflict of Interest

Officers and employees of Mackenzie County, who are involved with investment decisions, and the Chief Administrative Officer:

5.1 shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions;



5.2 shall disclose to Mackenzie County Council, through the CAO, any material financial interests in financial institutions that conduct business within Mackenzie County, and they shall further disclose any material personal/business financial/investment positions that could be related to the performance of Mackenzie County's portfolio;

## **6. Investments**

6.1 Investments shall be restricted to those outlined in Schedule 1 of this policy. No investment in instruments other than those indicated as acceptable in this policy shall be executed unless specifically approved by the Council of Mackenzie County.

6.2 The types of investments are further limited to those authorized under section 250 of the Alberta Municipal Government Act.

6.3 Recognized non-profit organizations and financial institutions shall be exempt.

## **7. Custody and Segregation**

Investments shall be held either directly in the name of Mackenzie County or held in bulk segregation in accounts in the name of Mackenzie County.

## **8. Diversification**

Mackenzie County shall diversify its investments by security issuer and by security type. Maximum percentages of the investment portfolio that may be invested with any single issuer or within any investment type are outlined in Schedule 1.

## **9. Investment Terms**

9.1 To the extent possible, Mackenzie County will conduct its investment activities in a manner that best provides appropriate cash to fund its anticipated operating and capital expenditure requirements.

## **10. Investment Manager**

10.1 Mackenzie County Council may retain the services of an external Investment Manager to provide advice and/or investment management services with respect to the County's investment portfolio.

10.2 The Director of ~~Corporate Services~~ Finance shall, through the CAO, provide a detailed proposal to Council and obtain Council's approval before engaging an external Investment Manager.

10.3 Any agreement with an external investment manager(s) is to be reviewed by Council every three years to confirm that expected results have been achieved.

## ~~11. Internal Control~~

~~A review of compliance with the investment policies shall be done annually, and the results will be reported to Council via the CAO and the Finance Committee.~~

## 12 11. Performance Evaluation

Given that the primary funds available for investment are a mix of capital reserves and intra year operating cash surpluses/deficits, and that preservation of capital and liquidity have higher priorities than return on investment, no predetermined performance targets are set in this policy. When longer term, more stable levels of surplus funds become available, then suitable performance targets for those funds may be determined at that time

## 13 12. Reporting

The Director of ~~Corporate Services~~ Finance will provide regular reports to the CAO. The CAO will report ~~semi-annually~~ quarterly, at a minimum to Council, noting investments on hand, activity during period, and income or losses on investments.

## 14 13. Investment Policy Adoption

### 14.1

13.1 Mackenzie County's investment policy, original and as amended, shall become effective when adopted by Council.

### 14.2

13.2 The investment policy will be reviewed annually by the Director of ~~Corporate Services~~ Finance and any proposed modifications shall be presented to the CAO and the Finance Committee, for submission to Council. Each annual review must take place within eighteen of the previous annual review and no later than the 30<sup>th</sup> of June in each year.

**SCHEDULE 1**

Security <b>(Securities denominated in Canadian Dollars ONLY)</b>	Maximum % per Institution*	Maximum % per Investment Type*
Government: Securities issued or guaranteed by: The Government of Canada Alberta Government Other Provincial Governments within Canada Municipal Governments within Canada	100% 100% 30% 5%	100% 100% 50% 5%
Banks: Securities issued or guaranteed by: Major Banks - Includes ONLY the following banks Bank of Montreal, Royal Bank, TD Bank, CIBC, Scotiabank Other Banks	100% 5%	100% 5%
Alberta Treasury Branches: (Securities issued or guaranteed by)	100%	100%
Credit Unions: Securities issued or guaranteed by: Alberta Credit Unions Other Credit Unions	100% 5%	100% 5%
Trust Companies: (Securities issued or guaranteed by)	5%	5%
School Divisions, School Districts, Hospital District, Health Region, Regional Service Commissions	0%	0%
Pooled funds in accordance with section 250(2)(a, b, c, d) of the Municipal Government Act	100%	100%
Corporations: Shares	0%	0%

- The percentage requirement must be met when the investment is made.

	Date	Resolution Number
<b>Approved</b>	08-May-06	08-05-356
<b>Amended</b>	09-Nov-10	10-11-983
<b>Amended</b>		





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 24, 2016</b>
<b>Presented By:</b>	<b>Peng Tian, Director of Finance</b>
<b>Title:</b>	<b>Policy FIN028 Credit Card Use</b>

## **BACKGROUND / PROPOSAL:**

Policy FIN028 – Credit Card Use was reviewed by management on August 11, 2016. It was noted that there have been changes in staff and that there is a need for increased credit card limits.

All MasterCard holders must use Schedule ‘C’ to code and reconcile transactions incurred within the reporting month. It is each MasterCard holder’s responsibility to complete reconciliation between Schedule ‘C’ and the MasterCard statement on a monthly basis. Completed and signed Schedule ‘C’ should be submitted together with the source documents (receipts) to the Finance department.

## **OPTIONS & BENEFITS:**

Suggested revisions will reflect organizational changes at Mackenzie County and enable administration in making efficient payments and credit card reconciliations. Recommendations can be found in the attached policy.

## **COSTS & SOURCE OF FUNDING:**

N/A

## **SUSTAINABILITY PLAN:**

N/A

**Author:** E. Nyakahuma and OM    **Reviewed by:** Peng Tian    **CAO:** CG

**COMMUNICATION:**

The approved policy will be available on the County website.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy FIN028 Credit Card Use be amended as presented.

**Author:** E. Nyakahuma and OM      **Reviewed by:** Peng Tian      **CAO:** CG

## Mackenzie County

<b>Title</b>	<b>Credit Card Use</b>	<b>Policy No:</b>	<b>FIN028</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Part 6, Section 248</b>
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### **Purpose**

To establish a policy and procedure for the use of County credit cards.

### **Policy Statement:**

The County issues credit cards to facilitate certain minor purchases such as authorized travelling arrangements and associated costs, authorized conference registration fees, training fees, specialized equipment parts etc. The County credit cards shall only be used for the purchase of goods and services for official business of Mackenzie County. Credit cards shall be used only in warranted circumstances.

### **Guidelines/Procedures:**

#### **1. Approval authority**

A credit card shall only be issued to an employee on approval by the Chief Administrative Officer and in accordance with this policy.

The personnel that may receive an authorization to hold a County credit card are listed in Schedule A.

#### **2. Authorized credit limit**

The total combined authorized credit limit of all credit cards issued by the County shall not exceed ~~\$50,000~~ \$70,000.

#### **3. Allowable Purchases**

The allowable purchase limits shall be within the individual's purchasing authorities as outlined in the Purchasing Authority Directive and Tendering Policy FIN025 and/or as authorized by the Chief Administrative Officer and as approved in the County's budgets.

#### **4. Loyalty or Reward Points**

4.1 Loyalty points or rewards accrued or earned by the use of a County credit card shall accrue to Mackenzie County.

- 4.2 Loyalty points or rewards accrued to an employee that are not directly attributed to a County credit card are excluded from this policy.
- 4.3 Redemption of loyalty points or rewards accrued under a County credit card is limited to business purposes.
- 4.4 Employees are encouraged to use a County credit card instead of a personal credit card for business expenses.
- 4.5 Authorized uses of loyalty points or rewards may include:
  - offset to (reduction of) the cost of future work-related travel;
  - door prizes for ratepayers' meetings;
  - employee gifts or awards (as per Years of Service Award Program Policy ADM011);
  - prizes for the County's annual charity golf tournament; and
  - volunteer recognition in the local not-for-profit sector.
- 4.6 Redemption of loyalty points or rewards shall be reported at the first Finance Committee meeting after the points or rewards were redeemed.
- 4.7 Loyalty points or rewards can only be redeemed via ATB's online rewards website. Access to the County's rewards account shall be limited to the Chief Administrative Officer or Director of Finance.

## **5. Responsibility of Credit Cardholders**

- 5.1 An employee shall be required to enter into a Cardholder Agreement presented as Schedule B.
- 5.2 The employee shall ensure that all credit card purchases are in compliance with the County's Purchasing Authority Directive and Tendering Policy FIN025.
- 5.3 A credit card shall only be used by the employee to whom the card is issued.
- 5.4 The employee issued the credit card is responsible for its protection and custody.
- 5.5 The employee using the credit card must submit receipts, including documentation detailing the goods and services purchased, the associated costs, date of the purchase and the official business explanation.



- 5.6 The above said receipts and documentation must be submitted to the Finance Department in a timely manner to reconcile against the monthly credit card statement.
- 5.7 A credit card shall not be used for cash advances, personal use or any other type of purchase not permitted under the County's purchasing ordinance.
- 5.8 Lost or stolen credit card shall be immediately reported to both ATB Financial and the Chief Administrative Officer.
- 5.9 An employee must immediately surrender the card upon termination of employment. The County reserves the right to withhold the final payroll payout until the card is surrendered.

## **6. Non-Compliance**

- 6.1 Violation of the policy may result in revocation of a credit card use privileges.
- 6.2 An employee found guilty of unauthorized use of a County credit card may be subject to disciplinary action up to and including termination and legal action under the Provincial Statutes.
- 6.3 An employee shall be required to reimburse the County for all costs associated with improper use through direct payment and/or payroll deduction.

## **7. Internal Controls**

- 7.1 The County Chief Administrative Officer is the administrator of this policy and shall be responsible for the issuance and retrieval of assigned credit cards to personnel and generally for overseeing compliance with this policy.
- 7.2 Director of Finance shall be responsible for :
  - a) Assisting and maintaining record of issuance and retrieval of credit cards and overseeing compliance with this policy.
  - b) Accounting and payment of expenses.
  - c) Reconciliation of receipts and documentation to the monthly statements.
  - d) Presentation of the monthly credit cards statements to the Finance Committee.

- e) Maintaining a record of loyalty points that accumulate on the County's credit card account, and the applications of those points.
- f) Referring all non-authorized use of loyalty points or rewards to the Finance Committee for review and approval.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	14-Dec-10	10-12-1109
<b>Amended</b>	09-Oct-12	12-10-651
<b>Amended</b>	28-Apr-14	14-04-286
<b>Amended</b>	13-May-14	14-05-332
<b>Amended</b>	08-Sep-15	15-09-614
<b>Amended</b>		

Schedule A

The following employees may be authorized by Chief Administrative Officer and Director of Finance to hold a County credit card:

<b>Position</b>	<b>Credit Card Limit</b>
Chief Administrative Officer	\$7,500
<del>Finance Controller</del> Director of Finance	\$2,500
Director of Community Services & Operations North	\$5,000
Director of Facilities & Operations South	\$5,000
Director of Planning & Development	\$5,000
<del>Manager</del> Director of Legislative & Support Services	<del>\$7,500</del> \$10,000
<del>Manager</del> Director of Utilities	<del>\$2,500</del> \$5,000
IT Specialist	\$5,000
<del>Agricultural</del> Agriculture Fieldman	\$2,500
Supervisor of the Hamlet of Zama	\$2,500
Administrative Assistant ( <i>for travel arrangements</i> )	<del>\$5,000</del> \$10,000
<b>TOTAL</b>	<del>\$50,000</del> \$60,000

Schedule B

**Credit Cardholder Agreement**

Requirements for use of the County Credit Card:

1. The credit card is to be used only to make purchases at the request of and for the legitimate business benefit of Mackenzie County.
2. The credit card must be used in accordance with the provisions of the Credit Card Use Policy established by Mackenzie County, as attached hereto.

*Violations of these requirements shall result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the County for all costs associated with such improper use through a direct payment and/or payroll deduction. Disciplinary action(s) may be taken up to and including termination of employment. Mackenzie County will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.*

Credit Card Number: \_\_\_\_\_

Received by: \_\_\_\_\_  
Name (Please Print)

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said Policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(Below, for Finance Department Use Only)*

**Credit Card Returned**

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 24, 2016</b>
<b>Presented By:</b>	<b>Peng Tian, Director of Finance</b>
<b>Title:</b>	<b>Budget Amendment – Property Purchase</b>

**BACKGROUND / PROPOSAL:**

On June 14, 2016 Council authorized the Reeve and Deputy Reeve to negotiate the purchase of the property located at 4805-54<sup>th</sup> Street in Fort Vermilion with funding coming from the General Capital Reserve. However the budget amount of \$241,721.22 was not listed in the motion and is required to officially add it to the 2016 budget.

The Title of the property was transferred to Mackenzie County on July 22, 2016.

**OPTIONS & BENEFITS:**

The intent of the amendment is to include this acquisition into the 2016 budget.

**COSTS & SOURCE OF FUNDING:**

Cost: \$241,721.22. Source of funding: General Capital Reserve.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Internal

**Author:** Oxana Mamontova      **Reviewed by:** Peng Tian      **CAO:** CG

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the budget be amended to include the purchase of the property located at 4805-54<sup>th</sup> Street in Fort Vermilion, AB in the amount of \$241,721.22 with funding coming from the General Capital Reserve

**Author:** Oxana Mamontova      **Reviewed by:** Peng Tian      **CAO:** CG





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 24, 2016</b>
<b>Presented By:</b>	<b>Peng Tian, Director of Finance</b>
<b>Title:</b>	<b>Financial Reports – January 1 to July 31, 2016</b>

## **BACKGROUND / PROPOSAL:**

The Finance Department provides financial reports to Council as per policy.

## **OPTIONS & BENEFITS:**

Please review the following financial reports for the period January 1 – July 31, 2016:

- Investment Report
- Statements of Operations by Object and Department
- Projects Progress Report
- Aged Receivables

## **COSTS & SOURCE OF FUNDING:**

N/A

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION:**

N/A

**Author:** Oxana Mamontova      **Reviewed by:** Peng Tian      **CAO:** CG

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the financial reports for the period of January 1 – July 31, 2016 be accepted for information.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: CG

## Investment Report for July 2016

### Chequing Account on July 31, 2016

Bank account balance 27,130,519

### Investment Values on July 31, 2016

Short term investments (EM0-0377-A)	12,100,569
Short term T-Bill (1044265-26)	237,802
Long term investments (EM0-0374-A)	8,344,066
Short term notice on amount 31 days	1,275
Short term notice on amount 60 days	4,881
Short term notice on amount 90 days	3,806
	<u><u>20,692,399</u></u>

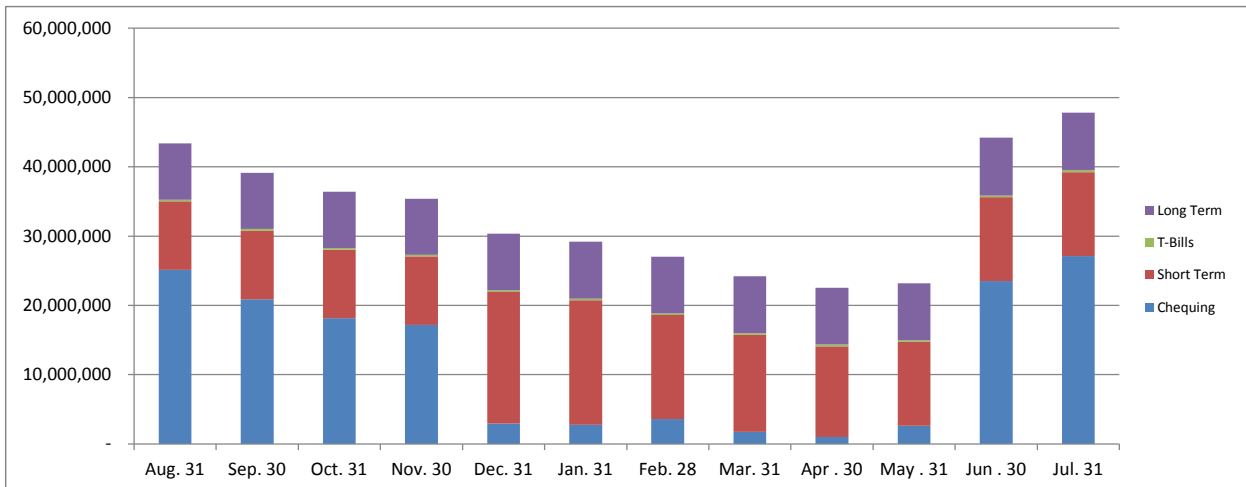
These balances include 'market value changes'.

### Revenues

	<i>Total</i>	<i>Short Term</i>	<i>Long Term</i>
Interest received	177,073	56,735	120,338
Interest accrued	64,579	63,903	676
	<b>241,652</b>	<b>120,638</b>	<b>121,015</b>
Market value changes	108,885		69,385
Interest received, chequing account	41,302	41,302	
<b>Grand total revenues before investment manager fees</b>	<b>391,840</b>	<b>161,940</b>	<b>190,400</b>
Deduct: investment manager fees for investments	-21,831	-5,090	-16,741
<b>Grand total revenues after investment manager fees</b>	<b>370,008</b>	<b>156,850</b>	<b>173,659</b>

### Balances in the Various Accounts - Last 12 Months

	Chequing	Short Term	T-Bills	Long Term	Total
Aug. 31	25,123,788	9,886,627	237,255	8,118,107	43,365,777
Sep. 30	20,894,752	9,887,654	237,309	8,119,455	39,139,169
Oct. 31	18,167,602	9,887,630	237,364	8,099,481	36,392,078
Nov. 30	17,188,418	9,888,659	237,417	8,081,738	35,396,233
Dec. 31	2,960,308	18,959,215	237,473	8,171,084	30,328,080
Jan. 31	2,772,109	17,969,964	237,528	8,194,472	29,174,072
Feb. 28	3,613,083	14,980,328	237,579	8,189,257	27,020,247
Mar. 31	1,754,505	13,988,864	237,610	8,237,943	24,218,922
Apr. 30	1,028,981	13,074,135	237,663	8,200,802	22,541,582
May . 31	2,631,668	12,100,192	237,693	8,233,190	23,202,743
Jun . 30	23,517,981	12,106,571	237,747	8,329,901	44,192,200
Jul. 31	27,130,519	12,110,531	237,802	8,344,066	47,822,918



Mackenzie County  
Summary of All Units  
For the Seven Months Ending July 31, 2016

	2015 Actual	2016 Actual	2016	\$ Variance	% Variance
	Total	Total	Budget		
<b>OPERATING REVENUES</b>					
100-Taxation	\$34,974,510	\$28,677,405	\$33,782,194	\$5,104,789	15%
124-Frontage	\$197,247	\$122,437	\$171,497	\$49,060	29%
261-Ice Bridge	\$95,530	\$139,640	\$0	(\$139,640)	
420-Sales of goods and services	\$693,522	\$362,240	\$590,395	\$228,155	39%
421-Sale of water - metered	\$3,006,884	\$1,772,616	\$3,093,285	\$1,320,669	43%
422-Sale of water - bulk	\$918,721	\$551,364	\$910,536	\$359,172	39%
424-Sale of land	\$1	\$0	\$0	\$0	
510-Penalties on taxes	\$1,057,962	\$518,340	\$1,288,413	\$770,073	60%
511-Penalties of AR and utilities	\$61,483	\$31,925	\$48,000	\$16,075	33%
520-Licenses and permits	\$49,879	\$35,055	\$36,000	\$945	3%
521-Offsite levy	\$47,870	\$0	\$0	\$0	
522-Municipal reserve revenue	\$92,428	\$22,999	\$50,000	\$27,001	54%
526-Safety code permits	\$342,366	\$145,205	\$325,000	\$179,795	55%
525-Subdivision fees	\$55,156	\$132,428	\$35,000	(\$97,428)	-278%
530-Fines	\$78,310	\$31,238	\$39,000	\$7,762	20%
531-Safety code fees	\$13,777	\$5,382	\$13,000	\$7,618	59%
550-Interest revenue	\$548,519	\$178,845	\$360,000	\$181,155	50%
551-Market value changes	(\$47,649)	\$108,885	\$0	(\$108,885)	
560-Rental and lease revenue	\$140,118	\$54,590	\$80,455	\$25,865	32%
570-Insurance proceeds	\$329,409	\$36,663	\$0	(\$36,663)	
592-Well drilling revenue	\$11,114	\$34,848	\$20,000	(\$14,848)	-74%
597-Other revenue	\$206,704	\$63,176	\$143,500	\$80,324	56%
598-Community aggregate levy	\$101,272	\$0	\$70,000	\$70,000	100%
630-Sale of non-TCA equipment	\$8,062	\$0	\$0	\$0	
790-Tradeshaw Revenues	\$25,580	\$27,434	\$26,500	(\$934)	-4%
840-Provincial grants	\$1,501,318	\$583,035	\$1,302,914	\$719,879	55%
890-Gain (Loss) Penny Rounding	\$1	\$0	\$0	\$0	
990-Over/under tax collections	\$137,336	\$0	(\$32,642)	(\$32,642)	100%
<b>TOTAL REVENUE</b>	<b>\$44,647,430</b>	<b>\$33,635,750</b>	<b>\$42,353,047</b>	<b>\$8,717,297</b>	<b>21%</b>
<b>OPERATING EXPENSES</b>					
110-Wages and salaries	\$6,354,973	\$3,902,462	\$7,168,699	\$3,266,237	46%
132-Benefits	\$1,255,906	\$818,062	\$1,514,850	\$696,788	46%
136-WCB contributions	\$40,547	\$0	\$51,743	\$51,743	100%
142-Recruiting	\$12,848	\$6,625	\$20,000	\$13,375	67%
150-Isolation cost	\$66,993	\$44,155	\$72,000	\$27,845	39%
151-Honoraria	\$478,774	\$353,839	\$648,900	\$295,061	45%
211-Travel and subsistence	\$265,578	\$124,866	\$405,635	\$280,769	69%
212-Promotional expense	\$77,983	\$15,686	\$82,500	\$66,814	81%
214-Memberships & conference fees	\$107,460	\$36,151	\$143,321	\$107,170	75%
215-Freight	\$107,164	\$42,437	\$141,460	\$99,023	70%
216-Postage	\$44,344	\$24,833	\$43,150	\$18,317	42%
217-Telephone	\$124,467	\$29,310	\$123,640	\$94,330	76%
221-Advertising	\$36,405	\$15,681	\$63,220	\$47,539	75%
223-Subscriptions and publications	\$6,878	\$4,898	\$12,738	\$7,840	62%
231-Audit fee	\$75,950	\$58,800	\$76,000	\$17,200	23%
232-Legal fee	\$68,527	\$43,662	\$60,500	\$16,838	28%
233-Engineering consulting	\$240,054	\$29,497	\$166,000	\$136,503	82%
235-Professional fee	\$1,669,025	\$776,614	\$1,815,514	\$1,038,900	57%
236-Enhanced policing fee	\$153,400	\$38,400	\$297,200	\$258,800	87%
239-Training and education	\$96,483	\$51,414	\$163,329	\$111,915	69%
242-Computer programming	\$78,633	\$20,477	\$108,681	\$88,204	81%
251-Repair & maintenance - bridges	\$205,079	\$2,817	\$602,000	\$599,183	100%
252-Repair & maintenance - buildings	\$151,352	\$58,923	\$195,820	\$136,897	70%
253-Repair & maintenance - equipment	\$421,486	\$151,999	\$369,800	\$217,801	59%
255-Repair & maintenance - vehicles	\$64,432	\$36,571	\$81,900	\$45,329	55%
258-Contract graders	\$104,461	\$49,565	\$150,840	\$101,275	67%
259-Repair & maintenance - structural	\$1,596,984	\$330,197	\$1,588,193	\$1,257,996	79%
261-Ice bridge construction	\$77,703	\$90,094	\$120,000	\$29,906	25%
262-Rental - building and land	\$29,340	\$30,931	\$29,812	(\$1,119)	-4%
263-Rental - vehicle and equipment	\$56,773	\$37,778	\$81,695	\$43,917	54%
266-Communications	\$97,814	\$42,649	\$117,638	\$74,989	64%
271-Licenses and permits	\$1,290	\$495	\$8,568	\$8,073	94%
272-Damage claims	\$0	\$1,000	\$5,000	\$4,000	80%
274-Insurance	\$313,112	\$0	\$298,960	\$298,960	100%
342-Assessor fees	\$264,623	\$142,980	\$263,000	\$120,020	46%
290-Election cost	\$0	\$2,855	\$5,000	\$2,145	43%
511-Goods and supplies	\$861,048	(\$69,009)	\$935,116	\$1,004,125	107%

Mackenzie County  
Summary of All Units  
For the Seven Months Ending July 31, 2016

	2015 Actual	2016 Actual	2016	\$ Variance	% Variance
	Total	Total	Budget		
521-Fuel and oil	\$740,479	\$437,813	\$1,017,070	\$579,257	57%
531-Chemicals and salt	\$268,567	\$153,608	\$328,700	\$175,092	53%
532-Dust control	\$568,170	\$434,462	\$728,405	\$293,943	40%
533-Grader blades	\$149,959	\$131,472	\$137,500	\$6,028	4%
534-Gravel (apply; supply and apply)	\$1,612,430	\$203,802	\$1,617,378	\$1,413,576	87%
535-Gravel reclamation cost	\$29,792	\$0	\$0	\$0	
543-Natural gas	\$87,911	\$27,896	\$113,877	\$85,981	76%
544-Electrical power	\$689,859	\$277,843	\$679,037	\$401,194	59%
710-Grants to local governments	\$1,927,281	\$1,400,107	\$1,805,000	\$404,893	22%
735-Grants to other organizations	\$2,068,118	\$1,767,542	\$2,104,245	\$336,703	16%
747-School requisition	\$6,635,781	\$7,620	\$6,836,582	\$6,828,962	100%
750-Lodge requisition	\$788,108	\$852,083	\$852,083	\$0	0%
810-Interest and service charges	\$29,536	\$5,093	\$27,000	\$21,907	81%
831-Interest - long term debt	\$614,288	(\$42,672)	\$562,323	\$604,995	108%
921-Bad debt expense	\$4,324	\$114	\$3,800	\$3,686	97%
922-Tax cancellation/write-off	\$1,190,753	\$0	\$1,502,106	\$1,502,106	100%
970-Other expenses	\$2,260	\$0	\$0	\$0	
993-NBV value of disposed TCA	\$834,784	\$0	\$880,169	\$880,169	100%
994-Change in inventory	(\$216,403)	\$0	\$580,324	\$580,324	100%
995-Depreciation of TCA	\$8,922,961	\$0	\$9,169,166	\$9,169,166	100%
<b>TOTAL</b>	<b>\$42,556,847</b>	<b>\$13,004,497</b>	<b>\$46,977,187</b>	<b>\$33,972,690</b>	<b>72%</b>
<b>Non-TCA projects</b>	<b>\$1,092,265</b>	<b>\$358,793</b>	<b>\$1,969,288</b>	<b>\$1,610,495</b>	<b>82%</b>
<b>TOTAL EXPENSES</b>	<b>\$43,649,112</b>	<b>\$13,363,290</b>	<b>\$48,946,475</b>	<b>\$35,583,185</b>	<b>73%</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$998,318</b>	<b>\$20,272,460</b>	<b>(\$6,593,428)</b>	<b>(\$26,865,888)</b>	<b>407%</b>
<b>OTHER</b>					
840-Provincial transfers for capital	\$5,102,465	\$0	\$12,635,212	\$12,635,212	100%
575-Contributed TCA	\$718,363	\$0	\$323,020	\$323,020	100%
597-Other capital revenue	\$14,787	\$126,461	\$610,621	\$484,160	79%
630-Proceeds of sold TCA asset	\$528,614	\$0	\$492,932	\$492,932	100%
	<b>\$6,364,229</b>	<b>\$126,461</b>	<b>\$14,061,785</b>	<b>\$13,935,324</b>	<b>99%</b>
<b>EXCESS (DEFICIENCY) - PS MODEL</b>	<b>\$7,362,547</b>	<b>\$20,398,921</b>	<b>\$7,468,357</b>	<b>(\$12,930,564)</b>	<b>-173%</b>
<b>CONVERT TO LG INCOME STATEMENT</b>					
Remove non-cash transactions associated with PSAB changes					
993-NBV value of disposed TCA	\$834,784	\$0	\$880,169	\$880,169	100%
994-Change in inventory	(\$216,403)	\$0	\$580,324	\$580,324	100%
995-Amortization of TCA	\$8,922,961	\$0	\$9,169,166	\$9,169,166	100%
Remove TCA revenues					
Total of OTHER per above	(\$6,364,229)	(\$126,461)	(\$14,061,785)	(\$13,935,324)	99%
Add LTD principle paid					
832-Principle Payments	\$1,669,369	\$0	\$1,578,512	\$1,578,512	100%
Add/Deduct LG model TF to/from reserves					
930-Contributions from Operating Reserve	(\$370,205)	\$0	(\$1,578,928)	(\$1,578,928)	100%
940-Contribution from Capital Reserve	(\$515,310)	\$0	(\$322,326)	(\$322,326)	100%
762-Contribution to Capital (funding TCA projects)	\$3,459,941	\$0	\$871,748	\$871,748	100%
763-Contribution to Capital Reserves	\$3,716,473	\$0	\$3,240,267	\$3,240,267	100%
764-Contribution to Operating Reserves	\$2,529,390	\$0	\$246,958	\$246,958	100%
<b>EXCESS (DEFICIENCY) - LG MODEL</b>	<b>\$50,002</b>	<b>\$20,272,460</b>	<b>\$0</b>	<b>(\$20,272,460)</b>	

**MACKENZIE COUNTY  
STATEMENT OF OPERATIONS**

**July 31, 2016**

	2015 Actual	2016 Actual	2016	\$ Variance	% Variance
	Total	Total	Budget		
<b>OPERATIONAL REVENUES</b>					
Property taxes	\$35,309,092	\$28,799,841	\$33,921,049	\$5,121,208	15%
User fees and sales of goods	\$4,619,126	\$2,686,218	\$4,594,216	\$1,907,998	42%
Government transfers	\$1,501,319	\$583,035	\$1,302,914	\$719,879	55%
Investment income (operating)	\$500,870	\$287,729	\$360,000	\$72,271	20%
Penalties and costs on taxes	\$1,057,962	\$518,340	\$1,288,413	\$770,073	60%
Licenses, permits and fines	\$539,489	\$349,309	\$448,000	\$98,691	22%
Rentals	\$140,117	\$54,590	\$80,455	\$25,865	32%
Insurance proceeds	\$329,409	\$36,663	\$0	(\$36,663)	
Development levies	\$47,870	\$0	\$0	\$0	
Municipal reserve revenue	\$92,428	\$22,999	\$50,000	\$27,001	54%
Sale of non-TCA equipment	\$8,061	\$0	\$0	\$0	
Other	\$501,684	\$297,023	\$308,000	\$10,977	4%
<b>Total operating revenues</b>	<b>\$44,647,427</b>	<b>\$33,635,747</b>	<b>\$42,353,047</b>	<b>\$8,717,300</b>	<b>21%</b>
<b>OPERATIONAL EXPENSES</b>					
Legislative	\$543,500	\$347,933	\$796,640	\$448,707	56%
Administration	\$6,882,710	\$3,338,532	\$7,489,653	\$4,151,121	55%
Protective services	\$1,406,990	\$163,235	\$1,864,996	\$1,701,761	91%
Transportation	\$16,128,251	\$3,991,959	\$18,428,976	\$14,437,017	78%
Water, sewer, solid waste disposal	\$4,793,168	\$1,268,076	\$4,955,238	\$3,687,162	74%
Public health and welfare (FCSS)	\$639,256	\$730,248	\$789,053	\$58,805	7%
Planning, development	\$1,072,553	\$580,947	\$1,296,071	\$715,124	55%
Agriculture and veterinary	\$1,397,583	\$513,133	\$1,343,446	\$830,313	62%
Recreation and culture	\$2,268,946	\$1,210,729	\$2,324,449	\$1,113,720	48%
School requisitions	\$6,635,781	\$7,620	\$6,836,582	\$6,828,962	100%
Lodge requisitions	\$788,108	\$852,083	\$852,083	\$0	0%
Non-TCA projects	\$1,092,265	\$358,792	\$1,969,288	\$1,610,496	82%
<b>Total operating expenses</b>	<b>\$43,649,111</b>	<b>\$13,363,287</b>	<b>\$48,946,475</b>	<b>\$35,583,188</b>	<b>73%</b>
<b>Excess (deficiency) before other</b>	<b>\$998,316</b>	<b>\$20,272,460</b>	<b>(\$6,593,428)</b>	<b>(\$26,865,888)</b>	<b>407%</b>
<b>CAPITAL REVENUES</b>					
Government transfers for capital	\$5,102,465	\$0	\$12,635,212	\$12,635,212	100%
Other revenue for capital	\$733,150	\$126,461	\$933,641	\$807,180	86%
Proceeds from sale of TCA assets	\$528,614	\$0	\$492,932	\$492,932	100%
	\$6,364,229	\$126,461	\$14,061,785	\$13,935,324	99%
<b>EXCESS (DEFICIENCY) - PSAB Model</b>	<b>\$7,362,545</b>	<b>\$20,398,921</b>	<b>\$7,468,357</b>	<b>(\$12,930,564)</b>	<b>-173%</b>
<b>Convert to local government model</b>					
Remove non-cash transactions	\$9,541,342	\$0	\$10,629,659	\$10,629,659	100%
Remove revenue for capital projects	(\$6,364,229)	(\$126,461)	(\$14,061,785)	(\$13,935,324)	99%
Long term debt principle	\$1,669,369	\$0	\$1,578,512	\$1,578,512	100%
Transfers to/from reserves	\$8,820,289	\$0	\$2,457,719	\$2,457,719	100%
<b>EXCESS (DEFICIENCY) - LG Model</b>	<b>\$50,000</b>	<b>\$20,272,460</b>	<b>\$0</b>	<b>(\$20,272,460)</b>	

## Project Progress Report for July 2016

Project Name	Total costs	Costs in prior years	Costs in current year up to July 31, 2016	2016 Budget	Budget Remaining on July 31, 2016	Status Update on July 31, 2016	Percentage of Completion (%)
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### Administration Department

Signs with Flags for FV Office (CF)	11,200	6,940	4,260	18,060	13,800	Waiting for metal works to be completed	50%
Payroll software	17,598		17,598	20,000	2,402	Fall 2016	0%
FV - Phone System Upgrade	3,874		3,874	20,000	16,126	All materials purchased, now configuring and installing.	75%
High Level Office Security	-			10,000	10,000	Completed	100%
FV - Fireproof Storage Cabinet (Records)	109,058	83	108,976	8,000	(100,976)	Aug. 2016	0%
LC - Library Building	-	-		107,970	107,970	Complete	100%
Zama Office Entrance (stones and a sign) (CF)	7,246	7,246		10,754	10,754	Motion 16-08-590 cancelled	
Land Purchase (South of High Level)	-	-		13,000	13,000	Negotiating setbacks with province	0%
LC Office - Installation of Generator	-		-	28,000	28,000	Complete invoices to follow	90%
<i>Total department 12</i>			<i>134,707</i>	<i>235,784</i>	<i>101,077</i>		

### Fire Department

LC -Aerial Unit Upgrade	-		-	30,000	30,000	Waiting for delivery of truck	0%
FV - New tanker/pumper, with equipment (CF)	-	-	-	375,000	375,000	Ordered - awaiting truck build	0%
<i>Total department 23</i>			<i>-</i>	<i>405,000</i>	<i>405,000</i>		

### Enforcement Department

Peace officer vehicle	22,910	-	22,910	80,000	57,090	Awaiting invoices	90%
<i>Total department 26</i>			<i>22,910</i>	<i>80,000</i>	<i>57,090</i>		

### Transportation Department

Heliport Road	1,593		1,593	285,000	283,407	Planning project	5%
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Project Name	Total costs	Costs in prior years	Costs in current year up to July 31, 2016	2016 Budget	Budget Remaining on July 31, 2016	Status Update on July 31, 2016	Percentage of Completion (%)
AWD Graders (x3) LC, ZA, FV (2-16M, 1-14M)	578,251		578,251	1,416,000	837,749	Complete	100%
FV - 6" pump w/hoses	19,158		19,158	28,000	8,842	Completed	100%
FV- 43rd Ave, East of 50th Street	-			135,000	135,000	Project awarded to Knelsens	5%
FV - 45 Ave Cul-de-sac, East of 52nd Street	-			140,000	140,000	Project awarded to Knelsens	5%
FV - PW Pick up Truck	40,175		40,175	40,000	(175)	Truck received, awaiting invoicing	90%
Rocky Lane Store Road Reconstruction	1,806		1,806	400,000	398,194	Engineering Project-signing easements	5%
FV - Sander	-			10,000	10,000		0%
New Road Infrastructure (CF)	698,442	655,019	43,423	204,981	161,558	ongoing	50%
FV - Skid Steer Broom	-			7,000	7,000		0%
FV - Snowplow blade	-			5,500	5,500		0%
LC - Packer/Roller	24,980		24,980	25,000	20	Complete	100%
LC - Sander/Spreader	11,066		11,066	10,000	(1,066)	Complete	100%
LC - Crew Cab 4x4 Trucks (x2)	79,873		79,873	80,000	127	Complete	100%
LC - Engineering & Design for 113 Street and 109 Ave (CF)	53,549	53,549		46,451	46,451	Still in Design phase	10%
LC - 94th Ave Asphalt Overlay	33,347		33,347	870,000	836,654	Contract Awarded	15%
LC - Lagoon Access Paving	-			25,000	25,000	Contract Awarded	0%
LC - Dump Trailer	28		28	22,000	21,972	Complete	100%
High Level South Rebuild (CF)	-	-		50,000	50,000	Planning project	0%
LC - Loader Scales	9,520		9,520	9,996	476	Complete	100%
Zama Access Pave (PH V) (CF)	-	-		6,000,000	6,000,000	On hold - No grant received	0%
LC - Salt shed	127,014		127,014	300,000	172,986	Complete - waiting on last invoice	90%
ZA - Tractor	14,900		14,900	30,000	15,100	Complete	100%
BF 78103	3,795		3,795	120,000	116,206	Project awarded to NRB, set to begin August 15	40%



Project Name	Total costs	Costs in prior years	Costs in current year up to July 31, 2016	2016 Budget	Budget Remaining on July 31, 2016	Status Update on July 31, 2016	Percentage of Completion (%)
Snow Plow Truck Replacement	-			290,000	290,000	Preparing tender	0%
Fire Damaged Toolcat Replacement	96,463		96,463	96,464	1	Complete	100%
LC - South-Shoulder pull and road rehabilitation(CF)	171,919	171,919		128,081	128,081	Quotation Stage	10%
Gravel Reserve (to secure gravel source) (CF)	37,057	31,899	5,159	119,101	113,942		0%
FV - Sand and salt shelter (CF)	-	-		200,000	200,000	Preparing tender	0%
FV - Cold storage/Emergency generator building (CF)	-	-		147,250	147,250	Tender awarded - Alpine Builders	10%
FV - North- Shoulder pull and road rehabilitation (CF)	171,527	147,600	23,927	461,661	437,734	Working on Blumenort Road	30%
<i>Total department 32</i>			1,114,477	11,702,485	10,588,008		

#### Airport Department

FV - Pole Tarp Storage Shed	-	-	-	45,000	45,000	Planning	0%
<i>Total department 33</i>			-	45,000	45,000		

#### Water Treatment & Distribution Department

LC - Paving Raw Water Truckfill Station	-			48,000	48,000	Done in conjunction with Street Improvements projects.	5%
FV - 48th Ave Waterline Replacement(CF)	89,251	75,226	14,025	25,774	11,749	Complete.	100%
FV - Paving for Water Treatment Plant	-			250,000	250,000	Done in conjunction with Street Improvements projects.	5%
FV - Hydrant Replacement (CF)	52,020	49,020	3,000	15,980	12,980	Getting quotes for sidewalk replacement and then contractor to finalize landscaping.	95%
LA - Well number 4	133,696		133,696	150,000	16,304	AE doing desktop analysis for additional well, GWUDI assess. in the works and application for surface water diversion sent ASRD	1%
ZA - Distribution pump house upgrades (CF & New)	79,625	79,625		838,944	838,944	Awaiting grant funding approval.	1%
FV - Frozen Water Services Repairs (River Road) (CF)	14,519	14,486	33	196,214	196,181	Data collected by operators, being evaluated and list for interested residents being compiled.	5%
FV - Raw Water Truck fill (pressured and filtered) (CF)	43,930	12,500	31,430	28,400	(3,030)	Diverting treated water truckfill to east side is complete.	100%
LC - Raw Water Truckfill Upgrade	56,662	15,837	40,825	42,163	1,339	Awaiting some final electrical drawings.	99%

Project Name	Total costs	Costs in prior years	Costs in current year up to July 31, 2016	2016 Budget	Budget Remaining on July 31, 2016	Status Update on July 31, 2016	Percentage of Completion (%)
LC - Waterline Bluehills	-	-		833,250	833,250		0%
LA - Rural Potable Water Infrastructure (CF)	452,052	32,059	419,993	6,562,557	6,142,564	Brushing & clearing complete. Startup meeting July 5/16 with staking and fusing occurring immediately after.	10%
(6/13)Fort Vermilion Backwash Waste Dechlorination	49,020		49,020	50,000	980		
FV - 50th St - Water & sewer extension (CF)	16,520	16,520		563,480	563,480	Reviewing options w/ engineer.	1%
<i>Total department 41</i>			692,021	9,604,762	8,912,741		

**Sewer Disposal Department**

LC Lagoon Upgrade (CF)	7,254,070	7,218,918	35,153	84,433	49,281	Only grass seeding and 1 year inspection remaining.	98%
Zama - Lift station upgrade (CF & New)	116,439	116,439		1,256,052	1,256,052	Awaiting grant funding approval.	1%
LC - Main Lift Station Repair & Modification (CF)	61,000	10,900	50,100	51,100	1,000	Repairs complete, some site work still required once ground has settled.	98%
LC - Sanitary Sewermain Upgrades (CF)	53,356	31,187	22,169	893,813	871,644	Main sewer line is installed with the exception of the CIPP pipe. Service installations almost complete.	70%
FV - River Road Lift Station Repair	-			10,000	10,000	Contractor been given go ahead to start.	5%
<i>Total department 42</i>			107,421	2,295,398	2,187,977		

**Solid Waste Disposal**

Waste Bins 40 & 6 yd	-		-	40,000	40,000	Ordered - awaiting invoices	50%
ZA - WTS Fence	380		380	25,000	24,620	Old fence removed - awaiting invoices & install	25%
LC - Blue Hills - Build up ramp (CF)	8,410	8,410	-	3,590	3,590	Road work to be done	75%
<i>Total department 43</i>			380	68,590	68,210		

**Planning & Development Department**

New GIS Computer	9,009		9,009	9,000	(9)	New computer is provisioned and all S/W installed.	100%
<i>Total department 61</i>			9,009	9,000	(9)		

Project Name	Total costs	Costs in prior years	Costs in current year up to July 31, 2016	2016 Budget	Budget Remaining on July 31, 2016	Status Update on July 31, 2016	Percentage of Completion (%)
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**Agricultural Services Department**

HL - Rural Drainage - Phase II & Phase III (CF)	-	-	-	100,000	100,000	Negotiating with Dene Tha	0%
LC - Buffalo Head/Steep Hill water mangement (Phase I) (CF)	193,100	178,201	14,899	1,721,800	1,706,901	Wetland assesment complete, waiting to meet with landowners to obtain easements.	10%
<i>Total department 63</i>			14,899	1,821,800	1,806,901		

**Recreation Department**

FV - Ball Diamonds CF	-			160,000	160,000	One old diamond has been taken down and working on the second diamond. In the middle of June the contractor starts with a completion date on August 15th. Both diamonds up and fencing complete, will be installing wheeping tile, shale seeding.	50%
FV - Ventilations/fans installed	9,453		9,453	6,000	(3,453)	Difficuly receiving quotes. Current contractor CJ Contracting will be giving a quote and hope to have completed by next hocky season (OCT 2016). Will look into it, waiting on contractor quote (electrician) still.	5%
FV - Skate Shack	-			30,000	30,000	The skate shack will be moved this summer up to the rodeo grounds. Thomas Simpson is in charge of this project. It is only about 10% complete with plans of being 100% by fall. Next meeting August 9th.	10%
LC - Capital (requests from Recreation Society) CF	66,510	66,510		15,000	15,000	Arena Main lights - Completed 2015	100%
LC - Baseball Tractor/Gate for Arena	-			520	520	Completed in 2015	100%
Grounds Improvements (2014 - FV Walking Trail) (CF)	522,406	522,406		25,394	25,394	Ongoing	85%
ZA - Old County office - window replacement CF	21,980	-	21,980	9,000	(12,980)	Summer plans, Contractor hires and windows ordered. Contractors didn't show this week, hopfully 2 weeks from now.	20%
ZA - Com. Hall: Back Storage Room/Loading dock step	-			2,000	2,000	Almost complete. Few tuchups to be completed	80%
ZA - Com. Hall: Table & Chair Trolleys (6)	-			6,000	6,000	Completed.	100%
ZA - Com. Hall: Storage room industrial floor covering	-			6,500	6,500	Flooring complete, have trim left, but may not install.	99%
ZA - Com. Hall: Property Full landscaping	-			126,000	126,000	Just started, waiting on rental units to arrive. Started landscaping.	20%
ZA - Security Camera System	-			5,500	5,500	Waiting until facility is completed. Scoping out usful locations for cameras. Plan to start project in late summer to early fall. Greg will speak to Lisa, not sure if equipment is at the location.	60%
ZA - Hall electrical upgrades	-			1,887	1,887	In contact with ATCO and another consultant. Plan to be completed by the end of September. (1st priority) Working on a few more finishing touches - some work with lighting still to happen.	70%

Project Name	Total costs	Costs in prior years	Costs in current year up to July 31, 2016	2016 Budget	Budget Remaining on July 31, 2016	Status Update on July 31, 2016	Percentage of Completion (%)
ZA - Shower facilities at campground	-			41,613	41,613	Complete.	100%
LC - Splash Park (CF)	-	-		255,000	255,000	Have money set aside for the Splash Park but no record of plans to start the building process.	0%
FV - Skate Park (CF)	-			70,000	70,000	Completed aprox July 15th 2015	100%
FV - Rodeo Grounds	10,567		10,567	40,000	29,433	Currently purchased shoots and fencing for the grounds. Purchasing paneling for August event.	50%
FV - Covered Gazebo for Splash Park	9,500		9,500	10,000	500	In the process of building the base and hope to have the gazebo built by the end of the week and will submit invoice next week. Being used, inv - Completed	100%
FV - Playground Equipment	2,850		2,850	10,000	7,150	Equipment was ordered and is to contact Jennifer as to the location of equipment. Then the next step is to deliver and set equipment up at the location. Equipment still at the county office, plans to be delivered to location around August 8th.	80%
FV - Curling Rink Renovations	20,000		20,000	20,000	-	They have received the \$20,000 and an invoice was submitted. Held fundraiser and earned \$13,125 to go towards bathroom upgrades. Paid, reimbursed - Completed.	100%
LC - Bluehills Rink	20,500		20,500	41,000	20,500	In process, have awarded the tender. Sent request for decision to the Finance Committee to reallocate \$11,000 from LC-Storage Facility Project to this Project. Completed.	100%
LC - Outdoor lights (front arena & players' entrance)	2,600		2,600	5,200	2,600	Tender Packages have been sent out. Awarded.	0%
LC - Upgrade counters & cupboards in minor hockey kitchen	4,800		4,800	4,800	-	Counters and cupboards in minor hocey kitched have been completed since the end of April. Completed	100%
LC - Bowling Alley repairs & upgrade	14,739		14,739	20,147	5,408	Company working on the project will arrive in one to two weeks. Completed.	100%
LC - 2 NHL nets	2,700		2,700	2,700	-	Received nets and have been place at location. Completed	100%
LC - Wind mesh for Blumenort tennis courts	1,750		1,750	3,500	1,750	Received wind mesh, needs to install at the location.	100%
LC - Painting pickleball courts	1,500		1,500	1,500	-	Completed.	100%
ZA - Water Line to Outdoor Rink Shack	-		-	30,000	30,000	In progress, Dealing with electrical problems before able to continue this project. Moved funds to electrical upgrade.	0%
LA - Ice Chiller Replacement	297,516		297,516	375,400	77,884	Old parts have been removed, early July replacement parts will arrive. Completed.	100%
<i>Total department 71</i>			<b>420,454</b>	<b>1,324,661</b>	<b>904,207</b>		

**Parks & Playgrounds Department**

FV - Hutch Lake Caretaker Site Development	-			15,000	15,000	Awaiting invoices	90%
Dock Blocks Hutch Lake & Wadlin Lake (CF)	49,000	-	49,000	49,000	(0)	Complete	100%

Project Name	Total costs	Costs in prior years	Costs in current year up to July 31, 2016	2016 Budget	Budget Remaining on July 31, 2016	Status Update on July 31, 2016	Percentage of Completion (%)
D.A. Thomas Park - Shelter Repair	170		170	6,000	5,830	Maintenance Request completed-awaiting quotes	1%
Machesis Lake - Horse camp - road (CF)	8,867	1,438	7,429	23,562	16,133	Painting still to be completed - awaiting invoices - Grand Opening July 13, 2016	80%
Bridge campground - Survey & improvements (CF)	26,950	26,950		12,050	12,050	Awaiting Historical Assessment	5%
LC - Concrete Toilets Knelsen Park	-			16,000	16,000	Complete - invoice to follow	90%
FV - D.A. Thomas Park - Steps	-			10,000	10,000		0%
Wadlin Lake - Grounds improvements (CF)	18,575	-	18,575	70,000	51,425	Gravel work and WSP invoices received for soil contamination	80%

*Total department 72*

	75,174	201,612	126,438
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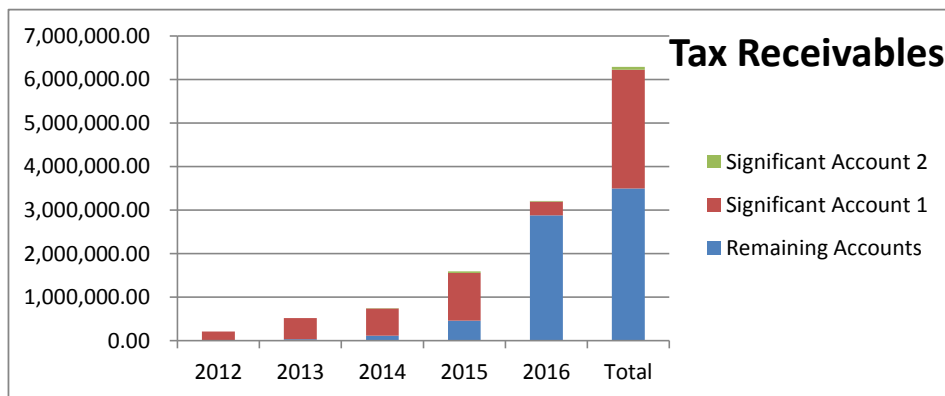
<b>TOTAL 2016 Capital Projects</b>
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<b>2,591,453</b>	<b>27,794,092</b>	<b>25,202,639</b>
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## Aged Receivables on July 31, 2016

### Tax Receivables

Year	Amount	Significant Account 1	Significant Account 2	Total Less Significant Accounts
2012	282,869.98	213,176.03	0.00	0.00
2013	522,482.89	483,018.10	0.00	39,464.79
2014	750,111.36	622,586.87	12,278.71	115,245.78
2015	1,593,787.93	1,091,616.01	39,218.75	462,953.17
2016	3,210,422.71	314,896.19	17,145.41	2,878,381.11
Total	6,359,674.87	2,725,293.20	68,642.87	3,496,044.85



### Tax Receivables from Oil Companies

Company	Total
238568	\$ 9,119.79
009926	\$ 35,694.24
006970	\$ 56,483.52
004542	\$ 24,176.52
010109	\$ 15,822.18
	\$ 141,296.25

### Utility Receivables

Current	\$ 237,056.56
Period 1	\$ 118,278.42
Period 2	\$ 23,221.63
Period 3	\$ 7,065.95
Period 4	\$ 12,206.82
Total	\$ 397,829.38

### Trade Receivables

Current	\$ 11,771.38
30-60 days	\$ 8,089.38
90 days	\$ 2,002.41
91 and over	\$ 176,611.26
Balance	\$ 198,474.43



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 24, 2016</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Fox Lake Winter Road Upgrading Request</b>

## **BACKGROUND / PROPOSAL:**

In 2013 the province sold undeveloped farmland within Mackenzie County and one of these areas was land located at the end of Fox Lake Road. As the farmers started to clear the land an access issue was brought to our attention through section 7-108-9-W5M. The locals and the residents always used a trail that went through the new farm land and when the land was sold the use of the trail was being restricted.

This issue of lack of access to Fox Lake/Wabasca River came to Council on December 4, 2014 and Council carried the following *motion 14-12-841*:

*That administration be authorized to clear trees off the road right of way on the north and east side of Section 7-108-9-W5M in lieu of gravel and culverts.*

Administration followed through with this request and in the summer of 2015 used our graders to smooth out a path through this right of way.

Councillor Jorgenson has been approached by the local residents to improve the section of the trail that we developed so they can access the Wabasca River for recreation purposes. This section of trail we constructed is soft and rutted as the balance of the trail is in better shape.

## **OPTIONS & BENEFITS:**

### **OPTION #1**

That administration be authorized to place granular material on the section of trail through section 7-108-9-W5M.

**Author:** R. Pelensky      **Reviewed by:** \_\_\_\_\_      **CAO:** CG

**OPTION #2**

That Council accepts this report for information.

**COSTS & SOURCE OF FUNDING:**

If pitrun is placed on the trail with county staff and equipment the costs for fuel and pitrun would be approximately \$3,000. If crushed gravel is used the costs would be approximately \$8,000. These costs could be covered in the operation budget.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

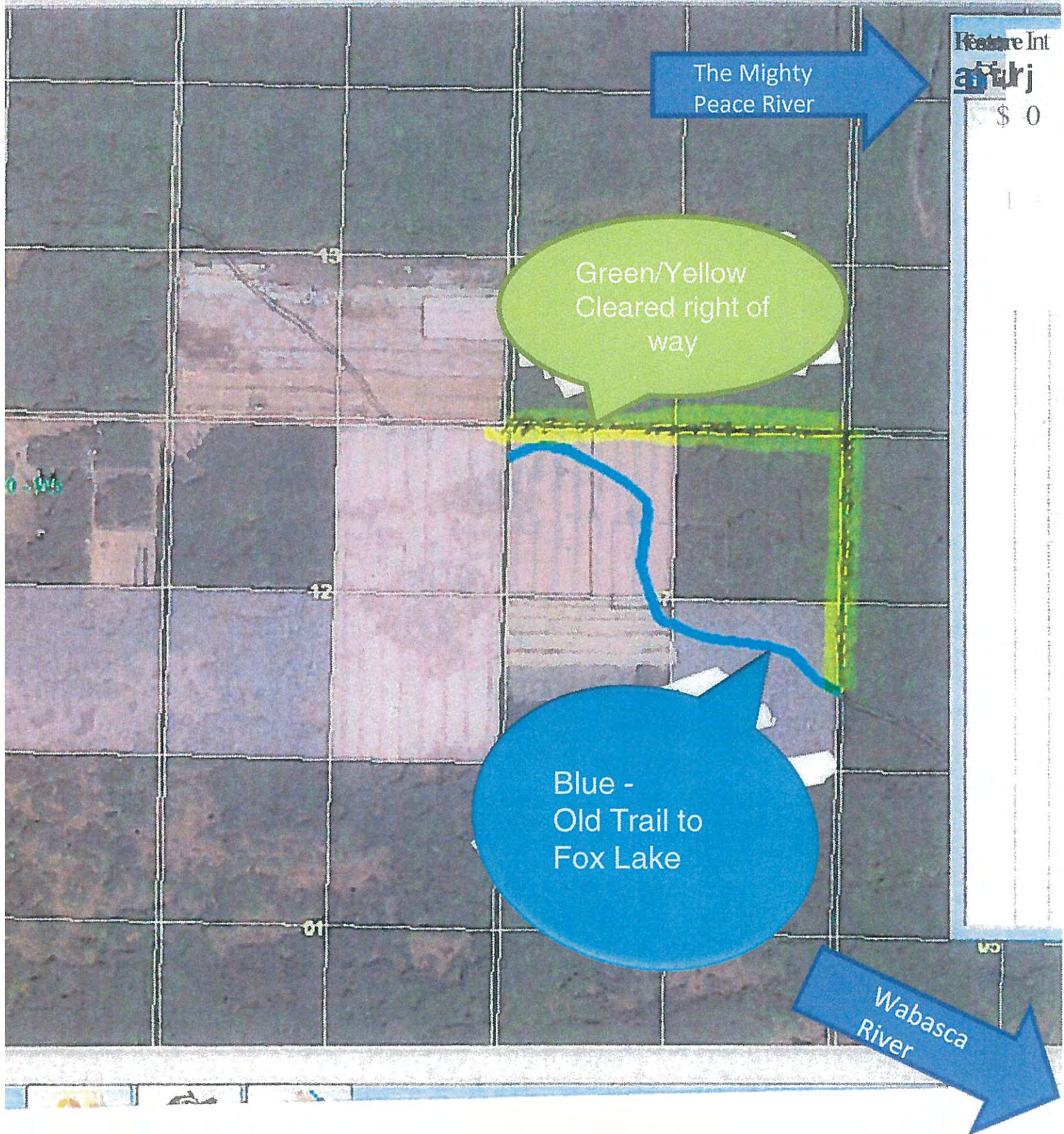
N/A

**RECOMMENDED ACTION:**

Simple Majority                      Requires 2/3                       Requires Unanimous

For Discussion











Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 24, 2016</b>
<b>Presented By:</b>	<b>Len Racher, Director of Facilities and Operations (South)</b>
<b>Title:</b>	<b>Bylaw 1024-16 Road Closure West Side of NW 11-106-12-W5M for Access Request</b>

## **BACKGROUND / PROPOSAL:**

On June 14, 2016 a public hearing was held for Bylaw 1024-16 being a Road Closure Bylaw to close a portion of government road allowance adjoining the west boundary of NW 11-106-15-W5M for the purpose of consolidation.

Prior to the 2<sup>nd</sup> and 3<sup>rd</sup> reading of a road closure bylaw, a public hearing was held in accordance to the Municipal Government Act. Once the public hearing had been held, the bylaw was sent to the Minister of Transportation for an approval before it could proceed.

Administration has received the approved bylaw back from the Minister of Transportation and is being presented for 2<sup>nd</sup> & 3<sup>rd</sup> reading.

## **Previous background**

On April 4, 2015 an access request was presented to council for the NW 11-106-12-W5M.

Council made the following motion:

*MOTION 15-04-239 That the access request to NW 11-106-12-W5M be approved and that the access paving be completed during the second lift of asphalt on Highway 88 connector at the cost of the applicant and that an agreement be entered into with the applicant for a forced road allowance.*

**Author:** L. Lambert      **Reviewed by:** Len Racher      **CAO:** CG

An agreement has been signed and the process started. Part of the process is to close the exiting road allowance on the west side of NW 11-106-12-W5M and consolidate it into the quarter section.

This Request for Decision is for the Road Allowance Closure only.

**OPTIONS & BENEFITS:**

Closing this road and reopening it on the east side allows the applicant to construct an access without crossing a large wetland area.

**COSTS & SOURCE OF FUNDING:**

Funding for legal surveying will come from the Capital Budget for New Infrastructure.

**SUSTAINABILITY PLAN:**

The Sustainability Plan does not address road closures in the Municipality. As such, the proposed land use bylaw amendment neither supports nor contradicts the Sustainability Plan.

**COMMUNICATION:**

The bylaw was advertised as per Municipal Government Act requirements as well as notification sent to all adjacent landowners.

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given for Bylaw 1024-16 being a Road Closure Bylaw to close a portion of government road allowance adjoining the west boundary of NW 11-106-12-W5M for the purpose of consolidation.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That third reading be given for Bylaw 1024-16 being a Road Closure Bylaw to close a portion of government road allowance adjoining the west boundary of NW 11-106-12-W5M for the purpose of consolidation.

Author: L. Lambert      Reviewed by: Len Racher      CAO: CG

**BYLAW NO. 1024-16**

**BEING A BYLAW OF  
MACKENZIE COUNTY  
IN THE PROVINCE OF ALBERTA**

**FOR THE PURPOSE OF CLOSING A PORTION OF  
STATUTORY ROAD ALLOWANCE IN ACCORDANCE  
WITH SECTIONS 22, 24 AND 606 OF THE MUNICIPAL GOVERNMENT ACT,  
CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000**

**WHEREAS**, Council of Mackenzie County has determined that a portion of Government Road Allowance as outlined in Schedule "A" attached hereto, be subject to a road closure, and

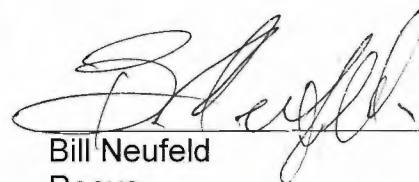
**WHEREAS**, notice of intention of the Council to pass a bylaw will be published in a locally circulated newspaper in accordance with the Municipal Government Act, and

**NOW THEREFORE**, be it resolved that the Council of Mackenzie County does hereby close, for the purpose of consolidation, the consolidation plan will be registered concurrently with the road plan, that portion of the government road allowance described as follows, subject to the rights of access granted by other legislation or regulations:

MERIDIAN 5 RANGE 12 TOWNSHIP 106  
ALL THAT PORTION OF ORIGINAL GOVERNMENT ROAD ALLOWANCE  
ADJOINING THE WEST BOUNDARY OF THE NORTH WEST QUARTER OF  
SECTION 11 WHICH LIES SOUTH OF THE PRODUCTION WESTERLY OF  
THE SOUTH LIMIT OF ROAD PLAN 8622408, AND WHICH ALSO LIES  
NORTH OF THE PRODUCTION WESTERLY OF THE NORTH LIMIT OF ROAD  
PLAN 162\_\_\_\_\_  
EXCEPTING THEREOUT ALL MINES AND MINERALS

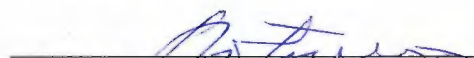
As outlined in Schedule "A"

READ a first time this 12<sup>th</sup> day of April, 2016.



---

Bill Neufeld  
Reeve



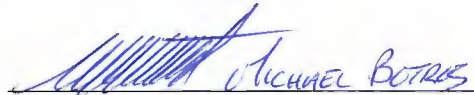
---

Joulia Whittleton  
Chief Administrative Officer

PUBLIC HEARING held this 14<sup>th</sup> day of June, 2016.

APPROVED this 5<sup>th</sup> day of AUGUST, 2016.

Approval valid for \_\_\_\_\_ months.

  
\_\_\_\_\_  
Minister of Transportation  
Acting Executive Director

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

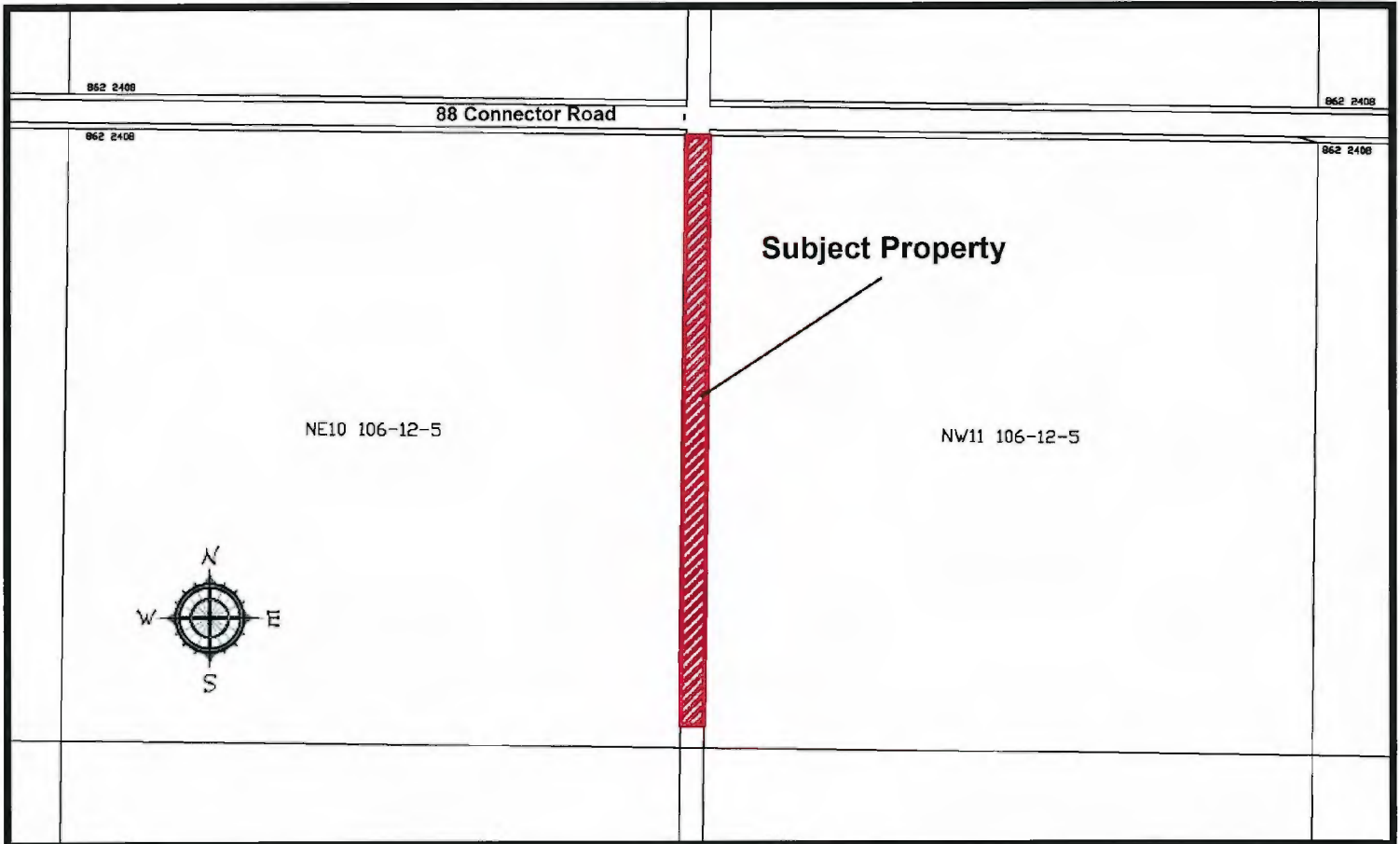
READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Bill Neufeld  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

**BYLAW No. 1024-16**

**SCHEDULE "A"**





## UTILITY RIGHT OF WAY

**NORTHERN LIGHTS GAS CO-OP LTD. (hereinafter referred to as the "Association"), of LA CRETE, ALBERTA**

WHEREAS the Association proposes to furnish gas service to its members and non-member customers in the Association's franchise area, by means of a natural gas pipeline/or pipelines and related facilities called herein the "distribution system".

AND WHEREAS for the purpose of constructing and maintaining the distribution system on the land of the undersigned, being the registered owner of a parcel of land, subject to such encumbrances, liens and interests as may be notified on existing Certificate of Title and situate in the Province of Alberta, namely:

**MERIDIAN 5 RANGE 12 TOWNSHIP 106**

**ALL THAT PORTION OF ORIGINAL GOVERNMENT ROAD ALLOWANCE ADJOINING THE WEST BOUNDARY OF THE NW ¼ OF SECTION 11 WHICH LIES SOUTH OF THE PRODUCTION WESTERLY OF THE SOUTH LIMIT OF ROAD PLAN 8622408, AND WHICH ALSO LIES NORTH OF THE PRODUCTION WESTERLY OF THE NORTH LIMIT OF ROAD PLAN 162\_\_\_\_\_.**  
**EXCEPTING THEREOUT ALL MINES AND MINERALS**

NOW THEREFORE in consideration of the sum of One Dollar (\$1.00) paid to me, the receipt of which is hereby acknowledged, I (WE) (hereinafter referred to as the "Grantor")

**HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA  
AS REPRESENTED BY THE MINISTER OF TRANSPORTATION**

hereby grant to the Association a utility right of way for locating, constructing, maintaining and removing its distribution system including the right to carry out the necessary trimming and cutting of trees and brush, on and over such part of said lands as may be necessary from time to time. Extensions, continuations or branches of the distribution system will, where possible, and with due consideration for costs, be located according to the Grantor's wishes. The utility right of way is hereby granted for as long a period as the Association, its successors and assigns, desires and continues to maintain and operate the distribution system across the said lands.

The Grantor and the Association hereby covenant and agree to the following terms and conditions.

1. **DAMAGES**  
The Association shall pay to the Grantor reasonable compensation for damages to growing crops, fences and livestock occurring as a result of the aforementioned operations, and as soon as weather and soil conditions permit, the Association will, insofar as it is practical to do so, restore the said lands to their condition prior to the Association's entry thereon.
2. **ADDITIONAL PIPELINES**  
In the event the Association separately constructs additional pipelines on the said lands, it shall make every reasonable effort to obtain the approval of the Grantor.
3. **ABOVE GROUND INSTALLATION**  
The Association shall so far as it is practical, locate any above ground installation as to provide a minimum of inconvenience to the Grantor. The Association agrees to negotiate compensation with the Grantor by separate agreement for above ground installations which cause inconvenience to the Grantor.
4. **LIABILITY**  
The Association covenants and agrees to indemnify and save harmless the Grantor from any and all liabilities, damages, costs, claims, suits or actions caused by or resulting from the construction, operation, maintenance and/or any related fixtures and appurtenances affixed to the right of way other than through willfull damage or gross negligence by the Grantor.



5. AMALGAMATION

In the event the Association is amalgamated with another Association, the utility right of way shall be retained in the name of the Association or transferred to the amalgamated entity.

6. SALE

In the event the Association sells its distribution system or a part thereof to a public or private utility company, the distribution system as built and in existence at that time only shall be transferred to the purchaser. Any new pipelines constructed shall require the Grantor's consent.

IN WITNESS WHEREOF I, the above-named Grantor, have hereunto set my hand and seal this 10 day of May, 2016.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF

[Handwritten Signature] SEAL

WITNESS

SIGNATURE OF GRANTOR(S) SEAL Darrell Camplin, Exec. Dir.

AFFIDAVIT OF EXECUTION

CANADA ) I, (Name in Full)
PROVINCE OF ALBERTA ) of the (Residence)
TO WIT: ) in the Province of , Canada.
) (Occupation)
) make oath and say:

1. That I was personally present and did see

(is or are)

Named in the within instrument, personally known to me to be the person(s) named therein, duly sign and execute the same for the purpose named therein.

2. That the same was executed at the of in the and that I am the subscribing witness thereto.

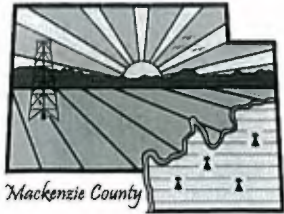
3. That I know the said and is in my belief of the full age of eighteen years.

(he, she or each)

SWORN BEFORE ME AT )
IN THE PROVINCE OF ALBERTA )
THIS DAY OF A.D. 20 ) (Witness sign here)

A Commissioner for Oaths in and for the Province of Alberta

Nota Bene - All affidavits sworn outside the Province must be sworn before a Notary Public who must affix his seal.



## Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0  
P: (780) 927-3718 Toll Free: 1-877-927-0677 F: (780) 927-4266  
www.mackenziecounty.com  
office@mackenziecounty.com

May 20, 2015

Philip Friesen  
Box 811  
La Crete, AB  
T0H 2H0

Dear Mr. Friesen:

### **Request to Construct a Road – NW 11 106 12 W5M**

This letter is to inform you that Mackenzie County wishes to come to an agreement with you that would include the following:

- Mackenzie County will provide assistance to you as per the 'endeavor to assist' in Policy PW039.
- Mackenzie County will 'give' the west boundary road allowance to you for trade with 30 meters of the east boundary of the above mentioned quarter section, which will then become road allowance.
- Mr. Philip Friesen, being the land owner of the above mentioned property, will construct a road on the east boundary of your quarter section in accordance with the standards previously provided to you by Mackenzie County.
- Mr. Philip Friesen, being the land owner of the above mentioned property, will adhere to the Council motion from April 14, 2015 which states:

**OPERATIONS: 10. d) Access – NW 11 106 12 W5M**

Philip Friesen, landowner, was present to discuss his access request on NW 11-106-12-W5M.

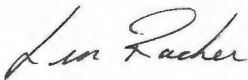
**MOTION 15-04-239 MOVED** by Councillor Knelsen

That the access request to NW 11-106-12-W5M be approved and that the access paving be completed during the second lift of asphalt on the Highway 88 Connector at the cost of the applicant and that an agreement be entered into with the applicant for a forced road allowance.

**CARRIED**

If you understand and are in agreement, please sign the bottom portion of this letter.

Sincerely,



Len Racher  
Director of Facilities & Operations (South)  
LR/sw

I, Philip Friesen, do hereby agree to the conditions as listed above.

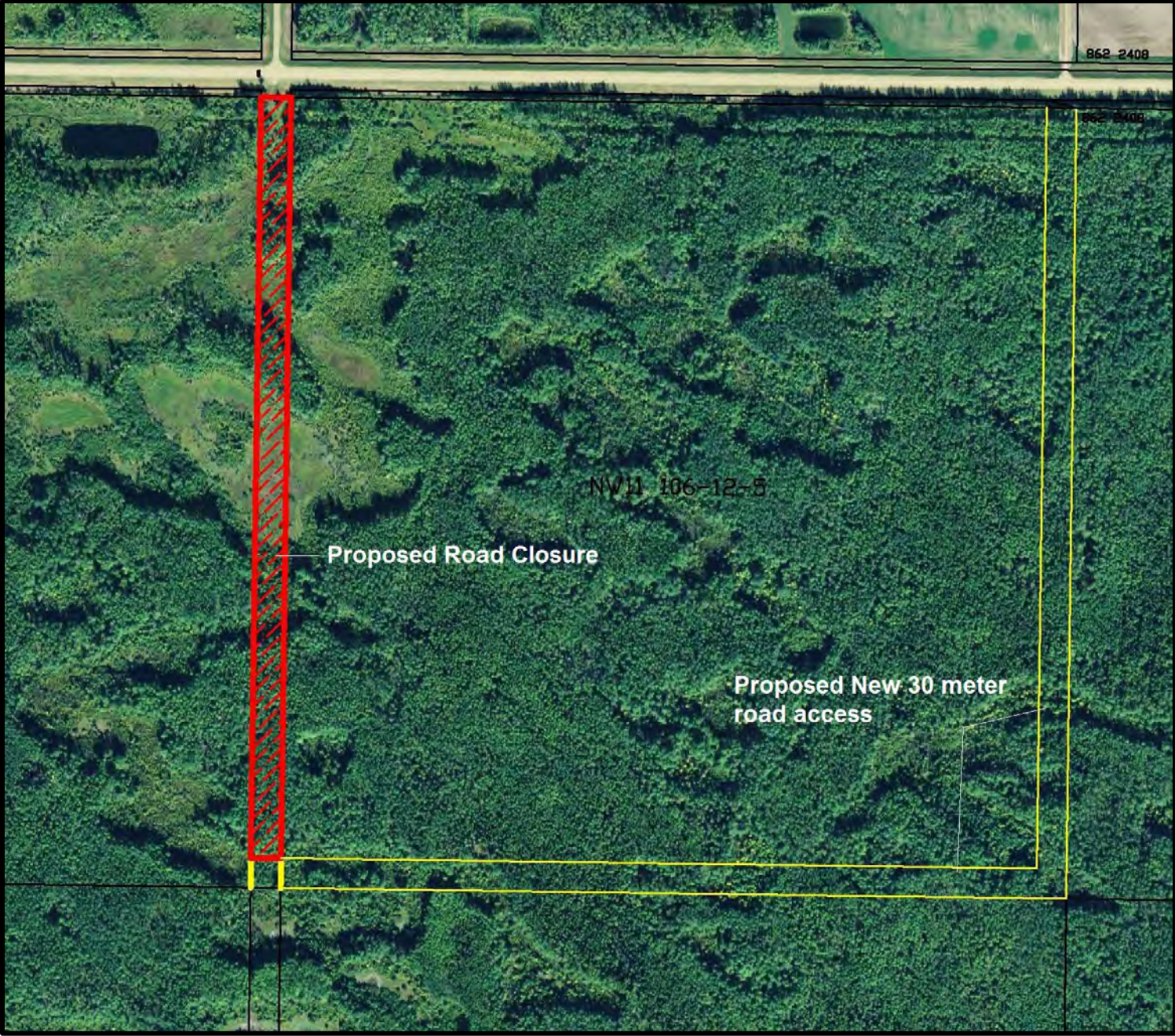
  
Philip Friesen  
Witness

May 22/15  
Date

cc: Caitlin Smith, Development Officer



# BYLAW AMENDMENT APPLICATION



**NOT TO SCALE**

File No. Bylaw 1024-16

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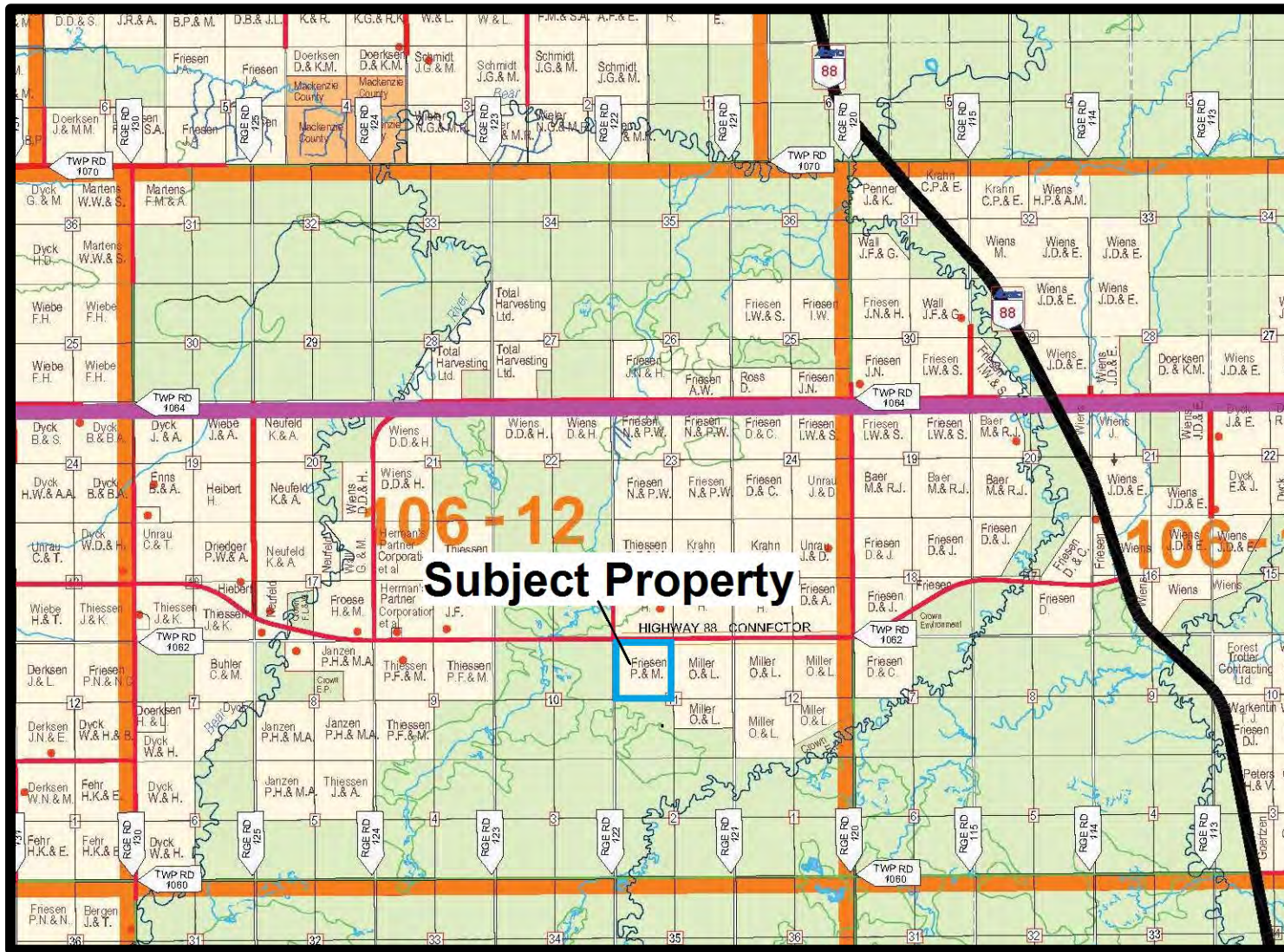
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**Mackenzie County**



# BYLAW AMENDMENT APPLICATION



File No. Bylaw 1024-16

NOT TO SCALE

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Mackenzie County





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 24, 2016</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>Caribou Communities of Alberta Committee</b>

**BACKGROUND / PROPOSAL:**

During the most recent AAMD&C Zone 4 Meeting held in Grande Prairie on August 12, 2016; Mr. Tom Burton, Ward 6 Deputy Reeve MD Greenview and Director of District 4 AAMD&C, expressed an interest in joining the recently formed Caribou Communities of Alberta (CCoA) Committee. To formally enable Mr. Burton to join the CCoA Committee; he has requested that Mackenzie County send an offer letter, officially inviting Mr. Burton to join the CCoA Committee.

**OPTIONS & BENEFITS:**

We feel that Mr. Tom Burton would be an asset to the CCoA Committee; who will play an integral role in ongoing communications and relationship building with the communities in West Central Alberta during current and future projects.

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

As required.

Author: BP Reviewed by: \_\_\_\_\_ CAO: CG

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That a letter be sent to the Alberta Association of Municipal Districts and Counties requesting that they appoint Mr. Tom Burton, Deputy Reeve MD of Greenview and Director District 4 AAMD&C, to sit on Mackenzie County's Caribou Communities of Alberta Committee.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 24, 2016</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>Caribou</b>

**BACKGROUND / PROPOSAL:**

Standing discussion item.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

Author: BP      Reviewed by: \_\_\_\_\_      CAO: CG

**The Honourable Rachel Notley, Premier of Alberta**

Premier, President of the Executive Council

307 Legislature Building

10800 - 97 Avenue

Edmonton, AB

T5K 2B6

August 12, 2016

Dear Premier,

We are writing to request the Government of Alberta provide an in-depth socio-economic assessment on the impact of the Caribou Recovery Initiative (CRI) as it relates to the Mediator's Report "Setting Alberta on the Path to Caribou Recovery" released in May, 2016. In addition, we request strategic foresight on inclusion of all other endangered species identified by the Federal Government within the 'Species at Risk Act (SARA)' to avoid future reactionary protection legislation.

For Alberta to truly be positioned as Canada's leader in permanent protection of an endangered species, strategic vision and direction is needed; prior to reactively responding to a forty-year old known caribou endangerment challenge within six months. While we applaud the provincial government's recognition of the immediate need to stop the decline of the caribou herds, we the communities and industry of Northern Alberta, wish to be engaged in discussion of the newly released recommendations put forth by the Mediator.

A path forward prior to the creation of an official plan includes purposeful discussion with the affected communities, indigenous people, industry stakeholders, and scientific academia on the Mediator's recommendations. Please let the record note, contrary to the June 8, 2016 press release about the Denhoff report, 'not every voice' was engaged, and we would like this opportunity to have purposeful dialogue about the Caribou Recovery Initiative and how it will impact our communities.

Another important issue to be addressed is that of conflicting opinions by animal experts from the scientific community. There is a range of concerns expressed by scientists of ecology, biology, environmental and the animal behaviour on the Mediator's recommendations. For example, concerns regarding 'the designated areas [which] are not entirely representative of caribou habitat, issues with the proposed birthing pens, and evaluation of recommendations contradicting those submitted on the "Recovery Strategy for the Woodland Caribou (2012)" where over 190 detailed and/or technical scientific submissions were presented.'

In an effort to ensure that all those affected by the proposed CRI are heard, the communities of Northern Alberta have recently formed the Caribou Communities of Alberta (CCoA). We recognize time is of the essence to protect caribou and their habitat, and by working together we can expedite the next level of consultation. The CCoA is represented by a coalition of concerned communities spanning Northern Alberta and into British Columbia. This is a very diverse group with equally diverse cultures, perspectives, and mandates. Collectively our Northern Alberta population represents over 230,000

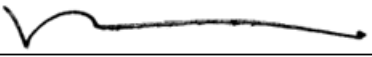
people, with approximately 9,400 registered companies employing over 115,000 employees and annually generating over \$9.3 billion into the economy. The formation of this group will help to provide a platform whereby the sharing of information among the many stakeholders can be maintained. This may also assist with the provincial government's ability to more easily reach all those affected by the CRI. It will take the collective efforts of government, community, indigenous peoples, and industry alike to ensure the survival of endangered species anywhere on the planet.

The CCoA formally requests the opportunity to meet with you, and the Minister of Environment and Parks, to explore solutions which make endangered species a priority and gives consideration to the communities of the north. Please consider dates in mid-to late October, 2016. Our contact for scheduling this meeting is Reeve Bill Neufeld at [bill@mackenziecounty.com](mailto:bill@mackenziecounty.com) or 780-841-1806. Alternatively, contact Byron Peters, Director of Planning & Development at [bpeters@mackenziecounty.com](mailto:bpeters@mackenziecounty.com) or 780-821-3278.

The following list of concerned Caribou Communities of Alberta, requesting the meeting, is a result of the first week of discussions among the northern communities, as it relates to the Alberta CRI.

Please note, this is an abridged list that is growing daily.  
We look forward to your response.

**On behalf of the DENE THA FIRST NATION Council:**



pp **Fred Didzema**  
Director of Lands DTFN  
Dene Tha' First Nations

**On behalf of the TOWN OF HIGH LEVEL Council:**



TOWN OF  
**HIGH LEVEL**



**Crystal McAteer**  
Mayor  
Town of High Level



TOWN OF

**HIGH LEVEL**

**Chris MacLeod**  
Deputy Mayor  
Town of High Level



TOWN OF

**HIGH LEVEL**

**Ellis Forest**  
Councillor  
Town of High Level



TOWN OF

**HIGH LEVEL**

**Mike Morgan**  
Councillor  
Town of High Level

On behalf of the MACKENZIE COUNTY Council:



Mackenzie County

**Bill Neufeld**  
Reeve  
Ward Two  
H: (780) 928-2442 C: (780) 841-1806  
bill@mackenziecounty.com



Mackenzie County

**Walter Sarapuk**  
Deputy Reeve  
Ward Eight  
H: (780) 927-4562 C: (780) 926-6384  
walter@mackenziecounty.com



*Josh Knelsen*  
**Josh Knelsen**  
Councillor  
Ward One  
H: (780) 928-0168 C: (780) 926-7405  
josh@mackenziecounty.com



*Peter F. Braun*  
**Peter F. Braun**  
Councillor  
Ward Three  
H: (780) 928-2661 C: (780) 926-6238  
peter@mackenziecounty.com



*John W. Driedger*  
**John W. Driedger**  
Councillor  
Ward Four  
H: (780) 928-2131 C: (780) 926-9410  
john@mackenziecounty.com



*Elmer Derksen*  
**Elmer Derksen**  
Councillor  
Ward Five  
H: (780) 928-3181 C: (780) 926-0451  
elmer@mackenziecounty.com



*Eric Jorgensen*  
**Eric Jorgensen**  
Councillor  
Ward Six  
H: (780) 927-4686 C: (780) 926-9605  
eric@mackenziecounty.com



**Ray Toews**  
Councillor  
Ward Seven  
C: (780) 926-7298  
ray@mackenziecounty.com



**Jacquie Bateman**  
Councillor  
Ward Nine  
H: (780) 841-0069 C: (780) 926-6526  
jacquie@mackenziecounty.com



**Lisa Wardley**  
Councillor  
Ward Ten  
H: (780) 683-2384 C: (780) 841-5799  
lisa@mackenziecounty.com

**On behalf of the COUNTY OF NORTHERN LIGHTS Council:**



**Terry Ungarian**  
Deputy Reeve  
County of Northern Lights



On behalf of the TOWN OF RAINBOW LAKE Council:



On Behalf of;  
Mayor Olorenshaw  
Town of Rainbow Lake



Deputy Mayor Farris  
Town of Rainbow Lake



Councillor Bateman  
Town of Rainbow Lake



Councillor Smith  
Town of Rainbow Lake



Paul Smith  
Regional Economic Development  
Initiative for Northwest Alberta

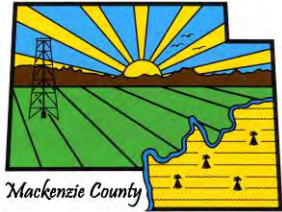


Dan Fletcher  
Regional Economic Development  
Initiative for Northwest Alberta

Cc

Honourable Shannon Phillips, Minister of Environment and Parks  
Honourable Deron Bilous, Minister of Economic Development and Trade  
Honourable Margaret McCuaig-Boyd, Minister of Energy  
Ms. Debbie Jabbour, MLA Peace River  
Mr. Tany Yao, MLA Fort McMurray - Wood Buffalo  
Mr. Wayne Drysdale, MLA Grande Prairie - Wapiti  
Mr. Chris Warkentin, MP Grande Prairie - Mackenzie  
Mr. Arnold Viersen, MP Peace River - Westlock





## *Mackenzie County*

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0  
P: (780) 927-3718 Toll Free: 1-877-927-0677 F: (780) 927-4266  
www.mackenziecounty.com  
office@mackenziecounty.com

July 27, 2016

Mr. Chris Warkentin  
Member of Parliament for Grande Prairie- Mackenzie  
10625 West Side Drive (Main Office)  
Grande Prairie, Alberta  
T8V 8E6

Dear Mr. Warkentin:

**RE: CREATING AN INTER-PROVINCIAL ORGANIZATION TO SAFEGUARD NORTHWESTERN CANADA'S WOODLAND BOREAL CARIBOU HERDS**

The recent Government announcement regarding the 1.8 million hectares of land that has been identified for caribou conservation in Northwestern Alberta came as a surprise to Mackenzie County. At Mackenzie County, as our region is already home to Alberta's largest provincial park which borders Canada's largest National Park, we understand the integral role that we already play in Canada's biodiversity conservation.

The boreal woodland caribou herds in Alberta are largely concentrated in the Northwestern region of the province in Mackenzie County. The Government's announcement is calling for 1.8 million hectares of forestry management areas; where active oil and gas dispositions, forestry harvesting, local outfitter and trapping businesses operate, to be converted into boreal woodland caribou protection land. The assumption of this designation is that restrictions imposed upon the land will limit the activity of existing mineral commitments, forestry harvesting, local businesses and overall vehicular and pedestrian access to the land. The Government is delivering the protection strategies for such land in the form of Range Plans. The Little Smokey and A La Peche woodland and mountain caribou herds in West Central Alberta are the first ranges to receive their Range

Mr. Chris Warkentin

Page 2

July 27, 2016

Plan. The draft document does outline very detailed restrictions for use, access and activity on the land for a variety of different sectors and users.

The primary focus of the Government's objective is to reclaim, restore and dramatically improve the condition of caribou habitat. To meet this objective the Government claim that disruptive activity should be significantly reduced and where possible precluded. Disruptive activity includes; industry developments, seismic exploration, forestry harvesting and recreational users who disturb prime caribou habitat, which also creates sight lines for a high number of wolves to predate on caribou. We agree that the habitat which boreal woodland caribou use must be in sufficient condition in order to increase the probability of self-sustaining herds - but at what cost? The socioeconomic repercussions of the announced caribou protection areas could have profound implications primarily for the communities in Northwestern Alberta as well as the remainder of the province.

To this end we are working towards assembling a team to consider the Conservation Use vs Industry Use Mapping recently completed by Canadian Parks and Wilderness Society (CPAWS) and by the Northern Alberta Conservation Working Group. We want to build a case showing the Province that they can meet their boreal woodland caribou conservation targets whilst having less of an impact on industry in our region. This would include consideration for the condition of the proposed woodland caribou protection land and movements of the northwestern herds, and to collate data from previous and current studies showcasing boreal woodland caribou populations and slight inter-provincial boundary migration.

Essentially, Mackenzie County requests that the province of Alberta works collaboratively with the provinces of British Columbia and the Northwest Territories to establish an inter-provincial organization. This organization would aim to consider and map the movement of the boreal woodland caribou herd(s) between the three provinces, work towards shifting the caribou protection areas further north/northwest into Northeastern British Columbia and Southern Northwest Territories, and to share the accountability for the survival of the Canadian boreal woodland caribou herds. These objectives would ensure that the Provincial and Federal Governments would still protect the targeted percentages of boreal woodland caribou habitat whilst "better-working" around existing and future industry.

We would like to invite your thoughts and comments in relation to establishing an inter-provincial organization, commitment to data-sharing, and sharing accountability of our boreal woodland caribou herds. Please contact Byron Peters, Director of Planning and Development [bpeters@mackenziecounty.com](mailto:bpeters@mackenziecounty.com)

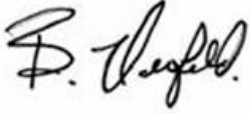
Mr. Chris Warkentin

Page 3

July 27, 2016

or Hayley Gavin, Planner [hgavin@mackenziecounty.com](mailto:hgavin@mackenziecounty.com). We hope that you give this opportunity careful consideration.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "B. Neufeld". The signature is fluid and cursive, with a large initial "B" and a long, sweeping underline.

Bill Neufeld, Reeve  
Mackenzie County

c: Arnold Viersen, Member of Parliament for Peace River-Westlock  
Standing Committee on Indigenous and Northern Affairs  
Mackenzie County Council  
Byron Peters, Director of Planning and Development





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 24, 2016</b>
<b>Presented By:</b>	<b>Fred Wiebe, Director of Utilities</b>
<b>Title:</b>	<b>Policy UT006 Municipal Rural Water Servicing</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County has been approached about the installation of a lateral waterline and most recently about connection on Foster Road east along TWP – 1081 for a total length of approximately 2300 meters to serve River Lot 6;7.

At the August 9, 2016 meeting, Council requested that administration review current policy and bring back options to the next meeting.

*That administration review Policy UT006 Municipal Rural Water Servicing and bring back possible options to the next meeting.  
CARRIED*

Administration has reviewed the policy and listed options below.

## **OPTIONS & BENEFITS:**

### **Lateral Sizing Options:**

There are many factors that will play a role in choosing the size of waterlines including current and future water demands, alignment plans (whether it loops or not), length of water line, costs, and chlorine decay. Currently our policy states that the sizing will be determined on a case by case basis and that the minimum size allowed will be 3” in diameter.

#### **1. Reduce Minimum Size:**

**Advantages:** reduce short term costs, maintain better chlorine residuals

**Disadvantages:** risk of undersized for future use, possible higher cost to Mackenzie County for upsizing as everyone will try for the minimum size.

Author: F. Wiebe Reviewed by: \_\_\_\_\_ CAO: CG

2. **Keep Minimum size at 3”:**

**Advantages:** lower risk of under-sizing, less cost to Mackenzie County or tax base for upsizing

**Disadvantages:** faster chlorine decay/more water waste in short term, increased cost to interested groups making it less feasible.

**Who installs? - Options:**

1. **Mackenzie County:**

**Advantages:** Better control on installation specs, already have process in place.

**Disadvantages:** Installation time may be higher due to tender requirements

2. **Resident(s):**

**Advantages:** Residents may be able to install quicker due to avoiding tender process.

**Disadvantages:** Would require conditions such as engineering, warranty, approval process etc. to ensure approved product which may be harder to make the costs similar to the first option anyways; working on county property (Roadways).

Initially there is the thought that cost savings could be had if residents could install the laterals themselves, however when you factor in that requirements would need to be maintained, I feel that the project costs would end up being very similar as the requirements would become similar to that of Mackenzie County installing the line.

I feel we stay the most consistent by leaving the execution of the installs within Mackenzie County full control.

**COSTS & SOURCE OF FUNDING:**

Grant funding for municipalities seem to mostly be based around regionalized systems. For farmers there is the Growing Forward 2 grant initiative where they can apply and take advantage of funding up to a maximum of \$5,000. This grant can be taken advantage of in either of the installation scenarios above.

Municipal grants are currently focused on regionalized systems, but we will continue to monitor for other grants which would make the rural water expansion more feasible.

**SUSTAINABILITY PLAN:**

Mackenzie County’s strategy within the sustainability is to bring potable water closer to residents but not necessarily provide them with rural water connections.

*Strategy C5.2 Provide additional rural potable water truck fill sites so all residents reside within 35 minutes of potable water.*

Author: F. Wiebe Reviewed by: \_\_\_\_\_ CAO: CG

**COMMUNICATION:**

Any changes to the UT006 policy would be updated on the County's website.

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

Author: F. Wiebe      Reviewed by: \_\_\_\_\_      CAO: CG

## Mackenzie County

Title	Municipal Rural Water Servicing Policy	Policy No.	UT006
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Legislation Reference	Municipal Government Act
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### **Purpose:**

Mackenzie County owns and operates multiple municipal water systems: Hamlet of Fort Vermilion, Hamlet of La Crete and Hamlet of Zama. Property owners residing or having a property outside of hamlet boundaries are desirous of gaining access to the municipal water systems, and Mackenzie County desires to make the quality potable water available to Mackenzie County rural ratepayers through introduction of the rural water system.

### **POLICY STATEMENT**

This policy is designed to set forth the general guidelines for constructing main rural water trunk lines and a process and sequence for future lateral extensions from the main water trunk lines.

Mackenzie County's rural water services to be delivered echoing the Water for Life goals:

- a) Safe, secure drinking water (public health and prosperity);
- b) Healthy aquatic ecosystems (defining and achieving healthy aquatic ecosystems);
- c) Reliable quality water supplies for a sustainable economy (balanced approach: healthy/sustainable ecosystems, the economy, human health).

Mackenzie County will make their best efforts to encourage information sharing within the Mackenzie Region, and whenever possible and feasible, seek regional water partnerships. Mackenzie County will select technologies and practices that promote water conservation.

### **GUIDELINE**

#### **Main Trunk Water Lines**

Mackenzie County shall undertake construction of the main water trunk lines in the phases as described in this policy. The County will seek provincial and/or federal funding to fund the main water trunk line construction; the remaining amount may be funded through the general municipal tax or reserves, and/or connection fees. A



long term debenture may be obtained subject to the County's policy and the regulated debt borrowing limit.

The routes of the main trunk line will be determined by the County's Council for each phase in consultations with municipal engineers and with an endeavor to achieve the most cost effective outcome:

- Phase I - From Hamlet of Fort Vermilion to Hamlet of La Crete
- Phase II - From Hamlet of La Crete - South (La Crete Saw Mill)
- Phase III - From Town of High Level – South (Ainsworth OSB Plant)
- Phase IV - From Hamlet of Fort Vermilion to Boyer
- Phase V - From Boyer to the Town of High Level
- Phase VI - From La Crete South Extension to Blue Hills

Construction of each Phase is subject to available budget as may be approved by Council on an annual basis.

### **Lateral (Extension) Construction**

In order to encourage continuing expansion of water distribution systems, a ratepayer or a group of ratepayers shall be permitted to connect a lateral extension to the County's main trunk line within this policy's guideline.

Mackenzie County may undertake construction of laterals if sufficient demand from the ratepayers is determined. The sufficient demand shall mean the construction is financially feasible and acceptable on a cost recovery basis by the affected ratepayers. While the County's intent is to establish cost recovery fees for laterals, any construction proposed to be subsidized at any rate shall be subject to available and approved County budget.

At a request of the ratepayers, Mackenzie County will facilitate a community meeting and will assist with the preparation of a business case to determine whether sufficient demand exists. Each request will be assessed on an individual basis with participation of the affected ratepayers. A combination of financial recovery instruments may be considered: connection fees, developer's contributions, offsite levies, and/or local improvement. These will be determined on a case by case basis for individual areas.

The sizing of a lateral extension line shall be determined on a case per case basis by the County. A lateral extension pipeline shall be not less than 3" (three inches) in diameter, made of acceptable material, and approved by the County.

The County may contribute funding for oversizing a line if required for future growth. This decision is at the County's sole discretion and subject to budget. An offsite levy bylaw may be established to offset the oversizing cost.

Council reserves the right to make the final decision regarding any lateral extension.

### **Other**

Mackenzie County's water service will be limited to the trickle fill water distribution in all rural areas. Trickle fill water distribution is a low pressure system that continuously fills a water holding tank based on the amount of water the property uses and is controlled by a float valve.

It is preferred that all water lines be constructed within the existing road allowances to avoid the need to obtain additional right-of-way or easements. Other options may be considered subject to the appropriate legal mechanism that shall be established securing the County's access to the lines during construction and subsequently for routine repair and maintenance; these must be appropriately registered against the applicable properties in Alberta Land Titles at no cost to the County. No financial compensation shall be provided by the County to a property owner due to a utility right-of-way easement.

### **Administrative Responsibilities**

The Chief Administrative Officer or Designate shall be responsible for monitoring compliance with this policy.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	14-Jan-14	14-01-034
<b>Amended</b>		
<b>Amended</b>		



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>August 24, 2016</b>
<b>Presented By:</b>	<b>Carol Gabriel, Interim Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

## BACKGROUND / PROPOSAL:

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

- Correspondence – Mackenzie Housing Management Board (Boreal Housing Foundation Ministerial Order)
- Correspondence – AMISK Hydroelectric Project (AHP Development Corporation)
- Correspondence – AAMDC (Bill 21: Modernized Municipal Government Act)
- Correspondence – Alberta Municipal Affairs (Follow up on the 2014 Detailed Assessment Audit)
- Correspondence – Alberta Municipal Affairs (MSI – 2014 Capital Statement of Funding and Expenditures)
- Alberta Community Resilience Program
- Tri-Council Meeting Minutes
- MMSA Monitor
- Peace Region Agricultural Service Board Conference
- EDA Course for Elected Officials
- 2016 AEMA Stakeholder Summit
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Author: CG Reviewed by: \_\_\_\_\_ CAO: CG

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

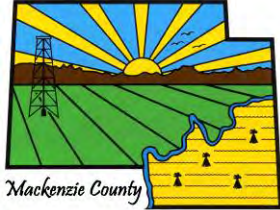
**COMMUNICATION:**

**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

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0  
P: (780) 927-3718 Toll Free: 1-877-927-0677 F: (780) 927-4266  
www.mackenziecounty.com  
office@mackenziecounty.com

August 17, 2016

Ms. Barb Spurgeon  
Chief Administrative Officer  
Mackenzie Housing Management Board  
Box 350  
La Crete, AB  
T0H 2H0

Dear Ms. Spurgeon:

**RE: BOREAL HOUSING FOUNDATION MINISTERIAL ORDER**

Mackenzie County Council reviewed the draft proposed Ministerial Order for the new Boreal Housing Foundation. Mackenzie County supports the Ministerial Order as proposed, however, requires that a section be included identifying that each member organization be responsible for the payment of honorarium and expenses of their appointed board members.

If you have any further questions please feel free to contact myself at (780) 841-1806 or our Interim Chief Administrative Officer, Carol Gabriel, at (780) 927-3718.

Yours sincerely,

Bill Neufeld  
Reeve

c: Mackenzie County Council  
Carol Gabriel, Interim Chief Administrative Officer

July 28, 2016

Mackenzie County  
CAO  
Joulia Whittleton  
4511 46 Ave  
Fort Vermilion AB T0H 1N0

Re: AHP Development Corporation — Amisk Hydroelectric Project

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Good day,

We are writing to provide an update regarding AHP Development Corporation's (AHP) proposed Amisk Hydroelectric Project (the Project) – a 370 MW run-of-river hydroelectric project that would be located on the Peace River approximately 28 km southwest of the town of Fairview and 15 km upstream of the Dunvegan Bridge on Highway 2.

We have enclosed an updated Project brochure to assist you in understanding the Project, the Project location, and application process. Also enclosed is a pamphlet providing information on public involvement in a proposed utility development by the Alberta Utilities Commission.

Please review the enclosed information. Additional information can be found on the Project website [www.amiskhydro.com](http://www.amiskhydro.com). If you would like to meet with us to discuss the project further, contact us at 1-844-287-1529 or [info@amiskhydro.com](mailto:info@amiskhydro.com).

This notice is provided in the interest of continuing open and honest communication between AHP and stakeholders.

Sincerely,



David Berrade, M. Dev.  
Stakeholder Engagement Lead  
AHP Development Corporation  
Email: [info@amiskhydro.com](mailto:info@amiskhydro.com)

RECEIVED  
AUG 5 2016

**MACKENZIE COUNTY  
FORT VERMILION OFFICE**



# AMISK

HYDROELECTRIC PROJECT



## Amisk Hydroelectric Project Update

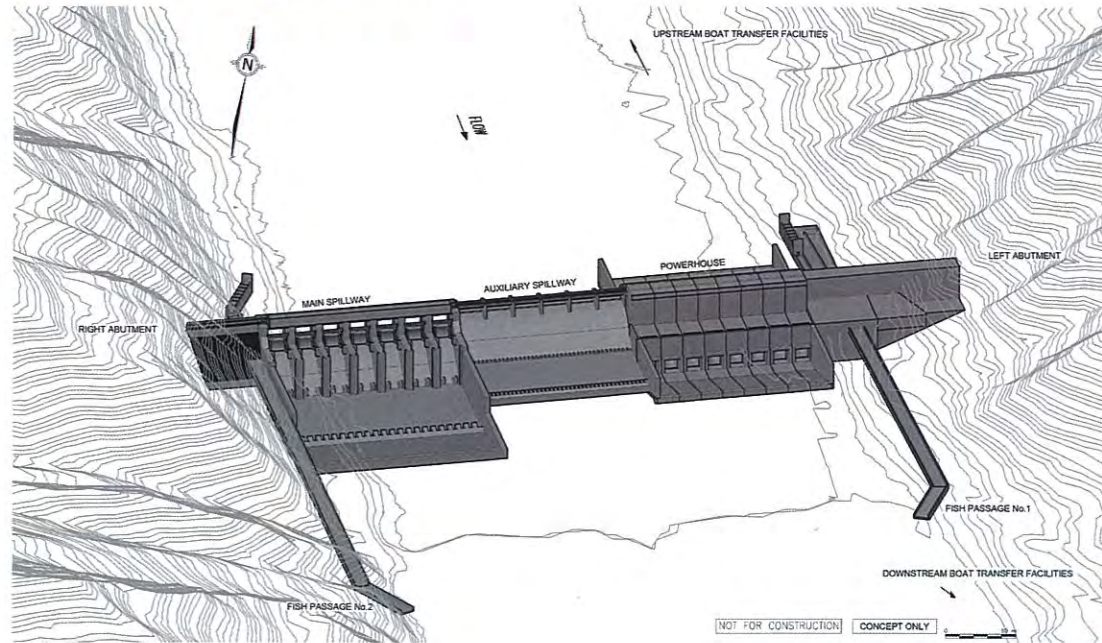
AHP Development Corporation (AHP) is providing an update on the Amisk Hydroelectric Project (“Amisk”/the “Project”). Amisk is a proposed run-of-river hydroelectric project, with an estimated maximum generating capacity of 370 MW on the Peace River in northwestern Alberta, 15 km upstream of the Dunvegan Bridge. The Project would generate approximately 2,588 GWh per year of renewable electricity, which is enough power supply for roughly 359,000 homes while producing minimal greenhouse gas emissions, in comparison to fossil fuels. The Project will result in significant revenue and jobs for the region and the province, while the resulting headpond will allow for an expansion in the type and quality of the recreational opportunities in the area.

### **The Need for Clean Energy**

The Alberta government has announced that under their Climate Leadership Plan, emissions from all coal-fired generation in the province will be eliminated by 2030. The government also announced that two-thirds of the existing 6,300 MW of coal-fired generation will be replaced with renewable generation. Most renewable generation options, such as wind and solar, are intermittent sources of electricity that are not reliable at all times of day. Amisk is the only large-scale hydroelectric project currently planned for Alberta. Given the flow regime of the Peace River, the Project will generate a dependable volume of electricity for the province.



## Updated Diagram of the Headworks



(Refer to Glossary for definitions/functions)

Based on study results, Project team evaluations and input from stakeholders, some key Project information that was released in 2015 has been updated. Updates relate largely to a potential increase of the full supply level by up to 7 metres above what was originally presented. This potential increase is being evaluated to maximize the use of the available hydrological resources without significantly changing the design of the dam structures. These updates are as follows:

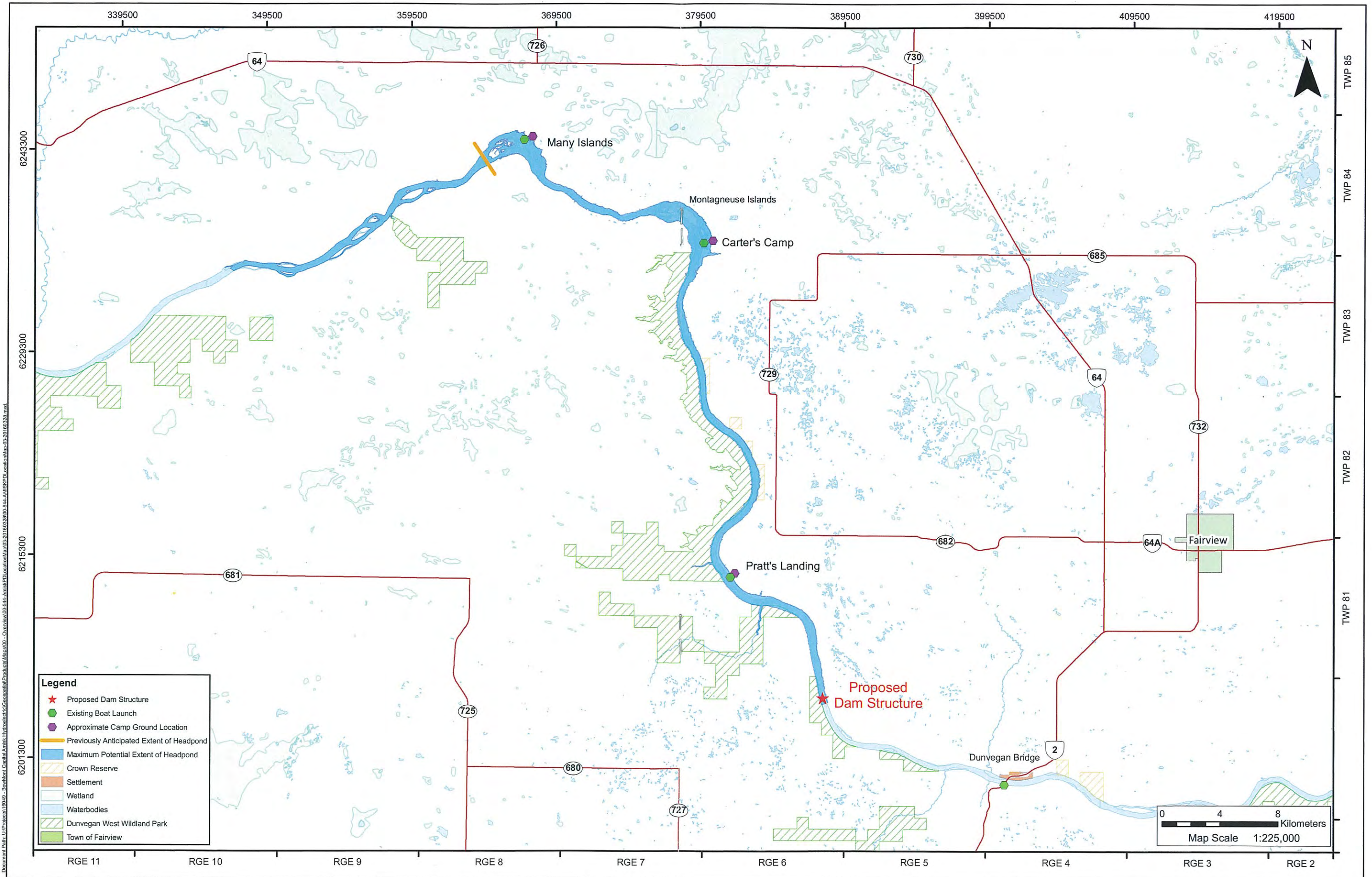
Update	2016 Information	2015 Information
Increase in Water Level at the Headworks	Currently estimated to be a maximum of 24 m.	Originally estimated to be 17 m.
Extent of Headpond	Approximately 77 km upstream and will inundate 1,625 ha of Peace River valley banks.	Approximately 50 km upstream and will inundate 800 ha of Peace River valley banks.
Dunvegan West Wildland Provincial Park	Headworks and resulting headpond will directly impact approximately 485 ha of the Park.	Headworks and resulting headpond will directly impact approximately 295 ha of the Park
Proposed Headworks Location	14-25-80-6W6 (NE bank) and extends into 16-26-80-6W6 (SW bank). (200 metres downstream of originally proposed location due to more favourable engineering conditions)	4-36-80-6W6 (NE bank) and 1-35-84-6W6 (SW bank).
Anticipated Submission of EIA	2019	2016

The Project location was selected, in part, due to the existing topography which limits environmental and social impacts. The high, steep banks of the Peace River make the Project layout more efficient and help contain the extent of flooding. As with any project of this magnitude, there are both positive and negative potential impacts that will coincide with the construction and operation phases of the hydroelectric dam and its related infrastructure. To date, portions of field programs have been performed in order to gather baseline data with additional information scheduled to be gathered in 2017 to complete the study. The current understanding of areas of potential impacts are outlined below.

Potential Impacts	Construction	Operation
Soil erosion, soil quality and quantity	◆	◆
Forestry land capability from Project inundation and infrastructure and agricultural land capability from Project infrastructure (i.e., access roads, electrical transmission lines, etc.)	◆	◆
Wildlife, wildlife habitat, changes to wildlife movement patterns, and to local biodiversity	◆	◆
Fish, fish habitat and fish movement	◆	◆
Old growth forest, rare plants and rare ecological communities, plants used for traditional use, wetlands, productive forest resources, and riparian communities	◆	◆
Traffic, noise, dust and exhaust emissions	◆	
Boat passage at headworks location during construction period due to safety concerns (5 years)	◆	
Groundwater (aggregate pit opening)	◆	
Methylmercury levels	◆	◆
Visual Aesthetics	◆	◆
Land use activities (hunting, trapping, camping, boat launches, ATVing)	◆	
Sediment and nutrient concentrations in headpond	◆	◆
Formation of the ice downstream		◆
<b>Legend:</b> 'Construction' includes construction of headworks, access roads, construction camp, electrical transmission line and switchyard, and/or aggregate pits, and inundation of the headpond 'Operations' includes power generation, access road use, transmission line operation		



# Amisk Location Map





## AHP also anticipates the following projected impacts to parks and campgrounds:

### Campgrounds

AHP anticipates that the existing recreation areas at Many Islands and at the Carter's Camp campground will be inundated but could be moved to a nearby location higher up the bank close to the new river's edge. Pratt's Landing will be inundated and will not have an option to be moved due to the steep terrain. AHP is currently evaluating options for new recreation areas on both sides of the river, both upstream and downstream of the headworks. AHP has committed to putting in place equal or improved campground opportunities before the Project becomes operational.



### Dunvegan West Wildland Park

The Dunvegan West Wildland Provincial Park (the "Park") area impacted by the Project may need to be re-designated for other land use purposes through an Order-in-Council. AHP intends to compensate for any lands withdrawn from the 21,000 ha Park. It is estimated that approximately 485 ha of the Park will be directly impacted from the Project's headpond, headworks and access roads. AHP continues to work with the Government of Alberta to achieve a win-win scenario for both the Project and for the Wildland Park conservation.

### Mitigation

To reduce the severity, of potential impacts, mitigation measures will be proposed by AHP as part of the Environmental Impact Assessment Report (EIA). The following mitigation measures are being considered: changes to Project design and construction practices, establishing spatial and temporal buffers, implementing construction and operational management plans, specialized training of workers, implementing compensation and offset plans, comprehensive environmental monitoring, and/or specific reclamation activities. AHP will continue to evaluate mitigation measures as part of the EIA.

## Regulatory Process

One EIA report will be submitted to both federal and provincial regulatory authorities that will examine the environmental, social and economic impacts of the Project, describe their significance, identify any residual impacts, and provide management plans to mitigate these impacts.

A Joint Review Panel will be appointed by both the federal and provincial governments. This review process will include hearings to allow public participation. Should the Project be approved, additional regulatory applications will be made to various municipal, provincial, and federal agencies prior to commencement of construction.



### Field Studies

AHP has performed partial baseline studies for the following aspects to be incorporated into the environmental impact assessment: air quality and noise, hydrogeology, hydrology, surface water quality, ice regime, river morphology and sediment transport, fish and fish habitat, geotechnical, terrain and soil, vegetation, wetlands, wildlife, biodiversity, transportation, historical resources, socio-economic, land use, human health, public safety, and traditional land use. Field studies are not planned for 2016, but are anticipated to continue in 2017.

## Schedule/Timelines

AHP is continuing baseline and preliminary engineering studies to form the basis for an EIA that meets Alberta Environment and Parks (AEP) and Canadian Environmental Assessment Agency (CEAA) requirements. Both the Provincial Terms of Reference and the Federal Environmental Impact Statement Guidelines are available on the Project website ([www.amiskhydro.com](http://www.amiskhydro.com)). AHP expects to submit its EIA regulatory application in 2019. Following the completion of the regulatory approval process and final design, construction could commence in 2021 with a construction time frame of approximately 5 years.

Consultation in relation to the EIA will continue through its development, submission, and review stages. Communication will be ongoing for the remainder of the Project's life-cycle.



# Glossary

**Baseline Studies** – Studies done at a preliminary stage to gather current conditions prior to further examination.

**Boat Transfer Facility** - The system to facilitate moving boats around the headworks by a land portage vehicle. The final design is still being determined.

**Dewatering** – A term used in the Navigation Protection Act to describe drying up a navigable water.

**Fish Passage** - Made up of fishways, fish-friendly turbines, and/or fish ramps that will facilitate fish passage. The final design is still being determined.

**Full Supply Level** - This is the maximum normal operating level of the surface water in the head pond. The Full Supply Level in turn affects the overall area of the head pond.

**Gated Spillway** - Will control the headpond levels and the passage of river flows through the Project.

**Headpond** - A slower and deeper section of water situated upstream, and created by the presence, of the hydroelectric facility.

**Headworks** - The physical structures of the Project in the river including the dam structure, powerhouse, and spillways.

**Hydroelectric Power** - Electricity produced from the energy found in falling or fast-flowing water.

**Hydrology** - The study of the occurrence, distribution, movement, and properties of water on and below the Earth's surface and in the atmosphere.

**Hydrogeology** – The study of subsurface water including the geology of water-bearing rocks, the chemistry, physics, and movement of groundwater, and the principles governing groundwater movement.

**Overflow Spillway** - An outlet for overflow of the headpond during flood or loss-of-power scenarios.

**Powerhouse** - The structures, machinery, and associated equipment needed for generating electric energy within a hydroelectric dam.

**Review Panel** - A panel created by the Minister of the Environment (Minister) to review the EIA if the Minister is of the opinion that a project is in the public interest.

**Run-of-River** - A term used to describe hydroelectric facilities that do not have significant long-term storage (i.e. less than 48 hour retention time).

**Sedimentation** - Occurs when particles in water settle and come to rest against a barrier.

**Switchyard** - Also called switching station; is a substation without transformers, operating only at a single voltage level and located just before the transmission line.

## Contact Us

If you have questions or would like to learn more about the Project, AHP encourages you to contact us at 1-844-287-1529 or at [info@amiskhydro.com](mailto:info@amiskhydro.com). Additionally, you can visit the Project website at [www.amiskhydro.com](http://www.amiskhydro.com).





July 29, 2016

The Honourable Danielle Larivee  
Minister of Municipal Affairs  
204 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB T5K 2B6

Dear Minister Larivee,

**RE: Bill 21: Modernized Municipal Government Act**

The Alberta Association of Municipal Districts and Counties has a unique interest in the review of the Municipal Government Act (MGA) and since the release of *Bill 21: Modernized Municipal Government Act*, has taken the opportunity to work with our members to review the legislation and develop recommendations for your consideration.

The attached document contains the AAMDC positions and comments on the various amendments to the MGA as well as positions on items that have remained unchanged.

We look forward to continuing to work with your government on next stages of this process. We thank you for your consideration of this submission and for your work on behalf of municipalities throughout Alberta.

Sincerely,



Al Kemmere  
President

cc. Brad Pickering, Deputy Minister, Municipal Affairs

# AAMDC Final Submission

## Bill 21: Modernized Municipal Government Act

July 2016



Partners in Advocacy & Business

Prepared by the Alberta Association of Municipal Districts and Counties  
2016

## Introduction

In May 2016, the Government of Alberta released *Bill 21: Modernized Municipal Government Act*. This legislation, and the *Municipal Government Amendment Act* passed in 2015, is the culmination of several years of consultations and discussion between the Government of Alberta, municipal leaders, municipal associations, and other relevant stakeholders. Throughout this process, the Alberta Association of Municipal Districts and Counties (AAMDC) has worked with its membership to ensure the rural municipal perspective is accurately reflected in the new Municipal Government Act (MGA).

Following the release of *Bill 21*, the AAMDC held five sessions across Alberta to gather input on the legislation from the rural elected and administrative officials that will be responsible for implementing the proposed changes at the local level. The AAMDC also gathered feedback from members through an online survey and a workbook.

For the purpose of this submission, the feedback received has been aggregated and analysed to consider unique contexts across the province, and to provide a comprehensive review of how *Bill 21* may impact rural municipalities. Further, this submission offers recommendations on how *Bill 21* can be improved to better meet the needs of Alberta's municipalities.

The submission is broken into four sections.

- A. AAMDC Priority Issues in Planning and Development
- B. AAMDC Priority Issues in Governance and Administration
- C. AAMDC Priority Issues in Taxation and Assessment
- D. Complete Review of the MGA Policy Changes with AAMDC Input

In the first three sections, the priority issues identified by AAMDC members through the AAMDC consultation process are discussed in each category in-depth with recommendations.

In the fourth section, a summary of the AAMDC positions on the broad policy changes presented on *Bill 21* is presented as well as with proposed changes found in *Municipal Government Amendment Act (2015)*. In some instances, municipal issues that are not addressed in *Bill 21* are discussed as possible future amendments.

The AAMDC and the Alberta Urban Municipalities Association (AUMA) have adopted a number of joint positions and recommendations. Those areas have been noted below.

## SECTION A: AAMDC Priority Issues in Planning and Development

Alberta's rural municipalities govern 86% of Alberta's landmass and are home to the majority of Alberta's primary industries. As a result, the manner in which rural municipalities plan and develop land has significant province-wide economic, environmental, and social implications. Ensuring that Alberta's rural municipalities have the tools to properly manage development and plan for the future will be key to the recovery and continued prosperity of Alberta's economy, and the sustainability of Alberta's rural communities.

### 1. Inter-municipal collaboration

Under the proposed amendments in Bill 21, municipalities will be required to develop mandatory intermunicipal mechanisms for land use planning, and for the planning, delivery and funding of regional services. This includes the requirement for all municipalities to develop an inter-municipal collaborative framework (ICF) and an inter-municipal development plan (IDP) with other municipalities with a common border. These can also be done on a regional level with three or more municipalities partnering. ICFs will identify and coordinate services that can be or are currently delivered on a regional level and lay out the delivery and funding of those services. Bill 21 outlines the minimum standards for the services that must be discussed between neighbouring municipalities.

In the proposed legislation, municipalities will be required to complete an ICF within two years with an additional year available for arbitration. Municipalities will have five years to complete IDPs.

**AAMDC Position:** The AAMDC supports regional collaboration between municipal neighbors and recognizes the need for municipalities to work collaboratively to plan, fund and deliver services. Where possible, this should be done through local decision making. Bill 21's requirement for ICFs and IDPs presents a balance between local decision making and mandatory inter-municipal collaboration by requiring municipalities to meet province-wide standards in their agreements while allowing the details to be determined locally.

In general terms, the AAMDC supports the requirement to develop ICFs and IDPs, including the allowance of regional agreements, but has identified a number of recommendations below.

**Recommendation 1:** *Extend and align the timelines for the development of ICFs and IDPs from two years with an additional year for arbitration to five years with an additional year for arbitration.*

**Rationale:** The proposed timelines to develop ICFs and IDPs are not sufficient to account for the planning requirements that need to be undertaken by rural municipalities. Whereas the majority of urban municipalities in the province will only have to complete one ICF and IDP with their rural counterpart, some rural municipalities will need to negotiate in excess of a dozen agreements. This will require considerable staff time and resources that are already committed to ongoing municipal operations.

In discussions with AAMDC members, some members indicated that the two-year timeline would be sufficient as they already have agreements in place but the timeline should reflect the needs of those without current agreements.

While the option exists to complete regional agreements that encompass three or more municipalities, these agreements are likely to be more complex and equally as demanding in terms of time and resources as individual one-to-one agreements, and there is no guarantee that urban municipalities that do not share a border with one another will be willing to participate in a regional IDP.

***Recommendation 2: Support municipalities with grants and resources***

**Rationale:** The timing requirements for ICFs and IDPs are demanding for rural municipalities and small municipalities that currently lack the in-house capacity to support these plans. The Government of Alberta should develop resources and provide grant funding to ease the burden on municipalities.

***Recommendation 3: Support municipalities with mediation resources prior to arbitration in the development of ICFs and IDPs***

**Rationale:** The Government of Alberta should support the negotiation of agreements between municipalities with mediation resources prior to the arbitration, as this is a less contentious and more affordable option than arbitration.

***Recommendation 4: Require municipalities to act in good faith in the negotiation of ICFs and IDPs***

**Rationale:** Rural municipalities are concerned that the current timelines for the development of ICFs and IDPs will incentivize some municipalities to delay or stall negotiations so they can intentionally trigger arbitration in the hope that the arbitrator will provide a favourable agreement that would not have otherwise been reached in negotiations. As such, municipalities should be required to act in good faith in these negotiations.

***Recommendation 6: Provide clear guidelines and processes for exemptions for the requirements to develop ICFs and IDPs***

**Rationale:** In a number of cases across the province, including situations where two rural municipalities share a remote boundary that has few or no



transportation linkages or services, an ICF or IDP is not required. In those instances, rural municipalities have enquired about how an exemption from an ICF or IDP can be obtained. The Government of Alberta should clearly outline guidelines and the process required to obtain an exemption.

**Recommendation 7:** *Ensure that the ICF and IDP agreements include a provision that allows rural municipalities to have a role in the planning and funding (if appropriate) lifecycle of municipal facilities that may be located in urban municipalities but serve a regional purpose.*

**Rationale:** As part of the ICF and IDP agreements, rural municipalities should be involved in the planning and funding of jointly agreed upon facilities from the outset of the planning of that facility. In the past, requests to rural municipalities for joint-funding on a facility such as a swimming pool or recreation centre have followed the construction of the facility which meant the rural municipality was not present in the initial discussions and planning of the facility that would have considered the need for the facility among broader regional needs.

**Recommendation 8:** *Specify that arbitration is binding for the five-year period as specified by the legislation, unless both parties decide to re-negotiate before those five years.*

**Rationale:** Binding arbitration is a means to ensure that negotiations conclude in a timely manner and the final agreement withstands the anticipated timeline.

## **SECTION B: AAMDC Priority Issues in Governance and Administration**

As democratic institutions and the level of government closest to the people, municipalities and municipal councils have an important role in reflecting the local perspective in municipal decisions and operations. For this reason, it is important that the governance and administrative provisions outlined in *Bill 21* empower municipalities to act in the local interest with integrity while remaining accountable and transparent to their residents.

### **1. Expanded mandate of the Alberta Ombudsman**

In Bill 21, the mandate of the Alberta Ombudsman is expanded to include oversight of municipalities. The Ombudsman will review complaints related to whether councils and administration have properly follows the policies and bylaws of a municipality.

**AAMDC Position:** The municipal associations do not support the expanded oversight of the Alberta Ombudsman; however, if this amendment is to remain, the associations are seeking the below changes:

*Jointly supported by the AAMDC and the AUMA*

**Recommendation 1:** *Provide specific definitions that ensure that the Alberta Ombudsman’s scope is limited to “procedural fairness” and include additional parameters in a Ministerial Guideline on what is in and out of scope.*

**Rationale:** As democratically elected officials, municipalities must have the ability to make decisions in the public interest provided that appropriate accountability mechanisms are in place. The scope of the Alberta Ombudsman should be limited to “procedural fairness” and to ensuring that municipalities follow their own bylaws and the MGA. The Alberta Ombudsman should not have the ability to overturn municipal decisions. Municipalities should be exempt from the Ombudsman’s powers to correct “wrongs” as outlined in the *Alberta Ombudsman Act*.

**Recommendation 2:** *Provide clear direction to municipalities about how to identify when councils may have no choice but to operate outside of existing municipal policies to deal with unexpected or unique municipal issues.*

**Rationale:** Municipal policies are a means to a specific outcome and in some instances, policies must be revised or temporarily set aside to meet that outcome and it is important that this is recognized in the context of the expanded scope of the Alberta Ombudsman.

**Recommendation 3:** *Ensure that the Ombudsman’s responsibilities and powers do not interfere or overrule employee obligations to professional standards.*

**Rationale:** Municipal employees may be employed in fields that have independent professional standards and require professional certification (e.g. assessors). The Alberta Ombudsman’s expanded mandate should not interfere with these professional standards and the enforcement of these standards as there are current processes in place to ensure compliance.

**Recommendation 4:** *Require the Ombudsman to notify the affected municipality and CAO of all complaints (even those not investigated).*

**Rationale:** When complaints are lodged against a municipality, it would be beneficial if the municipality is notified so that the municipality may take proactive corrective action and remediate the concern raised by the complainant.

**Recommendation 5:** *Develop and publically post clear parameters for what constitutes a valid complaint to the Alberta Ombudsman.*

**Rationale:** With an expansion of the Ombudsman’s mandate, the Ombudsman can be expected to receive a significant number of concerns, many of which are likely not to trigger an investigation. Public education of this role will potentially reduce some of these complaints.

**Recommendation 6:** *Review the expanded mandate of the Ombudsman after three years.*

**Rationale:** A review of the expanded mandate of the Ombudsman should be completed within three years of it coming into force to identify if it is meeting the intended outcome.

**Recommendation 7:** *Require annual reporting to the public on all matters brought forward to the Ombudsman (including complaints that were not investigated and those where no recommendations were made).*

**Rationale:** To aid in the transparency in this office, annual reporting to the public on matters brought forward to the Ombudsman will provide better public education on what matters are appropriate to bring forward to the Ombudsman in the future.

**Recommendation 8:** *Require the complainant to attempt to work with the municipality to resolve the complaint before an investigation begins.*

**Rationale:** Requiring the complainant to work with the municipality to resolve the complaint prior to an investigation may alleviate concerns and strengthen relationships at the local level while saving resources in the Ombudsman's office.

**Recommendation 9:** *The Public Participation Regulation and the new Duty of a Councillor (Section 153 (a.1)) should be specifically exempt from complaints or oversight by the Ombudsman, along with Code of Conduct matters.*

**Rationale:** Procedural fairness will be challenging to determine in those areas that are subjective, and those areas should be excluded (e.g. Public Participation Regulation and the new duty of a councillor, especially in ICF discussions.)

## **2. Municipal council code of conduct**

In the *Municipal Government Amendment Act* passed in 2015, municipal councils will be required to adopt and presumably abide by a council code of conduct. This is an item supported by the AAMDC as it will improve the functioning of councils and outline important good governance practices while ensuring ownership of the code of conduct through local development and implementation.

**AAMDC Position:** The AAMDC supports the idea of a municipal council code of conduct that has sufficient enforcement mechanisms to allow municipal councils to correct violations in the code of conduct.

**Recommendation 1:** *Allow municipalities to require prospective councillors to sign a code of conduct prior to signing candidate nomination papers.*

**Rationale:** There is some ambiguity as to how municipalities can require councillors to sign a code of conduct. Allowing municipalities to require candidates to sign the code of conduct prior to submitting their nomination

papers could ensure that elected officials will abide by the code or face sanction. This will also ensure that prospective councillors understand the expectations of the position prior to their election. However, there should be the option for each council to revisit the code of conduct and revise as needed.

**Recommendation 2:** *Clarify how municipalities can sanction councillors that breach the code of conduct.*

**Rationale:** The Government of Alberta has made it clear that municipalities will not be able to use the code of conduct to remove a councillor. This, however, leaves the door open to a wide range of other sanctions and municipalities would be well served to have clarity on what types of sanctions will be permitted.

**Recommendation 3:** *Allow municipalities to develop a councillor code of conduct that may provide unique provisions for a mayor/reeve, deputy reeve, etc.*

**Rationale:** In the *Municipal Government Amendment Act* passed in 2015, there was no distinction in the legislation between different types of elected officials (*mayor/reeve, deputy reeve, etc.*) for a code of conduct. In some cases, different elected officials on a council have different roles and responsibilities that municipalities may want to capture in a code of conduct.

**Recommendation 4:** *Where appropriate, allow for a suspension of a councillor from the council decision making process with or without pay as a penalty for a violation of the councillor code of conduct.*

**Rationale:** AAMDC members support the creation of a council code of conduct but want sufficient ‘teeth’ and enforcement to make the code of conduct relevant and useful to councils. Suspension of a councillor from the council decision making process with or without pay would be a reasonable tool to enforce the code of conduct.

Suspensions such as this should be approved by the Minister of Municipal Affairs to ensure that municipal councillors do not unfairly persecute one or more councillor.

## **SECTION C: AAMDC Priority Issues in Taxation and Assessment**

Municipalities in Alberta rely largely on property taxes to fund their core operations and capital projects. To allow rural municipalities to remain financially sustainable, the rules that govern the property tax system must be sufficiently flexible to allow municipalities the ability to adopt tax rates that reflect local needs and circumstances.

## 1. Centralization of designated industrial property assessment

In *Bill 21*, assessment of properties classified as “designated industrial property” are to be assessed by the province in a manner similar to how linear properties are currently assessed.

**AAMDC Position:** AAMDC members have expressed considerable concern about the centralization of assessment on designated industrial property because it could lead to decreased local autonomy and local knowledge of the properties being assessed. Further, municipalities are concerned that assessment will be lost or missed and that the proposed cost reductions will not materialize as municipalities retain assessors to verify provincial assessments.

The AAMDC believes there is an alternative solution that has been advanced by the Alberta Assessors Association that can address industry concerns regarding equity. This alternative solution includes the following:

- a) The development of industry guidelines and standardized training on the guidelines to municipal assessors.
- b) Assessment of a designated industrial property is carried out by local assessors.
- c) Assessments reported to a provincial ‘Assessment Commissioner’ for review and to ensure province-wide consistency.
- d) Appeals of designated industrial property to be heard by an independent appeal board.

As noted, the AAMDC does not support the centralization of assessment of designated industrial property but if it is going to continue forward, the following recommendations are proposed to strengthen the process.

**Recommendation 1:** *Amend Bill 21 to clarify that designated industrial property can apply to residential and agriculture properties only in cases where there is a mixed use on the property.*

**Rationale:** The proposed legislation allows for designated industrial property to apply to agriculture and residential properties. Amendments are required that stipulate that the designated industrial property definition may only be applied to agriculture and residential portions of properties in cases where there is mixed use on the property and the other uses include those uses under designated industrial property (regulated by AER, NEB, etc.). Standalone residential or agricultural properties should not be allowed to be defined as designated industrial property.

**Recommendation 2:** *Exempt municipalities from paying the requisition to fund the centralized assessment body if an industrial property owner does not pay their property taxes.*

**Rationale:** It is understood that the work to complete the assessment of designated industrial property is to be funded by a requisition on the mill rate similar to the system that funds the education property tax. In instances where property owners do not pay the education property tax, municipalities are still required to pay their portion to the province which has adverse financial impacts for municipalities. Should this system be used to fund the assessment of designated industrial property, municipalities should not be required to pay the requisition if property owners cannot.

**Recommendation 3:** *Allow municipalities to appeal assessments on designated industrial property completed by the province.*

**Rationale:** Since some assessments that were previously conducted by municipalities are now being done by Alberta Municipal Affairs, there are concerns that assessment values will not reflect their true values as experience and knowledge of properties is transferred to the province. Therefore, it is important that municipalities have the ability to appeal assessments on designated industrial properties if they feel that assessment values are incorrect. Should appeals be allowed, opportunities to resolve conflicts through mediation and arbitration should be preferred as opposed to the formal legal system.

**Recommendation 4:** *Ensure assessors are based throughout the province and not centralized in Alberta's metropolitan centres.*

**Rationale:** To ensure assessments conducted on designated industrial property accurately reflect their appropriate values, it is important that assessors are located throughout the province and capable of conducting assessments in person on the properties being assessed. This will alleviate some concerns raised by AAMDC members.

## **2. Maintain linear assessment distribution as status quo**

The AAMDC and its members have advocated for the maintenance of the current distribution of linear assessment and that the assessment and subsequent taxation revenue from linear properties goes towards the municipalities in which the property is located.

**AAMDC Position:** The AAMDC supports the continued distribution of linear assessment and taxation revenue in the current format.

## **3. Split mill-rate on non-residential properties**

In the current iteration of *Bill 21*, municipalities are given the powers to separate mill-rates within the non-residential property class. This is a new and important tool that allows for additional flexibility and customization of tax rates within municipalities.

**AAMDC Position:** The municipal associations strongly support the proposed change to allow for splitting the non-residential mill rate and are seeking the following changes.

*Jointly supported by the AAMDC and the AUMA*

**Recommendation 1:** Subclasses should be based on type of development, zones, cost of servicing, with the number of subdivisions and types to be determined by municipalities.

**Rationale:** The rules guiding the subdivision should be flexible and adaptable to a range of municipal needs. Municipalities should be enabled to determine the number of subdivisions and how the subdivisions operate.

**Recommendation 2:** *Explore options to allow for split non-residential mill-rates based on geographic distances.*

**Rationale:** In some areas of the province, municipalities would benefit from a geographic difference in their non-residential mill-rates. This would allow rural municipalities to elevate non-residential mill-rates near urban centres so they align better with the non-residential mill-rate of the urban municipality which would ideally reduce competition between the two. This would also allow municipalities to incentivize development throughout the municipality by lowering mill-rates in less desirable regions of the municipality. It would also allow for the municipality to lower mill-rates in areas where it is unable or unwilling to offer certain services.

**Recommendation 3:** *Provide clear and concise definitions in the regulation of possible sub-classes and steps that outline how municipalities can split the non-residential mill-rate.*

**Rationale:** Splitting the non-residential property class will be a politically difficult process for municipalities and their property tax ratepayers. A clear and concise regulation will alleviate concerns and limit conflict. The regulation should answer:

- a) Will municipalities have the powers to define where they draw the line between non-residential property classes?
- b) How many splits are allowed within the non-residential property class?

**Recommendation 4:** *Allow for some subclasses to be excluded from the 5:1 linkage (e.g., brownfields, affordable housing and vacant non-residential property).*

**Rationale:** Types of properties that are being targeted for redevelopment (brownfields, affordable housing and vacant non-residential property) should be

exempt from the ratio as to allow flexibility in how taxation tools can stimulate development.

**Recommendation 5:** *Subclasses should remain non-linked in the regulation (i.e. there should be no linkages between highest and lowest residential tax rates and no linkages between lowest and highest non-residential tax rates).*

**Rationale:** As municipalities will be bound through the 5:1 linkage, there should be no further restrictions within the sub-classes to allow flexibility to municipalities in how the subclass tax rates are set.

## 4. Expanding offsite levies

In the current iteration of *Bill 21*, the scope of offsite levies is expanded to include land, buildings for community recreation facilities, fire halls, police stations and libraries where at least thirty-percent of the benefit of the facility accrues to the new development. Where this threshold is met, developers would contribute according to the proportional benefit.

**AAMDC Position:** The AAMDC supports the expansion of the scope of offsite levies to include the land and buildings for community recreation facilities, fire halls, police stations and libraries, and in general, supports the notion that those who benefit from a facility or service should pay for that service in a manner that is proportional to their benefit. The associations are seeking the following changes:

*Jointly supported by the AAMDC and the AUMA*

**Recommendation 1:** *Expand the scope of off-site levies to include the municipal costs of provincial transportation infrastructure that supports new development.*

**Rationale:** Provincial infrastructure to service new development such as intersections and overpasses are a considerable cost and should be borne by those that benefit from that infrastructure.

This should be calculated on a proportional benefit formula though consideration could be given to modify the threshold.

**Recommendation 2:** *Revise the formula to remove the thirty-percent threshold but maintain the tie between the proportion of the benefit served by the new development and contribution of the offsite levy to fund the new infrastructure.*

**Rationale:** The proposed formula for offsite levies is a concern for smaller municipalities who would not be able to meet the threshold in their developments because their developments are often small. For this reason, the AAMDC recommends removing the threshold but maintaining the proportional connection between benefits and costs for these facilities.



**Recommendation 3:** *Enable multiple municipalities to use offsite levies to fund the same facility when new development in each of the municipalities use and benefit from the new facility.*

**Rationale:** New development in multiple municipalities often benefit from a service or facility built in one of the municipalities and therefore, there requires a mechanism to allow those municipalities to jointly fund and infrastructure through offsite levies.

**Recommendation 4:** *Allow collection of all off-site levies in a manner consistent with existing off-site levy processes.*

**Rationale:** The current collection process for off site levies is effective and should be maintained for consistency.

**Recommendation 5:** *Allow for the re-collection of levies following significant redevelopment and allow for negotiations with developers on additional levies.*

**Rationale:** Given that redevelopment projects can often exert considerable costs on municipalities for increased supporting infrastructure, municipalities need the ability to re-collect levies following significant redevelopment.

**Recommendation 6:** *Provide clear definition of the “defined benefitting area”, appeal process and the timing of when the property needs to be built.*

**Rationale:** Clear definitions and clarification around the term “defined benefitting area” will avoid conflicts between municipalities and developers.

## SECTION D: Complete Review of the MGA Policy Changes with AAMDC Input

PLANNING AND DEVELOPMENT	
<b>1</b>	<b>Intermunicipal Collaboration (ICF and IDPs):</b> To what degree would the Province determine how municipalities collaborate with one another?
<b>Current Status:</b> Cooperation between neighbouring municipalities is voluntary, with substantial variation across the province.	
<b>Proposed Status:</b> Implement mandatory intermunicipal mechanisms for land use planning, and for planning, delivery and funding of regional services in the form of Intermunicipal Collaboration Frameworks (ICFs). ICFs can be single agreements or with multiple municipalities. Mandate intermunicipal development plans (IDPs) as component of ICFs. IDPs must address land use, future development, transportation, infrastructure, service delivery, and other issues. Municipalities unable to agree on ICFs or IDPs required to go to arbitration. Minister has tools to penalize municipalities who do not abide by ICFs or IDPs.	
<b>AAMDC Position:</b> As noted above, the AAMDC supports intermunicipal collaboration and can support the requirement for inter-municipal collaborative frameworks; however, there are significant concerns regarding the timelines and ICF development process. For further detail, see the above recommendations.	
<b>Comments:</b> With the above noted recommendations, the requirement for ICFs could lead to enhanced rural sustainability as communities work together to meet regional needs. As noted, however, the opportunity for local decision making should be supported to maintain local autonomy.	

<b>2</b>	<b>Growth Management Boards:</b> To what degree should the Province determine how municipalities collaborate with one another?
<b>Current Status:</b> The Capital Region Board is the only mandatory growth management board under the MGA. The Calgary Regional Partnership is a voluntary organization that has adopted the Calgary Metropolitan Plan on the voluntary basis, but the plan only applies to participating municipalities.	
<b>Proposed Status:</b> Require growth management boards for Edmonton and Calgary regions, with a mandate to address land use planning, and planning, delivery and funding of regional services.	
<b>AAMDC Position:</b> The AAMDC recognizes the need to plan and coordinate development and services in and around Alberta's metropolitan centres but maintains that such governing arrangements should operate on a consensus basis where no one municipality has a real or de facto veto over the decision making process, and that local concerns are considered wholeheartedly in decisions.	
<b>Comments:</b> The AAMDC's <i>Finding Local Solutions</i> report argues that mandated regionalization and planning only be undertaken as a last resort under <b>all</b> of the following conditions: <ul style="list-style-type: none"> <li>▪ a basic and material regional need is not being met;</li> <li>▪ all other legitimate options have been tried and have failed to address the need;</li> <li>▪ there is agreement that a stalemate exists;</li> <li>▪ when it can be demonstrated that the benefits for the region and for the participating municipalities out-weight the costs</li> </ul>	

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Even in these instances, the content of agreements, planning documents, and the scope of any type of board or commission should be determined by municipalities involved and through consensus. In instances where disputes emerge, mediation should be encouraged and if that fails to resolve the impasse, final offer arbitration should be used to find a solution.

During previous mediations among the CRP membership, a number of decision-making models were proposed and the AAMDC believes the following two criteria best suit the needs of all municipalities involved.

- Support of at least two-thirds of the CRP's municipalities.
- Support of the member municipality whose land is adversely affected by the proposed amendment to the CMP.

<b>3</b>	<b>Municipal Development Plans:</b> Should all municipalities be required to adopt an MDP as a statutory plan?
<b>Current Status:</b> Municipal development plans (MDPs) are mandatory for municipalities with a population threshold of 3,500 or greater.	
<b>Proposed Status:</b> Require all municipalities, regardless of population size, to create an MDP.	
<b>AAMDC Position:</b> The AAMDC supports the requirement for all municipalities to have an MDP and is seeking the following changes: <ul style="list-style-type: none"> <li>▪ Municipalities should have up to five years to complete their MDP.</li> <li>▪ The province should fund AUMA and AADMC in developing additional resources and templates to assist those municipalities with capacity challenges.</li> </ul> <p><i>Jointly supported by the AAMDC and the AUMA</i></p>	
<b>Comments:</b> AAMDC members recognized that this will challenge many small municipalities including summer villages. Without sufficient resources or tools, the requirements of developing a plan could push many municipalities into dissolution. However, for many small municipalities, MDPs will not have to be extensive. There are some other concerns with these planning timelines falling during the election cycle which could impact how plans are done. Templates and resources should be available to assist in this process.	

<b>4</b>	<b>Hierarchy, Relationships, and Access to Plans (2015):</b> Should the hierarchy and relationship of statutory plans be legislated? Should the relationship of non-statutory land use plans be open and transparent to the public?
<b>Current Status:</b> Within the MGA there is no explicit hierarchy amongst statutory and non-statutory plans. The legislation indicates that <i>Alberta Land Stewardship Act</i> regional plans are paramount over municipal statutory plans and that statutory plans must be consistent with each other. The MGA has no requirement that municipalities publish or identify how their non-statutory plans relate to one another.	
<b>Proposed Status:</b> Intermunicipal development plans (IDPs) supersede municipal development plans (MDP) which supersede area structure plans (ASPs). Municipalities who adopt or utilize any non-statutory planning documents are required to publish all non-statutory planning documents and describe how those documents relate to each other and to other statutory plans.	
<b>AAMDC Position:</b> The AAMDC supports a clear hierarchy of plans that is logical and provides clarity to ratepayers and those seeking development within a municipality and is seeking the following changes:	

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<ul style="list-style-type: none"> <li>▪ Clarify the scope of “non-statutory policies” (i.e. planning documents, transportation documents, visioning documents etc.).</li> <li>▪ Clarify 638.2(2)(c), as it is unclear what kind of information is required in summarizing how the policies relate to one another.</li> </ul> <p><i>Jointly supported by the AAMDC and the AUMA</i></p>
<p><b>Comments:</b></p> <p>The AAMDC supports municipal transparency and strategic land use planning. It will be beneficial for municipalities to have an updated inventory of all their plans (statutory and non-statutory) and how they fit together.</p> <p>With respect to the hierarchy of planning, there is concern that in areas where ALSA plans have not yet been completed, municipalities may have to revise their MDPs and other plans after completion and implementation to align with ALSA plans when they are completed. This will consume additional costs and time.</p>

<b>5</b>	<b>Provincial Land Use Policies:</b> Should the Province continue to have land use policies that apply province-wide?
<p><b>Current Status:</b> Any MGA land use policies currently in effect will cease to apply, and any land use policies created in the future under the MGA will not apply, in any region that adopts an <i>Alberta Land Stewardship Act</i> (ALSA) regional plan.</p>	
<p><b>Proposed Status:</b> Continue to phase out current MGA land-use policies as new ALSA regional plans come into force. Authorize the Minister to establish new land use policies for municipal planning matters that are not included in an ALSA regional plan.</p>	
<p><b>AAMDC Position:</b> The AAMDC supports the direction outlined in Bill 21 that will see the MGA land-use policies be phased out as ALSA plans take effect and are seeking a change to specify that any legislation, regulation or policy developed under this authority shall be made in consultation with municipalities.</p> <p><i>Jointly supported by the AAMDC and the AUMA</i></p>	
<p><b>Comments:</b></p> <p>Municipalities need to have assurances that they will be engaged and able to participate in determining land use plans that include their municipalities.</p>	

<b>6A</b>	<b>Conservation Reserve</b> How should Environmental Reserve be defined? When should Environmental Reserve land be determined? Should the purpose of Environmental Reserve be expanded?
<p><b>Current Status:</b> The MGA identifies land to consider for Environmental Reserve to prevent pollution and/or provide public access to water. In practice, Environmental Reserve is typically used for land that is not suitable for development. Environmental Reserves are identified during the subdivision process.</p>	
<p><b>Proposed Status:</b> Provide clarity in the definition and purposes of Environmental Reserve land, and enable flexibility to determine Environmental Reserve earlier in the planning process. Create a new type of reserve, Conservation Reserve, to protect environmentally significant features, subject to compensation for the landowner.</p>	
<p><b>AAMDC Position:</b></p> <p><b>Conservation Reserve</b></p>	

The AAMDC supports the creation of the conservation reserve in Bill 21 provided that it continues to be a voluntary tool for municipalities to use within their own boundaries. The following recommendations are provided:

- Specify that lands identified as CR are included and are not subtracted out of the base lands for the purposes of calculating MR.
- Specify that municipalities have the ability to utilize land use bylaws to reach environmental and conservation outcomes.
- Include a provision for removing the CR designation or converting it to another use if the land is no longer ecologically significant (as is done for MR).
- Include a provision that lands identified as CR in a Statutory Plan be kept in a natural state prior to being provided to the municipality. In conjunction with that protection, substantial enforcement powers should be provided.
- Specify that compensation should be required at subdivision and that the manner of calculating compensation should be clearly outlined.
- The CR process will require an efficient dispute resolution mechanism to resolve any disagreement between the municipal planning authority and the developer with respect to the reserve boundaries.
- Clarification and definitions are provided with respect to the term ‘natural state’.
- Clarification is required in instances when CR is transferred following an annexation.

*Jointly supported by the AAMDC and the AUMA*

**Comments:**

The AAMDC and AUMA jointly recognize that conservation reserves will provide municipalities with broader authority to protect nature through the land development process as the scope spans sensitive or high-value ecological areas such as tree stands, wildlife habitat, and wetlands.

The province, rather than the municipality, should be responsible for compensation since the environmental protection of ecologically sensitive areas is a provincial issue

Concerns have arisen that land acquisition through the new conservation reserve tool may be interpreted as the “go-to” option for the management of environmentally significant features, whereas municipalities can currently also utilize land use bylaws.

The amendments should be clarified to reinforce that municipalities can continue to utilize land use bylaws to reach their environmental and conservation goals.

Additional clarification is needed with the term ‘natural state’ as this could include different interpretations.

<b>6B</b>	<b>Environmental Reserve</b> How should Environmental Reserve be defined? When should Environmental Reserve land be determined? Should the purpose of Environmental Reserve be expanded?
<b>Current Status:</b> The MGA identifies land to consider for Environmental Reserve to prevent pollution and/or provide public access to water. In practice, Environmental Reserve is typically used for land that is not suitable for development. Environmental Reserves are identified during the subdivision process.	
<b>Proposed Status:</b> Provide clarity in the definition and purposes of Environmental Reserve land, and enable flexibility to determine Environmental Reserve earlier in the planning process.	
<b>AAMDC Position:</b> The AAMDC supports the definitions and purpose of Environmental Reserves (ER) and are seeking the following changes:	

<ul style="list-style-type: none"> <li>▪ Provide a broader definition of environmental reserves to protect significant lands that have a provincial benefit.</li> <li>▪ Provide for the ability to protect some lands from development (e.g. setbacks from a stream) without compensating for them.</li> <li>▪ Harmonize the definition of body of water in MGA with the Alberta Wetland Policy and other legislation and policies.</li> <li>▪ Clarify jurisdiction on lands, such as beds and shores, adjacent to bodies of water.</li> </ul> <p><i>Jointly supported by the AAMDC and the AUMA</i></p>
<p><b>Comments:</b></p> <p>The tighter definitions of environmental reserve could create a gap for municipalities to conserve environmentally significant features (that were formerly considered as part of environmental reserve) when they do not have the funds to pay for those lands as conservation reserve.</p> <p>For example, is unclear as to whether municipalities would be able to use Environmental Reserve provisions to protect the riparian areas surrounding wetlands, which are necessary to maintain the health of these important ecosystems.</p> <p>In Bill 21, the term ‘wetland’ is not included in the definition of ‘body of water’ and therefore does not align with the Alberta Wetland Policy. Terminology and definitions should be harmonized across the province’s policies and acts to ensure consistency for municipalities.</p> <p>Currently under the Public Lands Act, the province owns most of the beds and shores of all naturally occurring lakes, rivers and streams and of all permanent and naturally occurring bodies of water. This should clearly be stated or referenced in any MGA amendments.</p>

<b>7</b>	<p><b>Incenting Brownfield Development (Tax Tools):</b> Should the MGA allow municipalities to grant special tax considerations to brownfield properties for multiple years to encourage their redevelopment?</p>
<p><b>Current Status:</b> Municipalities confirm annually any cancellation, deferral or reduction to the municipal taxes of a property through annual passing of property tax bylaw.</p>	
<p><b>Proposed Status:</b> Allow a municipal council to provide conditional property tax cancellations, deferrals, or reductions for multiple years to identify and promote redevelopment of brownfield properties.</p>	
<p><b>AAMDC Position:</b> The AAMDC supports the amendments that allow for tax cancellations, deferrals or reductions to incent brownfield redevelopment and is seeking a change to have the province forego collection of education taxes on these properties.</p> <ul style="list-style-type: none"> <li>▪ Subclasses should be based on type of development, zones/bands, cost of servicing, with the number of subdivisions and types to be determined by municipalities.</li> <li>▪ Allow for some subclasses to be excluded from the 5:1 linkage (e.g., brownfields, affordable housing and vacant non-residential property).</li> <li>▪ Ensure that regulation does not inadvertently determine categories by ownership.</li> <li>▪ Subclasses should remain non-linked in the regulation (i.e. there should be no linkages between highest and lowest residential tax rates and no linkages between lowest and highest non-residential tax rates).</li> </ul> <p><i>Jointly supported by the AAMDC and the AUMA</i></p>	
<p><b>Comments:</b></p> <p>AAMDC members are supportive of this change as it is one additional tool to incent redevelopment of brownfields. An additional area for improvement is to also allow for deferrals on the education property</p>	

tax portion of the tax bill for the owners of brownfield when municipalities allow for a deferral or cancellation on the brownfield property.

The AAMDC recommends the Government of Alberta revisit the recommendations put forward by the Alberta Brownfields Redevelopment Working Group.

<b>8</b>	<b>Affordable Housing (Inclusionary Zoning):</b> How can Municipal Affairs support improvement in the affordable housing supply in Alberta?
<b>Current Status:</b> The legislation is silent on affordable housing initiatives and provides municipalities with limited powers to require affordable housing.	
<b>Proposed Status:</b> Enable inclusionary zoning as an optional matter within municipal land use bylaws. In some instances, money in place of inclusionary housing will be permitted.	
<p><b>AAMDC Position:</b> The AAMDC supports the amendments to improve inclusionary zoning and is seeking the following changes:</p> <ul style="list-style-type: none"> <li>▪ Developers and the province should contribute towards the offsets and the cost of affordable housing.</li> <li>▪ Define “affordable housing”</li> </ul> <p><i>Jointly supported by the AAMDC and the AUMA</i></p>	
<p><b>Comments:</b></p> <p>AAMDC members recognized that affordable housing is more likely to impact urban communities than rural areas but it will remain an optional tool for rural municipalities, especially those pursuing more traditionally urban residential development. The AAMDC also supports the cash-in-lieu option for municipalities.</p> <p>Additional clarification is required to properly define ‘affordable housing’ as this may vary among municipalities.</p>	

<b>9</b>	<b>Strengthening Impartiality of Planning and Development Appeal Boards:</b> What requirements, if any, should the province place on municipal appeal board members through legislation to reduce bias or perception of bias?
<b>Current Status:</b> Municipal councillors and public members sit on subdivision and development appeal boards (SDABs) but may not form the majority of the Board.	
<b>Proposed Status:</b> Prohibit municipal councillors from a single municipality forming the majority of SDAB. An immunity clause has been added to protect SDAB members. It indicates that members of a SDAB are not personally liable for anything done in good faith and will not be liable for costs in respect to an application for permission to appeal or an appeal.	
<p><b>AAMDC Position:</b> The AAMDC supports the amendments to membership of MGA-referenced appeal boards and are seeking the following changes:</p> <ul style="list-style-type: none"> <li>▪ Amend 454.11(2)(b) to allow for the majority of members of a hearing panel to be councillors outside of the formalized regional appeal board, provided that this majority is a result of the inclusion of councillors from other municipalities.</li> <li>▪ Exemptions should be made available for unique circumstances where board recruitment efforts have been exhausted.</li> </ul> <p><i>Jointly supported by the AAMDC and the AUMA</i></p>	
<b>Comments:</b>	



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Many AAMDC members have noted that it is difficult to attract and retain members and that there should be a provision that exempts a municipality if in its due diligence, they cannot find replacements, they can be allowed to have a council majority or allow the MGB to take over that role.

It was generally recognized that this may force municipalities to work together on SDABs and that this may be something to recommend municipalities to consider in their ICF discussions with regional neighbours.

<b>10</b>	<b>Sub-Division Appeal Board (SDAB) Training (2015):</b> How should the Province ensure that local subdivision and development appeal boards are knowledgeable about their roles and responsibilities?
<b>Current Status:</b> Subdivision and Development Appeal Board (SDAB) members can voluntarily access training but are not required to do so. Training can be locally developed and delivered.	
<b>Proposed Status:</b> SDAB members are required to complete a training program in accordance with a regulation to be developed by the Minister.	
<b>AAMDC Position:</b> The AAMDC supports training for SDAB members and supports provincial support in the provision of this training. Additionally, given the similarities between SDAB functions and training for LARBs and CARBs, the AAMDC recommends that some form of credit be given to those individuals who have completed similar training.	
<b>Comments:</b> Positive feedback was received on this issue though the costs to provide the training was raised as a concern. Efforts should be made to streamline training requirements and for the Government of Alberta to develop resources and tools that can be delivered in a low-cost manner.	

<b>11</b>	<b>Decision Making Timelines for Development Permits:</b> What should be the timelines for the review, decision, and approval of subdivision and development permit applications in the MGA?
<b>Current Status:</b> The MGA specifies the timelines for issuing decisions and lodging appeals for subdivision and development applications.	
<b>Proposed Status:</b> Maintain existing decision timelines for most municipalities, but allow additional time to determine whether an application is complete. Allow cities and larger municipalities to pass a bylaw outlining different timelines.	
<b>AAMDC Position:</b> The AAMDC supports the changes to the decision making timelines and the allowance for municipalities to take more time to determine whether an application is complete. The AAMDC supports the changes to the decision making timelines, but would recommend that the allowance for municipalities to determine their own timelines be based on a population measure (e.g. 15,000). <i>Jointly supported by the AAMDC and the AUMA</i>	
<b>Comments:</b> Allowing for additional time to determine whether an application is complete is a valuable amendment to the development review process as in the past, many complex development proposals were not able to be reviewed in the allotted time and extensions are commonly needed. With the proposed option for large cities and specialized municipalities to outline their own timelines, all efforts should be made to find reasonable consistency between timelines in different municipalities.	



Other types of municipalities (besides cities and specialized municipalities) have an appropriate level of knowledge and sophistication, and complexity in the development applications received, to adopt their own decision timelines. Further, these municipalities also experience rapid growth and therefore this flexibility should be based on population or growth rate, not type of municipal structure.

<b>12</b>	<b>Municipal Reserve and School Reserves:</b> What types of reserve land should be dedicated during subdivision? How should the reserve land amounts be calculated?
<p><b>Current Status:</b> Up to 10 per cent of the land can be dedicated as Municipal Reserve (MR), School Reserve (SR) or Municipal and School Reserve (MSR). Up to an additional 5 per cent may be dedicated as MR, SR or MSR if the development meets a certain density requirement. Calculation of MR, SR and MSR occurs after Environmental Reserve (ER) lands have been dedicated. There is no indication on whether MR, SR or MSR is calculated before or after roads and utilities are dedicated.</p>	
<p><b>Proposed Status:</b> No legislated changes.</p>	
<p><b>AAMDC Position:</b> The AAMDC is asking that this matter be included in the MGA amendments and are seeking the following changes to how municipal and school reserves are administered, including expanding the range of allowable uses to increase flexibility in the use of those lands:</p> <ul style="list-style-type: none"> <li>▪ Enable municipalities to take up to 15 per cent reserve or provide for the option of cash-in lieu.</li> <li>▪ Mandate joint use agreements and articulate criteria to ensure these agreements: define a process for acquiring land for future schools, define standards for school sites, articulate responsibilities for site development and maintenance, contain stipulations regarding joint use of facilities and playing fields, articulate a process for dispute resolution, and contain a mechanism for regular review.</li> <li>▪ In instances of significant redevelopment, municipalities should have the ability to rededicate reserve lands.</li> </ul> <p><i>Jointly supported by the AAMDC and the AUMA</i></p>	
<p><b>Comments:</b></p> <p>The AAMDC is anticipating future discussions with Alberta Education to potentially alleviate concerns with respect to school reserves and municipalities.</p> <p>For municipal reserves, municipalities should be enabled to determine appropriate uses within their jurisdictions in order to best meet their needs. This should include public use and public-private partnership use that is complementary to public use and aligns with ‘municipal purposes’ as identified by the council.</p>	

<b>13</b>	<b>Regional Pooling of Municipal Taxes or Grant Revenues:</b> Should there be mandatory sharing of municipal tax revenues from non-residential development? If so, should redistribution of revenues be at the municipal, regional, or Provincial level?
<p><b>Current Status:</b> Funding for regional initiatives or inter-municipal transfers are done on a voluntary basis.</p>	
<p><b>Proposed Status:</b> No mandated pooling of regional taxes. However, municipalities will have to work with their municipal neighbours to ensure the planning, delivery, and funding of regional services is addressed through an inter-municipal collaborative framework.</p>	
<p><b>AAMDC Position:</b> As a general principle, the AAMDC does not support regional pooling of municipal taxes or grant revenues, and therefore, supports the province’s maintenance of the status quo on this item.</p>	

**Comments:**

The AAMDC supports cost-sharing as opposed to revenue-sharing.

**14**

**Bodies of Water:** Should the definition of bodies of water be changed?

**Current Status:** Currently, the MGA does not have a clear definition of “Body of Water”

**Proposed Status:** Bill 21 proposes a change to the definition of water body. The proposed definition of water body:

- a permanent and naturally occurring body of water, or
- a naturally occurring river, stream, watercourse or lake.

**AAMDC Position:** Ensure alignment in Bill 21 with regard to wetlands with the Alberta Wetland Policy and support the term “wetland” being added to the definition of water body to allow improved policy alignment for land-use planning and environmental consideration at the local level.

Provide definitions of ‘jurisdictional’ be clarified on the ownership and party responsible for lands adjacent, such as beds and shores, to bodies of water.

*Jointly supported by the AAMDC and the AUMA*

**Comments:** For municipalities to be prudent land managers, there must be consistency in the regulations and legislation for bodies of water, wetlands, etc.

<b>GOVERNANCE AND ADMINISTRATION</b>	
<b>15</b>	<b>Provincial-Municipal Relationship (Preamble):</b> Should the province legislate municipal and provincial roles and responsibilities?
<b>Current Status:</b> The partnership between the Province and municipalities is implied but not explicitly mentioned in the MGA or other legislation. Roles and responsibilities are not legislated.	
<b>Proposed Status:</b> A preamble will be incorporated into the MGA to describe the partnership relationship between the province and municipalities.	
<b>AAMDC Position:</b> The AAMDC supports the inclusion of a preamble in the MGA and believes it is a strong recognition of the role municipalities play in Alberta. <i>Jointly supported by the AAMDC and the AUMA</i>	
<b>Comments:</b> The inclusion of a preamble that illustrates our partnership is a positive step in building a collaborative relationship between the Government of Alberta and municipalities. However, in order to be meaningful, the principles in the preamble must be acted upon by the province in their day-to-day interactions with municipalities.	

<b>16</b>	<b>Enforcement of the MGA:</b> Should the existing mechanism for the oversight of municipalities be maintained, or should some other legislated mechanism be introduced.
<b>Current Status:</b> Enforcement is at the local level, through the courts, or in certain circumstances, by the Minister.	
<b>Proposed Status:</b> Expand the mandate of the Alberta Ombudsman to include oversight of municipalities and to respond to complaints about municipalities. The Ombudsman will review cases to ensure actions and decisions were fair and consistent with relevant legislation, policies and procedures.	
<b>AAMDC Position:</b> The AAMDC does not support the expanded oversight of the Alberta Ombudsman; however, if this amendment is to remain, the AAMDC is seeking the following changes: <ul style="list-style-type: none"> <li>▪ Include additional parameters in a Ministerial Guideline on what is in and out of scope regarding an issue of administrative fairness.</li> <li>▪ Include a 3-year review of these provisions as a trial period.</li> <li>▪ Require annual reporting to the public on all matters brought forward to the Ombudsman (including complaints that were not investigated and those where no recommendations were made).</li> <li>▪ Require the Ombudsman to notify the affected municipality and CAO for all complaints (even those not investigated).</li> <li>▪ Require the complainant to attempt to work with the municipality to resolve the complaint before an investigation begins.</li> <li>▪ The Public Participation Regulation and the new Duty of a Councillor (Section 153 (a.1)) should be specifically exempt from complaints or oversight by the Ombudsman, along with Code of Conduct matters</li> <li>▪ Provide clear direction to municipalities about how to identify when councils may have no choice but to operate outside of existing municipal policies to deal with unexpected or unique municipal issues.</li> </ul>	

<ul style="list-style-type: none"> <li>▪ Ensure that the Ombudsman’s responsibilities and powers do not interfere or overrule employee obligations to professional standards.</li> </ul> <p><i>Jointly supported by the AAMDC and the AUMA</i></p>
<p><b>Comments:</b></p> <p>The AAMDC believes that the current enforcement and accountability mechanisms in the MGA are typically effective. The inclusion of additional mechanisms should meet a demonstrated gap in the existing tools and not place municipalities at risk of being exposed to frivolous or unwarranted complaints that could cause an administrative burden or unnecessary tension between the municipality and ratepayers.</p> <p>AAMDC members expressed concern about the expansion of the Alberta Ombudsman’s powers to include oversight of municipalities. Subjecting municipal decision-making and administrative processes to the oversight of the Ombudsman may compromise municipal autonomy and provide an additional avenue for those unhappy with a council’s decision, rather than the process followed, to overturn or delay the implementation of that decision. Additionally, even if the municipality is found not at fault, the launching of an investigation by the Alberta Ombudsman can erode public trust in an elected council.</p> <p>Municipalities should have the ability to go before the Ombudsman to present meeting minutes or supporting documentation in instances where a complaint is being heard.</p> <p>It is the AAMDC’s current understanding that the Minister will have final approval over any corrective action. This is an important addition into this process.</p>

<b>17</b>	<p><b>Councillor Responsibilities:</b> Should the <i>Municipal Government Act</i> (MGA) establish minimum standards for council orientation and training of municipal elected officials? Should the MGA require municipalities to adopt a councillor code of conduct?</p>
<p><b>Current Status:</b> The MGA does not require council or administration orientation or training. The MGA does not require municipalities to adopt a councillor code of conduct.</p>	
<p><b>Proposed Status:</b> Require all municipalities to offer elected officials orientation training following each municipal election, including by-elections. Municipalities will be required to adopt a councillor code of conduct based off minimum standards outlined in a regulation.</p>	
<p><b>AAMDC Position:</b> The AAMDC supports the amendments that require the offering of training for municipal councillors following elections and by-elections and that councils to adopt a code of conduct. The AAMDC recommends the following additions:</p> <ul style="list-style-type: none"> <li>▪ Require attendance of the orientation mandatory within the MGA.</li> <li>▪ Amend the <i>Local Authorities Election Act</i> (LAEA) to require prospective councillors to sign the code of conduct when they sign their nomination papers.</li> <li>▪ Amend the LAEA to also require mandatory orientation be completed <u>before</u> a candidate can file a nomination form. This would include an acknowledgment of having read and understood the council code of conduct.</li> </ul> <p><i>Jointly supported by the AAMDC and the AUMA</i></p>	
<p><b>Comments:</b></p> <p>AAMDC members support the inclusion of codes of conduct and councillor training as proactive tools to support councils in making educated and collaborative decisions. However, a lack of detail on how codes of conduct will be mandatory for democratically elected officials, as well as consequences if codes of conduct and/or training requirements are ignored result in speculation as to how effective each tool would ultimately be in strengthening councils.</p>	

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The code of conduct must be adopted in a manner that does not demean or exclude people from council, and must not be a bar to entry. The code of conduct's ultimate purpose must be to provide strong governance to a municipality.

The AAMDC has been identified as an avenue to highlight best practices for AAMDC members and will look to work with the Government of Alberta on in this process.

<b>18</b>	<b>Strategic Corporate Planning (2015):</b> Should the MGA place more onus on municipalities to plan for the future, by requiring the development, implementation, and updating of tools such as business plans, strategic plans, asset management plans and longer-term financial plans?
<b>Current Status:</b> Municipalities are not required to develop multi-year capital and operating plans.	
<b>Proposed Status:</b> Municipalities must prepare a financial operations plan over a period of at least three years. Each municipality must prepare a capital plan over a period of at least five years. The Minister may develop a regulation respecting financial plans and capital plans.	
<b>AAMDC Position:</b> The AAMDC supports the strategic corporate planning requirements within the MGA with the request that planning tools and resources be made available to municipalities.	
<p><b>Comments:</b></p> <p>AAMDC members support the creation and implementation of multi-year operating and capital plans, both for improving planning and administration in their own municipalities, and for improving the viability of small urban municipalities. Despite this, there is concern around how these planning requirements will align with mandatory intermunicipal planning, particularly for small municipalities with limited capacity.</p> <p>There are additional concerns raised that municipalities cannot develop multi-year financial plans without a knowledge of long-term future grants and reliable provincial funding. For this reason, it is important the municipalities have long-term sustainable funding.</p>	

<b>19</b>	<b>Voluntary Amalgamation (2015):</b> Should voluntary amalgamation be enabled?
<b>Current Status:</b> The MGA currently does not readily enable voluntary amalgamation, and does not fully address all amalgamation scenarios.	
<b>Proposed Status:</b> Following instances where an amalgamation process is initiated, whether voluntary or other, a report must be completed that reflects the results of the negotiations, and must be approved by the council of the initiating municipality. The other municipality must either: 1) approve the report through resolution by the other municipality's council, or 2) provide comments in the report why it is not approving the report.	
<p><b>AAMDC Position:</b> The AAMDC supports the streamlining of the voluntary amalgamation process, subject to support from the councils and public of all participating municipalities and are requesting further changes to expedite the process for voluntary amalgamation involving contiguous municipalities. For example, a municipal petition could trigger a plebiscite for an amalgamation.</p> <p><i>Jointly supported by the AAMDC and the AUMA</i></p>	
<p><b>Comments:</b></p> <p>In voluntary amalgamations, steps should be taken to streamline the process of amalgamation. As opposed to mandating a plebiscite for amalgamations which can often come at considerable cost, the municipal associations support the use of a petition to trigger a plebiscite on an amalgamation.</p>	

<b>20</b>	<b>Non-contiguous amalgamation (2015):</b> Should non-contiguous amalgamation be permitted under the MGA?
<b>Current Status:</b> Non-contiguous amalgamation is not permitted under the MGA.	
<b>Proposed Status:</b> Non-contiguous amalgamation is permitted among summer villages that share the same body of water.	
<b>AAMDC Position:</b> The AAMDC supports non-contiguous amalgamations for summer villages on a common body of water.	
<b>Comments:</b> AAMDC members are supportive of non-contiguous amalgamations for summer villages on a common body of water, but not for other municipalities.	

<b>21</b>	<b>Annexations (2015):</b> What conditions should municipalities be required to meet before an annexation application is accepted?
<b>Current Status:</b> Annexation proposals are reviewed by the Municipal Government Board but there is no regulation or guiding principles to govern annexations.	
<b>Proposed Status:</b> The Minister may create a regulation that specifies the procedure when an annexation request is refused.	
<b>AAMDC Position:</b> The AAMDC supports the creation of an annexation regulation that will provide clear guidelines for when and if an annexation is an appropriate measure to manage growth and development. In all instances, annexation and other boundary changes should be viewed as a last resort after other collaborative efforts have been exhausted.	
<b>Comments:</b> AAMDC members are supportive of the development of a regulation around annexations, although it was difficult to form a strong position given the fact that details are not yet available. There is a sense among members that the current annexation process often puts rural municipalities in a defensive position against what they often perceive as unjustified attempts by urban municipalities to grow outwards. Under ideal circumstances, the proposed regulation will reduce contested annexations while maintaining annexations as a tool for municipalities with a legitimate need to grow. This outcome may also be achieved through the development of ICFs/IDPs. Additional concerns have been raised regarding the needs for clear annexation timelines and a process that doesn't neutralize land for years while decisions are heard. The timeline for projected growth in an annexation should be justified and capped at 20 years.	

<b>22</b>	<b>Public Engagement and Notification (2015):</b> What requirements should municipalities have to engage and notify their residents?
<b>Current Status:</b> Municipalities can engage with public as they see fit, with some requirements. Municipalities must also notify residents through newspaper/mail and other methods	
<b>Proposed Status:</b> The Minister can establish regulations guiding engagement policies and notification that will require municipalities to pass by-laws establishing how they notify and engage with the public.	
<b>AAMDC Position:</b> The AAMDC supports the approach to public notification and engagement that was featured in the <i>Municipal Government Amendment Act (2015)</i> .	
<b>Comments:</b>	

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AAMDC members were generally supportive of the modernization of public engagement and notification requirements, as long as adequate flexibility was included to allow municipalities to adapt to local circumstances and capacities.

Clarification was provided that these specific provisions do not relate to a municipality’s relationship with First Nations or Indigenous communities unless those communities are within the jurisdiction (a neighborhood or hamlet) of the municipality.

<b>23</b>	<b>Municipally Controlled Corporations:</b> What role, if any, should Municipal Affairs have in the establishment and operation of municipally controlled corporations?
<b>Current Status:</b> Municipalities require the approval of the Minister of Municipal Affairs to establish a municipally controlled for-profit corporation.	
<b>Proposed Status:</b> Allow municipalities to establish municipally controlled for-profit corporations without specific permission, but legislate requirements regarding the allowable scope of these corporations and the transparency of their formation and operation.	
<p><b>AAMDC Position:</b> The AAMDC supports the amendments with respect to municipally controlled corporations and are seeking the following changes:</p> <ul style="list-style-type: none"> <li>▪ Expand to encompass corporations owned by multiple municipalities and not just corporations owned by a single municipality.</li> <li>▪ Allow new and existing Regional Services Commissions to have the same ability to form and to be amended without requiring permission from the Minister.</li> </ul> <p><i>Jointly supported by the AAMDC and the AUMA</i></p>	
<p><b>Comments:</b></p> <p>This is a positive change as it allows greater local autonomy in the formation of municipally controlled corporations. It streamlines the process and provides greater flexibility and less onerous requirements for the creation and acquisition of for-profit corporations. Given the trend towards intermunicipal collaboration and regional service delivery – and the benefits that can be derived by increasing economies of scale through a regional approach – it is important that the Act recognize ownership by multiple municipalities.</p>	

<b>24</b>	<b>Open Council Meetings (2015):</b> Should municipal councils have expanded flexibility to meet in private or be required to increase transparency for council deliberation?
<b>Current Status:</b> The MGA requires councils to hold meetings in public, unless the purpose is to discuss specific matters as permitted under the <i>Freedom of Information and Protection of Privacy (FOIP) Act</i> . There is no definition of “council meeting” in the MGA.	
<b>Proposed Status:</b> Rules will be clarified for when meetings can go “in-camera”. A meeting can only be closed following a resolution and the resolution must state why it is being closed. The Minister will create a regulation on closed meetings for councils and council committee meetings.	
<b>AAMDC Position:</b> The AAMDC supports the proposed changes to the opening and closing of council meetings as featured in the <i>Municipal Government Amendment Act (2015)</i> .	
<p><b>Comments:</b></p> <p>AAMDC members are supportive of creating more consistency around when and how meetings can be closed to the public. The current status often leads to inconsistent standards around transparency. The regulation guiding meetings should ensure that informal get-togethers and retreats are not considered council meetings and should be exempt for FOIP.</p>	



<b>25</b>	<b>Petitioning Processes (2015):</b> Does the MGA provide appropriate requirements for municipal petitions?
<b>Current Status:</b> The MGA mandates petition sufficiency based on specific requirements that include a specific percentage of eligible signatories and time limits for completion.	
<b>Proposed Status:</b> The CAO will have 45 days, instead of 30, to declare to council or the Minister that a petition is valid. A bylaw can be introduced to change the percentage rules for petitions, allow residents to remove their names, allow for electronic submissions, and extend the timelines for submissions. Information collected through petitions must only be used to validate the petition. Residents will be able to use an email on a petition. Provincial inspections of municipalities can be triggered through petitions.	
<b>AAMDC Position:</b> The AAMDC supports the proposed changes to the petitioning process as featured in the <i>Municipal Government Amendment Act (2015)</i> .	
<b>Comments:</b> The AAMDC is supportive of enabling local flexibility in setting the standards for what constitutes a valid petition. The use of electronic petitions is also generally supported, although some concerns were expressed related to validating the identities of signatories to electronic petitions. The regulation for petitions should set a maximum and minimum threshold for the percentages of signatures needed to validate a petition. Additional clarification is required around who can be a commissioner of oaths as in some instances, this role has been unclear and improperly used.	

<b>26</b>	<b>Municipal Structures:</b> How should municipal types/structures be determined and enforced?
<b>Current Status:</b> Population and land density are the determining factors in categorizing municipalities (cities, towns, rural municipalities, etc.); however, municipalities choose what structure type they request the Minister to grant them.	
<b>Proposed Status:</b> No legislative changes.	
<b>AAMDC Position:</b> The AAMDC supports the maintenance of the status quo with respect to how municipal structures are determined.	
<b>Comments:</b> No comments	

<b>27</b>	<b>Municipal Viability:</b> Should the MGA establish minimum thresholds for measuring municipal viability, and include a mechanism to address situations where municipalities do not meet the thresholds?
<b>Current Status:</b> The Municipal Sustainability Strategy (MSS) focuses on providing capacity building support to municipalities, and on a more proactive and inclusive viability review process to assist municipalities in assessing and making choices about their long-term future sustainability.	
<b>Proposed Status:</b> No legislative changes.	
<b>AAMDC Position:</b> The AAMDC recommends changes to the viability process for municipalities in Alberta to ensure that the process is proactive and designed to prevent dissolutions.	



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<p>The AAMDC is seeking a change so that the MGA explicitly states that there will be predictable, long-term funding for municipalities so that they can be sufficiently resources to carry out their core responsibilities and be sustainable and viable.</p>
<p><b>Comments:</b></p> <p>AAMDC members expressed concern that there were no changes to the current viability review process, especially related to the use of viability review tools to proactively prevent dissolutions. As rural municipalities almost always take responsibility over dissolved municipalities and the associated debts and deficits that they had no role in accruing, a greater provincial role in monitoring the status of municipalities before the reach the point of dissolution would assist in supporting municipal viability.</p> <p>With the current grant programs provided by the province, municipalities cannot be assured that the province will meet its commitments to provide funding</p> <p>It is inappropriate for the province to require municipalities to create long term financial plans (i.e., three year operating and five-year capital) when municipal revenue sources can fluctuate widely from year to year depending on last minute changes relating to provincial grants or the downloading of a provincial responsibility to municipalities. These challenges are further complicated by the new ICF requirements where municipalities must enter into long term funding agreements for infrastructure and services without knowing what their ability to fund will be.</p> <p>As municipalities cannot have a deficit operating budget, they must be assured of their revenue streams so that their expenditures are managed accordingly.</p>

<b>28</b>	<p><b>Consultation with Municipalities:</b> Should the province be required to consult with municipalities on issues where there is a high likelihood that a decision could substantively impact municipal operations?</p>
<p><b>Current Status:</b> The MGA does not require the province to consult with municipalities.</p>	
<p><b>Proposed Status:</b> No legislative changes.</p>	
<p><b>AAMDC Position:</b> The AAMDC is seeking a change so that the MGA specifies that the Government of Alberta engage in meaningful consultation with municipalities regarding any legislative or regulatory change with a substantial municipal impact and must provide at least three years notice of any reduced funding to municipalities before it takes effect.</p>	
<p><b>Comments:</b></p> <p>Municipalities cannot be accountable for land use planning and the provision of infrastructure and services when we do not know what the province is considering in terms of its economic, social and environmental policies.</p> <p>Involving municipalities would allow the province to better appreciate the consequences of its policies on municipalities.</p> <p>As well, the lack of engagement creates inefficiencies and makes it challenging to provide services. Further, there is currently an inconsistency that municipalities are being required to develop public participation plans, but the province is not.</p> <p>A minimum three-year notice period for any funding changes would ensure that municipalities have appropriate information needed to prepare their required three-year operating and five-year capital plans.</p>	

<b>29</b>	<p><b>Duty of a Councillor:</b> Should the MGA establish the duties of a councillor?</p>
<p><b>Current Status:</b> The MGA outlines duties of a councillor.</p>	

<p><b>Proposed Status:</b> The duty of a councillor has been expanded to include working collaboratively with other municipalities.</p>
<p><b>AAMDC Position:</b> The AAMDC supports the expansion of councillor duties to include the promotion of intermunicipal collaboration, as long as there is clarity regarding the hierarchy of a councillor’s duties (i.e., between a municipality’s interests and regional interests).</p>
<p><b>Comments:</b> The municipal associations support intermunicipal collaboration and feel that the added wording supports the expanded expectation to work collaboratively across municipal boundaries.</p>

<p><b>30</b></p>	<p><b>Increased Inspections:</b> Should the inspection powers of the Minister of Municipal Affairs be expanded?</p>
<p><b>Current Status:</b> The MGA outlines the scope and mandate of the minister’s ability to investigate municipalities.</p>	
<p><b>Proposed Status:</b> The Minister will be able to require an inspection for any matter connected with the management, administration or operation of any municipality including:</p> <ul style="list-style-type: none"> <li>a) the affairs of the municipality,</li> <li>b) the conduct of a councillor or of an employee or agent of the municipality, and</li> <li>c) the conduct of a person who has an agreement with the municipality relating to the duties or obligations of the municipality or the person under the agreement.</li> </ul>	
<p><b>AAMDC Position:</b> The AAMDC is requesting that the reference to (c) relating to conduct of a third-party contractor be removed. As well, modifications are required so this does not contradict requirements for code of conduct reviews.</p>	
<p><b>Comments:</b> The new inspection powers appear to be too expansive, as the powers will include inspection of a municipality because of the actions of an employee or independent contractor. The MGA does not govern the behaviour of third party contractors to a municipality; therefore, municipal inspections should not be allowable based on their conduct. Further, codes of conduct will include the conduct of a councillor and include sanctions and consequences. Therefore, additional enforcement measures for the conduct of councillors are unnecessary. Any Ministerial inspections will need to be aligned and consistent with what is set out in the Code of Conduct regulation.</p>	

<p><b>31</b></p>	<p><b>Review of the MGA:</b> How often should the MGA be reviewed?</p>
<p><b>Current Status:</b> The MGA does not outline when the MGA should be reviewed.</p>	
<p><b>Proposed Status:</b> No legislative changes.</p>	
<p><b>AAMDC Position:</b> The municipal associations support mandated regular reviews of the MGA and suggest a ten-year review period.</p>	
<p><b>Comments:</b> Regular reviews of the MGA are required to ensure the legislation continues to meet the evolving needs of municipalities.</p>	

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Provisions within the MGA will need to be reviewed and revised regularly, to ensure it keeps pace with governance requirements and changing municipal needs. Further, changes to the appeals processes may create court decisions and precedents that are contrary to the intent of the legislation. Providing periodic reviews allows for making adjustments as required.

The MGA should be reviewed every ten years with minor amendments passed on an as needed basis in consultation with municipalities and their associations.

<b>32</b>	<b>Joint and Several Liability:</b> Should joint and several liability be changed for municipalities?
<b>Current Status:</b> Joint and several liability remains for municipalities which can result in disproportionate costs to municipalities.	
<b>Proposed Status:</b> No changes were made to the MGA regarding joint and several liability as the matter was referred to the Minister of Justice and Solicitor General.	
<p><b>AAMDC Position:</b> The AAMDC calls for further amendments to the MGA and/or other relevant legislation that protect municipalities from liability for damages caused by a municipality responding in good faith to emergencies or providing services to its region unless the municipality is grossly negligent.</p> <p>Amendments required:</p> <ul style="list-style-type: none"> <li>▪ Protect municipalities from liability for damages caused by a municipality acting in good faith to provide infrastructure and services unless the municipality is grossly negligent.</li> <li>▪ Provide a limitation period for any person claiming compensation arising from a road closure.</li> <li>▪ Reform joint and several liability, particularly in the areas of contribution shortfall and the creation of a minimum threshold of liability prior to the application of joint and several liability principles.</li> </ul>	
<p><b>Comments:</b></p> <p>The system of joint and several liability allows a person who was harmed or wronged by several parties to be awarded damages from any one, several, or all of the liable parties. Because municipalities are seen as an easy target given their access to financial resources, they are often included as defendants in lawsuits even where the level of municipal liability is extremely low (e.g. one per cent liable). If other defendants are unable to pay, the municipality will be in the position of paying the entire judgment. This issue comes up frequently with regard to linking municipal road maintenance and design to auto accidents.</p> <p>Reform is necessary to ensure that municipalities are not required to make financial restitutions that are disproportionate to their liability if co-defendants are unable to pay.</p>	

<b>TAXATION AND ASSESSMNT</b>	
<b>33</b>	<b>Linear Assessment and Taxation:</b> Should there be changes to the collection of municipal property tax revenue from linear properties?
<b>Current Status:</b> Tax revenues from linear assessment flow to the municipality in which the property is located.	
<b>Proposed Status:</b> No substantive legislative changes though railways are now considered linear property. Linear tax revenues from linear assessment will continue to flow to the municipality in which the property is located. Requirement for intermunicipal collaborative frameworks will ensure appropriate regional planning, services, and funding of those services.	
<b>AAMDC Position:</b> The AAMDC supports the maintenance of the status quo with respect to the distribution of linear assessment.	
<b>Comments:</b> AAMDC members are pleased to see that the revenue generated from linear assessment and taxation will remain in the municipalities that the property is located within; however, members recognize that discussions around the redistribution of linear tax dollars will take place within the context of ICF discussions. The AAMDC is concerned that with linear property falling under the “designated industrial property” (DIP) class, alterations in the regulated rate for these properties could lead to a decrease in linear revenues, which would have adverse impacts on rural municipalities. The AAMDC supports supplemental assessment on linear property and will await further information on how this will be accomplished.	
<b>34</b>	<b>Economic Competitiveness (Linking Residential and Non-Residential Tax Rates):</b> Should a minimum ratio between residential and non-residential tax rates be legislated?
<b>Current Status:</b> Municipalities are free to set non-residential and residential tax rates independent of one another.	
<b>Proposed Status:</b> Establish a minimum ratio of 5:1 between non-residential and residential municipal property tax rates. Municipalities with ratios beyond 5:1 will be grandfathered (the existing ratio will be allowed to remain in place). If municipalities that are grandfathered want to increase their non-residential mill rate, they will also have to raise their residential mill rate in a proportional manner.	
<b>AAMDC Position:</b> While noting that this change does limit local autonomy and flexibility in setting mill-rates, the AAMDC recognizes the proposed changes as reasonable and acceptable.	
<b>Comments:</b> AAMDC members are generally accepting of the linkage between the residential and non-residential property class recognizing that the grandfathering provisions and 5:1 ratio are better than alternative proposals put forward by other stakeholders.	
<b>35</b>	<b>Splitting the non-residential property classes:</b> Should municipalities be permitted to establish and set different property tax rates for sub-classes of non-residential property?

<p><b>Current Status:</b> Municipalities do not have the authority to split the improved non-residential property assessment class into sub-classes in order to levy different tax rates against different types of improved non-residential property.</p>
<p><b>Proposed Status:</b> Allow the non-residential property class to be split into sub-classes and taxed at different rates as defined in regulation. These tax rates will be subject to the maximum ratio limitation on all tax rates.</p>
<p><b>AAMDC Position:</b> The AAMDC strongly supports the proposed change to allow for splitting the non-residential mill rate and is seeking the following changes:</p> <ul style="list-style-type: none"> <li>▪ Subclasses should be based on type of development, zones/bands, cost of servicing, with the number of subdivisions and types to be determined by municipalities.</li> <li>▪ Allow for some subclasses to be excluded from the 5:1 linkage (e.g., brownfields, affordable housing and vacant non-residential property).</li> <li>▪ Ensure that regulation does not inadvertently determine categories by ownership.</li> <li>▪ Subclasses should remain non-linked in the regulation (i.e. there should be no linkages between highest and lowest residential tax rates and no linkages between lowest and highest non-residential tax rates).</li> </ul> <p><i>Jointly supported by the AAMDC and the AUMA</i></p>
<p><b>Comments:</b></p> <p>The municipal associations are supportive of the splitting of the non-residential property class as it will provide an additional tool to municipalities to promote economic development and ensure that the tax rates placed on businesses are proportional to the impacts that they have on municipal infrastructure, services and planning.</p> <p>The rules guiding the subdivision should be flexible and adaptable to a range of municipal needs and municipalities should be enabled to determine the number of subclasses and how the subclasses operate.</p>

<b>36</b>	<b>Centralized Industrial Assessment:</b> Should all industrial property be centrally assessed?
<p><b>Current Status:</b> The application of definitions and valuation methodologies are varied due to the complex nature of regulating industrial properties. Assessment of these properties is currently separated between municipalities and the province.</p>	
<p><b>Proposed Status:</b> Centralize all industrial property assessment within Municipal Affairs. Recover costs associated with centralized assessment from industrial property owners. Assign jurisdiction for appeals related to industrial property to the MGB.</p>	
<p><b>AAMDC Position:</b> The AAMDC opposes the centralization of assessment for designated industrial property as noted above.</p>	
<p><b>Comments:</b></p> <p>AAMDC members have expressed considerable concern about the centralization of assessment on designated industrial property because it could lead to decreased local autonomy and local knowledge of the properties being assessed. Further, municipalities are concerned that assessment will be lost or missed and that the proposed cost reductions will not materialize as municipalities retain assessors to verify provincial assessments.</p> <p>The AAMDC believes there are alternative solutions that have been advanced by the Alberta Assessors Association that can address industry concerns regarding equity throughout the province. They include:</p>	

- a) The development of industry guidelines and standardized training, and the provision of training on the guidelines to municipal assessors.
- b) Assessment of a designated industrial property is carried out by local assessors.
- c) Assessments reported to a provincial body ‘Assessment Commissioner’ for review and to ensure province wide consistency.
- d) Appeals of designated industrial property to be heard by an independent appeal board.

<b>37</b>	<b>Fairness for Urban Farms (Assessment of Farm Buildings):</b> How should farm buildings be assessed?
<b>Current Status:</b> In rural municipalities, farm buildings are fully exempt from assessment, while in urban municipalities, they are assessed at 50 per cent of their market value for agricultural use.	
<b>Proposed Status:</b> Exempt all farm buildings in both rural and urban municipalities from assessment.	
<b>AAMDC Position:</b> The AAMDC supports the changes to the assessment on urban farm buildings as a means to level the playing field and remove the disparity between those farming in an urban area versus a rural area.	
<b>Comments:</b> The AAMDC does not have significant concerns with the change to the assessment of farm buildings; however, it was noted that this will impact urban municipalities and could have impacts in terms of their revenue sources. This should be something rural municipalities should be aware of as they discuss ICFs and IDPs. The AAMDC recognizes that this may impact future annexations as agriculture producers will not face an increase in their assessment if they are absorbed by an urban municipality. This may reduce the resistance by those producers to be annexed.	

<b>33</b>	<b>Assessment of Farmland Intended for Development:</b> How should farm land intended for development be assessed and taxed?
<b>Current Status:</b> Farmland is assessed and taxed annually at its agriculture use value until the year in which it is converted to non-farm use.	
<b>Proposed Status:</b> Farmland will be assessed at market value once the land is no longer used for farming operations. The definition of farming operation will be updated through regulation to include the triggers that indicate when land is no longer farmed.	
<b>AAMDC Position:</b> The AAMDC supports the amendment to ensure that the assessment of farmland intended for development fairly reflects the true uses of the land and are seeking a change to specify that land must be actively farmed in order to be considered as farmland. <i>Jointly supported by the AAMDC and the AUMA</i>	
<b>Comments:</b> AAMDC members did not raise any significant concerns about this issue but noted that the definition of farming operations should be revised and clarified. In the regulation, it was noted that a possible solution could be to identify two triggers that could signal the need to change the assessment of the property: 1) the removal of topsoil; and 2) the approval to re-zone the property.	

<b>38</b>	<b>Funding New Development (Offsite Levies):</b> What municipal purposes and infrastructure should offsite levies be collected and used for? How should offsite levies be calculated?
<p><b>Current Status:</b> Offsite levies can be used for sanitary sewer, storm sewer, roads, and water infrastructure in new developments.</p>	
<p><b>Proposed Status:</b> Expand the scope of offsite levies to include land, buildings for community recreation facilities, fire halls, police stations and libraries where at least thirty-percent of the benefit of the facility accrues to the new development. Where this threshold is met, developers would contribute according to the proportional benefit.</p>	
<p><b>AAMDC Position:</b> The AAMDC supports the expansion of the scope of offsite levies to include the land and buildings for community recreation facilities, fire halls, police stations and libraries, and in general, supports the notion that those who benefit from a facility or service should pay for that service in a manner that is proportional to their benefit. The associations are seeking the following changes:</p> <ul style="list-style-type: none"> <li>▪ Remove the 30 per cent benefit threshold.</li> <li>▪ Allow collection of all off-site levies in a manner consistent with existing off-site levy processes.</li> <li>▪ Provide clear definition of the “defined benefitting area”, appeal process and the timing of when the property needs to be built.</li> <li>▪ Allow for the re-collection of levies following significant redevelopment and allow for negotiations with developers on additional levies.</li> <li>▪ Allow for regional and intermunicipal offsite levies.</li> <li>▪ Allow offsite levies to cover municipal costs associated with provincial infrastructure supporting new development such as highways and overpasses.</li> </ul> <p><i>Jointly supported by the AAMDC and the AUMA</i></p>	
<p><b>Comments:</b></p> <p>The expansion of off-site levies to include land, buildings for community recreation facilities, fire halls, police stations and libraries is a welcome addition to the MGA. These items are important community infrastructure items that support ‘complete communities’. However, there is an additional need for offsite levies to apply to provincial infrastructure and in particular, highways and overpasses that support new development.</p> <p>As noted, the thirty-percent threshold should be removed; however, the AAMDC supports maintaining the tie between the proportion of the benefit served by the new development and contribution of the offsite levy to fund the new infrastructure. This will ensure that smaller municipalities are not penalized for their inability to meet the thirty-percent threshold. Removing the 30 per cent clause will enable municipalities to charge as they deem appropriate, as is done with current offsite levies (where a proportional amount is utilized).</p> <p>Given that redevelopment projects can often exert considerable costs on municipalities for increased supporting infrastructure, municipalities need the ability to re-collect levies following significant redevelopment.</p> <p>Intermunicipal offsite levies should be considered as a tool to increase collaboration under ICFs. Lastly, AAMDC members have noted that different types of development warrant a different level of service and for industrial properties, fire stations tend to have more extensive requirements and this must be accounted for in the regulation.</p>	

<b>39</b>	<b>Access to Assessment Information for Assessors and Property Owners:</b> What information sharing should be required of assessors and property owners, and how might shared information be used by the recipient?
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**AAMDC Bill 21: Modernized Municipal Government Act – Final Submission**

<p><b>Current Status:</b> The MGA outlines requirements for sharing of assessment information, but stakeholders have indicated that the MGA provisions are not sufficiently clear in some cases.</p>
<p><b>Proposed Status:</b> Clarifies the information requirements for both assessors and property owners without increasing the scope of the information required. This will be done by enhancing regulation-making authority and providing detailed direction in a best practices guide.</p>
<p><b>AAMDC Position:</b> The AAMDC supports the Government of Alberta’s proposed changes relating to access to assessment information, as they will increase clarity and consistency for both assessors and property owners.</p> <p><i>Jointly supported by the AAMDC and the AUMA</i></p>
<p><b>Comments:</b></p> <p>The AAMDC supports greater clarity for assessment information as a means to provide for an efficient assessment process.</p>

<b>40</b>	<p><b>Assessment Complaints:</b> How should complaint timelines, awarding of costs, assessment complaint corrections, agent authorization and judicial appeals be treated?</p>
<p><b>Current Status:</b> Local Assessment Review Boards hear business tax and business improvement area levy complaints. The assessor may not make corrections to an assessment under complaint. An assessed person must seek leave to appeal, and then an appeal must proceed before the case can be judicially reviewed.</p>	
<p><b>Proposed Status:</b> Composite Assessment Review Boards (CARBs) hear business tax and business improvement area levy complaints. The assessor may make corrections to an assessment that is under complaint without assessment review board ratification or withdrawal of the complaint. ARB decisions may be appealed at Court of Queen’s Bench by judicial review only.</p>	
<p><b>AAMDC Position:</b> The AAMDC supports the transfer of assessment complaints to CARBs.</p> <p>The AAMDC supports the ability for an assessor to make corrections to an assessment that is under complaint.</p> <p>The municipal associations support a regular review of the changes to the Leave to Appeal step in the appeals process to ensure it meets its intended outcome.</p> <p><i>Jointly supported by the AAMDC and the AUMA</i></p>	
<p><b>Comments:</b></p> <p>The proposed changes are reasonable and should ensure that complaints are well founded. Additionally, the ability to revise assessments under complaint may alleviate concerns identified by property owners that led to the initial complaint. Ideally, this will improve the complaint process by allowing for issues to be revised prior to reaching appeal boards.</p>	

<b>41</b>	<p><b>Municipal Taxation Powers:</b> Should municipalities be granted authority to levy new and broader types of taxes?</p>
<p><b>Current Status:</b> Municipal taxation powers are: property tax, business tax, special tax, well drilling equipment tax, business revitalization zone tax, local improvement tax, as well as fees and levies. The sharing of provincial revenues with municipalities is non-legislated, and is administered through the grants model.</p>	
<p><b>Proposed Status:</b> No legislative change.</p>	



**AAMDC Position:** The AAMDC is seeking a change so that the MGA enables expanded revenue tools through a wider variety of taxes and levies as well as increased flexibility in the current tools available to municipalities so that they can manage growth pressures and unique challenges in their communities.

*Jointly supported by the AAMDC and the AUMA*

**Comments:**

The AAMDC supports long-term sustainable funding for municipalities which could be realized through different means including an expansion of the revenue tools available to municipalities. This could also be realized through the expansion of grant programs and statutory transfers from other levels of government.

While municipalities currently have access to a limited range of revenue generating tools, not all of these tools are suitable for all municipalities due to differences in size, location, and demographics. As well, not all municipalities have access to the same economic base from which to draw revenues. Additional and more innovative funding mechanisms are required so that all communities regardless of location or size can deliver high quality services and infrastructure to their citizens.

Prospective additional tools that municipalities would otherwise seek to use often lead to costly and time consuming legal challenges given ambiguous wording in the legislation, which deters municipalities from taking advantage of the full suite of resources the province appears to believe they have access to. In addition, municipalities' main source of revenue – property tax – is already at capacity in many communities and cannot be increased without downloading an undue burden on ratepayers. This effect is compounded by the refusal of the province to vacate the education property tax requisition.

Further, a lack of legislated certainty for municipal funding has implications ranging from challenges in providing services, to the inability to budget for infrastructure, which creates asset management issues.

**42**

**Education Property Taxes:** Should the Province continue to require municipalities to collect the education property tax? If yes, should municipalities be reimbursed for administrative costs associated with collecting and submitting the education property tax?

**Current Status:** Education property taxes are collected by municipalities and transferred to the Province.

**Proposed Status:** No legislative change.

**AAMDC Position:** The AAMDC supports amendments to the MGA to exempt municipalities from paying for the education property tax requisition on delinquent or defunct property owners, as this places an unfair burden on municipalities due to circumstances beyond their control. These amendments should include all properties.

*Jointly supported by the AAMDC and the AUMA*

**Comments:**

AAMDC members argued that municipalities should either have the tools to collect unpaid education property taxes in a cost-effective manner, or they should be exempt from paying that portion of the requisition.

Further, AAMDC members have noted that municipalities should not be administering education property tax as it is another 'download' to municipal governments. The current arrangement removes tax room for municipalities and limits their flexibility to collect revenue

**43**

**Provincial Revenue Sharing:** Should the Province commit to legislated revenue sharing with municipalities?

<b>Current Status:</b> The province does not commit a legislated amount of funding to municipalities.
<b>Proposed Status:</b> No legislative change.
<b>AAMDC Position:</b> The AAMDC supports long-term sustainable funding for municipalities and would support a legislated link between municipal funding and provincial revenue streams to provide stable funding that is also reflective of the ebbs and flows of the provincial economy.
<b>Comments:</b> No comments.

<b>44</b>	<b>Property Tax Recovery Tools:</b> What changes or tools should municipalities have to recover unpaid taxes?
<b>Current Status:</b> The MGA provides limited means for municipalities to recover taxes that are unpaid.	
<b>Proposed Status:</b> No legislative change.	
<b>AAMDC Position:</b> The AAMDC supports stronger property tax recovery tools and an exemption from paying the education property tax requisition on behalf of delinquent or defunct property owners. <i>Jointly supported by the AAMDC and the AUMA</i>	
<b>Comments:</b> AAMDC members raised numerous concerns that the current tax recovery tools available to municipalities are not sufficient, especially in light of the economic conditions of the province. This issue is also directly related to the lack of changes in the education property tax requisitions that need to be paid regardless of whether the property owner paid the tax (see item 38). The province must either exempt non-paid taxes as part of the education property tax requisition or give municipalities the tools to collect those taxes at a reasonable cost to the municipality. A significant challenge for municipalities are leases on Crown lands and the inability to hold any party to account for unpaid taxes in those instances.	

<b>45</b>	<b>Responsibility for Costs Associated with Dissolution:</b> Who should carry the burden of costs associated with dissolution?
<b>Current Status:</b> The absorbing municipality tends to carry the debits and infrastructure deficits of dissolved municipalities despite having no say in the decisions that created the liabilities. Some grants are available to offset costs.	
<b>Proposed Status:</b> No legislative change.	
<b>AAMDC Position:</b> That the province, following dissolution, fund all of the costs of the infrastructure deficit and liabilities of the absorbed municipality and provide such funds to the receiving municipality. <i>Jointly supported by the AAMDC and the AUMA</i>	
<b>Comments:</b> AAMDC members remain concerned that the current Municipal Sustainability Strategy (MSS) and the costs associated with absorbing municipalities deemed non-viable are remaining status quo. AAMDC members have noted that the extensive planning demands put forward in the MGA are going to stress small towns and villages and may increase dissolutions, and that the MSS process is already struggling to meet the needs of Alberta's communities. As a principle, the absorbing municipality should not be responsible for the debts and liabilities of the dissolved municipality because in most instances, the absorbing municipality had no voice in the	

**AAMDC Bill 21: Modernized Municipal Government Act – Final Submission**

creation of those debts and liabilities, and the absorbing municipality does not have the option not to accept the dissolved municipality. Though differential millrates may be applied to the dissolved municipality’s property owners to offset some of the cost, often the property owners of the absorbing municipality are required to cover a portion or all of the cost.

To ease the planning requirements on municipalities, the Government of Alberta should develop tools, templates and other resources to reduce the demands on small communities and use the MSS Strategy as a tool to proactively prevent dissolutions, rather than facilitate the process after a dissolution is inevitable.

<b>46</b>	<b>Industrial Property Assessment:</b> Should changes be made to the industrial property assessment definitions, timing, valuation or appeals?
<b>Current Status:</b> Industrial properties are valued using regulated rates and procedures, and using definitions not updated since 1995.	
<b>Proposed Status:</b> No legislative change.	
<b>AAMDC Position:</b> The AAMDC recommends updating the valuation criteria outlined in the Minister’s Guidelines for machinery and equipment, as these have not been updated to match current technology. Companies should be required to register any name changes with the local municipality to allow for greater tracking for tax notices.	
<b>Comments:</b> AAMDC members have identified concerns with the immediate depreciation on M&E assessment. At the time it was brought in, it was to incentivize development but this may no longer be needed and if so, it could be dealt with on the taxation side of the equation through the split mill-rate provisions.	

<b>47</b>	<b>Farmland and Farm Residences:</b> Should farm residences continue to receive a level of exemption?
<b>Current Status:</b> Farm properties receive an assessment exemption on farm residences that are based on the total assessed value of any owned or leased farm land. The purpose and amount of this exemption has not been updated since the 1980s. This exemption does not apply to residences on acreages. Assessment for farm land is assessed at its agriculture value based on the regulated rate formula.	
<b>Proposed Status:</b> No legislative change.	
<b>AAMDC Position:</b> The AAMDC supports the status quo with regard to the exemption for farm residences and the maintenance of the regulated rate on farmland.	
<b>Comments:</b> The AAMDC supports the exemption for farm residences and the regulated rate on farmland though discussions on revisiting the formula for the regulated rate may be prudent to ensure it is equitable to municipalities and property owners and reflects current farm practices.	

<b>48</b>	<b>Intensive Agriculture Operations:</b> How should farm buildings that are used for intensive farming operations be assessed?
<b>Current Status:</b> Assessment for farm land including those used for ‘intensive agriculture operations’ is assessed at its agriculture value based on the same regulated rate formula for non-intensive farms.	

<b>Proposed Status:</b> No legislative change.
<b>AAMDC Position:</b> The AAMDC support an enabling amendment to the MGA that allows for a voluntary levy to be levied on intensive agriculture. The details of the levy should be determined through a regulation developed in partnership with commodity groups. <i>Jointly supported by the AAMDC and the AUMA</i>
<b>Comments:</b> AAMDC has long supported agriculture as the heart of our rural municipal communities and believes that it will continue to be one of the industries to carry our provincial economy well into the future. It is recognized that as agriculture evolves, the impacts on some municipalities that are home to the large and intensive operations also change. Traffic impacts due to multiple heavy loads travelling to large or intensive operations often are required on roads that were never designed this type of traffic. The AAMDC supports a voluntary levy that municipalities can use to collect fees from intensive agricultural producers to help offset infrastructure costs related to heavy hauling and repetitive heavy hauling from intensive agriculture activities. Please see the additional submission made by the AAMDC as part of the Intensive Agriculture Operations Working Group process.

<b>49</b>	<b>Airport Property Assessments:</b> How should airport terminals be assessed?
<b>Current Status:</b> Airport terminals are assessed at market value.	
<b>Proposed Status:</b> No legislative change.	
<b>AAMDC Position:</b> The AAMDC supports the status quo.	
<b>Comments:</b> <i>No comments.</i>	

<b>50</b>	<b>Assessment Complaints Process:</b> Are timelines within the assessment complaints provisions appropriate?
<b>Current Status:</b> A property owner may file an assessment complaint within 60 days of an assessment notice being sent.	
<b>Proposed Status:</b> No legislative change.	
<b>AAMDC Position:</b> The AAMDC agrees generally to the changes to the assessment complaints and specifically, with respect to the shift of complaints related to business taxes and business improvement area levies from local authority review boards to composite authority review boards, as well as the allowance for assessors to correct assessment under complaint. The AAMDC is seeking a change to specify a regular review of the in addition to a specific, regular (i.e. two to three year) review of the removal of the Leave to Appeal step in the appeals process to ensure it meets its intended outcome. <i>Jointly supported by the AAMDC and the AUMA</i>	
<b>Comments:</b> The proposed changes appear reasonable and should ensure that complaints are well founded. Additionally, the ability to revise assessments under complaint may alleviate concerns identified by property owners that led to the initial complaint. Ideally, this will improve the complaint process by allowing for issues to be revised prior to reaching appeal boards	

<b>51</b>	<b>Condition and Valuation Dates:</b> Are the condition and valuation dates of different types of property set appropriately?
<b>Current Status:</b> For all property other than linear property, the condition date is December 31 and the valuation date is July 1. The reporting (condition) date of linear property is October 31.	
<b>Proposed Status:</b> The condition and valuation date of designated industrial property is October 31.	
<b>AAMDC Position:</b> The AAMDC supports the shift of the condition and valuation date for designated industrial property to October 31 and supports aligning condition and valuation dates for different types of property to ensure that more assessment complaints can be heard prior to setting tax rates. The AAMDC also supports the changes to supplemental assessment for linear property.	
<b>Comments:</b> Currently, for all property other than linear property, the condition date is December 31 and the valuation date is July 1. The reporting (condition) date of linear property is October 31. Aligning the dates for different types of property would ensure that more complaints can be heard prior to setting the tax rates.	

<b>52</b>	<b>Tax and Assessment Exemptions:</b> Should changes be made to grants in lieu of taxes, non-assessable/taxable properties, and assessments non-profit/community organizations?
<b>Current Status:</b> Currently, exemptions on assessment or taxes are offered to certain properties that provide a public or social good, or are operated by the provincial government.	
<b>Proposed Status:</b> No legislative change.	
<b>AAMDC Position:</b> The AAMDC supports a focused review of the Grants in Place of Taxes (GIPOT) program that would consider the array of criteria and valuation standards appropriate for basing any GIPOT program to ensure the program meets the intended outcome.	
<b>Comments:</b> There were no specific comments related to exemptions remaining status quo in the MGA.	

Aug 3, 2016

Ms. Carol Gabriel  
Interim CAO  
Mackenzie County  
PO Box 640  
Fort Vermilion, Alberta  
T0H 1N0

Dear Ms. Gabriel:

Re: Follow up on the 2014 Detailed Assessment Audit

In the spring of 2015, the Assessment Services Branch conducted a detailed audit in Mackenzie County. The objective of the detailed assessment audit was to provide the Minister and the municipality an unbiased opinion as to the quality of the assessments on the 2014 tax roll, and to review the practices and procedures used in the valuations.

A copy of the report, including its findings and recommendations, was sent to your municipality on June 17, 2015.

The Assessment Services Branch has completed a follow up review and we would like to inform you that your municipality is in compliance with all of the recommendations made in the report except for the following recommendation:

*For machinery and equipment property, it is recommended that the assessor discontinue the practice of rounding equipment costs and ensure that sufficient records are kept to validate those entries.*

The assessor has requested an additional year to complete this recommendation as many sites will have to be re-inspected as part of this process. This recommendation will be followed up on again in 2017.

I extend my appreciation to the assessor and the staff of the municipality for their cooperation during the course of the audit. Should you or the council have any questions about the audit or the report, please feel free to contact me at 780-638-4019.

Sincerely,



Rory Badger  
Assessment Auditor

cc: Randy Affolder, Assessor

RECEIVED  
AUG 11 2016

MACKENZIE COUNTY  
FORT VERMILION OFFICE



AR86285

August 4, 2016

Ms. Carol Gabriel, Interim Chief Admin. Officer  
Mackenzie County  
PO Box 640  
Fort Vermilion, Alberta T0H 1N0

Dear Ms. Gabriel:

Thank you for submitting the Municipal Sustainability Initiative (MSI) - 2014 Capital Statement of Funding and Expenditures (SFE).

This letter confirms that the municipality's certified SFE has been submitted as required. We have reviewed your report and are satisfied that the reporting requirements of the MSI Memorandum of Agreement have been met. All reported projects have been accepted by the Minister.

Attached is the 2014 Certification Summary Report, which is based on the municipality's reported amounts.

In addition, the funding agreement states that you agree to allow the Minister and/or his agents, including but not limited to, the Auditor General of Alberta, and representatives of the Province of Alberta, access to the project site; any engineering drawings or documents; any books of accounts relating to funding, earnings, and expenditures claimed under this agreement; and any other such project related documents as deemed necessary by the Minister in performing an audit of the projects undertaken under this agreement. All project related documents shall be kept for a minimum of three years following completion of the project.

If you have any questions, please contact a compliance advisor by dialing 310-0000 toll-free, then 780-427-2225.

Sincerely,



*for* Janice Romanyshyn  
Executive Director  
Grants and Education Property Tax

Attachment

RECEIVED  
AUG 10 2016

MACKENZIE COUNTY  
FORT VERMILION OFFICE

**MUNICIPAL SUSTAINABILITY INITIATIVE (MSI)**

**Program Year 2014  
Capital Certification Summary  
Mackenzie County  
As at December 31, 2014**

Closing Balance: \$2,305,927  
 2014 Allocation: \$3,455,382  
 Interest Earned: \$25,581  
**Total Available: \$5,786,890**

(1) MA Project No.	(2) Project Name	(3) Status of Project	(4) Ministry Accepted MSI Amount	(5) Total Reported MSI Applied To Date	(6) Remaining Ministry Accepted MSI Amount	(7) Previous and Current Year Qualifying Project Costs to be Funded from MSI	(8) MSI Funds Applied to Previous and Current Year Qualifying Costs	(9) Remaining Qualifying Project Costs Carried Forward to Next Year
CAP-5368	Lagoon Upgrade for the Hamlet of La Crete	Completed/Fully Funded	\$1,095,792	\$1,095,792	\$0	\$1,095,792	\$1,095,792	\$0
CAP-5369	La Crete Road Rehabilitation	Completed/Fully Funded	\$1,616,759	\$1,616,759	\$0	\$102,038	\$102,038	\$0
CAP-5370	Fort Vermillion Road Reconstruction	Completed/Fully Funded	\$546,206	\$586,625	\$(40,419)	\$82,331	\$82,331	\$0
CAP-5712	La Crete Roads Pave and Chip Seal	Completed/Fully Funded	\$1,470,726	\$1,470,726	\$0	\$1,470,726	\$1,470,726	\$0
CAP-5713	Purchase All Wheel Drive Graders	Completed/Fully Funded	\$647,488	\$647,488	\$0	\$647,488	\$647,488	\$0
CAP-5714	Purchase a Four Wheel Drive Loader	Completed/Fully Funded	\$182,019	\$182,019	\$0	\$182,019	\$182,019	\$0
CAP-3506	New Lift Station for the Hamlet of Zama	Delayed	\$600,000	\$45,864	\$554,136	\$0	\$0	\$0



**MUNICIPAL SUSTAINABILITY INITIATIVE (MSI)**

**Program Year 2014  
Capital Certification Summary  
Mackenzie County  
As at December 31, 2014**

							<b>Total Available:</b>	<b>\$5,786,890</b>		
<sup>(1)</sup> MA Project No.	<sup>(2)</sup> Project Name	<sup>(3)</sup> Status of Project	<sup>(4)</sup> Ministry Accepted MSI Amount	<sup>(5)</sup> Total Reported MSI Applied To Date	<sup>(6)</sup> Remaining Ministry Accepted MSI Amount	<sup>(7)</sup> Previous and Current Year Qualifying Project Costs to be Funded from MSI	<sup>(8)</sup> MSI Funds Applied to Previous and Current Year Qualifying Costs	<sup>(9)</sup> Remaining Qualifying Project Costs Carried Forward to Next Year		
CAP-5376	Rehabilitation of Water Well in La Crete	In Progress	\$143,077	\$18,177	\$124,900	\$16,863	\$16,863	\$0		
CAP-5711	Fort Vermilion Roads Seal Coat and Water and Sewer Extension	In Progress	\$595,000	\$450,448	\$144,552	\$450,448	\$450,448	\$0		
CAP-7648	Gravel Crushing for Road Rehabilitation	In Progress	\$1,217,388	\$608,694	\$608,694	\$608,694	\$608,694	\$0		
CAP-5709	Purchase Fire Tanker	Not Started	\$375,000	\$0	\$375,000	\$0	\$0	\$0		
CAP-5710	Fort Vermilion Sand and Salt Shelter	Not Started	\$307,250	\$0	\$307,250	\$0	\$0	\$0		
<b>Total:</b>						<b>\$4,656,399</b>	<b>\$4,656,399</b>	<b>\$0</b>		
<b>2014 Remaining Balance:</b>							<b>\$1,130,491</b>			

**From:** [Alison Roberts](#) on behalf of [ESRD Alberta Community Resilience Program](#)  
**Subject:** Alberta Community Resilience Program (ACRP) application deadline is September 30th  
**Date:** July-21-16 8:56:52 AM  
**Attachments:** [Community Resiliency Program - Application Guidelines June-2016 65x84118\\_Final.pdf](#)  
[Community Resilience Program - Grant Application Form\\_Final.pdf](#)  
[Community Resilience and Mitigation Form\\_Final.pdf](#)

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Mayor/Chief and Council,

The Alberta Community Resilience Program is accepting applications for 2017 fiscal year funding. We invite you to submit grant applications on or before our next application deadline of September 30, 2016. Attached are the Alberta Community Resilience Program Guidelines to help you determine project eligibility as well as the Application and Community Resilience and Mitigation Assessment Forms.

Since the program began in 2014, \$100 million has been distributed to 40 projects, supporting communities in building resilience to flood and drought and ensuring the protection of critical infrastructure and public safety.

Applications that were submitted previously and determined to be eligible will be reconsidered following the September 30<sup>th</sup>, 2016 submission deadline. If you wish to submit supplemental or updated information, or withdraw an application, please contact your Program Coordinator. Your Program Coordinator remains your primary program contact and is available to guide you through the application process. An Alberta Regional Boundary Map is also available on our website to help you determine your region.

**Upper Athabasca, Lower Athabasca, Peace, and Red Deer North Saskatchewan Regions**

Ms. Alison Roberts, Program Coordinator  
780-641-8887

[Alison.Roberts@gov.ab.ca](mailto:Alison.Roberts@gov.ab.ca)

**South Saskatchewan Region**

Ms. Micaela Gerling, Program Coordinator  
403-297-3304

[Micaela.Gerling@gov.ab.ca](mailto:Micaela.Gerling@gov.ab.ca)

Please visit our program website [acrp.alberta.ca](http://acrp.alberta.ca) or email us at [ESRD.ACRP@gov.ab.ca](mailto:ESRD.ACRP@gov.ab.ca) for more information.

Sincerely,

Andy Lamb

Director, Alberta Community Resiliency Program



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## Tri Council Meeting Minutes

Thursday, Aug 4, 2016

6:00 p.m.

### Town of High Level Council Chambers High Level, AB

In attendance:

<b>Mackenzie County:</b>	Bill Neufeld	Reeve
	Jacque Bateman	Councillor
	John W. Driedger	Councillor
	Josh Knelsen	Councillor
	Ray Towes	Councillor
	Carol Gabriel	Director of Legislative & Support Services
<b>Town of High Level:</b>	Crystal McAteer	Mayor
	Chris MacLeod	Deputy Mayor
	Ellis Forest	Councillor
	Brittany Stahl	Director of Finance and HR
<b>Town of Rainbow Lake:</b>	Dan Fletcher	CAO
	Michelle Farris	Councillor
	Susie Dziwenka	Recording Secretary
<b>Guests:</b>	Byron Peters	Director of Planning & Development – Mackenzie County
	Barb Spurgeon	CAO Mackenzie County Housing Board
	George Friesen	Chair Mackenzie County Housing Board
	Dale Bellavance	Contractor – Bell Group



**CALL TO ORDER: 1.1 Call to order**

Deputy Mayor Farris (TORL) officially called the meeting to order at 5:57 p.m.

**AGENDA: 2.1 Adoption of Agenda**

**MOTION 13-16 Moved** by Reeve Bill Neufeld (MC)

That the agenda be approved with the deletion of:  
7.1 Mighty Peace Watershed Alliance – Peace and Slave Watershed  
Management Discussion Paper

**CARRIED BY CONSENSUS**

**ADOPTION OF PREVIOUS MINUTES: 3.1 Minutes of the May 4<sup>th</sup>, 2016 Tri-Council Meeting**

**MOTION 14-16 MOVED** by Deputy Mayor MacLeod (TOHL)

That the minutes of the May 4<sup>th</sup>, 2016 Tri-Council meeting be adopted as amended.

**CARRIED BY CONSENSUS**

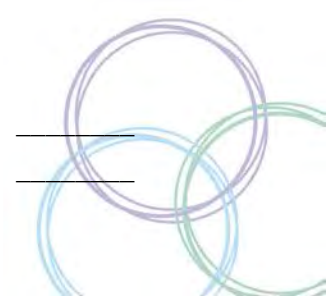
**BUSINESS ARISING: None**

**DELEGATIONS: 5.1 Mackenzie Housing Management Board – High Level Lodge and Amalgamation update.**

**MOTION 15-16** Barb Spurgeon, CAO, Mackenzie Housing Management Board, provided an update on the High Level Lodge Project. Mayor McAteer of High Level and George Friesen, Chair, Mackenzie Housing Management Board, provided an update on the amalgamation of High Level Housing Authority and the Mackenzie Housing Management Board into the Boreal Housing Foundation. A draft Ministerial Order for the Boreal Housing Foundation was reviewed by Tri Council and an amended version will be sent to each of the individual councils for approval prior to the end of August when this has been requested.

**ACCEPTED AS INFORMATION**

**OLD BUSINESS: 6.1 Regional Sustainability Initiative Update**



**MOTION 16-16** CAO Dan Fletcher (TORL) had the consultants ready for a teleconference if necessary. No questions or concerns were brought up.

**ACCEPTED AS INFORMATION**

**6.2 Mackenzie Regional Charity Golf Tournament**

**MOTION 17-16** Deputy Mayor MacLeod reported on the progress of the tournament.

**ACCEPTED AS INFORMATION**

**6.3 Caribou Protection Area**

**MOTION 18-16** Tri-Council approves the drafted letter to the premier requesting a consultation to discuss the impacts to local stake holders when considering the development of the caribou protection area.

**ACCEPTED AS INFORMATION**

**NEW BUSINESS:** **7.1 Mighty Peace Watershed Alliance – Peace and Slave Watershed Management Discussion Paper.**

**Removed from agenda.**

**CORRESPONDENCE:** **8.0 Correspondence**

No Correspondence to review.

**NEXT MEETING:** **9.1 Next meeting date**

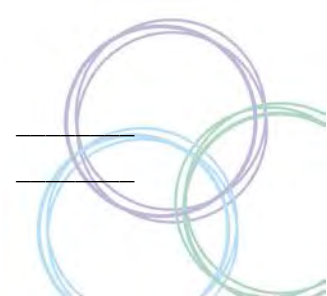
That the next meeting is to be held Wednesday November 2, 2016. High Level to host.

**ADJOURNMENT:** **10.0 Adjournment**

**Moved** by Councillor Driedger (MC)

**MOTION 19-16** That the Tri-Council meeting be adjourned at 8:11 p.m.

**CARRIED BY CONSENSUS**





# MMSA Monitor



RECEIVED  
AUG 3 2016

SUMMER 2016  
Volume 25 Issue 08/16

## WELCOME HIGH PRAIRIE!

The MMSA increased its municipal members in February, when the Town of High Prairie entered into a membership agreement with the Agency.

The Agency had been carrying out contract work for the Town for the past couple of years, first

by completing a review and rewrite of their Land Use Bylaw and more recently the review of their Municipal Development Plan. Based on a recommendation from their senior staff, the Town considered the benefits of membership in the agency and passed the motion to enter into the membership agreement at their February 9, 2016 Council meeting. Councillor Brian Gilroy was appointed to represent the Town on the MMSA Board.



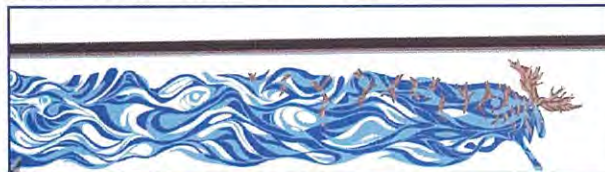
Brian Gilroy

## DOWNTOWN BEAUTIFICATION CONTINUES IN PEACE RIVER

By Alisha Mody

On schedule and on budget, the 2016 Main Street mural has arrived in downtown Peace River. The mural is a unique piece of public art that adds

interest and vibrancy to the area. With the help of a Mural Selection Committee that included the local Chamber of Commerce, the local art community, Town staff, an MMSA planner, a willing building owner, and a creative artist the process is now complete! The mural is located at 9616 - 100 Street. Check it out!



Andrew Olivier, Artist

## CHAIRMAN'S REMARKS

By Ron Longtin

It has been several months since the fire tore through the Municipality of Wood Buffalo and devastated the heavily populated urban centre of Fort McMurray. As an elected official, this disaster made me question how prepared is my municipality should an event of this magnitude occur in my backyard or in one the neighbouring municipalities. We must as individual municipalities and as a region ensure that proper and comprehensive disaster planning is in place. The provincial government strongly emphasizes the need to work together in delivering services to our communities and promotes the implementation of inter-municipal planning. The disaster in Fort McMurray is a prime example as to

how we must look beyond our own borders when developing our future plans.

With the future amendments to the Municipal Government Act as addressed in this newsletter, the Agency also recognizes the need for integrated planning in all aspects of delivery of services, not just confined to land use planning. Together, we can be prepared to provide our communities with a safe and continued quality of life that we are fortunate to benefit from today.

In closing, I encourage everyone to take advantage of all the great things that our region has to offer and enjoy what is left of our summer. I, for one, will be hitting the links as much as possible!

### Inside this issue:

INTRODUCING OUR NEWEST STAFF MEMBER	2
MODERNIZED MUNICIPAL GOVERNMENT ACT	2
MUNICIPAL DEVELOPMENT PLAN UPDATE	3
COMMERCIAL OVERLAY DISTRICT - WHAT IS IT?	3
AROUND THE REGION	4





## INTRODUCING OUR NEWEST STAFF MEMBER

By Jorden Olmstead



Jorden Olmstead



My name is Jorden Olmstead and I started with the MMSA May 16<sup>th</sup>. I obtained a Bachelor of Arts in Regional and Urban Planning from the University of Saskatchewan in 2015 and then completed a Certificate in Geographic Information Science at Saskatchewan Polytechnic in 2016. During my undergrad, I completed a practicum with Prairie Wild Consulting based out of Saskatoon, Saskatchewan. As well, I completed a work experience program with the Prince Albert Downtown Business Improvement District, completing a "Downtown Zoning Inventory" and "Midtown

Housing Inventory".

I have come to the MMSA as part of the Alberta Municipal Affairs' Internship Program. The Internship Program is two years in length and is designed to provide land use planners with work that builds on their previous education, providing experience in the various aspects of land use planning. During the initial months, I have become familiar with the various regulations unique to Alberta and the services the MMSA provides, and will take on additional work as time progresses. As well, Alberta Municipal Affairs hosts two workshops throughout the Internship Program, one I attended in

June to introduce me to the other members of the program and various provincial organizations, and one I will attend in October where there will be presentations from established land use planners and professionals from other municipal sectors and provincial agencies.

Outside of work, much of my life has been spent hiking and walking throughout the parks in Saskatchewan. I look forward to seeing what the North-Western Region of Alberta has to offer. I also enjoy running and reading, and I have a passion for computers and other forms of technology.

## MODERNIZED MUNICIPAL GOVERNMENT ACT

By Elise Willison

The Modernized Municipal Government Act (Bill 21) includes policies that require municipalities to work together to plan, deliver, and pay for shared regional services through the development of an Intermunicipal Collaboration Framework. Bill 21 (MGA) was read a first time on May 31, 2016. Alberta Municipal Affairs held public meetings across the province in June and July 2016 to provide Albertans an opportunity to hear about and provide feedback on Bill 21 (MGA). Bill 21 (MGA), including any amendments incorporated from Albertans' feedback,

will be brought back to the Alberta Legislature in the fall of 2016 to complete debate. Changes to Bill 21 (MGA), including regulations, will be proclaimed before the municipal elections in the fall of 2017.

Once the Modernized Municipal Government Act has been proclaimed, all municipalities within the province will be required to prepare an Intermunicipal Development Plan and an Intermunicipal Collaboration Framework within (3) three years of the MGA's proclamation.

The development of an IDP and Intermunicipal

Collaboration Framework are meant to reduce the duplication of services, increase cooperation and collaboration between communities, and provide planning tools for regional service delivery. A major component of the Intermunicipal Collaboration Framework will be to develop cost sharing protocols to support regional services that benefit cross-jurisdictional areas and people.

An Intermunicipal Development Plan (IDP) will be required between two or more municipalities sharing a common boundary.

In most cases, the

Intermunicipal Collaboration Framework will be developed after the adoption of the IDP. The framework will be the planning, funding, and implementation tool used for shared regional services.

The MMSA is experienced in developing Intermunicipal Development Plans and will work with their member municipalities to ensure the plans meet the MGA requirements are completed within the mandated timeframe.

Source: 2016 Government of Alberta. MGA Review. Retrieved from [www.mgareview.alberta.ca](http://www.mgareview.alberta.ca) on July 21, 2016.



## MUNICIPAL DEVELOPMENT PLAN UPDATE

By Kate Churchill

The MMSA is in the process of finishing up Municipal Development Plans (MDPs) for the Town of Falher, the Town of High Prairie and the Municipal District of Smoky River No. 130.

### What is a Municipal Development Plan?

The MDP is a long-range strategic document intended to guide the growth and development of a municipality into the future. It identifies the vision, objectives and policies that a municipality has set for itself on a long-range timeline. Typical MDPs reach approximately 20 years into the future, and may have goals and objectives that are

achievable over a specific period of time. Best practice is to review MDPs every five years to ensure they remain relevant and up-to-date with the needs and wants of the community.

The Town of Falher has not updated the community's long-range plan since the 1985 General Municipal Plan. The Town of High Prairie's MDP was last updated in 2008 and the MD of Smoky River's MDP was last updated in 2005.

According to the *Municipal Government Act*, MDPs must address several areas including future land use and development, transportation systems and intermunicipal planning. They may also

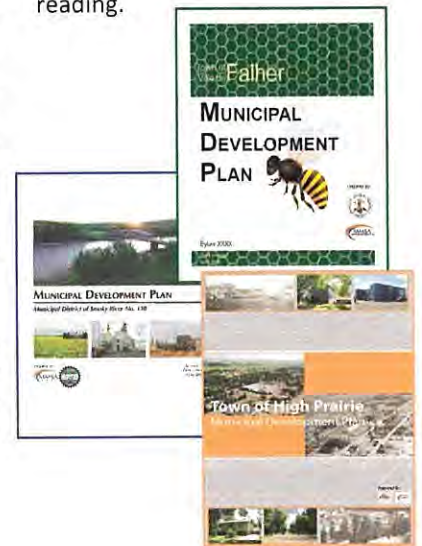
address environmental issues, economic constraints and financial resources.

Each municipality formed an MDP Steering Committee composed of council members, administration, the residents and planners from MMSA. A community survey was available online and in print to gather feedback from the public, which was summarized in a report and helped to shape the vision, objectives and policies of each MDP.

### Where is the process at now?

The final draft of the MDPs has been released for feedback from the public and sent to the required referral

agencies including adjacent municipalities, school boards and Alberta Transportation. The next step is to incorporate the feedback received into the draft document, which will then be forwarded to the respective Councils for first reading.



## COMMERCIAL OVERLAY DISTRICT - WHAT IS IT?

By Kate Churchill

What happens when commercial zoning is applied to an area with residential uses? In the Town of Grimshaw's case, it resulted in several properties becoming "legal non-conforming" and imposed barriers to property owners' ability to sell their homes.

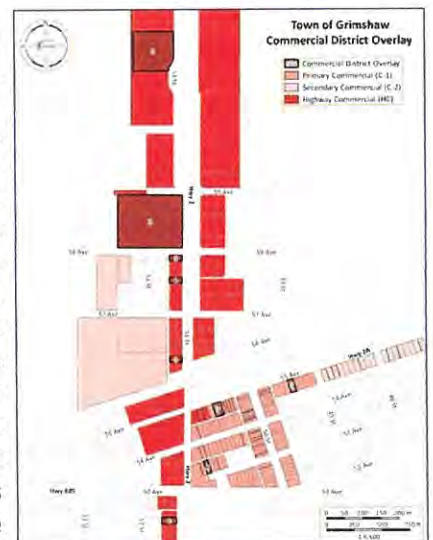
In the Land Use Bylaw, when an existing use is not enabled within a district that use is considered "legal non-conforming". Once the use is discontinued for at least 6 months or destroyed more than 75%, it must revert to a listed use within the district.

Until then it exists in a regulatory limbo. This has been the case with single-detached dwellings and manufactured homes in the Primary, Secondary and Highway Commercial Districts in the Town of Grimshaw.

Homeowners that attempt to sell these properties encounter issues due to the standards set by mortgage lending and insurance companies and may not qualify for mortgages. Until recently, the response of the Town has been to re-zone some of these properties to a residential use resulting in a patchwork of zones and no

clear direction for the future land use of the area.

The Town has undertaken a new approach to this issue by adopting a Commercial District Overlay, a planning tool that allows special regulations and uses to be applied to specific properties without changing the underlying base commercial district. The Commercial District Overlay only applies to the properties identified and enables single-detached dwellings and manufactured homes in addition to the uses and provisions of the underlying commercial districts.







The Mackenzie Municipal Services Agency is a regional planning organization providing a full range of professional land use planning and related services to its 13 municipal members, the business community and the general public. The Agency also provides subdivision services to 17 municipalities in the region.

## Contact Us:

5109 - 51 St  
 Box 450  
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 Website: [www.mmsa.ca](http://www.mmsa.ca)

Check Out Our Website  
[www.mmsa.ca](http://www.mmsa.ca)  
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<b>Philip Rough</b> , Municipal Planner <a href="mailto:philip@mmsa.ca">philip@mmsa.ca</a>	<b>Brenda Taylor</b> , Administrative Assistant <a href="mailto:info@mmsa.ca">info@mmsa.ca</a>

MUNICIPALITY	REPRESENTATIVE	MUNICIPALITY	REPRESENTATIVE
Village of Berwyn	Ron Longtin	Town of Rainbow Lake	Michelle Farris
Village of Nampa	Ed Skrlík	Clear Hills County	Peter Frixel
Town of Falher	Donna Buchinski	M. D. of Fairview No. 136	Ray Skrepnek
Town of Grimshaw	Tanya Wearden	M. D. of Peace No. 135	Sandra Eastman
Town of High Prairie	Brian Gilroy	M. D. of Smoky River No. 130	Donald Dumont
Town of Manning	Greg Rycroft	Northern Sunrise County	Garrett Tomlinson
Town of Peace River	Elaine Manzer		

## AROUND THE REGION

### THANKS TO OUTGOING BOARD MEMBER:

Boyd Langford represented the Town of Rainbow Lake on the Board for 8.5 years.

### WELCOME TO THE BOARD:

- Greg Rycroft, Town of Manning
- Brian Gilroy, Town of High Prairie
- Michelle Farris, Town of Rainbow Lake

### STAFF GOODBYES:

In June, Leo Guzman relocated to Vancouver joining BGC Engineering as a GIS web map developer.

### ROBERT E. WALTER MEMORIAL SCHOLARSHIP:

The recipient for 2016 is Ashley Friesen of La Crete. Ashley will be attending the University of Alberta in the fall. She was presented her scholarship by Myrna McLean with the ATA Fort Vermilion Local No. 77 and Bill Neufeld, Reeve of Mackenzie County.



**Peace Region Agricultural Service Board Conference**  
**November 9<sup>th</sup>, 2016**  
**Dixonville Community Hall, AB**

<b>Proposed time</b>	<b>Event</b>	<b>Potential speakers</b>
<b>9:30 – 9:50am</b>	Registration	
<b>9:50 – 10:0 am</b>	Opening remarks	County of Northern Lights, A.S.B. Rep
<b>10:00 – 11:00 am</b>	GMO	Someone
<b>11:00 to 11:15 am</b>	Coffee break	Sponsored by: 4B Ventures
<b>11:15 – 12 noon</b>	A.S.B. program and Acts update	Doug Macaulay, David Feindel
<b>12 noon</b>	Lunch	
<b>1:00 to 1:30 pm</b>	NPARA Update	Tom Fromme and Nora Paulovich
<b>1:30 to 2:30 pm</b>	New Venture Specialist and Growing Forward Update	Elaine Stenbraaten
<b>2:30 to 3:00 pm</b>	Coffee break	Sponsored by: Venture Parts and Homesteader Building Supplies
<b>3:00 to 4:30 pm</b>	Resolution session 1. Election of ASB Regional Rep 2. Updates from ASB Provincial Committee 3. Review Rules of Procedure 4. Call for amendments to Rules 5. Motion to accept Emergent resolutions (if any) 6. Motion to accept order of resolutions Resolutions session	Doug Macaulay, AARD Corey Beck, 2016 Regional ASB Representative
<b>4:30 pm</b>	Invitation to 2017 Regional ASB Conference	A.S.B. Chairman, Mackenzie County
<b>4:35 pm</b>	7. Adjournment	Smoky River ASB Chairman

**THANK YOU TO OUR SPONSORS!**

**Minutes of the Peace Region A.S.B. Conference**  
**Resolutions Session**  
**held at the**  
**Guy Community Hall, Guy AB**  
**November 5<sup>th</sup>, 2015**

Doug Macaulay, Acting Manager A.S.B. Program with Alberta Agriculture and Forestry opened the session at 2:38 pm and asked for nominations for the 2015/2016 Peace Region A.S.B. Committee representative.

Corey Beck from the County of Grande Prairie was nominated by Peter Harris from the County of Grande Prairie.

Doug Macaulay asked three times for further nominations.

Carolyn Kolebaba of Northern Sunrise County moved that nominations cease.

Corey was acclaimed as the Peace Region representative and assumed the Chair.

Corey requested nominations for the Alternate Peace Region A.S.B. Committee representative, Eric Jorgensen from Mackenzie County nominated Doug Dallyn from Northern Sunrise County.

Corey asked three times for further nominations.

Dale Smith from the M.D. of Greenview moved that nominations cease.

Doug Dallyn was acclaimed as the Alternate representative to the Provincial A.S.B. Committee for the Peace Region.

Corey updated the delegates on the past year's activities of the Provincial A.S.B. Committee, highlights were:

- The change in government made it difficult to make progress on several issues
- The Alberta Beef Producers were working with the Provincial A.S.B. Committee on the predator/wildlife issues
- The Provincial A.S.B. Committee were working with the Alberta Game Management Advisory Group to have a representative on their Committee
- Alberta Agriculture's Maureen Vadnais and Pam Retzloff have been invaluable to the Provincial A.S.B. Committee but the Department has limited their involvement in the hopes to keep AAF staff more at "arm's length" to the Committee
  - This has placed more of a burden on the AAAF 1<sup>st</sup> V.P. as Secretary to the committee
  - The Committee has asked AAF for money to fund Administrative/Executive assistance

The minutes of the October 24<sup>th</sup> Peace Region A.S.B. Conference and Resolutions session were reviewed. Noted corrections were to the spelling of the names "Kuriga, Soucy" and the title of Maureen Vadnais as "Manager A.S.B. Program". Doug Dallyn moved that the minutes be adopted as amended, seconded by Cheryl Anderson County of Northern Lights. CARRIED

Corey reviewed the Regional A.S.B. Rules of Procedure noting that the amendment requested in the Resolution passed by the Peace Region Boards in 2014 had passed at Provincial and was now in effect. The previous regional representative would lead the Resolution session with the new representative taking over following the session to allow for continuity. Corey asked if there were any questions or amendments required to the rules. No questions or amendments were heard.

Ted Matthews from Big Lakes County moved to adopt the Rules of Procedure as presented, Seconded by Cheryl Bogdanek from Birch Hills County. CARRIED

A late resolution was presented to the delegates with the required 125 copies per the Rules of Procedure.

Doug Dallyn moved to accept the “Agricultural Opportunity Fund for Agricultural Research and Forage Associations” as a Late Resolution, seconded by Mackay Ross of Clear Hills County. CARRIED

Roland Cailliau from the M.D. of Greenview moved to accept the order of the Resolutions as presented, seconded by Brian Harcourt of Clear Hills County. CARRIED

Resolution No. 1 – Compensation for Coyote Depredation sponsored by County of Northern Lights.

**THEREFORE BE IT RESOLVED**

**THAT ALBERTA’S AGRICULTURAL SERVICE BOARDS REQUEST**

That Minister of Environment and Parks add coyotes to the compensation list as a predator under the Alberta Wildlife Regulation paying the same level of compensation for depredation that is paid for livestock death and injury from wolves, grizzly bears, black bears, cougars and eagles.

Moved by Brent Reese from County of Northern Lights, seconded by Carolyn Kolebaba.

Brent commented that this resolution is needed as many producers are now reporting that coyotes are the main predator attacking their livestock.

Seconder Carolyn waived, no one spoke in opposition so the question was called.

CARRIED

Resolution No. 2 Hay Insurance Program sponsored by Northern Sunrise County

**THEREFORE BE IT RESOLVED**

**THAT ALBERTA’S AGRICULTURAL SERVICE BOARDS REQUEST**

That Alberta Agriculture and Forestry update the Hay and Pasture Insurance Program to accurately cover the impact of the market fluctuation on hay production for livestock producers based on hay commodities. Amendments need to include removing the 50% price cap on the VPB, assistance to cover the cost of feed supplements due to poor quality as well as trucking costs due to insufficient quantity of feed.

**FURTHER BE IT RESOLVED**

**THAT ALBERTA’S AGRICULTURAL SERVICE BOARDS REQUEST**

That Alberta Agriculture and Forestry and Agriculture Financial Services Corporation give authority to the adjusters to modify the amount when the adjuster is of the opinion that the livestock producer is facing additional expenditures that are directly linked to poor hay and pasture yields.

Moved by Doug Dallyn and seconded by Carolyn Kolebaba.

No one spoke in opposition so the question was called.

CARRIED

Resolution No. 3 Climate Stations sponsored by Northern Sunrise County

**THEREFORE BE IT RESOLVED**

**THAT ALBERTA'S AGRICULTURAL SERVICE BOARDS REQUEST**

That Alberta Agriculture and Forestry increase the amount of weather stations in a geographically consistent manner in the agricultural areas to ensure accuracy of weather data used by Agriculture Financial Services Corporation and other departments.

**FURTHER BE IT RESOLVED**

**THAT ALBERTA'S AGRICULTURAL SERVICE BOARDS REQUEST**

That Alberta Agriculture and Forestry and Agriculture Financial Services Corporation give authority to the adjusters to modify the data when the adjuster is of the opinion that the claimant is in a microclimate that is different from the closest weather station for the crop insurance and farm income disaster assistance claim purposes until all additional weather stations are operational.

Moved by Kristy Belzile of Northern Sunrise County, seconded by Eric Jorgensen.

Comment was made by the mover that the resolution was required due to the current weather stations being too few and far between to provide accurate data.

No one spoke in opposition so the question was called.

CARRIED

Late Resolution - Agricultural Opportunity Fund for Agricultural Research and Forage Associations sponsored by the M.D. of Greenview

**THEREFORE BE IT RESOLVED**

**THAT ALBERTA'S AGRICULTURAL SERVICE BOARDS REQUEST**

That Alberta Agriculture and Forestry reinstate the 2014 Agricultural Opportunity Fund increase that was allocated for the Agricultural Research and Forage Associations.

Moved by Roland Cailliau and seconded by Doug Dallyn.

Comments by mover Roland Cailliau were that the decision to increase funding was a good decision, however it was revoked and that research is key to the Agricultural industry, it is crucial to producers.

No one spoke in opposition so the question was called.

CARRIED

Doug Dallyn moved adjournment of the Resolutions session at 3:04 pm.

CARRIED

**From:** [Byron Peters](#)  
**To:** [Carol Gabriel](#)  
**Subject:** FW: Manning, AB to Host EDA's Course for Elected Officials This Fall - Register Today  
**Date:** August-15-16 3:27:21 PM

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Should this be included in information for the upcoming council package?

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**From:** Economic Developers Alberta (EDA) [mailto:leann@edaalberta.ca]  
**Sent:** Wednesday, August 10, 2016 9:48 AM  
**To:** Byron Peters  
**Subject:** Manning, AB to Host EDA's Course for Elected Officials This Fall - Register Today



**Dear Byron Peters,**

EDA is offering another Course for Elected Officials this fall in Manning, Alberta. If you live in the region, plan to attend:

**Manning, AB**

County of Northern Lights Office, #600, 7th Avenue NW

Wednesday, October 12

9:00am - 4:00pm

[Register here](#)

This unique professional development opportunity for our province's elected officials will equip these community leaders with the tools to support economic development professionals. In this course, you will learn how business attraction works; how business retention works; and you'll also learn the steps economic development officers take to help to revitalize economies. In today's economy, economic development is more important than ever before.

The other Courses for Elected Officials are being held:

City of **Airdrie**, Council Chambers

Friday, September 16

9:00am - 4:00pm

[Register here](#)

## **St. Paul**

Friday, October 21

9:00am - 4:00pm

[Register here](#)

You can also book a course in your community. Simply email [admin@edaalberta.ca](mailto:admin@edaalberta.ca) and we can give you the details on how to arrange for this course.

Don't miss these chances to learn how to best support the EDOs in your communities!

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1-866-671-8182

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# Save the Date!!



## **2016 AEMA Stakeholder Summit**

### **November 21 - 22, 2016**



Radisson Hotel South Edmonton

4440 Gateway Boulevard

Edmonton, AB

***Important:*** A block of rooms has been arranged at the Radisson with special Summit rates. When booking your accommodations, please call 780-437-6010 or 780-431-5827 and reference the Alberta Emergency Management Agency. Alternatively, in the coming weeks a link will be shared via email for online bookings. Stay tuned!



**Features of the hotel include:**

Standard room rate of \$124 for Summit delegates

Ample surface and heated underground complimentary parking

Complimentary high speed wireless internet access

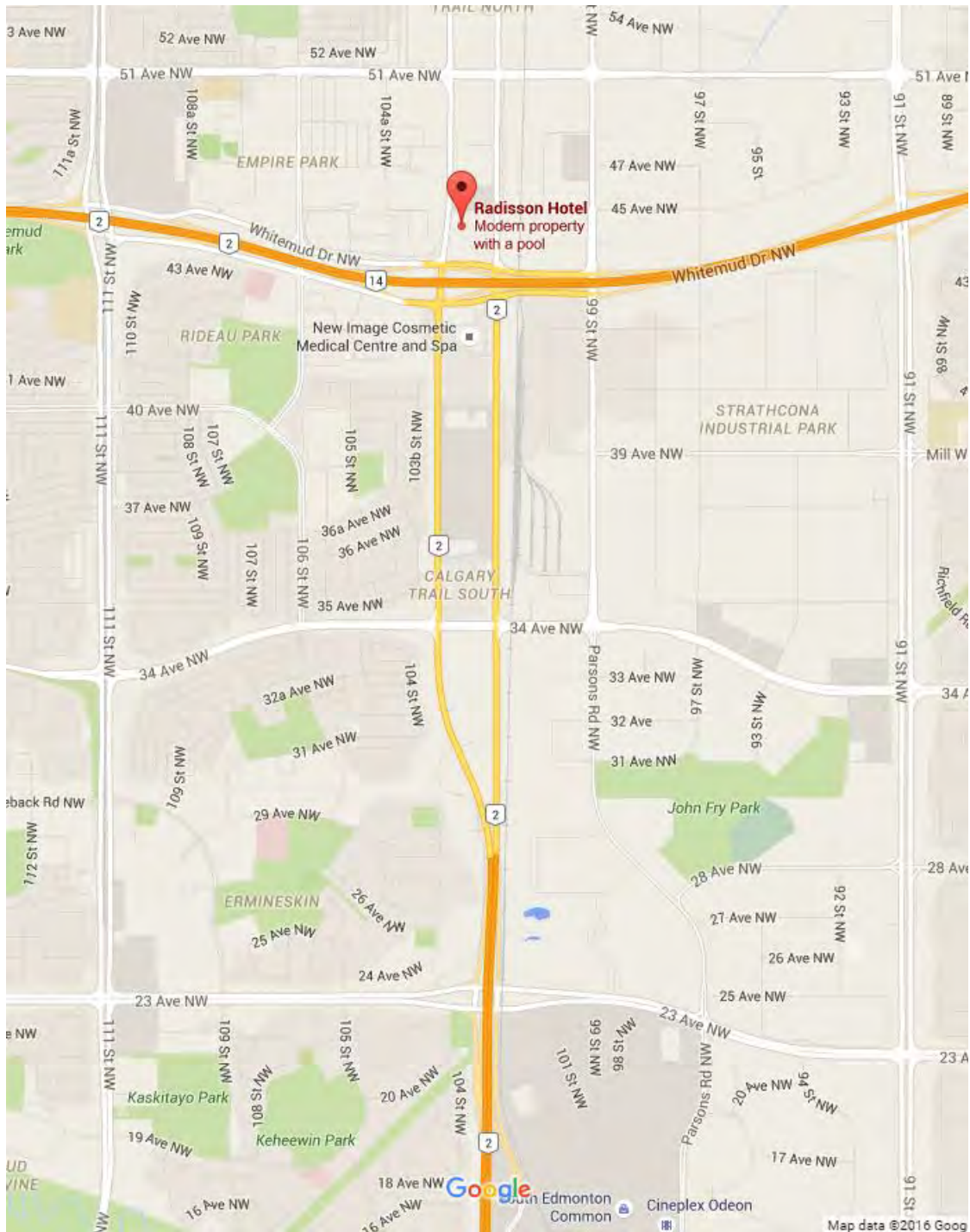
Complimentary shuttle to West Edmonton Mall

On-site dining in Atrium Restaurant and Lions Head Pub

23,000-square-foot fitness center including pool with whirlpool and sauna

42" HDTVs and mini fridges in every room

Special booking link to be sent to delegates soon!



Shopping and restaurants in the area include:

Southgate Mall, South **Edmonton Common**, Ikea, Whyte Avenue, Earl's, Montana's Cookhouse, Tom Goodchild's Moose Factory and more.