

**MACKENZIE COUNTY  
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, May 24, 2016  
10:00 a.m.**

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

**AGENDA**

1. Chris Montgomery, Canadian Association of Petroleum Producers (10:00 a.m.)
2. Review Action List
3. Recovery Strategy for the Wood Bison in Canada (1:00 p.m.)
4. Next Meeting – August 23, 2016 at 10:00 a.m.

## Mackenzie County Action List as of May 10, 2016

### *Council Meeting Motions Requiring Action*

Motion	Action Required	Action By	Status
<b>February 27, 2013 Council Meeting</b>			
13-02-121	That administration continue to work towards expanding the Fort Vermilion Bridge Campground recreational area by applying for a lease with Alberta Environment & Sustainable Resource Development that encompasses both existing and future area.	Ron	Assessing Proposal Options for Archeological Assessment Deadline: October/2016
<b>May 28, 2013 Council Meeting</b>			
13-05-375	That the Zama Access paving be the first capital priority for paving a road outside a hamlet boundary and that administration continue reviewing options and applying for provincial and/or federal grants as these may become available with intent to complete the paving of this road.	Joulia	2017 Budget
<b>October 30, 2013 Council Meeting</b>			
13-10-833	That administration negotiate with the property owner for the mobile home encroaching into laneway.	Byron	Spring 2016
<b>January 13, 2015 Council Meeting</b>			
15-01-023	That the park located in the Knelsen Subdivision in La Crete be named the "Knelsen Park" and that the 108 Street Park in La Crete be named "The Big Backyard Park".	Len Byron	Deadline: May 15/2016
<b>January 30, 2015 Council Meeting</b>			
15-01-050	That the report on the intersections Range Roads 14-5 and 17-2 and Highway 697 be received for information and that <u>administration prepare a list of non-conforming intersections on provincial highways.</u>	Ron Len	Deadline: June/2016
15-01-051	That the Public Works Committee review the collector roads within the County including condition of intersections.	Ron Len	Deadline: June/2016
<b>April 14, 2015 Council Meeting</b>			
15-04-247	That administration budget in 2016, to hire a bridge consultant engineering firm to draft new road standards for the County, which allows for lower design criteria bridges and lower road classifications. This would allow the County to consider lower standard bridges and would reduce initial construction costs. This would include classifying all the roads in the County and restricting development or requiring the developer to upgrade roads where required.	Ron Len Trent	Deadline: October/2016
<b>May 27, 2015 Council Meeting</b>			
15-05-398	That administration investigates the vested versus the	Mark	2016-05-25

Motion	Action Required	Action By	Status
	non-vested option for street lighting.		
June 10, 2015 Council Meeting			
15-06-411	That Mackenzie County participates with the First Nations and North Peace Tribal Council in the regional connectivity initiative and that the Reeve and Deputy Reeve or designate be authorized to attend meetings.	Joulia	CAO meeting with New CAO – NPTC May/2016
June 22, 2015 Council Meeting			
15-06-462	That a land use bylaw amendment be brought back to include a definition of panhandles and that developers be encouraged to use the road allowance in the interim.	Byron	2016-05-10 Council Meeting
July 29, 2015 Council Meeting			
15-07-531	That administration be authorized to negotiate a Mutual Aid Agreement with Tall Cree First Nation.	Joulia Carrie	Meeting June 2016
August 26, 2015 Council Meeting			
15-08-604	That administration further review and bring back additional information regarding access issues on the Sand Hills Road.	Byron Len	2016-05-25 Council Meeting
September 30, 2015 Council Meeting			
15-09-670	That administration be authorized to meet with representatives of Mackenzie Library Board and La Crete Library Society to negotiate the facility (future La Crete Public Library) leasing agreement within the general parameters and conditions as outlined in the draft agreement and that the final draft be presented to Council for ratification.	Joulia	Meeting with Library Board 2016-04-25 2015-05-10 Council Meeting
October 13, 2015 Council Meeting			
15-10-708	That the service road allowance along the north side of Plan 052 4622, Block 21, Lot 10 be sold to Frontier Auto at market value of \$115,000 per acre and that the East and West Utility Right-of-Ways be extended to the La Crete North Access Road.	Byron	Waiting for survey documents and ministerial consent June/2016
October 27, 2015 Organizational Council Meeting			
15-10-725	That a recommendation be made to the Tri-Council to abolish the Land Use Framework Ad Hoc Joint Committee and that all land use be dealt by Council as a whole.	Joulia	2016-05-04
October 27, 2015 Special Council (Budget) Meeting			
15-10-782	That the additional GIS/Inspections position be TABLED to the 2017 budget deliberations.	Joulia Mark	2017 Budget Deliberations
October 28, 2015 Council Meeting			
15-10-801	That administration draft a fireworks policy based on the following: The Municipality will, prior to issuing permission: <ul style="list-style-type: none"> <li>• Respecting the purchase, possession, handling, discharge, fire or set-off; obtain from the applicant written confirmation that the person:</li> <li>• Will conduct activities in accordance with safe</li> </ul>	Ron Carrie	Meeting held with Agriculture and Forestry, they are responsible for issuing Firework permits during the fire season. Policy to follow 2016-05-25 Council Meeting

Motion	Action Required	Action By	Status
	practices outlined in the Alberta Fire Code, <ul style="list-style-type: none"> <li>• Is of at least 18 years of age, and</li> <li>• Respecting sales, obtain from the owner of the retail business, written confirmation that the business:</li> <li>• Holds a valid municipal business license or confirmation of ownership of the business when the municipality does not require business to hold such license,</li> <li>• Employees handling fireworks for sale are of at least 18 years of age,</li> <li>• Manufacturer's instructions are posted at the sales location and provided with each sale,</li> <li>• Record of each sale is retained for examination by the Fire SCO, and</li> <li>• Stores fireworks in conformance with Part 3 of the Alberta Fire Code</li> </ul>		
15-10-833	That final payment for the land agreement adjacent to the La Crete airport be paid upon submission of invoice and confirmation of completion.	Joulia Byron	Work Completion July/2016
<b>November 10, 2015 Council Meeting</b>			
15-11-851	That administration bring back Policy PW039 Rural Road, Access Construction and Surface Water Management with the intent that the tax base not be responsible for anything other than the first access and that the municipality have the ability to remove an access.	Len Ron	2016-04-27 Council Meeting
15-11-856	That administration proceeds with completing the Fort Vermilion water service repairs on county property on a per service basis, while allowing the owner the option to continue repairs on private property at their own cost and that administration research payment options.	Fred	Further in-house investigating (July 2016)
<b>December 8, 2015 Regular Council Meeting</b>			
15-12-945	That administration investigate the possibility of renaming the Fort Vermilion Airport designator from CEZ4 to CWOP as requested by the Fort Vermilion Board of Trade.	Byron	NavCanada replied with a negative answer, need to further pursue
<b>December 14, 2015 Special Council (Budget) Meeting</b>			
15-12-956	That the 2015 Fort Vermilion Cold Storage/Emergency Generator Building Project funds be redirected to the Fort Vermilion Shop Office Addition and that the additional shop bay be brought to the 2017 budget deliberations.	Ron	2017 Budget Deliberations
<b>December 21, 2015 Special Council (Budget) Meeting</b>			
15-12-973	That Mackenzie County hires a full time Peace Officer in 2016 and terminates the enforcement services contract with the Town of Rainbow Lake.	Ron Joulia	Working on Mutual Aid agreements Policy Approval Deadline: July/2016
<b>January 12, 2016 Regular Council Meeting</b>			
16-01-010	That administration be authorized to issue a payment for the extra quantities on the Blue Hills Erosion Project,	Grant	Deadline June/2016

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
	subject to independent confirmation of quantities.		
<b>February 9, 2016 Regular Council Meeting</b>			
16-02-091	That the Notice of Motion - MOTION 15-05-373 be TABLED until the after the Council self-evaluation in April 2016.	Joulia	Awaiting Service Capacity Review
16-02-093	That administration draft a policy for the appointment of Members at Large.	Carol	August 2016
<b>February 22, 2016 Council Meeting</b>			
16-02-111	That Policy PW039 – Rural Road Access Construction and Surface Water Management and the Land Use Bylaw be brought back to Council with options for more discussion regarding collector road right-of-ways, including for sub-division and setback requirements options.	Byron	Source of funding to be determined during subdivision stage
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Initial report has been received, still awaiting final report
16-02-149	That administration be authorized to proceed negotiating the Option to Purchase with Power Wood Canada Corp. for the south 79 acres of NW6-109-19-W5M and North 79 acres of NW6-109-15-W5M as discussed.	Joulia	Power Wood has responded stating that this in not their top priority at this time
<b>March 8, 2016 Regular Council Meeting</b>			
16-03-158	That administration researches grant funding options for covering the costs of hazardous materials removal from the condemned office building on the experimental farm in Fort Vermilion.	Joulia Len	Deadline June/2016
16-03-165	That Council acknowledges the resignation of Councillor Ricky Paul and that a by-election be held for the Councillor vacancy in Ward 7 as follows: <ul style="list-style-type: none"> <li>• Election Day – Wednesday, May 4, 2016;</li> <li>• Nomination Day – Wednesday, April 6, 2016;</li> <li>• Advance Vote - Saturday, April 30, 2016.</li> </ul>	Carol	Completed. New Councillor sworn in at the 2016-05-10 council meeting.
16-03-174	That Maranatha Evangelical Church Services request for property tax exemption be TABLED until the rezoning is complete.	Mark Byron Peng	2016-05-10
16-03-175	That the request by Noralta Inn West for a property tax exemption be TABLED for further information.	Mark Peng	2016-05-10
16-03-178	That administration pursues taking possession of the southerly gravel pit lease DRS 834, and delays pursuing possession of the northerly gravel pit lease DRS 780149.	Ron Mark	Dene Tha Consultation Meeting June/2016
<b>March 23, 2016 Regular Council Meeting</b>			
16-03-203	That the Council Committee vacancies be deferred to the	Carol	2016-05-10

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
	May 10, 2016 council meeting for appointment.		
16-03-207	That a letter of support of Federation of Canadian Municipalities' position on "Strong Northern and Remote Communities" be sent to the Prime Minister of Canada, Justin Trudeau, urging the federal government to establish and provide necessary support to Canada's northern and remote communities to address essential services and other challenges associated with living in the north and copy the provincial government.	Joulia	May/2016
16-03-216	That administration proceeds with obtaining access in Mackenzie County's name for the E½ 30-101-17-W5M and the S½ 3-102-17-W5M.	Len	Deadline October/2016
16-03-222	That administration move forward with Bylaw 1022-16, being a Road Closure Bylaw to close a service road directly north of Plan 052 4622, Block 21, Lot 10 in the Hamlet of La Crete for the purpose of sale and consolidation.	Byron	Waiting for Minister approval.
16-03-228	That Unit 2003, 1994 GMC Topkick be disposed and that administration proceed with advertising for sealed tenders on this unit.	Ron	Tenders opened at 2016-05-10 Council Meeting
16-03-229	That administration monitor the condition of the County roads and apply a 75% road ban (without permit possibilities) on specific roads when appropriate.	Ron Len	Ongoing until June/2016
16-03-245	That administration draft a letter in opposition to Bill C-246 Modernizing Animal Protections Act.	Joulia	
<b>April 12, 2016 Regular Council Meeting</b>			
16-04-256	That administration be authorized to extend the contract with Alliance Assessment Consultants Ltd. for the provision of assessment services (2018-2022 taxation years), subject to a review of the out clause in the existing agreement.	Peng	Deadline June/2016
16-04-262	That Mackenzie County participates in the Northwest Alberta Regional Resource Initiative and that administration be authorized to sign the Northwest Alberta Regional Resource Sharing Agreement.	Ron	Deadline: May/2016
16-04-276	That administration negotiate the cost difference with the developers for the oversizing of the North Point watermain.	Fred	June/2016
16-04-277	That the Zama Crown Land Procurement be TABLED until the April 27, 2016 Council Meeting	Joulia Don	2016-05-10 Council Meeting
16-04-278	That administration provide operational aid to the Beaver First Nations, upon their agreement, in assessing the issue of the Boyer River Truckfill and providing operational assistance in getting their water plant fully functional.	Fred	Communicate and assess (May 2016)

Motion	Action Required	Action By	Status
16-04-284	That administration be authorized to move forward with the recommended road alternative to bridge BF78103 as depicted on the sketch, to negotiate the land purchase from NE36-104-14W5M up to a value of \$15,000, and be authorized to enter into the funding agreement with Alberta Transportation for \$50,000 towards the forced road construction.	Len	Land Acquisition Project Completion – end of 2016
April 27, 2016 Regular Council Meeting			
16-04-290	That administration meet with Tolko regarding the hauling of wood chips.	Ron Joulia	Road bans in effect
16-04-302	That Gordon McIntosh, Local Government Leadership Institute, be engaged to facilitate a service capacity review as per his proposal and that the budget be amended to include \$10,000 with funding coming from the General Operating Reserve.	Peng	
16-04-303	That a letter be sent to Municipal Affairs in opposition to the creation of a centralized authority for the preparation of industrial assessment.	Joulia	Completed
16-04-311	That the Rural Potable Water Infrastructure Contract 2 – Waterline not be awarded until after the tenders for Contract 3 – Truckfills are opened.	Fred	2016-05-25
16-04-318	That Policy PW040 Hamlet Utility Corridors and Back Alleys be amended as presented to include hamlet maps in the form of Schedule 'A' and Schedule 'B' as presented and that the maps be presented to the public through the County Image and Ratepayer meetings for input.	Ron Len	Ratepayer's Meeting
16-04-320	That the purchase of a new tandem axle truck with a sanding box, wing and plow for \$290,000 to replace the unit written off by the insurance due to damages be APPROVED with funds coming from insurance proceeds \$109,146 and \$180,854 from the Equipment Reserve.	Peng	
16-04-321	That administration review the insured values for buildings and equipment and report back to Council.	Peng Mark	2016-06-30
16-04-322	That administration be authorized to proceed with purchasing the utility tractor for the Hamlet of Zama as currently budgeted and planned, and that La Crete Recreation Board be advised to submit a request for a tractor in due process through 2017 budget request submission.	Don Len	
16-04-323	That administration be authorized to purchase the Holder C270 for \$96,463 with \$37,000 coming from the insurance proceeds and the additional \$59,464 coming from the Vehicle & Equipment Reserve.	Len Peng	
16-04-331	That the Council self-evaluation be TABLED to the end of		

Motion	Action Required	Action By	Status
	June following the Service Capacity Review.		
May 10, 2016 Regular Council Meeting			
16-05-335	That a letter be sent to the Mackenzie Housing Management Board in regards to attendance of Council appointed alternates at their board meetings.	Joulia	
16-05-347	That a letter be sent to Alberta Transportation stating that the County is not in a financial position to participate in establishing a new road way, namely the Fox Lake Access Road (Highway 58 to the Fox Lake river crossing), and that it should be established as a provincial roadway and that future consideration for participation in operations/maintenance may be given.	Joulia	
16-05-348	That Maranatha Evangelical Church Services be exempt from paying 2016 property taxes for the leased facilities under rolls 076376 and 084050 effective April 12, 2016 (date of rezoning to Public/Institutional).	Peng	
16-05-349	That Noralta Inn West be exempt from paying 2016 property tax for the portion of the building used by Alberta Health Services under tax roll 192434.	Peng	
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> <li>• cancel PLS 080023;</li> <li>• pursue acquisition of land parcels as identified on the map presented in red;</li> <li>• identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator.</li> </ul>	Don	
16-05-356	That administration be authorized to send resources for the Fort McMurray wildfire assistance and that employee wages and travel and subsistence be subsidized by the County, if required.	Joulia	
16-05-361	That the La Crete Recreation Society request for funding for the Brine Pipe repair be APPROVED in the amount of \$16,000 with funding coming from the Grants to Other Organizations Reserve.	Peng	
16-05-366	That first reading of Bylaw 1027-16 being a Land Use Bylaw Amendment to rezone Part of NE 11-106-15-W5M from Agricultural "A" to La Crete Highway Commercial District "HC2" for commercial development <b>be TABLED and that administration research establishing a transitional highway commercial zoning and consider lagoon setbacks.</b>	Byron	



Motion	Action Required	Action By	Status
16-05-371	That first reading be given to Bylaw 1029-16 being a Land Use Bylaw amendment to rezone Part of NW 16-104-15-W5M from Agricultural "A" to Rural Country Residential District 3 "RC3" to allow for the development of multiple residential lots in the rural area, subject to public hearing input and <b>that a geotechnical report be provided by the applicant prior to the public hearing.</b>	Byron	
16-05-375	That the Fort Vermilion Shop Extension Tender proposals be reviewed by administration and that recommendations be brought to Council for awarding.	Ron	
16-05-379	That a development permit summary be provided to Councillors.	Byron	
16-05-384	That Mackenzie County supports a meeting between the following stakeholders and provincial representatives for seniors housing. <ul style="list-style-type: none"> <li>• Mackenzie County</li> <li>• Town of High Level</li> <li>• Town of Rainbow Lake</li> <li>• La Crete Municipal Nursing Association</li> <li>• North Peace Tribal Council</li> <li>• High Level Housing Authority</li> <li>• Mackenzie Housing Management Board</li> </ul>	Joulia	Meeting scheduled for 2016-05-18
16-05-389	That administration be authorized to obtain an appraisal on the County owned property located at SW 26-108-12-W5M, near Fort Vermilion.	Joulia	

Motion	Action Required	Action By	Status
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Community Sustainability Plan – Action Items

Tasks	Responsibility	Approximate Deadline
Sustainable governance items:		
Citizen-engagement plan, formal avenues for active citizen involvement in strategic planning, long-term planning; undertake citizen satisfaction surveys;	CAO	
Local elections – collect, keep and report to Council voter data from municipal elections (comparative between elections);	Carol	
Review and/or establish Council Policy/Procedure on media communications, responding to citizens, contact with Government, etc.;	CAO, Carol	
Establish a Council Library in the Corporate Office (make a variety of municipal government related books and magazines available);	CAO, Carol	Completed
Service delivery items:		
Review standards for the services that are delivered and establish a formal process to review and evaluate compliance with those standards;	Management Team	
Infrastructure items:		
Review and recommend options regarding an infrastructure management system;	Management Team	
Review/develop a plan for maintaining municipal infrastructure;	Management Team	
Economic vitality items:		
Bring options regarding establishing an annual business licensing;	Byron	Completed
Risk management items:		
Review and report to Council regarding a municipal service continuity plan;	Management Team	In progress
Review and report to Council regarding Occupational Health and Safety practices (inclusive of CORE certification status).	CAO	In progress



## Recovery Strategy Feedback Questionnaire

Please send your completed questionnaire to:

Mail: Environment Canada, 115 Perimeter Road, Saskatoon, SK S7N 0X4 or

Email: [ec.leprpn-sarapnr.ec@canada.ca](mailto:ec.leprpn-sarapnr.ec@canada.ca)

Fax: 306-975-4089

### Feedback Questionnaire for the proposed Recovery Strategy for the Wood Bison in Canada

To help us learn more about this species, please refer to the attached full strategy and/or the “Summary of the Proposed Recovery Strategy for the Wood Bison in Canada” and answer the following questions:

**1. Have you seen this species on or near your land or region? Where?**

Never / Sometimes / Often / I don't know

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Are there activities occurring in your area that could benefit this species or its habitat?**

Yes / No / I don't know

If yes, please describe the activities and how these activities can help the species: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Are there activities occurring in your area that could harm this species or its habitat?**

Yes / No / I don't know

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Does your land have some or all of the habitat features described in the recovery strategy in Section 3.3?**

Yes / No

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Please share any information that you think we should include in this recovery strategy to help make it a success (e.g., the importance of this species to you).**

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To help us identify actions that we can take to support this species, please answer the following:

**6. Do you have any comments regarding the proposed strategies to recover and conserve the species? See “How are we working toward achieving the recovery of Wood Bison in Canada” in the summary of the recovery strategy.**

Yes / No

Comments: \_\_\_\_\_

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To help us learn more about how we can best contact interested parties, and to let us know if you are interested in learning more about species at risk, please answer the following four questions:

**7. Do you have any comments regarding the materials provided or the manner in which we have contacted you? Do you have any suggestions to improve our outreach for future recovery strategies?**

Yes / No

Comments: \_\_\_\_\_

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**8. How would you prefer to receive notification of Recovery Strategies in the future?**

Email / Mail / Both / Neither

**9. Would you like to receive a paper copy of the Proposed Recovery Strategy? Yes / No**

**10. Would you like more information on how you can help conserve species at risk? Yes / No**

If yes, would you prefer that we contact you by phone, email or mail? \_\_\_\_\_

If you have indicated that you would like us to contact you, please provide your name and contact information below:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

Is there anything else you would like to add? \_\_\_\_\_

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