



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

NOVEMBER 7, 2017

10:00 A.M.

**COUNCIL CHAMBERS
FORT VERMILION, AB**

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

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

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

AGENDA

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CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	3
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the October 24, 2017 Regular Council Meeting	7
		b) Minutes of the October 30, 2017 Budget Council Meeting	17
DELEGATIONS:	4.	a) Isaac Hiebert – FOIP Request for Zama Recreation Society and Zama Library (1:30 p.m.)	
		b) S/Sgt. Brad Giles, High Level RCMP – Statistical Report (1:45 p.m.)	
		c) Fort Vermilion Recreation Board (2:00 p.m.)	23
		d)	
COUNCIL COMMITTEE REPORTS:	5.	a) Council Committee Reports (verbal)	
		b)	
GENERAL REPORTS:	6.	a) CAO Report	25
TENDERS:	7.	a) None	

PUBLIC HEARINGS: Public hearings scheduled for 1:00 p.m.

- | | | | | |
|--|----|----|---|----|
| | 8. | a) | Bylaw 1081-17 Land Use Bylaw Amendment to Rezone Part of NE 3-106-15-W5M from Hamlet Country Residential "H-CR" to La Crete Highway Commercial "LC-HC" (La Crete) | 45 |
|--|----|----|---|----|

ADMINISTRATION:

- | | | | | |
|--|----|----|--|----|
| | 9. | a) | Bylaw 1083-17 Organizational and Procedural Matters of Council, Council Committees and Councillors | 59 |
| | | b) | Bylaw 1084-17 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members | 81 |
| | | c) | Federation of Canadian Municipalities (FCM) – 2018 Sustainable Communities Conference | 89 |
| | | d) | Indigenous Relations Consultation – Industry/Municipal Stakeholders Meetings | 97 |
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| | | f) | Caribou Update (to be presented at the meeting) | |
| | | g) | | |
| | | h) | | |

AGRICULTURE SERVICES:

- | | | | | |
|--|-----|----|--|--|
| | 10. | a) | | |
| | | b) | | |

COMMUNITY SERVICES:

- | | | | | |
|--|-----|----|--|-----|
| | 11. | a) | Waste Transfer Station Hauling Contract – Request for Proposal | 109 |
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| | | f) | | |

FINANCE:	12.	a)	Notice of Motion – Rural Water Reserve	151
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OPERATIONS:	13.	a)	Bylaw 1085-17 – School Zones and Other Speed Zones	153
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		b)		
		c)		
UTILITIES:	15.	a)		
		b)		
INFORMATION / CORRESPONDENCE:	16.	a)	Information/Correspondence	169
IN CAMERA SESSION:	17.	a)	Legal	
		b)	Labour	
		c)	Land	
			<ul style="list-style-type: none">• Canada Post• Sale of County House	
NOTICE OF MOTION:	18.	a)		

**NEXT MEETING
DATES:**

19. a) Budget Council Meeting
November 28, 2017
10:00 a.m.
Fort Vermilion Council Chambers
- b) Regular Council Meeting
November 29, 2017
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

20. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 7, 2017
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the October 24, 2017 Regular Council Meeting

BACKGROUND / PROPOSAL:

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

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, October 24, 2017
10:00 a.m.**

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

PRESENT:

Peter F. Braun	Reeve
Lisa Wardley	Deputy Reeve
Jacque Bateman	Councillor
Cameron Cardinal	Councillor
David Driedger	Councillor
Eric Jorgensen	Councillor
Josh Knelsen	Councillor
Anthony Peters	Councillor
Ernest Peters	Councillor
Walter Sarapuk	Councillor

REGRETS:

ADMINISTRATION:

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

ALSO PRESENT: Members of the public and the media

Minutes of the Regular Council Meeting for Mackenzie County held on October 24, 2017 in the Fort Vermilion Council Chambers.

CALL TO ORDER: 1. a) Call to Order

Reeve Braun called the meeting to order at 10:00 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 17-10-794

MOVED by Councillor Sarapuk

That the agenda be approved with the following additions:

- 9. j) Fort Vermilion Courthouse Opening
- 9. h) Voices Against Violence Conference
- 9. i) Western College of Veterinary Medicine
- 13. a) School Zones and Other Speed Zones Bylaw

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. a) Minutes of the October 10, 2017 Regular Council Meeting

MOTION 17-10-795

MOVED by Councillor Knelsen

That the minutes of the October 10, 2017 Regular Council Meeting be adopted as amended.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. b) Minutes of the October 23, 2017 Organizational Council Meeting

MOTION 17-10-796

MOVED by Deputy Reeve Wardley

That the minutes of the October 23, 2017 Organizational Council Meeting be adopted as presented.

CARRIED

DELEGATIONS:

4. a) None

**COUNCIL
COMMITTEE
REPORTS:**

5. a) Council Committee Reports

MOTION 17-10-797

MOVED by Councillor Jorgensen

That Veterinary Services Inc. (VSI) be added to the agenda.

CARRIED

MOTION 17-10-798

MOVED by Councillor Knelsen

That the Council committee reports be received for information.

CARRIED

5. b) Municipal Planning Commission Meeting Minutes

MOTION 17-10-799

MOVED by Councillor Sarapuk

That the Municipal Planning Commission meeting minutes of October 12, 2017 be received for information.

CARRIED

GENERAL REPORTS:

6. a) None

TENDERS:

7. a) None

PUBLIC HEARINGS:

8. a) None

ADMINISTRATION:

9. a) Appointment of Council Members to Council Committees and Boards – Agricultural Appeal Board

MOTION 17-10-800

MOVED by Councillor A. Peters

That the following Councillors be appointed to the **Agricultural Appeal Board** for a one year term ending October 2018.

Deputy Reeve Wardley
Councillor Cardinal
Councillor Jorgensen

CARRIED

ADMINISTRATION:

9. b) Appointment of Members-at-Large to County Boards and Committees

Appointments made at the organizational meeting.

ADMINISTRATION:

9. c) Appointment of Council Representatives to External Committees

Appointments made at the organizational meeting.

ADMINISTRATION:

9. d) Alberta Energy Regulator – Participant Involvement Initiative

MOTION 17-10-801

MOVED by Councillor E. Peters

That Deputy Reeve Wardley be authorized to attend the Alberta Energy Regulator engagement session on December 14, 2017

in Grande Prairie, Alberta.

CARRIED

ADMINISTRATION: 9. e) Air Ambulance Services

MOTION 17-10-802 MOVED by Councillor Jorgensen

That the air ambulance Advanced Life Support paramedic services update be received for information.

CARRIED

ADMINISTRATION: 9. f) Alberta Association of Municipal Districts & Counties

MOTION 17-10-803 MOVED by Councillor Knelsen

That the following meetings with Ministers be held during the fall Alberta Association of Municipal Districts & Counties (AAMDC) Convention in Edmonton.

Minister of Transportation

- P3 Road Project
- High Load Corridor (Highway 88)
- La Crete Ferry
- Bridge File/Roads to New Lands
- Update on Highway 697 Widening
- Update on Turning Lane at Ponton River (west side)/Highway 58 East Overlay
- Update on Highway 58 West – BC Connector
- Update on G7G Railway

Minister of Health

- Dialysis
- Maternity Services
- Chemotherapy
- Emergency Medical Services
- High Level Seniors Lodge
- Workers Compensation Referral Locations

Alberta Environment & Parks

- Commercial Fishing
- Recreation and Campgrounds
- Grazing Leases
- Land Use Framework Update

Minister of Municipal Affairs

- Municipal Census
- Rural Water
- Natural Gas and Power Shortages

Minister of Economic Development and Trade

- Natural Gas and Power Shortages
- G7G Railway
- Farmland Expansion
- Assessment Decline

Reeve Braun recessed the meeting at 11:22 a.m. and reconvened the meeting at 11:30 a.m.

Minister of Agriculture & Forestry

- Farmland Expansion – Green Zone-White Zone
- Bovine Tuberculosis
- Grazing Leases
- Roads to New Lands
- G7G Railway

CARRIED

ADMINISTRATION: 9. g) Alberta Urban Municipalities Association (AUMA) Conference

MOTION 17-10-804 MOVED by Councillor Knelsen

That the Reeve and Deputy Reeve be authorized to attend the Alberta Urban Municipalities Association (AUMA) Conference from November 22 – 24, 2017 in Calgary, Alberta.

CARRIED

Reeve Braun recessed the meeting at 12:00 p.m. and reconvened the meeting at 12:33 p.m.

ADMINISTRATION: 9. h) Elected Officials Education Program (EOEP) – Munis 101

MOTION 17-10-805 MOVED by Councillor E. Peters

That the Elected Officials Education Program (EOEP) – Munis 101 be received for information.

CARRIED

ADMINISTRATION: 9. i) Caribou Update

MOTION 17-10-806 **MOVED** by Councillor Sarapuk

That the caribou update be received for information.

CARRIED

ADMINISTRATION: 9. j) Fort Vermilion Courthouse Opening (ADDITION)

MOTION 17-10-807 **MOVED** by Councillor Jorgensen
REQUIRES UNANIMOUS

That Councillor Cardinal be authorized to attend the Fort Vermilion Courthouse Opening on October 27, 2017 on behalf of Mackenzie County.

CARRIED UNANIMOUSLY

MOTION 17-10-808 **MOVED** by Deputy Reeve Wardley
REQUIRES UNANIMOUS

That Councillor Cardinal be authorized to attend the Fox Lake Road Grand Opening on October 27, 2017 on behalf of Mackenzie County.

CARRIED UNANIMOUSLY

MOTION 17-10-809 **MOVED** by Deputy Reeve Wardley
REQUIRES UNANIMOUS

That MLA Debbie Jabbour be invited to an upcoming council meeting.

CARRIED UNANIMOUSLY

ADMINISTRATION: 9. k) Voices Against Violence Conference (ADDITION)

MOTION 17-10-810 **MOVED** by Deputy Reeve Wardley
REQUIRES UNANIMOUS

That the County sponsor three registrations (for local FCSS groups) for the Voices Against Violence Conference on November 22 – 23, 2017 in High Level, Alberta and a sponsorship of \$300 towards the costs of speakers.

CARRIED UNANIMOUSLY

ADMINISTRATION: 9. l) Western College of Veterinary Medicine (ADDITION)

MOTION 17-10-811
REQUIRES UNANIMOUS

MOVED by Councillor Jorgensen

That a letter be sent to the Government of Alberta requesting that they reconsider the withdrawal of the \$8M support for the Western College of Veterinary Medicine.

CARRIED UNANIMOUSLY

MOTION 17-10-812

MOVED by Councillor A. Peters

That Councillor Jorgensen and Councillor Cardinal be authorized to attend the Alberta Energy Regulator engagement session on November 14, 2017 in Edmonton, Alberta.

CARRIED

ADMINISTRATION:

9. m) Veterinary Services Inc. (VSI) (ADDITION)

MOTION 17-10-813
REQUIRES UNANIMOUS

MOVED by Councillor Sarapuk

That the County's funding level to the Veterinary Services Inc. (VSI) remain at fifty (50%) percent.

CARRIED UNANIMOUSLY

**AGRICULTURE
SERVICES:**

10. a) None

**COMMUNITY
SERVICES:**

11. a) None

FINANCE:

12. a) 2018 Budget Development

MOTION 17-10-814

MOVED by Councillor Knelsen

That the pre-budget presentation be received for information.

CARRIED

Reeve Braun recessed the meeting at 1:53 p.m. and reconvened the meeting at 2:06 p.m.

FINANCE:

12. b) Financial Reports – January 1 – September 2017

MOTION 17-10-815

MOVED by Councillor Sarapuk

That the financial reports for the period of January 1 – September

2017 be accepted for information.

CARRIED

OPERATIONS:

**13. a) School Zone and Other Speed Zones Bylaw
(ADDITION)**

MOTION 17-10-816
REQUIRES UNANIMOUS

MOVED by Councillor Cardinal

That the school zone and other speed zones bylaw be brought back with the following additions:

Highway 88 Connector – Maximum 100 kilometers
Zama Access Road (paved portion) – Maximum 100 kilometers

CARRIED

**PLANNING &
DEVELOPMENT:**

14. a) None

UTILITIES:

15. a) None

**INFORMATION/
CORRESPONDENCE:**

16. a) Information/Correspondence

MOTION 17-10-817

MOVED by Deputy Reeve Wardley

That Councillor Jorgensen be authorized to attend the Alberta Indigenous Relations technical engagement session in Edmonton on October 30, 2017.

CARRIED

MOTION 17-10-818

MOVED by Councillor Sarapuk

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

CARRIED

**IN-CAMERA
SESSION:**

17. None

NOTICE OF MOTION:

18. a) None

NEXT MEETING

DATES:

19. a) Budget Council Meeting

October 30, 2017

10:00 a.m.

Fort Vermilion Council Chambers

b) Regular Council Meeting

November 7, 2017

10:00 a.m.

Fort Vermilion Council Chambers

ADJOURNMENT:

20. a) Adjournment

MOTION 17-10-819

MOVED by Councillor Jorgensen

That the council meeting be adjourned at 2:46 p.m.

CARRIED

These minutes will be presented to Council for approval on November 7, 2017.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 7, 2017
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the October 30, 2017 Budget Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the October 30, 2017, Budget 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 October 30, 2017 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
BUDGET COUNCIL MEETING**

**October 30, 2017
10:00 a.m.**

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

PRESENT: Peter F. Braun Reeve
Lisa Wardley Deputy Reeve
Jacquie Bateman Councillor
Cameron Cardinal Councillor
David Driedger Councillor
Josh Knelsen Councillor
Anthony Peters Councillor
Ernest Peters Councillor

REGRETS: Eric Jorgensen Councillor
Walter Sarapuk Councillor

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

ALSO PRESENT: Members of the public.

Minutes of the Special Council meeting for Mackenzie County held on October 30, 2017 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

Reeve Braun called the meeting to order at 10:00 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 17-10-820 MOVED by Councillor Knelsen

That the agenda be approved as presented.

	CARRIED
MINUTES FROM PREVIOUS MEETING:	3. a) None
DELEGATIONS:	4. a) None
COUNCIL COMMITTEE REPORTS:	5. a) None
GENERAL REPORTS:	6. a) None
TENDERS:	7. a) None
PUBLIC HEARINGS:	8. a) None
ADMINISTRATION:	9. a) None
AGRICULTURE:	10. a) None
COMMUNITY SERVICES:	11. a) None
FINANCE:	12. a) Draft 2018 Operating Budget
	Review of significant budget changes in revenue and expenses for 2018. See pages 10 – 14 of the package.
	Reeve Braun recessed the meeting at 10:48 a.m. and reconvened the meeting at 10:59 a.m.
	Review of Statement of Operations. Refer to pages 15 – 18 of the package.
	Review of Cash Flow Requirement. Refer to pages 20 – 22 of the package.
	Review of Long Term Debt. Refer to pages 24 – 25 of the package.
	Review of Assessment and Estimated Tax Revenues. Refer to pages 27 – 28 of the package.
	Review of Water and Sewer Rates. Refer to pages 30 – 31 of the package.

Reeve Braun recessed the meeting at 12:03 p.m. and reconvened the meeting at 12:44 p.m.

IN CAMERA SESSION: 17. a) Organizational Chart

MOTION 17-10-821 **MOVED** by Councillor Cardinal

That Council move in-camera at 12:47 p.m.

CARRIED

MOTION 17-10-822 **MOVED** by Councillor E. Peters

That Council move out of camera at 3:47 p.m.

CARRIED

Reeve Braun recessed the meeting at 3:47 p.m. and reconvened the meeting at 3:56 p.m.

MOTION 17-10-823 **MOVED** by Deputy Reeve Wardley

That the Organizational Chart be approved as discussed.

CARRIED

MOTION 17-10-824 **MOVED** by Councillor Bateman

That weed notices be issued on public lands starting in the 2018 year.

CARRIED

OPERATIONS: 13. a) None

**PLANNING &
DEVELOPMENT:** 14. a) None

UTILITIES: 15. a) None

**INFORMATION/
CORRESPONDENCE:** 16. a) None

NOTICE OF MOTION: 18. a) None

MOTION 17-10-825 **MOVED** by Councillor Bateman

That notice be given that the following motion be presented at the next council meeting:

That the excess money from rural water projects in 2017 be transferred to a rural water reserve on December 31, 2017 and that a rural water reserve policy be created.

CARRIED

NEXT MEETING DATE: 19. a) Next Meeting Date

Regular Council Meeting
Tuesday, November 7, 2017
10:00 a.m.
Fort Vermilion Council Chambers

MOTION 17-10-826 **MOVED** by Councillor Cardinal

That a budget council meeting be scheduled for December 5, 2017 at 10:00 a.m.

CARRIED

ADJOURNMENT: 20. a) Adjournment

MOTION 17-10-827 **MOVED** by Councillor A. Peters

That the Budget Council meeting be adjourned at 4:15 p.m.

CARRIED

These minutes will be presented to Council for approval on November 7, 2017.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 7, 2017
Presented By:	Doug Munn, Director of Community Services
Title:	DELEGATION Fort Vermilion Recreation Board

BACKGROUND / PROPOSAL:

Tamie McLean, President of the Fort Vermilion Recreation Board, has requested a presence with Council to make a request as per the attached letter.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

For discussion.

Author: Doug Munn **Reviewed by:** _____ **CAO:** _____

Fort Vermilion Recreation Board
Box 115
Fort Vermilion, AB
T0H 1N0

October 26, 2017

To whom it may concern,

We are writing you with concern about our financial status. We have been working hard these past few years to regain control of our financial situation and go from red to black. The new Board has been putting forth a great effort to prove that they want to make it better. There have been many contributing factors to the state we are in at the current time.

One of the main reasons is that our elected Treasurer was not properly conducting their duties during their time in that position. Early this year we received a bill for \$21,227.36 from the government for outstanding Payroll remittances from last year. This came as a surprise to us as we thought our books were up to date. This also came after we purchased new supplies and things we needed at the end of the year because we had money left to spend (or so we thought). This amount is quite substantial and was not budgeted for in this year's financials. We have now hired Krista Torrville to do our books, she is an accountant and has everything back on track. We have put in proper policies to ensure that this doesn't ever happen again.

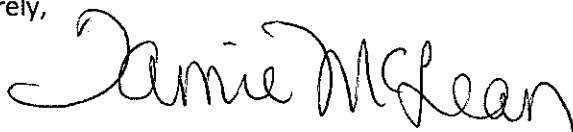
Along with this, we have had numerous break ins to the facility which resulted in a loss of close to \$5,000.00 and repairs that were not planned. We have been working hard throughout the year fundraising to try and make up this deficit, however we have not been successful. We are requesting \$30,000 to cover our payroll for the remainder of the year and any outstanding bills.

We have taken the following steps to correct our financial situation and improve our Board:

- Board has taken all training offered by Mackenzie County
- Bookkeeper is an accountant
- Hired a director which is trained for the position
- Corrected our rental and bookkeeping Policies and Procedures
- Worked with bookkeeper to make our Budget more concise and accurate in the future.
- Added more fundraising activities and programs for revenue.

We would like to thank you for your patience and understanding as we move forward and hope that you will consider this request.

Sincerely,



Tamie McLean, President
for
Fort Vermilion Recreation Board



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 7, 2017
Presented By:	Len Racher, Chief Administrative Officer
Title:	CAO Report

BACKGROUND / PROPOSAL:

The CAO and Director reports for October 2017 are attached for information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the CAO report for October 2017 be received for information.

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

Monthly Report of the Chief Administrative Officer to Council

Len Racher, Chief Administrative Officer

For the month of October 2017

September Meetings

- 1 Municipal Internship Applications Due
- 5 ASB Meeting
- 6 Annual Charity Golf Tournament
- 6 Meeting with Tom Mansfield Executive Director of Alberta Economic Development & Trade
- 7 North to Alaska Symposium
- 8 Tri-Council Meeting
- 11 Community Services Committee Meeting
- 12 Regular Council Meeting
- 13 Meeting with Canada Post
- 14 Finance Committee Meeting
- 15-24 Holiday's/Vacation
- 25 Regular Council Meeting
- 26-29 AFPA Conference

October Meetings

- 4 Tri-Council
- 4 Buffalo Head Prairie Flood Mitigation Project Meeting
- 5 Managers Budget Meeting
- 10 Regular Council Meeting
- 16 Election Day
- 19 Buffalo Head Prairie Flood Mitigation Project Meeting
- 20 New Councillor Meet and Greet Day
- 23 Council Organizational Meeting
- 24 Regular Council Meeting
- 27 Courthouse Grand Opening
- 30 Council Budget Meeting
- 31 Finance Committee Meeting

Beginning of November Meetings

- 1-3 Municipal Training Workshop
- 6 Buffalo Head Prairie Flood Mitigation Project Meeting
- 7 Regular Council Meeting

Grants and Funding

Still waiting for results on our Municipal Internship application.

Projects

The priority of management right now is budget season.

AAMD&C and AUMA are two conferences coming up in the next month that I will be attending. Packages for the meetings with ministers are being put together

Respectfully,

Len Racher
Chief Administrative Officer

MONTHLY REPORT TO THE CAO

For the month of October, 2017

From: Byron Peters
Director of Planning & Development

Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Province has formally started pre-planning for the LPR. Latest update sounds like it may start end of 2018.
Community Infrastructure Master Plans	Q4 2017	Final copies of all drafts have been received. Waiting on second draft of offsite levies.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Economic Development Strategy	ongoing	Continue to support MFTA & REDI projects. Working with Organic Alberta & MARA. Telecommunications/broadband seems to be at the fore again.
Streetscape	Ongoing	Meetings with local committees are ongoing. La Crete project is progressing well – construction has started. Fort Vermilion banners should be complete soon, lookout deck has started. Will begin the conversation for next steps this fall.

Capital Projects

Projects	Timeline	Comments
Rural Addressing	Q4 2017	Staff is only aware of about a dozen remaining signs that need installing. Otherwise project is complete, other than invoicing.
Airport Planning	2016-17	Have not managed to begin the process to review the AVPA, as originally planned. Proceeding with the AWOS installation – PW is coordinating this.

		Waiting for the name change to be approved and published by Nav Can (no challenges anticipated).
--	--	--

Personnel Update:

Currently trying to fill a Planner position. Have filled the other positions that were vacant.

Other Comments:

The remainder of 2017 will be busy; scheduled to attend AAMD&C and AUMA in November.

More amendments to the MGA have now been proclaimed, so the clock has officially started on creating IDPs and ICFs with our neighbours.

Continue to correspond with Canada Post, and I'm quite optimistic about the tone of discussions. Current status is "Canada Post is committed to having a long-term solution in place by Christmas 2018." They are also looking at options to provide additional parcel capacity for Christmas 2017.

Developers are starting to get nervous because winter is coming and they need to get projects completed. Creates additional pressure on the department to assist them as best we can.

In follow up conversations with Alberta Transportation, we gained some clarity on why the road closures for the bridge campground have taken so long and the process has been confusing. Below is the majority of an email conversation that I had with the provincial Road Closure Coordinator. It does not answer all our questions, but does provide a level of clarity.

October 23rd Correspondence:

My title is Road Closure Coordinator. The following duties are what I have responsibility provincially:

- Municipal Road Closures (Bylaws, Resolutions)
- Ministerial Order Road Closures, **any road type through/adjacent to crown land** under the Highways Development and Protection Act
- Caveats and Service Road Agreements
- Historical road research for Alberta Transportation, Environment and Parks, Land Titles (Service Alberta), Infrastructure, Justice
- Support for Property Managers
- Special Projects

I checked the bylaw numbers in my database and have it recorded that all are to be closed by Ministerial Order because of their proximity to crown land. I have 20-30 crown land closure packages to be initiated by Ministerial Order, each of these take 2-6 weeks of essentially uninterrupted time to prepare depending on complexity and size, so the number I am able to complete varies considerably. On a yearly basis, I prepare closure documents (Municipal Government Act) for in excess of 750 quarters of land, 250 caveats and 100 research requests, and any Ministerial Orders that are signed.

Your inquiries to the Minister's Office came in while I was away in September. I prepared two of these Ministerial Orders for road closure prior to any other work on my desk on my return. Because the information was not included in your package, I required a response from Alberta Environment and Parks and contacted them to circulate within their Ministry. I received comments back from three of their Departments and they were unaware of the request for closure or conditions requiring closure.

I have attached a copy of the signed Ministerial Order for the first one. The second one is currently under review before it will be signed. I don't know when it will be signed, as that is dependent on the time other staff have for review, and on the number of items on upcoming Executive Management meeting agendas. I am usually notified after the Ministerial Order is signed.

I will look into the other two bylaws as soon as I am able to set aside time for review, if more information is required I will advise you. I have also included the form that this type of closure is to be submitted on. The process more closely follows the requirements for a road closure resolution (MGA s24), using a motion, clearly showing on a diagram or plan the location of the closure, and the referrals (Environment and Parks response is required).

I hope this will address your questions.

Additional correspondence on October 24th:

Good evening,

Thanks for the quick and thorough response; it's much appreciated. And also many thanks for prioritizing our road closures at this time. I believe my comments below will provide some relevant context for you.

A few more questions and comments for you:

- ? This is likely a moot point by this time, but we originally submitted the bylaws in early summer (June I think) of 2016. We have been waiting about 15 months for the closures. Do you have any idea what went wrong in the process? We received somewhat ambiguous answers from the Peace River office over the last 15 months, but were always told that it was moving along, when evidently it wasn't.

(1) The first problem was that these shouldn't have been submitted as bylaws because crown land is involved. The process is different for road closures under the Highways Development and Protection Act. Timelines they estimated were for road closures under the Municipal Government Act, which is a significantly simpler process.

(2) Very few Development and Planning Technologists in the District Offices have had experience with road closures that must be completed by Ministerial Order. The first training session provided for staff was October 19, 2017 which was the first time staff had met since 2014.

(3) In 2010 a change to legislation removed our ability to close most of the crown closures until early 2014. This has meant that in addition to the closures coming in, there was a backlog dating back to 2011.

(4) For several years the process/forms changed without notice before the Ministerial Order was signed. This meant preparing 2nd and 3rd versions before they were signed. A change to the process was approved in September 2017 and I am unable to determine the extent of the effect this will have on the time from leaving my work unit to signing by the Minister or his authorized delegates.

(5) Statutory road allowances are very problematic because signing authority rests with the Minister of Transportation and has not been delegated to the Ministry.

(6) Other departments as such Alberta Environment and Park and/or Infrastructure are involved in the process, so their input is critical. We do not have control over their response times. They will provide technical support to Transportation for sketches and descriptions for the roads being closed.

- ? This is the first time I have seen or been advised of the road closure form, so thanks for passing that along. Are there a few variations of the form that you attached? **No** For lane closures in hamlets, or road closures that are not close to crown lands? **These are still closed pursuant to the MGA.**

(1) The form is new and has been piloted in several municipalities.

(2) The process for all other municipal road closures are unchanged, they are closed under the Municipal Government Act, Sections 22 or 24.

- o Or what is considered close to crown land?

The road must be adjacent to or through crown land that may be titled to the province (i.e. Environment and Parks, Transportation, Infrastructure), untitled or recorded at Land Titles as non-patent land. If you are uncertain which legislation would apply please contact the Development and Planning Technologist (DPT) in Peace River.

- ? To who at AEP do the referrals need to be sent? You mention three departments.

AEP referrals should be sent to: aep.eds-commworkflow@gov.ab.ca

This is a recent update I received for submission of referrals.

- o Further, the comment that AEP are unaware is frustrating. We have been actively working with the province to secure a new and expanded rec lease for this existing campground for 7+ years, and we were told we needed to close these roads in order to be able to further pursue the lease. We have discussed the issue with Minister Phillips and DM Corbould within the last few months, and with an array of staff of over the years. Any advice you can provide to help our next project go smoother in this regard would be greatly appreciated.

I understand your frustration, yet I was unable to locate any staff who knew about this. If AEP required closure the procedure is that the request the closure is requested at the Executive level.

- ? On that note, are you available to meet on the afternoon of November 14th? I will be in Edmonton with a few colleagues and would appreciate the opportunity to meet with you to better understand the road closure process, and if you can find details of what happened with our applications and the whole process not working, we'd like to try and understand that as well.

(1) Unfortunately, I will not be available for a meeting due to my work load. My focus is to work with the Development and Planning Technologists (DPTs), so that they are better able to assist the municipalities, this will be the most beneficial long term. My workload does not facilitate taking time to deal directly with clients as, in addition to the road closures by Ministerial Order (23+ are still waiting to be initiated), I also complete all of the municipal road closures, the caveats for service roads and research for staff from multiple Ministries. Additionally, I am called upon for special projects that can arise quite unexpectedly and take priority over other work. The department has looked into my work load issue, but there are very few options available to address the issue because of the long learning curve and budget restraints. As a result, I continue to do this work with minimal administrative or other assistance.

Please contact the Transportation Development and Planning Technologist in Peace River for future assistance. The DPT can contact me with any questions to provide you with assistance and to become more knowledgeable regarding the process.

(2) I will use as much information from the bylaws as possible, but recommend that you rescind them or let them time out from the first reading.

(3) To maintain fairness in the completion of Ministerial Orders they are done in the order they were received for fairness to all of the municipalities.

(4) When preparing a Ministerial Order a full package prepared on specific templates must be completed to provide the Minister with the information needed to make an informed decision regarding signature of the closure. Once initiated it is impossible to predict how long it will be before the Ministerial Order is signed because of the review process before it is taken forward for signing. Road plans and road allowances require different signing levels within Alberta Transportation, so different factors come into consideration. All I can do is prepare the package and forward it for review, all else is beyond my control.

By preparing your Ministerial Orders as rushes, packages for three other Ministerial Orders that required template changes (new process) were set aside.

In short, the road closure process is very time consuming once received by Transportation, but it is critical that they to be done correctly. Thank you again for bringing your concerns to my attention.

MONTHLY REPORT TO THE CAO

For the Month of October

From: David Fehr
Director of Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Walking trail	Spring 2018	Base work completed waiting for asphalt.
Road regravelling program	completed	
Rail Crossings	75% completed	Report to Federal government on all rail crossings within Mackenzie County.
Parks	Complete	All parks winter preparations are complete.
Docks	Complete	All docks have been pulled from river and lakes.
Winterize equipment	complete	All equipment used for winter maintenance is ready.
Knelsen Playground equipment	Completed	
Hutch Lake playground equipment	Nov 15	Few minor pieces to assemble and backfill with sand.
Mackenzie Housing playground equipment	competed	
Fish cleaning station	completed	Installed septic tank and fish cleaning table

Projects		Timeline	Comments
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Blue Hills New Bridges	Nov 2017	The RRD is in final stages of approval. Meeting with EAP on Nov 2.
Fitler Pit	Ongoing	The Conservation and Reclamation plan has been submitted.
Meander Pit	Ongoing	FNC adequacy should be approved in the next week and then will proceed to get a CORP.

Respectfully,

David Fehr
 Director of Operations

REPORT TO CAO
October, 2017

From: Grant Smith
Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	2017	The County entered into a service agreement with Alberta Transportation for the 2017 spraying season. The contractor has been spot spraying Noxious weed patches along Hwy's 58, 88 & 697.
ASB Summer Tour	July 11-14, 2017	The ASB Summer Tour was hosted by Mountain View County and Red Deer County. Tours included Barr Ag Hay Plant, Agri Trend (Canola production), Reese Cattle Co, Beck Farms, Blue Grass Sod Nursery, Antler Valley Farms, Woodland Crest Farms, Brian Ellis Seed. Overall it was very well organized and the tours were very educational.
Erosion Repairs	2017	Erosion repairs were completed in the Blue Hills area and the AJA Flood Control channel. Repairs were also completed on the Rosenberger Channel and La Crete East Channel.
Ag Fair & Tradeshow	2017	2017 Ag Fair was held in at the MARA Research Farm on August 11 th & 12 th .
Regional ASB Conference	October 25, 2017	The 2017 Regional ASB Conference was hosted by the MD of Fairview on the 25 th of October. There were three resolutions presented, all were carried.
Wolf Bounty	2017	We've received 208 carcasses as of October 3 rd . Please see attachment for locations.
Weed Inspection	October 2017	There has been a significant amount of White Cockle in the Machesis Lake area. Most of these properties are being farmed organically, thereby making it difficult to control. Scentless Chamomile sightings are also on the rise. One

		Weed Notice was issued in the High Level area regarding Canada Thistle. The Notice was complied with. All Do Not Spray agreements were inspected with good results, as most were deemed to have satisfactory weed control. The Do Not Spray program will be reviewed and changes implemented for 2018. The County is not required by legislation to implement this program. There will be letters of concern mailed to the Province and certain ratepayers reminding and informing them of Noxious weed infestations.
Roadside Mowing	August 26 th , 2017	Roadside Mowing commenced on July 10 th . All roads north of the Peace River will receive a full width cut, roads on the south side will receive a shoulder cut. Overall, the contractors did a very satisfactory job.
Water Pumping Program		The County rents an Irrigation Pump and one mile of pipe. Bookings usually take place in late fall to fill dugouts. The program runs from April to November. As of October 31 st there were a total of 27 rentals.

Capital Projects

Projects	Timeline	Comments
Fort Vermilion Erosion Repair (Rosenberger)		The contract was awarded to Frank Wiens. The project was completed August 23 rd .
Buffalo Head/Steephill Flood Control Project	2017	Construction commenced August 8 th . Channel construction is approximately 65-75% complete. The outlet design is being finalized. There were design changes due to unforeseen circumstances. Approval has been granted from AT to linebore culverts in Hwy 697. We are still awaiting approval under the Water Act to commence construction on the outlet.

Personnel Update:

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Other Comments:

REPORT TO THE CAO

For the Month of October, 2017

From: Carol Gabriel
Director of Legislative & Support Services

Meetings Attended

- 2017-10-03 Facilitated election worker training.
- 2017-10-04 Attended Tri-Council meeting and minute taker (hosted by Mackenzie County)
- 2017-10-05 Managers meeting
- 2017-10-07 Advance Polls from 11 am – 4 pm
- 2017-10-10 Council meeting
- 2017-10-14 Advance Polls from 11 am – 4 pm
- 2017-10-16 Election Day
- 2017-10-20 New Councillor Meet & Greet
- 2017-10-23 Organizational Council Meeting
- 2017-10-24 Council Meeting
- 2017-10-30 Budget Council Meeting
- Various other individual or departmental meetings.

Council

- Preparing for various meetings of Council.
- Prepare agenda for the Tri-Council meeting on October 4th.
- Prepare for council orientation and organizational meeting on October 23rd.
- Significant amount of time spent on preparations for advance polls, Election Day, and staff training.

Assessment Appeals

- One Composite Assessment Review Board hearing has been scheduled for November 27, 2017.

Bylaws/Policies/Reports/Publications:

- Review policies and bylaws which are presented annually at the organizational meeting (ie. Procedural bylaw, honorariums and expense).

Citizen Engagement:

- Various postings on the County's website and Facebook page regarding Request for Proposals, Tenders, development permits, meetings, etc.
- Prepared a free newspaper flyer to go out in the Echo-Pioneer bulk run on October 4th to all mailboxes in the County. To date approximately 1000 residents have signed up for their newspaper subscription.

Human Resources:

- Continue to work with Diamond to resolve program deficiencies for HRISMYWAY. Program update expected October 31st which should resolve some of the issues.
- Met with new Councillors to set up for payroll, benefits, etc.

Records Management:

- Continue working on a major update to the Bylaw and policy which establishes procedures in regard to the retention and disposal of municipal documents.

Miscellaneous:

- Ongoing updates to the County website, Facebook, etc.
- Ongoing form review and updating.
- Preparing for various meetings.
- Travel and meeting coordination.
- Assisting other departments as required.

MONTHLY REPORT TO THE CAO

For the Month of October 2017

From: Fred Wiebe
Director of Utilities

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Sept/17	Complete.
Strategic Priorities		

Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Nov/18	18 service repairs completed to date. Looking to complete final services in 2018 pending budget approval.
Rural Potable Water Infrastructure	Jul/18	Truckfills operating and getting deficiencies repaired.
LC- Paving Raw Water Fill	Jun/17	Complete.
FV- Paving FV WTP	Jun/17	Complete.
LC,FV,ZA- Exhaust Thimbles	May/17	Complete.
FV- 49 th Ave Water Re-servicing	Sept/17	Final inspection completed in October and deficiencies repaired. Complete.
FV 50 th Street Water Extension	Sep/17	Complete.
LC – Well #4	Sept/17	Complete.
LC – Sanitary Sewer Expansion	Dec/17	Awaiting final report from consultant and will work with Byron to create off-site levy bylaw.

FV – Storage Work	Nov/17	Contractor has been hired to complete work.
LC – Hydrant Replacement	Oct/17	Complete.
FV – Re-route Raw Water Truckfill	Nov/17	Quotes have been received and work should be completed early winter.
FV- Main Lift Station Grinder	Dec/17	Final drawings reviewed and grinder is on order.
ZA- Distribution Pumphouse Upgrades	Oct/18	We are working on preliminary design and contract documents to prepare for tender.
ZA- Lift Station Upgrades	Oct/18	We are working on preliminary design and contract documents to prepare for tender.

Personnel Update:

I am pleased to announce that Bill Lindsay has been hired back as an operator in Zama. He started on October 23, 2017.

Other Comments:

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Respectfully submitted,

Fred Wiebe
 Director of Utilities
 Mackenzie County

MONTHLY REPORT TO THE CAO

For the Month of October 2017

**From: Doug Munn
Director of Community Services**

Meetings Attended in October

- 10-02 – Wadlin Lake 10 Year Plan – AEP
- 10-04 – Northern Alberta Safety Council – Red Deer
- 10-11 to 13 – Recycling Council of Alberta Conference– Lake Louise
- 10-20 – New Council Meet and Greet
- 10-23 – Council Organizational
- 10-24 – Council
- 10-24 – Community Services Committee
- 10-25 – End of Fire Season – Alberta Forestry
- 10-26 – Joint Health and Safety Committee
- 10-27 – Fort Vermilion Chamber of Commerce – Airport Terminal Building
- 10-30 – Indigenous Relations Policy – Edmonton - GoA
-

Health and Safety

- Held Joint Health and safety meeting on October 26.
- Site inspections and Field Hazard Form review.

Peace Officer

- PO has been approved to deal with municipal bylaws
- Waiting for approval to be able to hand out provincial offences. We expect this approval this week.
- Setting up systems (Report Exec, MOVES Access, Hazard assessments)
- 2 Joint force operations (JFO's) with the RCMP
- 4 traffic warnings issued
- Assisted Bylaw with 2 complaints
- Obtained road ban info/created road ban order form
- Set up on TRAVIS (truck permitting information)

Bylaw

- Orientation time spent with Peace Officer.
- Dealt with three bylaw concerns plus two dog complaints
- Spent time with Youth on ATV's regarding helmets, registration and insurance.
- Working together with development on the gravel pit concern.
- Traveled to Zama for Hamlet Inspection.
- Loaned out one cat trap 1 La Crete.

- Served documents for Planning & Development.
- Continued patrols for dogs in Fort Vermilion and Rocky Lane School.
- Worked on quotes for operational budget.
- Assisted with office setup for Peace Officer

Fire Services

La Crete

- 10 – MCR (Medical Co Response)
- 2 – MVC (Motor Vehicle Collisions)
- 2 - Fire Alarms
- 1 - Industrial Dust Explosion
- 1 - Brush Fire
- 1 - Structure Fire
- 1 - Grass Fire

Building Maintenance

- Winterize sprinkler systems
- Fire Extinguisher maintenance Fort Vermilion and La Crete
- Building assessment report
- Machesis Lake Projects – Toilet and Solar Power System complete
- Wadlin Lake fish cleaning station
- Miscellaneous repairs and maintenance

Other Comments

- Preparation of the 2018 operations and capital budgets
- Prepared Waste Transfer Station Hauling Contract Request for Proposal

Capital Projects

- FV Artificial Ice Plant – Project is 99% complete. Only minor deficiencies remain. Under budget.
- Playground Equipment – All playground equipment has been installed with the exception of La Crete Big Back Yard (which will be installed next year)
- DA Thomas Retaining Wall – Has been installed. Plans are to install a guard rail at the top of the wall and a staircase.

Monthly Report to the Chief Administrative Officer to Council

Len Racher, Chief Administrative Officer

November, 2017

From: Willie Schmidt
Fleet Maintenance Manager

Shop/Fleet Oil Usage

Oil that is used in our fleet is determined by the Vehicle/Equipment manufacture recommended specifications. When we acquire a new asset to add to our fleet it gets added to a spreadsheet titled "Fleet oil type and capacity chart" so that I can keep track of each unit and get monthly price and quality oil quotes from local suppliers. Each season will determine the type and quality of oil used in the fleet. For example, to minimize the different oils in our transmission oil inventory we are looking to a local supplier for a multi-coverage transmission oil which will reduce the amount of transmission oils on hand.

Mackenzie County Fleet Fuel User/Supplier Checklist						
Unit #	Type of vehicle	Fuel Type	Location	Supplier	Capacity	Tank Owner
2145	Grader	Dyed	RL/HL	CO-OP	4500L	CO-OP
2143	Grader	Dyed	LC/Blumenort	CO-OP	4500L	CO-OP
2142	Grader	Dyed	LC/BHP	CO-OP	4500L	CO-OP
2141	Grader	Dyed	FV/Blumenort	UFA	4500L	County Owned
2140	Grader	Dyed	RL	CO-OP	4500L	CO-OP
2139	Grader	Dyed	LC	CO-OP	4500L	CO-OP
2138	Grader	Dyed	HL	CO-OP	4500L	CO-OP
2137	Grader	Dyed	BH	Bluewave	4500L	Bluewave
2144	Grader	Dyed	ZA	ZA Cardlock	Pumps	Bateman Petroleum
	Plowtrucks	Clear	LC	BW/PC/CP/UFA Cardlocks	Pumps	BW/PC/CP/UFA
	Equipment	Dyed	LC	BW/PC/CP/UFA Cardlocks	Pumps	BW/PC/CP/UFA
	Plowtrucks	Clear	FV	Bluewave	11,370L	Bluewave
	Equipment	Dyed	FV	UFA	4500L	County Owned
	Plowtruck/Equipment	Clear/Dyed	ZA	ZA Cardlock (Batemans)	Pumps	Bateman Petroleum
Tank Owners						
CO-OP	Bluewave	County				
4	2	1				



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 7, 2017
Presented By:	Byron Peters, Director of Planning and Development
Title:	PUBLIC HEARING Bylaw 1081-17 Land Use Bylaw Amendment to Rezone Part of NE 3-106-15-W5M from Hamlet Country Residential "H-CR" to La Crete Highway Commercial "LC-HC" (La Crete)

BACKGROUND / PROPOSAL:

Mackenzie County has received a request to rezone Part of NE 3-106-15-W5M from Hamlet Country Residential "H-CR" to La Crete Highway Commercial "LC-HC" for resale. The applicant would like to rezone the whole parcel (7.70 acres) for commercial use.

This item was taken to the Municipal Planning Commission for recommendation and the following motion was made:

MPC-17-09-139 **MOVED** by *Jacquie Bateman*

That the Municipal Planning Commission recommend to Council to approve Bylaw 10XX-17 being a Land Use Bylaw Amendment to rezone Part of NE 3-106-15-W5M (7.70 acres) from Hamlet Country Residential "H-CR" to La Crete Highway Commercial "LC-HC" to accommodate commercial development, subject to public hearing input.

CARRIED

First reading of this rezoning bylaw was passed at the October 10, 2017 Council meeting:

MOTION 17-10-696 **MOVED** by *Councillor Bateman*

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

Author: C Smith Reviewed by: _____ CAO _____

Bylaw Amendment to rezone Part of NE 3-106-15-W5M from Hamlet Country Residential “H-CR” to La Crete Highway Commercial “LC-HC” to accommodate commercial development, subject to public hearing input.

CARRIED

The location of this proposed rezoning is on the east side of La Crete within the Isaac Dyck subdivision. The subject lot is between two zoning districts, those being, La Crete Heavy Industrial “LC-HI” and Institutional “I” (County owned water treatment plant) on the west side and Hamlet Country Residential “H-CR” on the east. The Hamlet Country Residential “H-CR” district allows for a variety of residential type dwellings. It does allow home based business, minor and day care homes as the only commercial type use.

Currently the lot is residential with a house, several outbuildings and a garage – detached. The applicant has retired and is interested in selling his property for commercial use because of the offers he has received on his property.

A commercial business would be able to be serviced by the existing 6” waterline. There is concern that the gravity sewer line would have to be extended to service the parcel as the existing 100mm low pressure sewer system may not have sufficient capacity, depending on the proposed development. This will have to be a consideration for the future developer at time of development.

The applicant has decided to apply because his neighbor’s property across the street was recently rezoned as La Crete Light Industrial “LC-LI” despite being adjacent to a residential subdivision. This neighbor has also submitted a letter of support for the rezoning.

OPTIONS & BENEFITS:

Options are to pass, defeat, or table second and third reading of the bylaw.

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant.

SUSTAINABILITY PLAN:

The Sustainability Plan does not directly address re-zoning of districts within the County. As such, the proposed re-zoning neither supports nor contradicts the Sustainability Plan.

Author: C Smith Reviewed by: _____ CAO _____

COMMUNICATION:

The bylaw amendment has been advertised as per MGA requirements, including all adjacent landowners. The applicant also displayed a rezoning notification sign on their property as per Mackenzie County Land Use Bylaw regulation.

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

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

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

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

Author: C Smith Reviewed by: _____ CAO _____

Mackenzie County

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 1081-17

Order of Presentation

_____ This Public Hearing will now come to order at _____.

_____ Was the Public Hearing properly advertised?

_____ Will the Development Authority _____, please outline the proposed Land Use Bylaw Amendment and present his submission.

_____ Does the Council have any questions of the proposed Land Use Bylaw Amendment?

_____ Were any submissions received in regards to the proposed Land Use Bylaw Amendment? *If yes, please read them.*

_____ Is there anyone present who would like to speak in regards of the proposed Land Use Bylaw Amendment?

_____ If YES: Does the Council have any questions of the person(s) making their presentation?

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:

BYLAW NO. 1081-17
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate commercial development.

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

1. That the land use designation of the subject parcel known as:

Part of NE 3-106-15-W5M

within the hamlet of La Crete, be rezoned from Hamlet Country Residential “H-CR” to La Crete Highway Commercial “LC-HC” as outlined in Schedule “A” hereto attached.

READ a first time this 10th day of October, 2017.

PUBLIC HEARING held this _____ day of _____, 2017.

READ a second time this _____ day of _____, 2017.

READ a third time and finally passed this _____ day of _____, 2017.

Peter F. Braun
Reeve

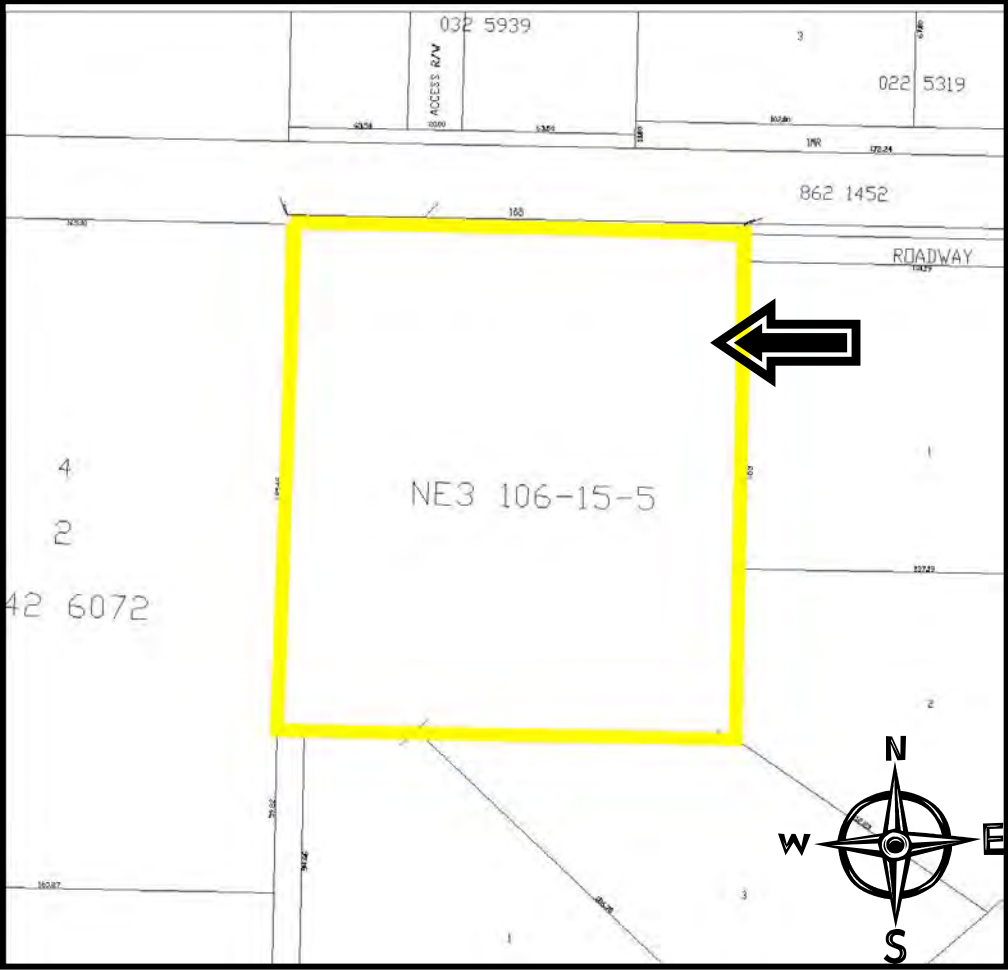
Len Racher
Chief Administrative Officer

BYLAW NO. 1081-17

SCHEDULE "A"

1. That the land use designation of the following property known as:

Part of NE 3-106-15-W5M within the hamlet of La Crete, be rezoned from Hamlet Country Residential "H-CR" to La Crete Highway Commercial "LC-HC" as outlined below.



FROM: Hamlet Country Residential "H-CR"

TO: La Crete Highway Commercial "LC-HC"



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT JAKE J. WOLFE		
ADDRESS 9433 - 94 AVE, [REDACTED]		
TOWN LA CRETE, AB		
POSTAL CODE T0H 2H0	PHONE (RES.) [REDACTED]	BUS. [REDACTED]

COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF REGISTER OWNER JACOB J. & HELEN S. WOLFE		
ADDRESS 9433 - 94 AVE, [REDACTED]		
TOWN LA CRETE, AB		
POSTAL CODE T0H 2H0	PHONE (RES.) [REDACTED]	BUS. [REDACTED]

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS. NW PART	SEC. NE3	TWP. 106	RANGE 15	M. 5	OR	PLAN 9433 - 94 AVE	BLK	LOT
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: RESIDENTIAL TO: LA CRETE HIGHWAY COMMERCIAL (LCHC)

REASONS SUPPORTING PROPOSED AMENDMENT:

CHANGE THE ZONING FOR THE 3.5 ACRE PORTION OF PROPERTY
ADJACENT TO THE MACKENZIE COUNTY WATER TREATMENT PLANT TO
SELL AS LA CRETE HIGHWAY COMMERCIAL (LCHC)

AND/OR

CHANGE THE ZONING FOR THE ENTIRE 7.5 ACRE PROPERTY TO SELL AS
LA CRETE HIGHWAY COMMERCIAL (LCHC)

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 400.00

RECEIPT NO. 221892

JAKE J. WOLFE

SEPTEMBER 15, 2017

APPLICANT

DATE

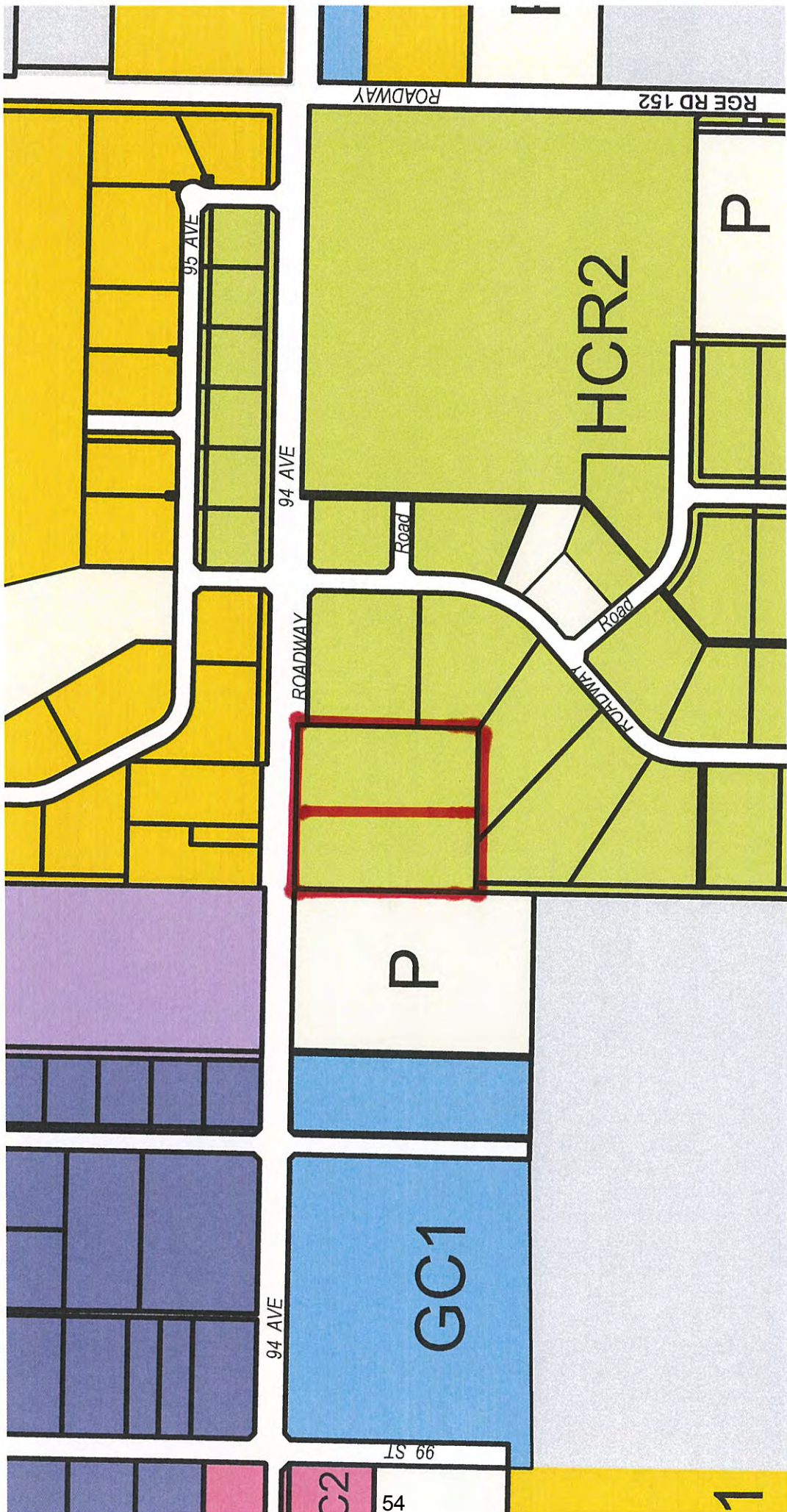
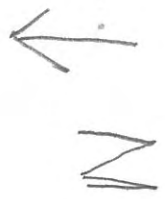
NOTE: REGISTER OWNER SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

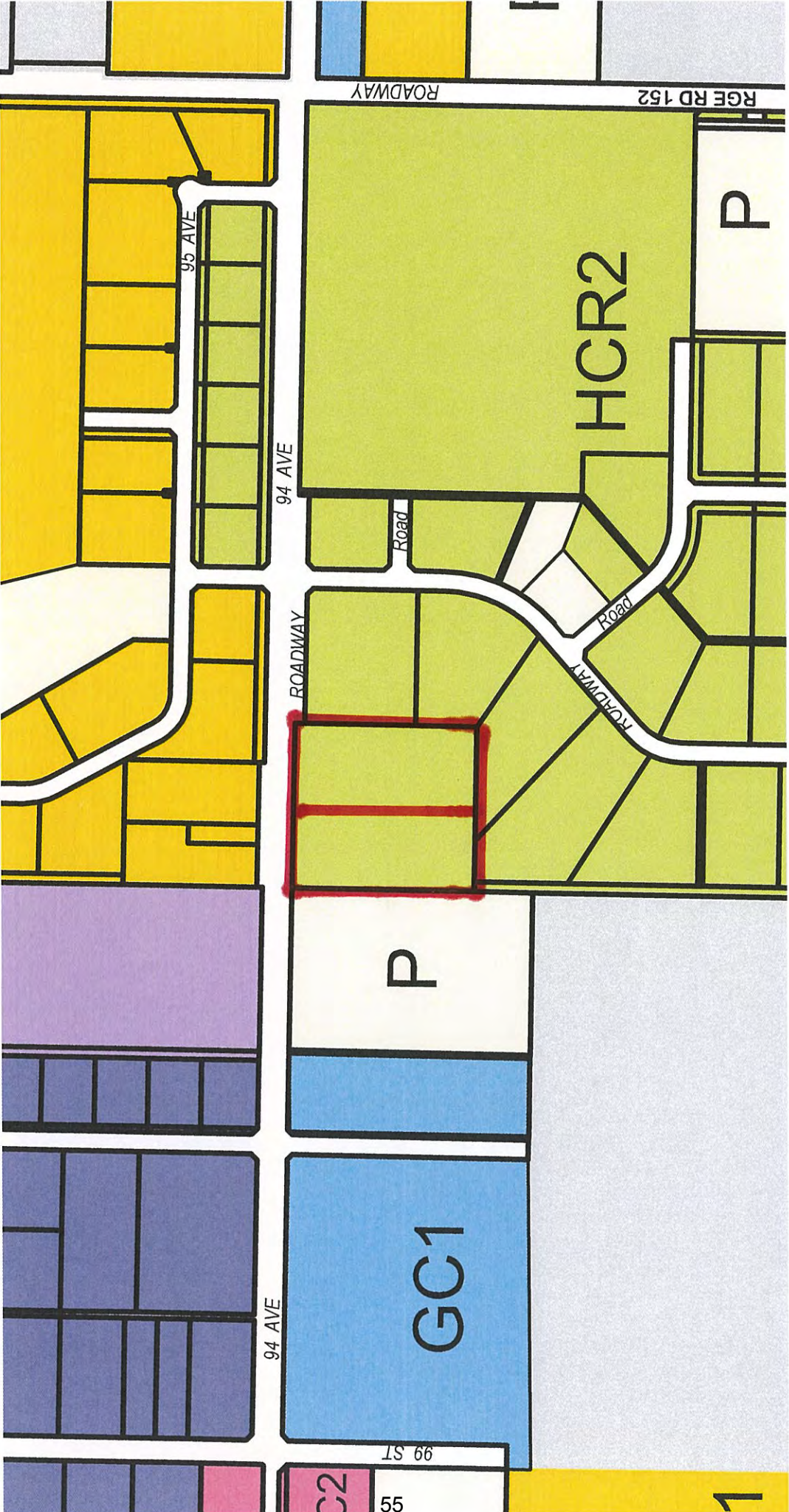
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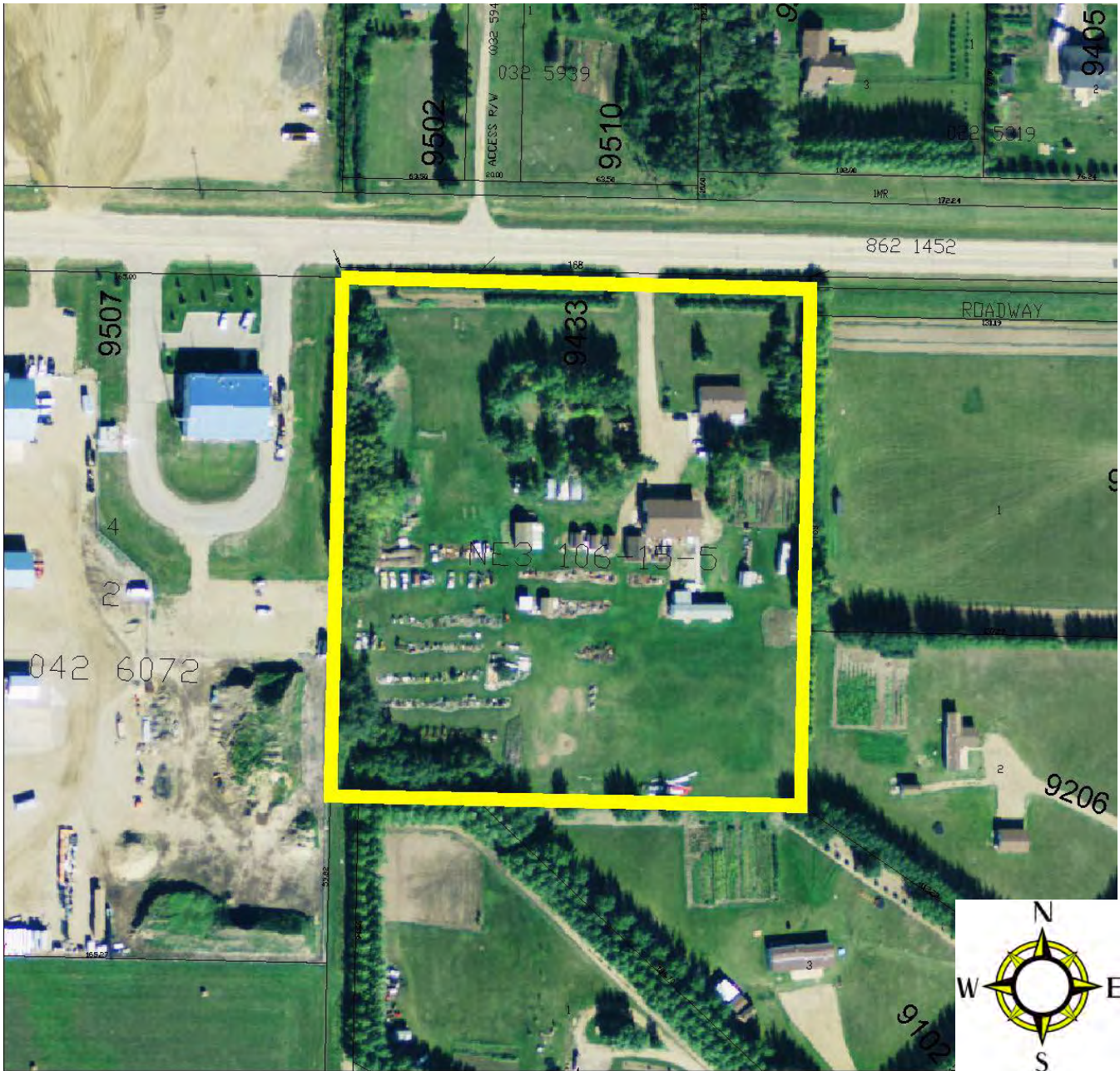








BYLAW AMENDMENT APPLICATION



NOT TO SCALE

File No. Bylaw 1081-17

Disclaimer

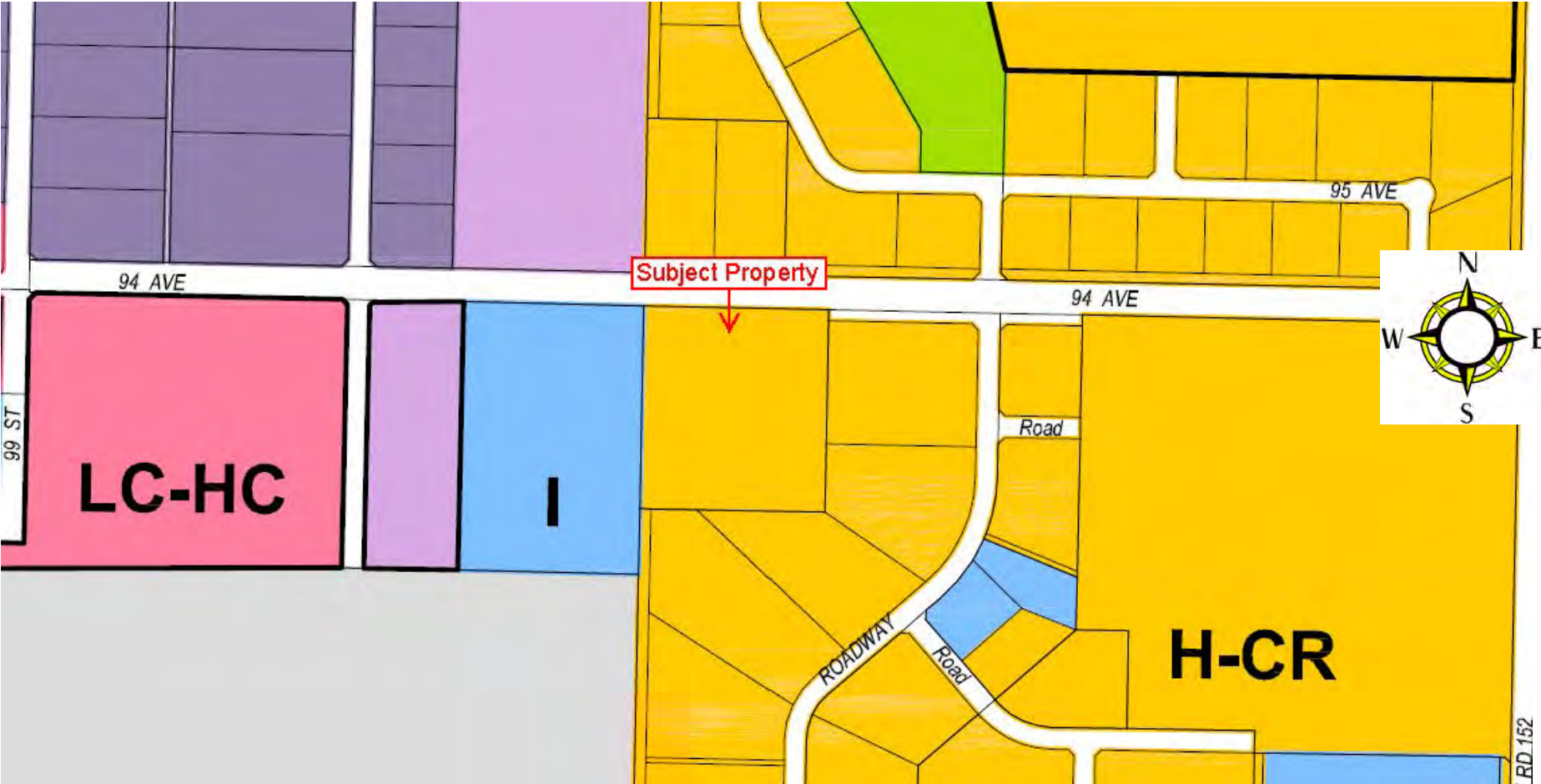
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Mackenzie County

BYLAW AMENDMENT APPLICATION



File No. Bylaw 1081-17

NOT TO SCALE

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Mackenzie County

TO/

OCT 26/17

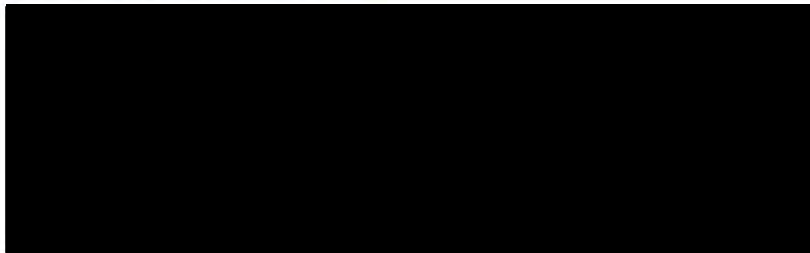
PLANNING & DEVELOPMENT DEPARTMENT
MACKENZIE COUNTY
PO BOX 640
FORT VERMILION, AB
T0H1N0

ATT, COUNCIL/PLANNING DEPARTMENT
RE- BYLAW 1081-17 LAND USE REZONING
PART OF NE3-106-15-5

WE HAVE NO OBJECTIONS TO THE REZONING
OF THIS PROPERTY.

GEORGE W & CAROLINE ZACHARIAS
PO BOX 415
9502-94 AVE
LA CRETE, AB T0H2H0

PHONE= 780-841-1995
EMAIL= washallgeorge@gmail.com





Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	November 7, 2017
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Bylaw 1083-17 Organizational and Procedural Matters of Council, Council Committees and Councillors

BACKGROUND / PROPOSAL:

The organizational/procedural bylaw is reviewed annually at the organizational meeting. First reading of the amended organizational and procedural bylaw was given on October 23, 2017. The bylaw is being presented for second and third reading.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Municipal bylaws are made available on the Mackenzie County website.

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

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1083-17 being the organizational and procedural bylaw for Mackenzie County.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1083-17 being the organizational and procedural bylaw for Mackenzie County.

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

BYLAW NO. 1083-17

**BEING A BYLAW OF MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA**

**TO PROVIDE THE ORGANIZATIONAL AND PROCEDURAL MATTERS
OF COUNCIL, COUNCIL COMMITTEES AND COUNCILLORS**

WHEREAS, the Municipal Government Act, RSA 2000, c. M-26 provides for the establishment of Council committees and other bodies, procedure and conduct of Council, Council committees and other bodies established by Council and the conduct of Councillors and members of Council committees and other bodies established by Council; and

WHEREAS, the MGA provides for organizational and procedural matters of Council, Council committees and Councillors.

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

TITLE

1. This bylaw shall be cited as the "Procedural Bylaw".

DEFINITIONS

2. In this bylaw:
 - a. "Act" means the *Municipal Government Act*, RSA 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto;
 - b. "Administration" means the Chief Administrative Officer or an employee accountable to the CAO employed by the Municipality.
 - c. "Agenda" is the list of items and orders of business for any meeting of Council or a Council Committee;
 - d. "Chief Administrative Officer" (otherwise known as the "CAO") means the person appointed by Council into the position of CAO pursuant to the *Act*.
 - e. "Chairperson" means the person who presides at a Meeting, and, when in attendance at a Council Meeting, shall mean the Reeve or alternate chair.
 - f. "Corporate Office" means the office located at 4511-46 Avenue in the Hamlet of Fort Vermilion, Alberta.

- g. "Council Committee" means a committee, board, or other body established by Council under the Act;
- h. "Councillors" means a duly elected Member of Council, including the Reeve.
- i. "Deputy Reeve" means the Deputy Chief Elected Official or Councillor who is appointed by Council pursuant to the *Act* to act as Reeve in the absence or incapacity of the Reeve.
- j. "Ex-Officio" means a member of a Committee, by virtue of the right to hold a public office such as a Reeve, and has the right to make motions and vote.
- k. "In-Camera" means the portion of the meeting at which only members of Council and other persons designated by Council may attend.
- l. "Meeting" means an organizational, regular, or special meeting of Council or Committee.
- m. "Member" means a duly elected Member of Council or a duly appointed Member of a Committee.
- n. "Municipality" means Mackenzie County.
- o. "Public Hearing" means a meeting or portion of a meeting that council is required to hold under the *Act* or another enactment for the primary purpose of hearing submissions;
- p. "Reeve" means the Chief Elected Official for the Municipality pursuant to the Act.
- q. "Quorum" is the majority of all members, being fifty (50) percent plus one (1), unless Council provides otherwise in this bylaw.

APPLICATION

- 3. This Bylaw applies to all Council and Committee Meetings and shall be binding on all Councillors and Committee Members.
- 4. Notwithstanding Paragraph 3, where the Terms of Reference give Permission to a Committee to establish its own Meeting procedure, if there is a conflict between the Committee's established Meeting procedures and this Bylaw, that Committee's established Meeting procedures will have precedence over this Bylaw for the purposes of that Committee's Meetings.

INTERPRETATION

5. When any matter relating to Meeting procedures is not addressed in this Bylaw, the matter shall be decided by reference to the most current edition of Roberts Rules of Order, if applicable.
6. Procedure is a matter of interpretation by the Reeve or the Committee Chair.
7. In the event of a conflict between the provisions of this Bylaw and Roberts Rules of Order, the provisions of this Bylaw shall apply.
8. In the absence of any statutory obligation, any provision of this Bylaw may be waived by Special Resolution of the Members in attendance at the Meeting.
9. In all cases throughout this Bylaw, reference to “he” or “she” shall mean males and females equally.

ROLE OF THE REEVE

10. The Reeve, when present, or alternate chair shall preside as Chairperson over all Meetings of Council.
11. In the absence, incapacity, or inability, of the Reeve or Deputy Reeve to act, Council Members will elect from among themselves a Chairperson for the day to act as Reeve. This Member shall be referred to as “Acting Reeve” for the duration of that Meeting.
12. Unless otherwise provided in a bylaw, the Reeve shall be an ex-officio Member of all Committees.
13. The Reeve has all of the rights and privileges of other Committee Members.

ROLE OF THE CHAIRPERSON

14. The Chairperson shall preside over the conduct of the Meeting, including the preservation of good order and decorum, ruling on Points of Order, replying to Points of Procedure and deciding on all questions relating to the orderly procedure of the meeting, subject to an appeal by a Councillor from any ruling of the Chairperson.
15. The Chairperson shall make reasonable efforts, including the calling of a recess, to ensure all Councillors in attendance at a Meeting are present while a vote is

being taken, unless a Councillor is excused from voting in accordance with the Act or this Bylaw.

16. When the Chairperson wishes to make a motion he/she shall vacate the Chair and request the Vice-Chairperson to assume the Chair.
17. The Chairperson may invite Persons to come forward from the audience to speak with permission of Council if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.

ROLE OF THE CHIEF ADMINISTRATIVE OFFICER (CAO)

18. The Chief Administrative Officer, in accordance with Sections 207 and 208 of the Act and in accordance with Bylaw 030/95, which created the position of the Chief Administrative Officer, is required to advise and inform Council in writing of its legislative responsibilities and ensure that the Municipality's policies and programs are implemented as well as to advise Council on the operation and affairs of the Municipality.

ORGANIZATIONAL MEETINGS

19. An Organizational Meeting of Council shall be held not later than two weeks after the third Monday in October each year.
20. The CAO or designate shall fix the time, date and place of the Organizational Meeting.
21. The CAO or designate shall advertise at least three weeks prior to the Organizational Meeting, inviting applications for Committee vacancies which will be required to be filled that year.
22. The Organizational Meeting Agenda shall be restricted to:
 - a. The election of the Reeve and Deputy Reeve annually;
 - b. The administration of the Oath of Office;
 - i. to the Reeve and Deputy Reeve annually
 - ii. to the entire Council following the municipal election
 - c. Review of honorariums and expense reimbursement;
 - d. Review of procedural bylaw;
 - e. The establishment of Council Committees and Boards;
 - f. The establishment of membership on Committees and Boards;
 - g. The establishment of regular Council meeting dates for the year;
 - h. Other business as required by the Act, or which Council or the CAO may direct.

23. At the Organizational Meeting the CAO shall:
 - a. Call the Meeting to Order;
 - b. Preside over the Meeting until the Reeve has been elected and has taken the Oaths of Office as Reeve.
24. In the event that only one nomination is received for the position of Reeve or Deputy Reeve, that nominee shall be declared elected by acclamation by the CAO.
25. Where there is more than one nomination for Reeve or Deputy Reeve, the CAO shall request that voting be done by secret ballot.
26. The Reeve shall be elected annually by a simple majority vote.
27. The Deputy Reeve shall be elected annually by a simple majority vote.
28. If, on the first ballot, no Councillor receives a clear majority of votes, the Council Member who received the least number of votes shall be dropped from the ballot and the second ballot shall be taken for Reeve and Deputy Reeve.
29. On subsequent ballots, a Council Member who receives the least number of votes shall be dropped from the ballot until a Councillor receives a clear majority.
30. When there is a tie vote between two candidates, each candidate's name shall be written on a blank sheet of paper, of equal size and color, and deposited into a receptacle and someone shall be directed to withdraw one of the sheets. The candidate whose name appears on the sheet shall be considered to have one more vote than the other candidate.
31. All Members of Council hold office from the beginning of the Organizational Meeting following the General Election until immediately before the beginning of the Organizational Meeting following the next General Election, in accordance with the *Local Authorities Election Act*.
32. The appointment of Councillors and Members at Large to Committees shall be for a term of one year, unless otherwise specified, and by secret ballot if a vote is required.

QUORUM

33. Quorum of Council is a majority of Councillors.

34. If quorum is not achieved within 30 minutes after the time the meeting was scheduled to begin, the CAO shall record the names of the members present, and the Council shall stand adjourned until the next regular or special meeting.
35. If at any time during a meeting the quorum is lost, the meeting shall be recessed and if quorum is not achieved again within 15 minutes, the meeting shall be deemed to be adjourned.

COMMITTEES

36. Council may, by resolution or by Bylaw, establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Municipality and establish the Terms of Reference and duration of a Committee.
37. All Committee appointments shall be reviewed annually at the Organizational Meeting, unless otherwise specified in this Bylaw or the Terms of Reference.
38. Each Committee shall elect one (1) of its Members to be the Chairperson unless Council designates.
39. A Special or Ad-hoc Committee may be appointed at any time by Council providing that a motion has been adopted specifying the matters, duration of the Committee, and Terms of Reference to be dealt with by the Committee.

ALTERNATE COMMITTEE MEMBERS

40. Council may appoint alternate committee members to ensure that proper representation and quorum is achieved.
41. Alternate representatives from Council may attend all committee meetings, except where legislation disallows. The alternate Council member may only vote at the committee meeting when the regular Council member is absent from the meeting.
42. Alternate members at large may attend committee meetings as a member of the committee when a regular member at large is absent from the meeting. They cannot vote on matters of the committee unless a regular member at large is absent from the meeting.
43. Alternate committee members are eligible to receive the same training that their respective committee is authorized to attend.

REGULAR AND SPECIAL MEETINGS

44. The date and time of regular Council meetings shall be established by resolution at the Organizational Meeting or at any future Meeting of Council.
45. Regular meetings are generally held on the second Tuesday and the fourth Wednesday of the month, unless otherwise specified.
46. Regular meetings shall commence at 10:00 a.m. and shall be held in the Council Chambers located at the Municipality's Corporate Office, unless otherwise specified.
47. Council may, by resolution (unanimous consent), change the date, time and location of any of its Meetings.
48. All Meetings shall be open to members of the public, except for the In-Camera portions of the Meeting.
49. The CAO or designate will post a schedule of regular meetings in the front foyer of all municipal offices and on the Municipality's website.
50. If there are changes to the date and time of a regular meeting, the municipality must give at least twenty-four (24) hours' notice of the change to all members and post the notice in a public office. Posting a public notice in the front foyer of the municipal offices and on the Municipality's website is sufficient notice to the public if administration is unable to advertise the change in a local newspaper.
51. Council has the authority to move "In-Camera" pursuant to Section 197 (2) of the Act for the purposes of :
 - a. Protecting the Municipality, its operations, economic interests and delivery of its mandate from harm that could result from the release of certain information; and,
 - b. To comply with Division Two of Part One of the Freedom of Information and Protection of Privacy Act.
52. Matters which may be discussed "In-Camera" include the following:
 - a. Personnel matters;
 - b. Any information regarding contract negotiations;
 - c. Negotiations regarding acquisition, sale, lease or exchange of land;
 - d. Matters involving litigation, or the discussion of legal advice provided to the Municipality; and
 - e. Matters concerning RCMP investigations or confidential reporting; and

- f. Any other item that may be considered a private matter under the Freedom of Information and Protection of Privacy Act.
53. The Reeve may call a special council meeting whenever he/she considers it appropriate to do so or if he/she receives a written request for the meeting, stating its purpose, from a majority of the Councillors, in accordance with Section 194 of the Act.
54. No business other than that stated in the notice shall be conducted at any Special Meeting of Council unless all the Members of Council are present at the Special Meeting and the Council agrees to deal with the matter in question.

CANCELLATION OF REGULAR AND SPECIAL MEETINGS

55. A Council Meeting may be cancelled:
- a. By resolution of a majority of Members at a previously held Meeting; or
 - b. With written consent of a majority of the Members and by providing not less than twenty-four (24) hours' notice to Members and the public.

ELECTRONIC PARTICIPATION AT MEETINGS

56. Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include through the use of telephone, ensuring that dialogue is available for both parties; through the use of a personal computer; or other means as technology advances.
57. A Council Member must advise the CAO or designate at least one (1) day in advance of their intention to participate through electronic communications.
58. A Council Member may attend regular or special Council Meetings by means of electronic communication to a maximum of three (3) times per calendar year, unless otherwise approved by Council resolution.
59. A Council Member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active and will be recorded in the minutes as being present via electronic communication.
60. A Council Member attending a meeting via electronic communications must declare if any other persons are present in the room.
61. When a vote is called, Council Members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council Members have cast their votes by a show of hands.

62. When a Council Member attends an “In-Camera” session, via electronic communication, they will be required to confirm that they have attended the “In-Camera” session alone in keeping with the definition in this Bylaw of “In-Camera”.

COUNCIL AGENDA

63. The agenda for each regular and special Meeting shall be organized by the CAO and compiled together will copies of all pertinent correspondence, statements, and reports provided to each member of Council at least two (2) working days prior to each regular meeting.
64. Any member of Council, administration or any other person wishing to have an item of business placed on the agenda, shall make the submission to the CAO or designate not later than seven (7) calendar days prior to the scheduled Council meeting date. The submission shall contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter.
65. Additions placed on the agenda at the Meeting shall be discouraged however an addition may be made to the agenda with a simple majority consent of the Members present. Actions resulting from the agenda additions require unanimous consent given by those Members present. Exceptions to actions requiring unanimous consent are a tabling motion or that the agenda item be received as information.
66. Documentation for “In-Camera” items shall be distributed at the Council Meeting and must be returned to the CAO immediately after the Meeting. Large volume documentation may be distributed to Council prior to the Meeting.
67. The agenda shall list the order of business, as determined by the CAO, in consultation with the Reeve.

MEETING MINUTES OF COUNCIL

68. The CAO or designate shall ensure that all Council Meeting minutes are recorded in the English language, without note or comment.
69. The CAO or designate shall ensure that the draft/unapproved Minutes of each Council Meeting be distributed to each Member of Council and administration within a reasonable amount of time after the holding of the Meeting.

70. A Councillor may make a motion requesting that the Minutes be amended to correct an inaccuracy or omission. However, the CAO or designate shall be advised of the challenge to the Minutes at least 24 hours before the Council Meeting at which the Minutes are to be officially adopted.
71. Only minor changes may be made to correct errors in grammar, spelling, and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence; but no change shall be allowed which would alter or affect, in a material way, the actual decision made by Council.
72. Draft/unapproved Council Meeting Minutes will be made available to the public and media upon request.
73. The minutes of each Council Meeting shall be presented to Council for adoption at the next regular Meeting.
74. Adopted minutes of Council shall be made available at all municipal offices and posted on the Municipality's website.

PROCEEDINGS

75. The Reeve or presiding officer, shall preserve order and decorum and shall decide order of questions.
76. Every member wishing to speak to a question or resolution shall address himself to the Reeve or presiding officer.
77. A resolution submitted to Council does not require a seconder.
78. A motion may be withdrawn by the mover at any time before voting.
79. The following motions are not debatable:
 - a. Adjournment
 - b. Take a recess
 - c. Question or privilege
 - d. Point of order
 - e. Limit debate on the matter before council
 - f. Division of a question
 - g. Table the matter to another meeting
80. When a resolution has been made and is being considered by Council, no other resolution may be made and accepted, except:
 - a. To amend the motion;

- b. To refer the main motion to committee of the whole, administration, a council committee or some other person or group for consideration;
 - c. To postpone consideration of the main motion; or
 - d. To table the motion.
81. After any question is finally put to vote by the Reeve or other presiding officer, no member shall speak to the question, nor shall any other resolution be made until after the result of the vote has been declared.
82. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer.
83. Every member of Council attending a Council meeting must vote on a matter put to vote at the meeting unless the Councillor is required or permitted to abstain from voting.
84. If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.
85. When it is requested that a vote be recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for and against a resolution or bylaw or abstained. A request for a recorded vote must be made before the vote is called.
86. Council shall hear all delegations who have brought their items onto the agenda in the order in which they are placed on the agenda or the order may be changed by consensus of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation.
87. Any matter of meeting conduct that is not provided for in this Bylaw shall be determined in accordance with the current *Robert's "Rules of Order, Newly Revised"*.

DEBATE OF RESOLUTIONS

88. A member may ask a question, stated concisely, of the previous speaker to explain any part of the previous speaker's remarks.
89. A member may ask questions of the CAO or administration to obtain information relating to a report presented to Council or to any clause contained therein, at the commencement of the debate on the report or on the clause.

90. When it is a member's turn to speak during debate, before speaking he/she may ask questions of the CAO, or administration in order to obtain information relating to the report or clause in question.
91. Any member may require the question or resolution under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.
92. When the resolution has been declared as having been put to a vote, no member shall debate further on the question or speak any words except to request that the resolution be read aloud.
93. The Reeve or presiding officer shall determine when a resolution is to be put to a vote.

MOTIONS OUT OF ORDER

94. It is the duty of the Chair to determine what motions are amendments to motions that are in order subject to challenge by a Member, and decline to put a motion deemed to be out of order.
95. The Chair shall advise the Members that a motion is out of order and cite the applicable rule or authority without further comment.
96. The Chair may refuse to accept a motion to refer, that has the effect of defeating the motion to which it refers, e.g. time constraints.
97. The following motions are out of order:
 - a. A motion, similar to a motion voted on in the previous six (6) months, without reconsidering the original motion;
 - b. A motion contrary to law or a previous motion;
 - c. A motion similar to an item which has been tabled;
 - d. A motion to reconsider a motion to reconsider;
 - e. A motion referring an item to a Committee, if the final report of the Committee is complete; and
 - f. A motion which is out of scope of Council business.

RECONSIDERING AND RESCINDING A MOTION

98. A Member wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous Meeting and when the matter does not appear on the Agenda, shall bring the matter forward by a Notice of Motion, which shall:
 - a. Be considered at a Council Meeting;
 - b. Specify the Meeting proposed to bring the matter to; and

- c. Indicate, in the substantive portion of the motion, the action which is proposed to be taken on the matter.
99. Notwithstanding the above, if Notice of Motion was not given, the requirement for Notice may be waived on a Two-Thirds vote.
100. Notwithstanding the other provisions of this section, no motion made or action taken shall be reconsidered unless:
 - a. It is a motion made or an action taken at the same Meeting; or
 - b. It is a motion made or an action taken at a Meeting held six (6) months or more before its reconsideration; or
 - c. Approval for reconsideration of a motion made or an action taken less than six (6) months earlier is given by a Two-Thirds vote prior to reconsideration.
101. A Member who voted with the prevailing side may move to reconsider a motion only at the same meeting or during any continuation of the meeting at which it was decided.
102. The following motions cannot be reconsidered:
 - a. A motion which created a contractual liability or obligation, shall not be reconsidered, altered, varied, revoked, rescinded or replaced except to the extent that it does not attempt to avoid or interfere with the liability or obligation;
 - b. A motion to adjourn;
 - c. A motion to close nominations;
 - d. A request for division of a question;
 - e. A point of order, a point of privilege or a point of information;
 - f. A motion to recess;
 - g. A motion to suspend the Procedural Bylaw;
 - h. A motion to lift from the table;
 - i. A motion to bring forward; and
 - j. Motion to adopt the agenda.
103. A motion to reconsider or rescind is debatable only when the motion being reconsidered is debatable.

NOTICE OF MOTION

104. A notice of motion may be given at any council meeting, but may not be dealt with at that meeting.
105. A notice of motion shall be given verbally and in writing to all members of council present. A copy of such notice of motion shall be given to the CAO upon adjournment of the meeting at which the notice is given.

106. Every notice of motion shall precisely specify the entire content of the motion to be considered, and shall be on the agenda for the next regular meeting of Council unless otherwise specified.

PECUNIARY INTEREST

107. When a Member has a pecuniary interest in a matter before Council, a Council Committee or any other body, board, commission, committee or agency to which the Member is appointed as a representative of the Council, the Member shall, if present:
- a. Disclose the general nature of the pecuniary interest prior to any discussion on the matter;
 - b. Abstain from any discussion and voting on any question relating to the matter;
 - c. Leave the room in which the meeting is being held until discussion and voting on the matter are concluded; if required;
 - d. If the matter with respect to which the Member has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the Councillor to leave the room; and
 - e. If the matter with respect to which the Member has a pecuniary interest is a question on which the Member as a tax payer, an elector or an owner has a right to be heard by the Council;
 - i. It is not necessary for the Member to leave the room; and
 - ii. The Member may exercise the right to be heard in the same manner as a person who is not a Member.

BYLAWS

108. The CAO must review the form of each proposed bylaw to ensure that it is consistent with the form of bylaw that Council may adopt from time to time.
109. Each proposed bylaw must include:
- a. The bylaw number assigned to it by the CAO or designate; and
 - b. A concise title.
110. Where a Bylaw is presented to Council for enactment, the CAO or designate shall cause the number and short title of the Bylaw to appear on the Agenda.
111. The CAO must make available a copy of the bylaw to each Councillor before the first reading of the bylaw.
112. A Bylaw shall be introduced for first reading by a motion that the Bylaw, specifying its number and short title, be read a first time.

113. When a Bylaw is subject to a Public Hearing, a Council, without amendment or debate, shall vote on the motion for first reading of a Bylaw and the setting of a public hearing date in accordance with the applicable form of notice. A Member may ask a question or questions concerning the bylaw provided that such questions are to clarify the intent, purpose or objective of the bylaw, and do not indicate the Member's opinion for or against the bylaw.
114. After the holding of the required public hearing, a bylaw shall be introduced for second reading by a motion that it be read a second time specifying the number of the bylaw.
115. After a motion for second reading of the bylaw has been presented, Council may:
 - a. Debate the substance of the bylaw; and
 - b. Propose and consider amendments to the bylaw.
116. A proposed amendment shall be put to a vote and if carried, shall be considered as having been incorporated into the bylaw at second reading.
117. When all amendments have been accepted or rejected the motion for second reading of the bylaw shall be voted on.
118. A bylaw shall not be given more than two readings at one meeting unless the Members present at the meeting unanimously agree that the bylaw may be presented for third reading at the same meeting at which it received two readings, provided that Council is not prohibited from giving more than two readings to a bylaw at one meeting by any valid enactment.
119. When Council unanimously agrees that a bylaw may be presented for third reading at a meeting at which it has received two readings, the third reading requires no greater majority of affirmative votes to pass the bylaw than if it has received third reading at a subsequent meeting.
120. A bylaw shall be adopted when a majority of the Members present vote in favour of third reading, provided that any applicable provincial statute does not require a greater majority.
121. A bylaw, which has been defeated at any stage, may be subject to a motion to reconsider in accordance with the provisions of this Bylaw.
122. A bylaw is passed and comes into effect when it has received third and final reading unless otherwise provided by statute.

123. The Reeve and CAO or designate shall sign and seal the bylaw as soon as reasonably possible after third reading.
124. The CAO or designate is designated to consolidate one or more bylaws as deemed convenient.

CODE OF ETHICS

125. The proper operation of democratic local government requires that elected officials be independent, impartial and duly responsible to the people. To this end it is imperative that:
 - a. Government decisions and policy be made through the proper channels of government structure.
 - b. Public office not be used for personal gain.
 - c. The public have confidence in the integrity of its government.
126. Accordingly, it is the purpose of these guidelines of conduct to outline certain basic rules for Mackenzie County Council so that they may carry out their duties with impartiality and equality of services to all, recognizing that the basic functions of elected local government officials are, at all times, services to their community and the public.
127. To further these objectives, certain ethical principles should govern the conduct of Mackenzie County Council in order that they shall maintain the highest standards of conduct in public office and faithfully discharge the duties of office without fear or favour.
128. Councillors shall:
 - a. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta and as specified in this Bylaw.
 - b. Not use confidential information for personal profit of themselves or any other person.
 - c. Not communicate confidential information to anyone not entitled to receive the applicable confidential information.
 - d. Not use their position to secure special privileges, favours, or exemptions for themselves or any other person.
 - e. Preserve the integrity and impartiality of Council.
 - f. For a period of twelve (12) months after leaving office, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.
 - g. Not assume that any unethical activities (not covered by or specifically prohibited by these ethical guidelines of conduct, or by any legislation) will be condoned.

CONDUCT OF MEMBERS

129. No Member shall:
- a. Use offensive language, inappropriate actions or unparliamentary language in or against Council or against any Member of Council or any administration or any member of the public;
 - b. Speak disrespectfully of any member of the Royal Family, the Governor General, the Lieutenant Governor of any Province, Council, any municipality, an Member or any official or employee of the Municipality;
 - c. Engage in private conversations while in the Council Meeting or use personal electronic devices including cellular phones, media players, etc. in any manner that disrupts the Member speaking or interrupts the business of Council;
 - d. Leave his/her seat or make noise or disturbance while a vote is being taken and until the result of the vote is announced;
 - e. Speak on any subject other than the subject under debate;
 - f. Not interrupt the speaker, except on a point of order;
 - g. Where a matter has been discussed "In-Camera", and where the matter remains confidential, disclose a confidential matter or the substance of deliberations at an in-camera session, except to the extent that Council has previously released or disclosed the matter in public. All information, documentation or deliberations received, reviewed or provided in an in-camera session is confidential. Members of Council shall not release, reproduce, copy or make public any information or material considered at an in-camera session, or discuss the content of such a meeting with persons other than members of Council or relevant staff members, prior to it being reported in public by Council;
 - h. Criticize any decision of Council except for the purpose of moving that the question be reconsidered;
 - i. Contravene the rules of Council or a decision of the Chair or of Council on questions of order or practice or upon the interpretation of the rules of Council. In case a Member persists in any such contravention, after having been called to order by the Chair, the Chair shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at that Meeting or any subsequent Meeting.
130. Members of the public during a Meeting shall:
- a. Address the Members of Council or Committee at the permission of the Chair;
 - b. Maintain order and remain quiet;
 - c. Not applaud nor otherwise interrupt a speech or action of the Members or other Person addressing the Members.
131. The Chair may cause to be expelled and excluded from any Meeting any person who creates any disturbance during a meeting or who, in the opinion of the Chair,

has been guilty of improper conduct and for that purpose the Chair may direct that such a person be removed by a Peace Officer.

132. A Councillor that displays inappropriate and abusive behavior towards other members of council, administration or the public while on County business may be reprimanded in a form as may be acceptable by 2/3 vote of Council.

TWO-THIRDS MAJORITY VOTE

133. Order in Council No. 54/2001 establishing Mackenzie County as a Specialized Municipality, requires a Two-Thirds (2/3) majority vote for the following:
- a. Procedural Bylaw
 - b. Council Remuneration Bylaw
 - i. A simple majority vote is required when authorized Councillors to attend a seminar, convention, workshop, or any other function that Councillors may attend for reimbursement of expenses.
 - c. All issues regarding property taxes
 - d. A bylaw to change the number of Councillors, the boundaries of wards or the method of electing a Chief Elected Officer.
 - i. A simple majority vote is required when electing a Chief Elected Officer in the manner prescribed in this Bylaw.
 - e. The appointment or termination of the Chief Administrative Officer; however, any direction given to the CAO shall be done by a simple majority vote.
 - f. A resolution for the adoption and amendment of the budget.
 - g. Any other matter designated by Council within this Bylaw.

RECORDING DEVICES AT MEETINGS

134. The CAO may authorize the use of any mechanical or electronic means of recording proceedings of Council and Council Committee meetings necessary to assist with the preparation of an accurate set of minutes. Any such recording will be erased or destroyed after the Council or Council Committee meeting has approved the minutes.
135. No person shall, unless a Two-Thirds majority consent of Council is given, record the proceedings of Council through tape recorder, video camera, or other devices.

REPEAL AND COMING INTO FORCE

136. Bylaw No. 977-14 and all amendments thereto are hereby repealed.
137. This Bylaw shall come into effect upon receiving third and final reading.

READ a first time this 23rd day of October, 2017.

READ a second time this _____ day of _____, 2017.

READ a third time and finally passed this _____ day of _____, 2017.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	November 7, 2017
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Bylaw 1084-17 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members

BACKGROUND / PROPOSAL:

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

This bylaw is reviewed annually by Council at the organizational meeting. The amended bylaw received first reading on October 23, 2017.

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

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

COMMUNICATION ALLOWANCES

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

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

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

The bylaw is being presented for second and third reading.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

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

SUSTAINABILITY PLAN:

COMMUNICATION:

Municipal bylaws are made available on the Mackenzie County website.

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

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

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

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

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

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

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

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

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

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

DEFINITIONS:

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

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

HONORARIUMS

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

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

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

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

COMMUNICATION ALLOWANCES

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

TRANSPORTATION EXPENSES

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

REIMBURSEMENT FOR ACCOMMODATIONS AND MEALS

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

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

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

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

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

ATTENDANCE AT POLITICAL EVENTS

In accordance with the Election Finances and Contributions Disclosure Act:

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

BENEFITS

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

SIGNING AUTHORITY

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

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

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

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

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 7, 2017
Presented By:	Len Racher, Chief Administrative Officer
Title:	Federation of Canadian Municipalities (FCM) – 2018 Sustainable Communities Conference

BACKGROUND / PROPOSAL:

The Federation of Canadian Municipalities (FCM) – 2018 Sustainable Communities Conference is being held February 6 – 8, 2018 in Ottawa. See attached agenda for more information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

One Councillor from the Community Sustainability Committee is authorized to attend per year.

SUSTAINABILITY PLAN:

COMMUNICATION:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Councillor _____ be authorized to attend the Federation of Canadian Municipalities (FCM) – 2018 Sustainable Communities Conference on February 6 – 8, 2018 in Ottawa, Ontario.

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

From: Tom Burton
To: [Tom Burton](#)
Subject: Sustainable Communities Conference 2018 — registration now open
Date: October-27-17 7:58:32 AM

October 25, 2017



Sustainable Communities Conference 2018 — registration now open*

FCM's [2018 Sustainable Communities Conference](#) is here! Join us in Ottawa, February 6-8, as sustainability leaders from coast to coast to coast come together for Canada's premier municipal sustainability event — where innovation meets action.

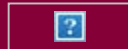
Our [exceptional 2018 program](#) offers three days of must-attend workshops, study tours and plenary sessions that showcase municipal green innovation and best practices. Connect and network with sustainability leaders from across the country. Be inspired by local green successes and celebrate it with the presentation of the 2018 Sustainable Communities Awards. Find solutions to your municipality's needs with the help of our [industry-expert exhibitors](#).

Like us, we know you're committed to achieving a more sustainable future. Whether your community is urban, rural or remote, you'll find unparalleled solutions and insights to the challenges and opportunities we all face at SCC 2018.

Take advantage of early-bird rates until December 11 and join us for a sustainability experience you won't find anywhere else. [Register today!](#)

The registration portal will open on Wednesday, October 25 at 9:00 am (EDT).

Find us:



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**SUSTAINABLE
COMMUNITIES
CONFERENCE**

**Where innovation
meets action**
OTTAWA 2018 #FCM2018SCC



Program

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**February 6-8, 2018
Ottawa**

[Monday, February 5](#) | [Tuesday, February 6](#) | [Wednesday, February 7](#) | [Thursday, February 8](#)

Monday, February 5, 2018

1 - 4 p.m. **Exhibitors Registration**

1 - 6 p.m. **Delegate Registration**

Tuesday, February 6, 2018

7 a.m. - 8 p.m. **Delegate Registration**

7 a.m. - 4 p.m. **Exhibitors**

7 - 8 a.m. **Continental Breakfast**

8 - 9 a.m. **Opening Ceremony & Plenary**




9 - 9:15 a.m. **Networking Break with Exhibitors**

9:15 - 11 a.m. **Workshops & Study Tour**

[FCM Innovation Network: enabling better results for all residents](#) — Presented by the FCM Innovation Challenge



[Green Affordable Housing: Successes and Challenges](#) — Presented by FCM's Green Municipal Fund 
[An Open Dialogue on Climate Impacts, Extreme Weather and Emergency Preparedness](#) — Presented by the Municipalities for Climate Innovation Program
 Study Tour: Made in Chelsea - How Small Communities Negotiate New Growth, Housing and Water Infrastructure — *This tour will take place from 9 a.m. to 1 p.m. and lunch will be provided.*

11 - 11:15 a.m.

Networking Break with Exhibitors

11:15 a.m. - 12:15 p.m.

Sustainable Communities Awards Presentations 

12:15 - 1:15 p.m.

Lunch

1:30 - 3:30 p.m.

Workshops & Study Tour

[Sustainable and Resilient Small Towns: Cost Effective Solutions](#) — Presented by FCM's Green Municipal Fund
[When Projection Meets Reality: Maintaining Facilities' Long Term Environmental Performance](#)
[Growing Urban Forest Ecosystems for Healthy Cities](#) — Presented by Tree Canada
[Study Tour: Living Green, Living Well: Passive House Supportive Housing at Karen's Place](#)



3:30 - 4 p.m.

Networking Break with Exhibitors

4 - 5 p.m.

Sustainable Communities Awards Presentations 

5 - 6:30 p.m.

Welcome Reception**Wednesday, February 7, 2018**

8 a.m. - 4 p.m.

Delegate Registration

8 a.m. - 3:30 p.m.

Exhibitors

7 - 8 a.m.

Hot Buffet Breakfast

8 - 9 a.m.

Plenary Session 

9 - 9:30 a.m.

Networking Break with Exhibitors

Option 1: Training Sessions ▾

9:30 am - 12 p.m.

Training Sessions

[Retrofitting Neighborhoods to Achieve Your Sustainability Goals: Module 1](#) — Presented by FCM's Green Municipal Fund

[Advancing Carbon Neutrality in Your Community](#) — Sponsored by Carbonzero

Study Tour: Made in Chelsea - How Small Communities Negotiate New Growth, Housing and Water Infrastructure — *This tour will take place from 9 a.m. to 1 p.m. and lunch will be provided.*



1:15 - 4:30 p.m.

Training Sessions

[Retrofitting Neighborhoods to Achieve Your Sustainability Goals: Module 2](#) — Presented by FCM's Green Municipal Fund

[Finding Solutions to Sustainability Challenges](#) — Presented by FCM's Green Municipal Fund

[Study Tour: Living Green, Living Well: Passive House Supportive Housing at Karen's Place](#) — *This tour will take place from 1:15 to 3:15 p.m.*



Option 2: Training Sessions ▾

12 - 1 p.m.

Networking Lunch

3 - 3:15 p.m.

Networking Break with exhibitors

4:30 - 6 p.m.

PCP Recognition & Networking Reception**Thursday, February 8, 2018**

7 a.m. - 5 p.m.

Delegate Registration

7:30 - 8:30 a.m.

Continental Breakfast

7:30 a.m. - 1:30 p.m.

Exhibits

8:30 - 10 a.m.

Plenary

Post Paris Ground Game: North American Mayors Talk Climate Leadership — Presented by FCM's Municipalities for Climate Innovation Program



10 - 10:30 a.m.

Networking Break with Exhibitors

10:30 a.m. - 12 p.m.

Workshops & Study Tour

[The Circular Economy Challenge](#) — Presented by FCM's Green Municipal Fund

[Kick-Starting Creative Green Investment](#)

[A Sustainable Relationship: Laying the Groundwork for Reconciliation](#) — Presented by FCM's First Nations-Community Infrastructure Partnership Project

[Study Tour: Catalyzing Entrepreneurship: Makerspace North and the Bayview Yards Innovation Center](#)



12 - 1:30 p.m.

Lunch and Sustainable Communities Awards Winners

1:30 - 3:30 p.m.

Workshops & Study Tour

[The Citizen Experience of Digital Government](#) — Presented by Microsoft Canada Inc.

[Economic and Environmental Best Practices for Building, Maintaining and Rehabilitating your Roads](#) — Presented by the
Cement Association of Canada

[The Municipal Role Regulating the Sharing Economy](#)

[Study Tour: The Circular Economy](#) — *This tour will take place from 1 p.m. to 4 p.m.*



3:30 - 4 p.m.

Networking Break

4 - 5:30 p.m.

Closing Plenary

Page Updated: 27/10/2017

Federation of Canadian Municipalities

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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 7, 2017
Presented By:	Len Racher, Chief Administrative Officer
Title:	Indigenous Relations Consultation – Industry/Municipal Stakeholders Meetings

BACKGROUND / PROPOSAL:

The County received an invitation to participate in the upcoming indigenous relations consultation for industry and municipal stakeholders. See below for details.

Subject: Invitation to Consultation Policy Minister and Industry/Municipal Stakeholders Meetings – November 7 and 21, 2017

Thank you for your continued participation in the renewal and development of consultation policies and initiatives with Alberta’s Indigenous peoples. Over the past several weeks, Ministry of Indigenous Relations staff have held technical sessions in Calgary and Edmonton and conducted in-depth discussions to hear various perspectives regarding the Indigenous Consultation Framework.

Minister Richard Feehan would like to meet directly with you and other industry and municipal representatives to discuss the next steps of this process and to share and solicit further feedback. You are invited to join Minister Feehan in either:

- Calgary: November 7, 2017, from 1 p.m. to 4 p.m., McDougall Centre, 455 – 6 Street SW, Rosebud Room
OR
- Edmonton: November 21, 2017 from 9 a.m. to 12 p.m., Chateau Louis Hotel & Conference Centre, 11727 Kingsway Avenue NW, St. Michael Room.

Please RSVP to fncrenewal@gov.ab.ca by November 3, 2017. Due to space restrictions, you are asked to name 1 or 2 attendees.

A mailed letter, additional details and supporting materials will be provided in the near future. If you have any concerns or questions, please contact Mr. Godlove Suh, Acting Director, Policy Integration, at godlove.suh@gov.ab.ca or 780-643-3889.

We look forward to your participation at the Edmonton or Calgary meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

General Operating Budget

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

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

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

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 7, 2017
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Member at Large Resignation

BACKGROUND / PROPOSAL:

Council members-at-large appointments were made to various boards and committees at their annual organizational meeting on October 23, 2017.

Mr. Randy Rodgers has declined his appointment due to work commitments. Mr. Rodgers was appointed to the Inter-municipal Subdivision & Development Appeal Board, the Subdivision & Development Appeal Board and the Land Stewardship Committee.

According to Policy ADM058 Appointments to Boards/Committees, should a vacancy occur due to a resignation, the vacancy may be filled from applications received to date for that particular Board/Committee or the vacancy may be advertised.

Administration is recommending that the position be filled from the applications previously presented to Council. One application remains on file for the subdivision & development appeal boards from Mr. Benj Peters.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

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

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

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

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

**MEMBER AT LARGE APPLICATION SUMMARY
OCTOBER 2017**

Inter-Municipal Subdivision & Development Appeal Board (2 Positions)

- | | |
|--|---|
| <input type="checkbox"/> Joe Froese | 3 |
| <input type="checkbox"/> Benj Peters | 5 |
| <input type="checkbox"/> Randy Rodgers | 7 |

**Mackenzie County
BOARD & COMMITTEE "MEMBER-AT-LARGE"
APPLICATION FORM**

Board/Committee: Inter-Municipal Subdivision And Development Appeal Board
(Please complete a separate application form for each Board/Committee you are applying.)

Applicant Information:

Name of Applicant: Benj Peters

Mailing Address: [REDACTED]

Civic/Legal Address: [REDACTED]

City: La Crete Phone (Daytime): [REDACTED]

Postal Code: T0H 2H0 Phone (Cell): _____

Fax: _____

Email: [REDACTED]

Occupation: self employed

Are you 18 years of age or older? Yes No

Length of residence in Mackenzie County? 32 years Your Ward # 2

Citizenship: Canadian Other – Please Specify _____

Relevant volunteer and/or employment experience:
14 years of operating and managing my own successful businesses

What skills/interests/experience will you bring to this board/committee?
The interests that I would bring to the board/committee is to help with decisions on appeals and to make our communities a prosperous site



Why are you interested in applying for a Member-at-Large Appointment with this board/committee?

*I am interested in applying for the member at large appointment so that I can help with deciding on the right applications or permits as per county policys

References:

Name: _____

Phone: _____ Email: _____

Name: _____

Phone: _____ Email: _____

Signature: _____ Date: October 17 2017

Submit completed form to:

MACKENZIE COUNTY
Attn: Carol Gabriel, Director of Legislative & Support Services
Box 640
4511-46 Avenue
Fort Vermilion, AB
T0H 1N0
Fax: (780) 927-4266
Email: cgabriel@mackenziecounty.com

For more information please call (780) 927-3718.

The personal information provided by you is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act.



**MEMBER AT LARGE APPLICATION SUMMARY
OCTOBER 2017**

Subdivision & Development Appeal Board (3 Positions)

<input type="checkbox"/> Joe Froese	3
<input type="checkbox"/> Benj Peters	5
<input type="checkbox"/> Randy Rodgers	7
<input type="checkbox"/> Ray Toews	9

**Mackenzie County
BOARD & COMMITTEE "MEMBER-AT-LARGE"
APPLICATION FORM**

Board/Committee: Subdivision and Development Appeal Board
(Please complete a separate application form for each Board/Committee you are applying.)

Applicant Information:

Name of Applicant: Benj Peters
Mailing Address: [REDACTED]
Civic/Legal Address: [REDACTED]
City: La Crete Phone (Daytime): [REDACTED]
Postal Code: T0H 2H0 Phone (Cell): _____
Fax: _____
Email: [REDACTED]
Occupation: self employed

Are you 18 years of age or older? Yes No
*Length of residence in Mackenzie County? 32 years Your Ward # 2
Citizenship: Canadian Other – Please Specify _____

Relevant volunteer and/or employment experience:
14 years of operating and managing my own successful businesses

What skills/interests/experience will you bring to this board/committee?
The interests I would bring to this board would be the concept of deciding and proceeding with decisions made within the board/committee on the information gathered from appeals.



Why are you interested in applying for a Member-at-Large Appointment with this board/committee?

I am interested in applying for the member at large appointment with this board so that I can help with decisions and processes regarding subdivision and development appeals for future growth of our communities

References:

Name: _____

Phone: _____ Email: _____

Name: _____

Phone: _____ Email: _____

Signature: _____ Date: October 17 2017

Submit completed form to:

MACKENZIE COUNTY
Attn: Carol Gabriel, Director of Legislative & Support Services
Box 640
4511-46 Avenue
Fort Vermilion, AB
T0H 1N0
Fax: (780) 927-4266
Email: cgabriel@mackenziecounty.com

For more information please call (780) 927-3718.

The personal information provided by you is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 7, 2017
Presented By:	Doug Munn, Director of Community Services
Title:	Waste Transfer Station Hauling Contract – Request for Proposals

BACKGROUND / PROPOSAL:

The County currently has a contract with L&P Disposal to remove waste from the waste transfer stations and sites within the County. This contract expires on December 31, 2017.

On September 25, 2017 council received a request from L&P Disposal to extend the Waste Hauling Contract as per the agreement and Council passed the following motion:

MOVED by Deputy Reeve Wardley

MOTION 17-10-688

That the Waste Transfer Station Hauling Contract tender document be brought back to Council for review prior to releasing the tender.

CARRIED

Attached is a DRAFT REQUEST FOR PROPOSALS FOR MACKENZIE COUNTY WASTE TRANSFER STATION HAULING for Council’s review.

It is intended that the following schedule would be followed to award the contract prior to December 31, 2017:

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

Author: Doug Munn **Reviewed by:** _____ **CAO:** _____

OPTIONS & BENEFITS:

It is recommended that Council review the attached Waste Transfer Station Hauling Contract Request for Proposals; provide direction to modify the contract as per Council's wishes and direct administration to begin the process of receiving proposals for the Waste Hauling Services.

COSTS & SOURCE OF FUNDING:

The current contract was originally signed for \$276,415 per year. In late 2016 the rates were increased to deal with the \$8/ton rate increase at the regional land fill, which amounted to an increase of approximately 8%.

Funds are available in the operating budget for these costs.

SUSTAINABILITY PLAN:

COMMUNICATION:

Waste Hauling RFP will be advertised as follows:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

Author: D Munn Reviewed by: _____ CAO: _____



Request for Proposals

Waste Transfer
Station Hauling

November 8, 2017

MACKENZIE COUNTY



**REQUEST FOR PROPOSALS (“RFP”) WITH RESPECT TO THE:
HAULING OF TRANSFER STATION WASTE
INSTRUCTIONS TO PROPONENTS**

1.0 INTRODUCTION

1.1 Purpose of RFP

- 1.1.1 **Mackenzie County** seeks proposals from interested parties for the following:

Hauling of Transfer Station Waste

Proposals are to include a list of options. It is the Proponent’s responsibility to identify how you plan to meet the requirements specified in this RFP.

- 1.1.2 **Mackenzie County (the “County”)** is the sole and legal owner.
- 1.1.3 If the County receives a proposal acceptable to it, the County will select one (1) or more parties who submitted a proposal (the “Proponents”) with whom the County, in its sole and unfettered discretion, may negotiate the terms of a contract.

1.2 Submission of RFP

- 1.2.1 Proponents shall submit their Proposal in an sealed envelope marked “Request for Proposal for **Waste Transfer Station Hauling**” (the “Proposals”) on or before 1:00 p.m. (Mountain Standard Time) on November 24, 2017 (the “RFP Closing Time”) to:

**Mackenzie County
Attention: Len Racher, CAO
4511-46 Avenue
Fort Vermilion, AB T0H 1N0**

No faxed or electronically submitted Proposals will be accepted by the County.

- 1.2.2 Proposals will be opened following the RFP Closing Time. No Proposal(s) submitted after the RFP Closing Time will be accepted.
- 1.2.3 Each Proponent may submit more than one proposal.
- 1.2.4 Any inquiries respecting this RFP should be directed to:

Doug Munn
Director Community Services
dmunn@mackenziecounty.com
(780) 927-3718

- 1.2.5 It is the proponents responsibility to ensure proposals are delivered to the Fort Vermilion office prior to the deadline date.
- 1.2.6 Each Proponent shall designate a person to whom any additional information may be obtained. The name and contact information is to be communicated to the County's designated contact person indicated in paragraph 1.2.4 above noted.
- 1.2.7 The County is under no obligation to respond to any inquiry submitted to it in respect of this RFP.
- 1.2.8 If the County, in its sole and unfettered discretion, determines that a written response to an inquiry is warranted, a written response will be prepared and distributed to all Proponents who have requested a copy of this RFP and completed the acknowledgment form. Such written response(s) will be issued in the form of an addendum to this RFP, and will be deemed to be part of this RFP.
- 1.2.9 No inquiry submitted to the County will be responded to after **November 24, 2017**.

1.3 General Conditions Applicable to this RFP

1.3.1 Appendices and Addenda

The appendices to this RFP and any subsequent addenda are incorporated into and form part of this RFP. The information and data contained in any appendices and any subsequent addenda may form the basis upon which a contract engagement will be entered into the Contract will be entered with the County.

1.3.2 Disclaimer of Liability and Indemnity

By submitting a Proposal, a Proponent agrees:

- 1.3.2.1 to be responsible for conducting its own due diligence on data and information upon which its Proposal is based;
- 1.3.2.2 that it has fully satisfied itself as to its rights and the nature extended to the risks it will be assuming;
- 1.3.2.3 that it has gathered all information necessary to perform all of its obligations under its Proposal;
- 1.3.2.4 that it is solely responsible for ensuring that it has all information necessary to prepare its Proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect its Proposal;
- 1.3.2.5 to hold harmless the County, its elected officials, officers, employees, agents, advisors or partnering entities in this undertaking, and all of their respective successors and

assigns, from all claims, liability and costs related to all aspects of the RFP process;

- 1.3.2.6 that it shall not be entitled to claim against the County, its elected officials, officers, employees, insurers, agents, advisors, and partnering entities in this undertaking on grounds that any information, whether obtained from the County or otherwise (including information made available by its elected officials, officers, employees, agents or advisors), regardless of the manner or form in which the information is provided is incorrect or insufficient;
- 1.3.2.7 that the County will not be responsible for any costs, expenses, losses, damages or liability incurred by the Proponent as a result of, or arising out of, preparing, submitting, or disseminating a Proposal, or for any presentations or interviews related to the Proposal, or due to the County's acceptance or non-acceptance of a Proposal; and
- 1.3.2.8 to waive any right to contest in any proceeding, case, action or application, the right of the County to negotiate with any Proponent for the Contract whom the County deems, in its sole and unfettered discretion, to have submitted the Proposal most beneficial to the County and acknowledges that the County may negotiate and contract with any Proponent it desires.

1.3.3 **No Tender and no Contractual Relationship**

The Proponent acknowledges and agrees that this procurement process is a Request for Proposal and is not a tendering process. It is part of an overall procurement process intended to enable the County to identify a potential successful Proponent. The submission of a Proposal does not constitute a legally binding agreement between the County and any Proponent. For greater certainty, by submission of its Proposal, the Proponent acknowledges and agrees that there will be no initiation of contractual obligations or the creation of contractual obligations as between the County and the Proponent arising from this RFP or the submission of a Proposal.

Further, the Proponent acknowledges that a Proposal may be rescinded by a Proponent at any time prior to the execution of the Contract.

1.4 **Discretion of the County**

Notwithstanding any other provision of this RFP to the contrary, the provisions in this Section 1.4 prevail, govern and override all other parts of this RFP. The County is not bound to accept any Proposal. At any time prior to execution of the Contract, the County may, in its sole and unfettered discretion, or for its own

convenience, terminate the procurement process. All of this may be done with no compensation to the Proponents or any other party.

The County reserves the right, in its sole and unfettered discretion, to:

- 1.4.1 utilize any ideas or information contained in any of the Proposals for its sole use and benefit without making payment or otherwise providing consideration or compensation to any Proponent or any other party;
- 1.4.2 negotiate the specific contractual terms and conditions, including but not limited to the fee or;
- 1.4.3 waive any formality, informality or technicality in any Proposal, whether of a minor and inconsequential nature, or whether of a substantial or material nature;
- 1.4.4 receive, consider, and/or accept any Proposal, regardless of whether or not it complies (either in a material or non-material manner) with the submission requirements or is the lowest priced proposal, or not accept any Proposal, all without giving reasons;
- 1.4.5 determine whether any Proposal meets the submission requirements of this RFP; and
- 1.4.6 negotiate with any Proponent regardless of whether or not that Proponent is the Proponent that has received the highest evaluation score, and
- 1.4.7 negotiate with any and all Proponents, regardless of whether or not the Proponent has a Proposal that does not fully comply, either in a material or non-material way with the submission requirements for the RFP or any requirements contained within this RFP.

1.5 Selection

Selection of the successful Proponent, if any, is at the sole and unfettered discretion of the County.

1.6 Disqualification

The failure to comply with any aspect of this RFP (either in a material way or otherwise), shall render the Proponent subject to such actions as may be determined by the County, including disqualification from the RFP process, suspension from the RFP process and/or imposition of conditions which must be complied with before the Proponent will have its privilege of submitting a Proposal reinstated.

1.7 Representations and Warranties

- 1.7.1 The County makes no representations or warranties other than those expressly contained herein as to the accuracy and/or completeness of the information provided in this RFP.

- 1.7.2 Proponents are hereby required to satisfy themselves as the accuracy and/or completeness of the information provided in this RFP.
- 1.7.3 No implied obligation of any kind by, or on behalf of, the County shall arise from anything contained in this RFP, and the express representations and warranties contained in this RFP, and made by the County, are and shall be the only representations and warranties that apply.
- 1.7.4 Information referenced in this RFP, or otherwise made available by the County or any of its elected officials, officers, employees, agents or advisors as part of the procurement process, is provided for the convenience of the Proponent only and none of the County, its elected officials, officers, employees, agents and advisors warrant the accuracy or completeness of this information. The Proponent is required to immediately bring forth to the County any conflict or error that it may find in the RFP. All other data is provided for informational purposes only.

2.0 DESCRIPTION OF THE WORK TO BE PERFORMED

Please refer to Schedule "A".

3.0 PROPOSAL REQUIREMENTS

The County reserves the right, but is not required, to reject any Proposal that does not include the requirements.

3.1 Description of the Proposal

- 3.1.1 Proposals shall include the legal name, address and telephone numbers of the individual, the principals of partnerships and/or corporations comprising the Proponent, and in the case of partnerships or corporations, the individual who will be the representative of the partnership or corporation.
- 3.1.2 Proposals shall include a description of any subcontractors, agents or employees that the Proponent expects to involve in the performance of the RSM Work. Mackenzie County reserves the discretion to approve or reject the proposed use, by the selected Proponent of any proposed subcontract which discretion shall be exercised reasonably.
- 3.1.3 Proposals shall include a description of the contractors who will be performing the work including their previous experience and qualifications.
- 3.1.4 Proposals shall include a list of previous work of a similar nature.
- 3.1.5 Prices for the Waste Hauling Service shall be inserted by the Proponent in the form attached hereto as **Schedule "B"** and the form shall be submitted by the Proponent at the time of the submission of its Proposal.

3.2 Execution of the Proposal

Proposals shall be properly executed in full compliance with the following:

- 3.2.1 Proposals and the pricing form attached as **Schedule "B"**, must be signed by the representative for the Proponent;
- 3.2.2 if the Proposal is made by a corporation, the full name of the corporation shall be accurately printed immediately above the signatures of its duly authorized officers and the corporate seal shall be affixed;
- 3.2.3 if the Proposal is made by a partnership, the firm name or business name shall be accurately printed above the signature of the firm and the Proposal shall be signed by a partner or partners who have authority to sign for the partnership;
- 3.2.4 if the Proposal is made by an individual carrying on business under a name other than his own, his business name together with the individual's name shall be printed immediately above its signature; and
- 3.2.5 if the Proposal is made by a sole proprietor who carries on business in his own name, the proprietor shall print his name immediately below his signature.

4.0 MANDATORY SUBMISSION REQUIREMENTS

4.1 Documents to be Submitted with the Proposal

At the time of the submission of its Proposal, the Proponent shall provide the following:

- 4.1.1 Proponent to provide detailed experience with similar projects, including number of years in business, customer base, etc...
- 4.1.2 List of Proponent's waste hauling equipment proposed to complete this service, and plan for back up equipment.
- 4.1.3 Completed Schedule "B" Pricing Form
- 4.1.4 Proof of Proponent's Workers Compensation account in good standing at the time of Proposal submission.
- 4.1.5 Proof of Proponent's COR/SECOR.
- 4.1.6 Securities: (See 8.19) 10% of bid
- 4.1.7 List of Sub-Contractors

4.2 Insurance to be carried by Successful Proponent

At the time of the submission of its Proposal, the Proponent shall provide evidence of insurance coverage as follows:

- 4.2.1 standard automobile, bodily injury and property damage insurance providing coverage of at least **TWO MILLION (\$2,000,000.00) DOLLARS** inclusive and in respect of any one claim for the injury to or death of one or more persons or damage to or destruction of property;
- 4.2.2 a comprehensive general liability insurance policy providing coverage of at least **TWO MILLION (\$2,000,000.00) DOLLARS** inclusive and in respect of any one claim for injury to or death of any one or more persons or damage to or destruction of property. Coverage to include:
 - 4.2.2.1 non-owned automobiles;
 - 4.2.2.2 independent subcontractors;
 - 4.2.2.3 contractual liability including this Agreement.
- 4.2.3 Proponent's Compensation coverage for all employees, if any, engaged by the Work in accordance with the laws of the Province of Alberta;
- 4.2.4 Employer's liability insurance respecting employees, if any, of the Proponent with limits of liability of not less than **TWO MILLION (\$2,000,000.00) DOLLARS** per employee for each accident, accidental injury or death of an employee or any subcontractor engaged by the Proponent; and
- 4.2.5 such other insurance as the County may from time to time reasonably require.

The Proponent shall cause all insurance coverage maintained by the Proponent in accordance with this RFP, except for errors and omissions coverage (if required), to name the County and any other party designated by the County as an additional insured and to contain a severability of interests or cross liability clause. The Proponent shall cause all insurance coverage to provide that no such insurance policy may be cancelled without the insurer providing no less than thirty (30) days' written notice of such cancellation to the County. The Proponent shall, upon the request of the County, furnish written documentation, satisfactory to the County, evidencing the required insurance coverage. The cost of all of the insurance required to be held by the Proponent as set forth herein shall be borne by the Proponent.

- 4.3 Two (2) copies of the proposal shall be submitted to Mackenzie County.

5.0 EVALUATION

- 5.0 After the RFP Closing Time, the County will review and evaluate all the Proposals received based upon the information supplied by the Proponents in accordance with the submission requirements of this RFP.
- 5.1 In evaluating the Proposals received, the County will consider all of the criteria listed below in Section 5.2, and the County will have the sole and unfettered discretion to award up to the maximum number of points for each criteria as listed below. By submitting a Proposal, the Proponent acknowledges and agrees

that the County has, and is hereby entitled to exercise, the sole and unfettered discretion to award the points for the evaluation of the noted criteria.

- 5.2 Local proponent (operating within Mackenzie County) SHALL receive additional 10 point
- 5.3 By submitting a Proposal, each Proponent acknowledges and agrees that it waives any right to contest in any legal proceedings the decision of the County to award points in respect of the criteria noted below (the “Evaluation Criteria”). Proposals will be evaluated based on the following criteria:

Evaluation Criteria <i>(Weight x Score = Total Points)</i>	Weight	Score
Local Contractor	10%	
Supplier/Experience	30%	
Suitability of Equipment	20%	
Proposal Cost	40%	
TOTAL	100%	

The County may select a Proponent with the highest, or not necessarily the highest, Points with whom to negotiate the contract. Points will be assigned for each criteria based on the information provided in the proponent’s submission. Scoring will be consistently applied by the County’s evaluation team through the use of the specified scoring system noted below.

Points will be awarded on a scale of 0 to 10 as noted below: For Criterion 1 & 2

Score	Description
0-2	UNACCEPTABLE: does not satisfy the requirements of the criterion in any way
3	VERY POOR: address some requirements but only minimally
4	POOR: addresses most of the requirements of the criterion but is lacking in critical areas
5	MARGINAL: barely meets most of the requirements of the criterion to a minimum acceptable level
6	SATISFACTORY: average capabilities and performance, and meets most of the requirements of the criterion

7	ABOVE AVERAGE: fully meets all of the requirements of the criterion
8	SUPERIOR: exceeds the requirements of the criterion
9-10	EXCEPTIONAL: feature is clearly exceptional to the requirements of the criterion

5.4 The County also reserves the right to accept conditions to be offered by and/or negotiated with the successful Proponent which are not specifically contained in this RFP. Such options and/or alternatives shall be included in the Proposal review process as part of the evaluation.

5.5 At all times, the County reserves the right to seek written clarification regarding a Proposal from a Proponent. Such clarification shall be deemed an amendment to such Proponent's Proposal.

6.0 OTHER

6.1 Period Open for Consideration

The Proposals received shall remain irrevocable for a period of sixty (60) days following the RFP Closing Date in order to allow for the County to undertake the evaluation of the Proposals received and to undertake the negotiations as provided for herein.

6.2 Information Disclosure and Confidentiality

All documents submitted to the County will be subject to the protection and disclosure provisions of the *Freedom of Information and Protection of Privacy Act* ("FOIP"). FOIP allows persons a right of access to records in the County's custody or control. It also prohibits the County from disclosing the Proponent's personal or business information where disclosure would be harmful to the Proponent's business interests or would be an unreasonable invasion of personal privacy as defined in sections 16 and 17 of FOIP. Proponents are encouraged to identify what portions of their Proposals are confidential and what harm could reasonably be expected from its disclosure. However, the County cannot assure Proponents that any portion of the Proposals can be kept confidential under FOIP.

6.3 Independent Determination

A Proposal will not be considered by the County if it was not arrived at independently without collusion, consultation, communication or agreement as to any matter, such as prices, with any other Proponent.

6.4 Documents

All documents submitted by a Proponent shall become the property of the County upon being presented, submitted, or forwarded to the County. Should any documents be submitted electronically, notwithstanding the prohibition on same contained elsewhere in this RFP, then their content and the media they are

contained in shall also become the property of the County upon their being presented, submitted or forwarded to the County.

6.5 Agreement on Internal Trade and New West Partnership Trade Agreement

The provisions of the Agreement on Internal Trade, Part IV, Chapter Five – Procurement and Annex 502.4, (“AIT”) and the New West Partnership Trade Agreement (“NWPTA”) apply to this Proposal.

6.6 Other Conditions

The Proponent is fully responsible for obtaining all information required for the preparation of its Proposal. The County is not responsible for undertaking any investigations to assist the Proponent.

6.7 Law and Forum of Proposal

The law to be applied in respect of this RFP shall be the law of the Province of Alberta and all civil actions commenced in relation to this RFP shall be adjudicated by the Courts of the Province of Alberta. By submitting a Proposal, the Proponent is deemed to have agreed to attorn to the jurisdiction of the Courts of the Province of Alberta.

DRAFT

Schedule "A"

**WASTE TRANSFER STATION
HAULING**

PROJECT OVERVIEW

AND

DESCRIPTION OF WORK

Mackenzie County – Waste Transfer Station Hauling

7.0 Project Overview

Mackenzie County is seeking proposals from contractors for the hauling and disposing of waste from its transfer stations, and selected sites.

If the County receives an acceptable proposal(s), the county will enter into a 2 (two) year contract for the hauling and disposing at all of the transfer stations and sites. Or divide the transfer station and sites into 2 (two) contracts with the possibility of 2 (two) contractors. (As per Option 2 in the pricing form).

The successful Contractor/s will be expected to sign a Contract with Mackenzie County.

8.0 Description of Work

The work detailed herein deals specifically with the hauling and disposal of domestic and other waste from waste transfer stations and selected sites **Schedule “C”** to the regional landfill, situated approximately five kilometers west of the Town of High Level, along highway 58; the exceptions being one 40 yard wood bin at the La Crete Transfer Station shall be hauled to the Blumenort Waste Transfer Station and deposited on the burn pile;

Steel and White metals shall be removed from the Waste Transfer Stations by the contractor at no cost to Mackenzie County. All Steel and white goods will become property of the contractor to dispose of in the appropriate manner. Proponent shall hold agreement with recyclers.

The estimated waste hauled, and land location associated with each waste transfer station and selected sites are detailed below;

Station	Location	Total Number of Bins Hauled 2016				
		6 yd	7 yd	30 yd White Goods	40 yd	Wood Bin
Blue Hills	NW 11-104-17 W5M	267		1	12	-
Blumenort	NE 35-107-14 W5M	325	46	4	23	-
Buffalo Head Prairie	NE 23-104-15 W5M	227		-	18	-
Fort Vermilion	Lot 1, Plan 7920058	529		6	52	-
Indian Cabins	SW 22-125-18 W5M	32		-	-	-
La Crete	Lot 18, Plan 9420729	2098		27	180	46
Rocky Lane	SW 22-109-14 W5M	214	107	7	19	-
Steen River	SE 27-122-19 W5M	48		-	-	-
Zama Sign Corner	SE 5-117-4 W6M	126		-	-	-
Zama	LSD 11&12, 112-17-5 W6M	65		4	12	-

8.1 Equipment

Truck(s) utilized to perform the work described herein shall have a valid Alberta vehicle registration and a current commercial vehicle inspection certificate. Front loading compactor trucks shall be used to handle and transfer waste of the 6 cubic yard bins. Roll off style trucks shall be used to handle the 30 and 40 cubic yard bins.

The Contractor shall at all times have access to or be in possession of a reserve truck, one front loading compactor, and one roll off style truck in case of failure to primary vehicle used. At no time shall the County be affected by the failure of equipment from the Contractor. If the Contractor cannot meet the schedule for haul of waste due to equipment failure, Mackenzie County may hire an independent contractor to ensure waste removal is carried out. All costs above the contracted rates incurred shall be charged back to the original contractor, plus a 10% administration fee.

The Contractor shall maintain the truck to the minimum standard as established by the commercial vehicle inspection certificate at all times for the term of the Contract. In the opinion of Mackenzie County, any truck that is not in satisfactory mechanical condition shall be removed from services until the necessary repairs have been made. Mackenzie County will inspect all equipment that is proposed to be used to complete the contract prior to the contract beginning.

8.2 Operators Requirements

The Contractor shall provide all labour, and operators necessary for the performance of the Contract. The Contractor's employee's shall be skilled in and competent to properly perform the tasks assigned to them and, when required by laws, rules regulations or the Contract Documents

8.3 Emergency Response

The Contractor shall develop an emergency response plan to cover the transfer of waste. The plan shall detail the action on site and the agencies to be contacted if dangerous goods or hazardous waste has been incorporated in with the domestic waste.

8.4 Waste Transfer Stations

Mackenzie County shall ensure that the transfer sites are accessible at all times, and mark or identify the waste bins to be emptied prior to loading. Mackenzie County will ensure there are sufficient bins available for operating on any day the transfer station is open.

It is the responsibility of the Contractor to ensure that the waste bins at any one of the transfer stations or select sites are emptied in a timely manner, also all waste transfer stations require to be serviced at a minimum of once per week. The Contractor shall be responsible for all costs that result due to failure of the Contractor to execute the work

described herein on a timely basis, meaning that the transfer stations may have to be emptied after operating days to provide sufficient capacity for next operating day.

The Contractor shall be responsible for the removal of all waste that becomes scattered in and around the transfer stations and along the haul routes during the loading, unloading and hauling of the waste.

The Contractor shall be responsible for the maintenance and replacement of any property of Mackenzie County which is damaged during the execution of the work described herein.

The Contractor shall record daily the date of the work, the number of bins that were emptied at each specific waste transfer station or selected site on daily Haul of Waste Record Forms.

The Contractor shall not haul, and notify Mackenzie County immediately if the waste bins contain the following:

1. Used oil
2. Hazardous Waste
3. Liquid Waste
4. Any Sludge
5. Untreated Pathological Waste
6. Explosives
7. Dead Animals
8. Animal and Agricultural Waste
9. Dangerous Goods
10. Burning Refuse or Hot Ashes
11. Any other wastes that may be designated as not acceptable by Mackenzie County

8.5 Select Sites

Select sites are places designated for waste bin placement, which have not been identified as a waste transfer station. At this, time the select sites are Hutch Lake Campground, Indian Cabins, Machesis Lake Campground, Steen River and Zama Sign Corner. The County may at any time eliminate any one or more of these sites.

8.6 Regional Sanitary Landfill Site

The domestic waste collected from the waste transfer stations shall be transferred by a front end loading truck or roll off truck to the regional landfill site. Under no circumstances shall the Contractor transfer the waste to any other site, but a regional landfill site.

The regional landfill is under the management and administration of the Mackenzie Regional Waste Management Commission. The Contractor shall become familiar with the policies of the landfill regarding the acceptance of waste, tipping fees, hours of

operation and any other conditions the landfill's manager may have in effect which relates to the work and waste described herein.

For more information on the regional landfill call: **780-926-2958**.

Mackenzie County shall not be responsible for any charges levied against the Contractor for access to the regional landfill site, including those outside regular hours of operation.

The Contractor shall not be entitled to any compensation related to restrictions or conditions imposed by landfill management on the Contractor regarding the day to day operation of the landfill. Undue hardships that result from changes in the day to day operation of the landfill shall be reported to Mackenzie County in writing, otherwise it shall be understood that the Contractor has no problems with the Regional Landfill Site and no hardships exists that impact his operation.

8.7 Regulatory Requirements

Contractor shall comply with all laws, ordinances, rules, regulations, order, codes and other legally enforceable requirements applicable to the Contractor and the performance of the Contract.

Contractor shall comply with the Occupational Health and Safety Act and regulations issued pursuant thereto.

Occupational Health and Safety Act

The Contractor shall familiarize himself, his staff and his subcontractors with the terms of the Occupational Health and Safety Act and Regulations thereunder to ensure complete understanding respecting the responsibilities given and compliance required. The Contractor acknowledges that he is a "Principal Contractor, Employer and/or Worker" as defined in the Occupational Health and Safety Act, and that he shall, as a condition of the Contract, comply with the Occupational Health and Safety Act and the regulations thereunder.

Copies of current legislation can be obtained from the following:

Publication Services	or	Queen's Printer Bookstore
Government of Alberta		Main Floor, McDougall Centre
11510 Kingsway Avenue		455 - 6th Street S.W.
Edmonton, Alberta	Calgary, Alberta	
T5G 2Y5		T2P 4E8

Or at www.qp.gov.ab.ca

If Alberta Occupational Health and Safety conducts a worksite inspection which results in "orders" being issued to the Contractor, the Contractor shall immediately supply copies of these orders to Mackenzie County.

8.8 Contract Quantities

The quantities of bins given of annual waste generated are estimated quantities based on information from 2016 Haul of Waste Record tickets provided by the previous holder of this contract. These numbers are as shown on the Pricing Form.

8.9 Tipping Fees

The Contractor is responsible to pay for the tipping fees levied for the disposal of all waste associated with the Contract.

At times events outside of reasonable control combine to inflate costs. In the event that the Contractor experiences an increase in landfill tipping fees, Mackenzie County will consider an adjustment to the Contract Price on request from the Contractor.

The Contractor may submit a written request for adjustment to the contract unit price to Mackenzie County. The written request must outline the percentage increase in operational costs, and the adjustment amount requested. Mackenzie County will take the request into consideration and, if in agreement, may authorize, by written order, equitable adjustments be made to the Contract Price.

8.10 Scavenging

The Contractor or his employees shall not engage in the scavenging of waste materials at any of the waste transfer stations or select sites unless Mackenzie County has granted written approval.

8.11 Road Bans/Weight Restrictions

For weight restrictions or road bans placed on any road or access to any of the waste transfer stations identified herein, the Contractor shall be responsible for obtaining all approvals and/or special haul permits. All costs associated with approvals and/or haul permits shall be borne by the Contractor. Any costs associated with compliance with this section are to be compensated through the unit prices in the Tender Documents.

8.12 Payment

Payment shall be based on the Contract Unit Price per waste bin emptied at a transfer station or select site. Transportation to the regional landfill and disposal of waste there is part of the Contract and no other form of compensation will be given.

Payments in accordance with the Contract shall constitute full compensation for work completed. Including furnishing of all equipment, labour, tools, machinery and work incidental thereto as well as any expenses incurred due to any cause whatsoever except as otherwise provided herein.

Mackenzie County will make payments on a monthly basis upon receipt of an invoice

from the Contractor.

8.13 County Responsibility

Mackenzie County is responsible to ensure that the waste transfer stations yards and bins are kept in good condition.

It is also Mackenzie County's responsibility to monitor the waste entering the bins, and advising the Contractor how many are full at the end of each operating day for each waste transfer station.

8.14 Penalty Clause

It is the responsibility of the Contractor to ensure that the waste transfer stations have sufficient available empty bins for the next operational day. If the Contractor cannot meet the schedule, Mackenzie County may hire an independent contractor to ensure waste removal is carried out. All costs incurred above the contracted rates shall be charged back to the original contractor, plus a 10% administration fee.

8.15 Additions to Contract

In the event of additional sites being added to this Contract, the Contractor and the County will then negotiate a price for these site(s). Once a price is agreed to in writing these sites will become part of the Contract and will endure for the remainder of the Contract.

8.16 Contract Term

The Term of the Contract shall be for two (2) years commencing on the 1st day of January, 2018 and ending on the 31st day of December, 2019.

Mackenzie County may, prior to the expiry of the contract time, extend the contract time, twice only, for a further 1 year period subject to the same terms, covenants and conditions as contained within this Contract.

8.17 Mackenzie County's Right to Terminate

Should the Contractor be pronounced bankrupt, or becomes insolvent, Mackenzie County may, without prejudice to any other right or remedy he may have, terminate the Contract upon providing 30 days written notice to the Contractor.

If the Contractor fails to comply with the requirements of the Contract, Mackenzie County may notify the Contractor in writing that he is in default of his contractual obligations and instruct him to correct the default within 15 days immediately following the receipt of such notice. If the Contractor fails to correct the default in the time specified in the notice, Mackenzie County may, without prejudice to any other right or remedy he may have, terminate the Contract by providing the Contractor with written

notice to that effect, specifying the exact date when the termination occurred.

If Mackenzie County terminates the Contract the Contractor shall be entitled to be paid for all services rendered in accordance with the Contract Documents up to date of termination.

8.18 Modification of Contract Work

Mackenzie County, without invalidating the Contract, may at any time modify the services being rendered under the Contract, consisting of additions, deletions or alterations. If required on account of such changes ordered by Mackenzie County, equitable adjustments shall be made to the Contract Price. Such changes shall be authorized by written order from the Director of Community Services or designate.

8.19 Security Deposit

The Contractor shall furnish performance security in the amount of 10% of the total bid to accompany the submission of proposal.

- 1) due and faithful performance of the contract, and;
- 2) payment in full of all claims for labour and materials used or reasonably required for use in the performance of the Contract.

The security shall be in the form of:

- 1) Bond
- 2) Certified Cheque
- 2) Irrevocable Letter of Credit

The security shall be made payable to Mackenzie County, and extend for the complete term of the Contract.

Upon execution of the contract by both parties, the Contractors bid security will be returned to the unsuccessful proponents.

If the Contractor defaults in any of its obligations under this Contract Mackenzie County may, at its option, perform any such obligation after fifteen (15) days written notice to the Contractor. All costs incurred by Mackenzie County in performing such obligation shall be payable by the Contractor, and at Mackenzie County's sole discretion may be deducted from or paid out of the security held pursuant to the terms of this contract.

Schedule "B"

**WASTE TRANSFER STATION
HAULING
PRICING FORM**

DRAFT

PRICING FORM

REQUEST FOR PROPOSALS: MACKENZIE COUNTY – WASTE TRANSFER STATION HAULING

Site	6 yd Bid \$	Est. Qty	6 yd. Total Bid amount <u>Column A</u>	7 yd Bid \$	Est. Qty	7 yd. Total Bid amount <u>Column B</u>	30 yd (steel bin) Bid \$	Est. Qty	30 yd. Total Bid amount <u>Column C</u>	40 yd Bid \$	Est. Qty	40 yd. Total Bid amount <u>Column D</u>	40 yd (Wood Bin) Bid \$	Est. Qty	40 yd Wood Total Bid amount <u>Column E</u>
Blue Hills WTS		267						1			12		-	-	-
Blumenort WTS.		325			46			4			23		-	-	-
Buffalo Head Prairie WTS		227						1			18		-	-	-
Fort Vermilion WTS		529						6			52		-	-	-
Indian Cabins		32					-	-		-	-		-	-	-
La Crete WTS		2098						27			180			46	
Rocky Lane WTS		214			104			7			19		-	-	-
Steen River		48					-	-		-	-		-	-	-
Zama Sign Corner		126					-	-		-	-		-	-	-
Zama WTS		65						4			12		-	-	-
Subtotal															
TOTAL (Column A, B, C, D & E)		\$													

Option 1

Quantities are estimates only. Awarded contractor will be paid by bid per bin by location.
Unit price does not include G.S.T.

PRICING FORM

Option 2 – Group 1

Site	6 yd Bid \$	Est. Qty	6 yd. Total Bid amount <u>Column A</u>	7 yd Bid \$	Est. Qty	7 yd. Total Bid amount <u>Column B</u>	30 yd (steel bin) Bid \$	Est. Qty	30 yd. Total Bid amount <u>Column C</u>	40 yd Bid \$	Est. Qty	40 yd. Total Bid amount <u>Column D</u>
Blumenort WTS		325			46			4			23	
Fort Vermilion WTS		529						6			52	
Indian Cabins		32					-	-		-	-	
Rocky Lane WTS		214			107			7			19	
Steen River		48					-	-		-	-	
Zama Sign Corner		126					-	-		-	-	
Zama WTS		65						4			12	
SubTotal												
TOTAL (Columns A, B , C & D)			\$									

Quantities are estimates only. Awarded contractor will be paid by bid per bin by location.

Unit price does not include G.S.T.

PRICING FORM

Option 2 – Group 2

Site	6 yd Bid \$	Est. Qty	6 yd. Total Bid amount <u>Column A</u>	7 yd Bid\$	Est Qty	7 yd. Total Bid amount <u>Column B</u>	30 yd (steel bin) Bid \$	Est. Qty	30 yd. Total Bid amount <u>Column C</u>	40 yd Bid \$	Est. Qty	40 yd. Total Bid amount <u>Column D</u>	40 yd (Wood Bin) Bid \$	Est. Qty	40 yd.Wood Total Bid amount <u>Column E</u>
Blue Hills WTS.		267						1			12		-	-	-
Buffalo Head Prairie WTS		227						1			18		-	-	-
La Crete WTS		2098						27			180			46	
Subtotal															
GRANDE TOTAL (Columns A, B, C, D & E)		\$													

Quantities are estimates only. Awarded contractor will be paid by bid per bin by location.

Unit price does not include G.S.T.

Declarations:

We, _____
(Company)

of _____
(Business Address)

having examined the RFP Documents as issued by: Mackenzie County (the "County"), and having visited the site(s) of where the Work is required to be undertaken; hereby offer to enter into a Contract to perform the Work required by the RFP Documents for the RFP Sum as follows:

And, we have attached the Mandatory Requirements as per section 4.1 as follows:

- 4.1.1 Detailed Experience
- 4.1.2 List of Waste Hauling Equipment
- 4.1.3 Completed Schedule B Pricing Form
- 4.1.4 Copy of Workers Compensation
- 4.1.5 Proof of COR/SECOR
- 4.1.6 Security as per section 8.19
- 4.1.7 List of Sub-Contractors

Signatures:

Signed, sealed and submitted for and on behalf of:

Company: _____
(Name)

(Street Address or Postal Box Number)

(City, Province & Postal Code)

(Apply SEAL above)

Signature: _____

Name & Title: _____
(Please Print or Type)

Dated at _____ this _____ day of _____, 20____

Designated Contact Person: _____

Email: _____

Phone: _____

Schedule "C"

HOURS OF OPERATION

DRAFT

HOURS OF OPERATION

Mackenzie Regional Waste Landfill

Mackenzie Regional
Waste Landfill

Tuesday, Wednesday, Thursday, Friday
9:00 am to 5:00 pm

Saturday
9:00 am to 5:00 pm

Waste Transfer Stations

SITE LOCATION	DAY OF WEEK	OPERATING HOURS
Blue Hills Transfer Station	Thursday	9:00 am to 1:00 pm
	Saturday	10:00 am to 6:00 pm
Blumenort Transfer Station	Tuesday	2:00 pm to 8:00 pm
	Saturday	12:00 pm to 6:00 pm
Buffalo Head Prairie Transfer Station	Tuesday	4:00 pm to 8:00 pm
	Thursday	4:00 pm to 8:00 pm
	Saturday	12:00 pm to 6:00 pm
Fort Vermilion Transfer Station	Monday	9:00 am to 1:00 pm
	Wednesday	4:00 pm to 8:00 pm
	Saturday	10:00 am to 6:00 pm
La Crete Transfer Station *OCTOBER – MAY **JUNE - SEPTEMBER	Monday	2:00 pm to 8:00 pm
	Thursday*	8:00 am to 2:00 pm
	Thursday**	8:00 am to 8:00 pm
	Saturday	8:00 am to 6:00 pm
Rocky Lane Transfer Station	Wednesday	12:00 pm to 6:00 pm
	Saturday	12:00 pm to 6:00 pm
Zama Transfer Station	Tuesday	4:00 pm to 8:00 pm
	Thursday	4:00 pm to 8:00 pm
	Saturday	2:00 pm to 8:00 pm



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 7, 2017
Presented By:	Doug Munn, Director of Community Services
Title:	Surveillance Camera Estimate

BACKGROUND / PROPOSAL:

At the October 10, 2017 Council meeting administration was asked to bring back information and cost estimates to install surveillance cameras. The following report will provide you with this information.

The system has the following qualities:

- High resolution cameras that connect wirelessly in order to provide maximum flexibility (5 km range)
- Large storage capacity for video
- Centralized base unit to review video footage

One camera is quoted at \$40,000. Ten cameras can be installed for \$53,000. It must be pointed out that the cost of this unit can vary depending on exactly what the intent is, location, storage requirements, power sources and so on.

Also attached is an article on “Pros and Cons of Video Surveillance”. This will give Council an idea of some of the issues and results possible related to video surveillance.

OPTIONS & BENEFITS:

It is recommended that if Council would like to proceed with video surveillance then we should identify what areas they would like to monitor and administration will get a price for those specific locations.

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

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

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

ARTICLE: PROS AND CONS OF SURVEILLANCE CAMERAS

Ron Dyck: October 24, 2017

Part 1: Pros of Surveillance Cameras in Public Places

Why are surveillance cameras good for installing in public? Here list several advantages of why we need surveillance cameras in public places.

Pro 1. Public Security Cameras Improve Public Safety

The main benefit of surveillance cameras in public spaces is also the increase of public safety. Cameras can be used as a way to keep an eye out for any crimes that are being committed. Additionally, crimes can be deterred before they even begin in some cases. If a suspicious individual or individuals or items are seen in an area, the appropriate authorities can be contacted to move into the area before any damage is done or any crime is committed. Additionally, any people in the area can be cleared as a precaution. Since public safety is guaranteed, people's fear of crime can also be reduced, while their sense of security is created.

Pro 2. Surveillance Cameras in Public Areas Reduce Crime Rate

Some authorities place cameras in public parks and other areas, hoping that the cameras will help prevent crimes from being committed. If an individual knows that there is a surveillance camera in a certain area, they may be less willing to commit a crime near the location for the fear of being caught. Statistics show that camera surveillance does reduce crime. According to it, crime incidents in public areas can drop up to 20% after the cameras were put in place.

Pro 3. Public Video Surveillance Helps Catch Criminals

If a crime is committed in an area where a surveillance camera has been set up, the chances of catching the criminal are much higher. Facial recognition software has improved greatly over the years, which means that if a person is caught on camera committing a crime, the chances of them being caught is much higher. Posters can be created and the images can be aired on network television to help spread the word about the criminal. Without the footage from the CCTV camera, it can be extremely difficult to gain a quality description of the person who committed the crime, even if there were eye witnesses.

Pro 4. Video Cameras in Public Locations Provide Evidence and Gather Clues

Any footage that is on a surveillance camera that captures a crime being committed can be used in a court of law as evidence against the accused. In some cases, if there were no footage there would be little or no evidence to convict the person of the crime and the individual may go free. Those night vision security cameras features good and long range of night vision, so that robbers can be recognized even if they commit a crime in dark areas. Additionally, in some cases the

video surveillance footage can also help prove someone's innocence if they have been accused of a crime that they did not commit.

Pro 5. Public Video Surveillance Improves Convenience for Everyday Life

There are also some municipalities that have placed cameras on stop lights as a way to help prevent people from speeding or from going through a red light. And also, relevant authorities can monitor road conditions with surveillance cameras. So they can make real-time traffic reports, helping people choose the right time and road when going out.



Part 2: Cons of Security Cameras in Public Places

While there are advantages of public surveillance cameras systems, there are disadvantages. What's wrong with public video surveillance? Here are some bad points of CCTV cameras in public places.

Con 1. Security Cameras in Public Violate Privacy Rights

In public surveillance cameras good or bad debate, the first argument against video surveillance in public is the invasion of privacy. When you are walking down the street, driving in your car, or hanging out with boyfriends and girlfriends, you will be monitored with cameras placed in public. This creates a complete picture of the private life of an individual. We all have private life, which doesn't want others or the government to know.

Con 2. Surveillance Systems are Easily Abuse

Some discussion regarding surveillance cameras in public places bring forward the concern that the cameras may be abused. One example of how a camera may be misused is that, information gathered by law enforcement can be used as a form of blackmail.

Another form of abuse is voyeurism. Spying on women using surveillance cameras is quite common in areas where these cameras have been set up. This can become quite an issue that needs to be dealt with.

Overall, the simple lack of control or limits on the camera use is one of the biggest problems. Until now, there is not a good check-and-balance system, in order to prevent abuses from occurring.

Con 3. Effectiveness of a Public Security Camera is Doubted

Another controversy of the use of surveillance cameras in public places is that its effectiveness has not been proven. While there has been a push for more video surveillance equipment to be placed in public places because of the threat of criminal activity, it is quite clear that if an individual is of the mindset that the consequences are irrelevant, they will not be deterred by the fact that there is a camera in place.

Con 4. Public Camera Surveillance is Expensive

One of the arguments against the widely use of surveillance cameras is that it costs big money. Since it is not effective enough to deter crimes and theft, why would we spend too much money in it, which not only fails to make us safer, but also violates our personal rights?

Part 3: Conclusion of Installing Public Surveillance Cameras

In today's world surveillance cameras can be extremely helpful. Needless to say, placing cameras in strategic areas throughout a Municipality can help ensure public safety, protect property, and prevent crimes. But on the other hand, there are always crimes which are not deterred by surveillance cameras. And the abuse of public video cameras would violate privacy and personal rights. Therefore, how to balance public safety and personal privacy needs to be considered.

The advantages of installing public surveillance cameras outweigh the disadvantages greatly. According to Law Enforcement, there were an estimated 1,165,383 violent crimes 8,277,829 property crimes reported in 2014, and the crime rate has been rising in recent years. Imagine how bad the situation would be if there were no public security cameras. There is not much about the concern of privacy violation when you behave yourself in public places. Security in public places should always be put on the top of priority. If you have nothing to hide, you have nothing to worry about.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 7, 2017
Presented By:	Doug Munn, Director of Community Services
Title:	Machesis Lake Horse Camp – Road Project

BACKGROUND / PROPOSAL:

The 2017 Budget included \$25,000 for the construction of a horse camp and road at Machesis Lake Recreational Area. This project is complete and due to large volunteer help, the entire project came in under budget leaving a remainder of \$10,025.

Administration would like to reallocate this \$10,025 to a new dock system at Machesis Lake as the existing one old, constructed from wood and is deteriorating. Administration would like to see this dock replaced with the same plastic cube system as used in all other docks within Mackenzie County's recreation areas.

OPTIONS & BENEFITS:

Option 1: To reallocate \$10,025 from the Machesis Lake - Horse Camp – Road Project to a newly created Machesis Lake Dock Project.

Option 2: At the end of 2017, recommend returning the unused balance from the Machesis Lake - Horse Camp – Road Project to General Capital Reserves.

COSTS & SOURCE OF FUNDING:

2017 Capital Budget – Remaining Fund \$10,025

SUSTAINABILITY PLAN:

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

COMMUNICATION:

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

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

Author: D Munn Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 7, 2017
Presented By:	Len Racher, Chief Administrative Officer
Title:	Bistcho Lake Cabin Recreation Leases

BACKGROUND / PROPOSAL:

Council has previously discussed the issue regarding the cancellation of the commercial fishing at Bistcho Lake and the removal of the cabins owned by local residents. Recent developments suggest that there may be an alternate solution to the issue. An update will be provided at the meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

For discussion.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 7, 2017
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Notice of Motion – Rural Water Reserve

BACKGROUND / PROPOSAL:

Councillor Bateman made the following Notice of Motion at the October 24, 2017 council meeting.

MOTION 17-10-825

MOVED by Councillor Bateman

That notice be given that the following motion be presented at the next council meeting:

That the excess money from rural water projects in 2017 be transferred to a rural water reserve on December 31, 2017 and that a rural water reserve policy be created.

CARRIED

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

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

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the excess money from the rural water projects in 2017 be transferred to a rural water reserve on December 31, 2017 and that a rural water reserve policy be created.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 7, 2017
Presented By:	Dave Fehr, Director of Operations
Title:	Bylaw 1085-17 – School Zones and Other Speed Zones

BACKGROUND / PROPOSAL:

At the October 24, 2017 Regular Council Meeting the following motion was made:

OPERATIONS: **13. a) School Zone and Other Speed Zones Bylaw (ADDITION)**

MOTION 17-10-816 **MOVED** by Councillor Cardinal
REQUIRES UNANIMOUS

That the school zone and other speed zones bylaw be brought back with the following additions:

- Highway 88 Connector – Maximum 100 kilometers
- Zama Access Road (paved portion) – Maximum 100 kilometers

CARRIED

Administration has prepared additions to bylaw as per motion. See attached, specifically page 5 of bylaw.

OPTIONS & BENEFITS:

Option 1:

That first, second, and third reading be given to Bylaw 1085-17.

Option 2:

That the school zones and other speed zones bylaw be received for information.

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

COSTS & SOURCE OF FUNDING:

Purchase of 100km/hour signs and installation of same, coming out of operating budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Bylaws are posted on the County website.

RECOMMENDED ACTION:

Motion 1:

Simple Majority Requires 2/3 Requires Unanimous

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

Motion 2:

Simple Majority Requires 2/3 Requires Unanimous

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

Motion 3:

Simple Majority Requires 2/3 Requires Unanimous

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

Motion 4:

Simple Majority Requires 2/3 Requires Unanimous

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

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

BYLAW NO. 975-14 1085-17

**BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA**

**FOR THE PURPOSE OF DECLARING SPECIFIC PORTIONS OF ROADS
AS SCHOOL ZONES AND OTHER SPEED ZONES
AND AUTHORIZING THE ERECTION OF SCHOOL ZONE SIGNS
TO DESIGNATE THE AREAS SO DECLARED**

WHEREAS the Council of Mackenzie County deem it advisable that specific portions of roadways herein referred to be declared as school zones for the protection of children attending the schools at the specified locations,

WHEREAS the Council has designated that certain roadway speeds be reduced due to congested residential development.

WHEREAS, provisions of the Traffic Safety Act, the Council to establish maximum speed limits of less than eighty (80) kilometers per hour for highways under its control; and to establish a maximum speed limit in excess of eighty (80) kilometers per hour for all or any highway under its control.

WHEREAS, provisions of the Traffic Safety Act, the Council of Mackenzie County may prescribe a maximum of not more than one hundred (100) kilometers per hour for a highway that is not a primary highway.

THEREFORE by virtue of the powers vested in it under the Traffic Safety Act, and the Municipal Government Act, the Council of Mackenzie County enacts as follows:

1. In this bylaw, unless the context otherwise requires,
 - a) **“Hamlet(s)”** shall be the unincorporated communities of Fort Vermilion, La Crete, and Zama as established and designated boundaries as approved by Mackenzie County.
 - b) **“Rural Area”** shall be all other areas within the municipality with the exception of the communities noted above.
2. **PLAYGROUND ZONES:**
 - a) That the portion of 101st Avenue from the east boundary of Lot 4MR, Block 17, Plan 792-1881 to the west boundary of the same, within the boundaries of the Hamlet of La Crete be declared a playground zone.

- b) That the portion of River Road from the east boundary of Lot 1, Plan 3279 KS to the west boundary of the same, within the boundaries of the Hamlet of Fort Vermilion be declared a playground zone.
- c) That the portion of Aspen Drive from the north boundary of Lot 1MR, Block 15, Plan 892-2794 to the south boundary of same, within the boundaries of the Hamlet of Zama be declared a playground zone.
- d) That the portion of Aspen Drive from the north boundary of Lot 4, Block 11, Plan 882 1687 to the south boundary of Lot 4, Block 11, Plan 882 1687, within the boundaries of the Hamlet of Zama be declared a playground zone. This playground zone shall be for the Zama City School.

3. PLAYGROUND ZONE HOURS AND SIGNAGE

- a) That on any day no driver shall drive within the playground zone, so declared, at a rate of speed greater than 30 kilometers per hour at any time between the hours of 8:30 a.m. and one hour after sunset.
- b) That 30 kilometers per hour playground zone speed signs be erected to designate those portions of the roadways within the hamlets in the Mackenzie County herein before referred to as playground zones for the guidance of any person or driver of any vehicle travelling on the said roadways.

4. SCHOOL ZONES

- a) That the portion of 94th Avenue from the east boundary of Lot 12, Plan 782 0147 to the west boundary of Lot 14 Plan 782 0147, within the boundaries of the Hamlet of La Crete be declared a school zone. This school zone shall be for the Ridgeview Central School and the Sandhills Elementary School.
- b) That the portion of 100th Street from the south boundary of Lot C, Plan 962 4008 to the north boundary of Lot C Plan 962 4008 and that the portion of 99 Avenue from the NE corner of Lot C Plan 962 4008 to 101st Street, within the boundaries of the Hamlet of La Crete be declared a school zone. This school zone shall be for the La Crete Public School.
- c) That the portion of 50th Street from the north boundary of Lot 4, Block A, Plan 762 1591 to the south boundary of Lot 4, Block A, Plan 762 1591, within the boundaries of the Hamlet of Fort Vermilion be declared a school zone. This school zone shall be for the Fort Vermilion Public School.

- d) That the portion of local road, locally known as Bluehills Road, for 300 meters north and south of the Bluehills Community School located on SE 1-104-18-W5M, within the boundaries of Mackenzie County be declared a school zone. This school zone shall be for the Bluehills Community School.
- e) That the portion of local road, locally known as Rocky Lane Road, for 300 meters north and south of the Rocky Lane School located on S½ 16-109-14-W5M, subdivided as Lot 5, Block 1, Plan 962 1175, within the boundaries of Mackenzie County be declared a school zone. This school zone shall be for the Rocky Lane School.
- f) That the portion of local road, for 300 meters north and south of the Private School located NE 11-108-13-W5M and 300 meters from the south boundary of the same, within the boundaries of Mackenzie County be declared a school zone. This school zone shall be for the Fort Vermilion Peace Private School.
- g) That the portion of local roads, for 300 meters north and south and 300 meters east and west of the Private School located on NE 33-105-14-W5M, within the boundaries of Mackenzie County be declared a school zone. This school zone shall be for the Peace Mennonite Private School.
- h) That the portion of local road, for 300 meters north and south of the Private School located NW 8-107-13-W5M within the boundaries of Mackenzie County be declared a school zone. This school zone shall be for the W.P. Mennonite School Society.
- i) That the portion of local road, for 300 meters north and south of the Private School located SE 15-104-17-W5M within the boundaries of Mackenzie County be declared a school zone. This school zone shall be for the Buffalo Head Mennonite School.
- j) That the portion of local road, for 300 meters north and south of the Private School located on SW 17-104-17-W5M within the boundaries of Mackenzie County be declared a school zone. This school zone shall be for the W.P. Mennonite School Society.
- k) That the portion of local road, for 300 meters north and south of the Private School located on SW 30-104-14-W5M within the boundaries of Mackenzie County be declared a school zone. This school zone shall be for the Buffalo Head Mennonite School.
- l) That the portion of local road, for 300 meters north and south of the Private School located on SW 14-105-15-W5M within the boundaries of

Mackenzie County be declared a school zone. This school zone shall be for the W.P. Mennonite School Society.

- m) That the portion of 94 Avenue, for 200 meters east and west of the Private School located on NW 04-106-15-W5M within the Boundaries of the Hamlet of La Crete be declared a school zone. This school zone shall be for Reinland Christian Academy.

5. SCHOOL ZONE HOURS AND SIGNAGE

- a) That on any day on which school is held, no driver shall drive within the school zone so declared, at a rate of speed greater than 30 kilometers per hour, at any time between:
 - i) 8:00 a.m. and 9:30 a.m., and
 - ii) 11:30 a.m. and 1:30 p.m., and
 - iii) 3:00 p.m. and 4:30 p.m.
- b) That 30 kilometers per hour school zone speed signs be erected to designate those portions of the roadways within Mackenzie County herein to be referred to as school zones for the guidance of any person or driver of any vehicle travelling on the said roadways.
- c) That 30 kilometers per hour ahead signs be erected 150 meters in advance of the 30 kilometer per hour school zone signs on all streets in the hamlets where school zones are located.
- d) That 30 kilometers per hour ahead signs be erected 300 meters in advance of the 30 kilometers per hour school zone signs on all rural roads where school zones are located.

6. BUFFALO LAKE ESTATES

That a maximum speed limit of sixty (60) kilometers per hour be established for the sections of road known as "Buffalo Lake Estates" or legally known as shown on attached Schedule "A":

- a) Township Road 105-5 from Range Road 15-1 to Range Road 15-1A; and
- b) Range Road 15-1A from Township Road 105-5 to Township Road 106-6.

7. HUTCH LAKE

That a maximum speed limit of thirty (30) kilometers per hour be established for the sections of road known as “Hutch Lake Cottage Area” or legally known as shown on attached Schedule “B”:

- a) Tugate Drive on Part of SW 33-112-20-W5M, Part of SE 32-112-20-W5M, Part of NW 28-112-20-W5M, and Part of NE 29-112-20-W5M.

8. HAMLET SPEED LIMITS

- a) That a maximum speed limit of fifty (50) kilometers per hour be established in the hamlets of Fort Vermilion, La Crete and Zama, except in designated school and playground zones.
- b) Notwithstanding clause 8. a) that a maximum of seventy (70) kilometers per hour transition zone that connects a fifty (50) kilometers an hour zone within a hamlet increasing to a seventy (70) kilometer an hour zone to the hamlet boundary before proceeding to either an eighty (80) kilometers per hour zone on a gravel road or a one hundred (100) kilometer an hour zone on a paved highway, may be established on the outskirts of the hamlets as designated by the Director of Operations.
- c) That proper speed limit signs be placed at the boundaries of those hamlets mentioned in Section 1.

9. RURAL SPEED LIMITS

- a) That a maximum speed limit of eighty (80) kilometers per hour be established for all rural gravel roads within municipal boundaries.
- b) That a maximum speed limit of one hundred (100) kilometers per hour be established for the La Crete North and South Access Roads up to the Hamlet of La Crete boundary, Highway 88 Connector and Zama Access Road (paved portion).
- c) That a maximum speed limit of sixty (60) kilometers per hour be established for all roads within Country Residential zoned subdivisions.
- d) That a maximum speed limit of sixty (60) kilometers per hour be established, at the discretion of Council, for all roads that are adjacent to or front onto a Country Residential zoned subdivision.
- e) Notwithstanding clause 9. a) that the speed limits may be reduced where determined by the Chief Administrative Officer or designate.

10. PENALTIES AND RESCINDING BYLAWS

- a) That any person found guilty of violating the speed as indicated by the erected signs is subject to the penalties described in the Traffic Safety Act and Amendments thereto.
- b) That Bylaw ~~723-09~~ 975-14 hereby be rescinded.

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

READ a second time this _____ day of _____, 2017.

READ a third time and finally passed this _____ day of _____, 2017.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer

BYLAW 975-14 1085-17

SCHEDULE "A"



BYLAW 975-44 1085-17

SCHEDULE "B"





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 7, 2017
Presented By:	Dave Fehr, Director of Operations
Title:	Overburden Removal – Fidler Pit

BACKGROUND / PROPOSAL:

At the June 28, 2017 Regular Council Meeting the following motion was made:

MOTION 17-06-502 MOVED by Councillor Sarapuk

That administration proceed with acquiring proper permitting for Fidler Pit, and begin a Request for Proposal for the removal of overburden from Fidler Pit in the 2017 year, and move the crushing Request for Proposal to the 2018 budget year.

CARRIED

Administration has requested and received quotes from five local companies to remove the overburden material at Fidler Pit. A summary of the quotes will be presented at the meeting.

OPTIONS & BENEFITS:

Option 1:
Accept the lowest quote.

Option 2:
Add overburden removal to the 2018 crushing contract.

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

COSTS & SOURCE OF FUNDING:

Operating budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the lowest quote for removing the overburden at Fidler Pit be accepted.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 7, 2017
Presented By:	Byron Peters, Director of Planning & Development
Title:	Land Exchange between Part of Plan 052 6058, Block 01, Lot G & Plan 882 2651, Block 01, Lot E and the Purchase of Additional Parcel (La Crete)

BACKGROUND / PROPOSAL:

Mackenzie County Council previously approved a request for a land exchange (approx. 0.407 acres each) within the hamlet of La Crete between the County and HiWay Steel Structures at the July 26, 2017 Council meeting as shown below:

MOTION 17-07-542 **MOVED** by Councillor Braun

That administration be authorized to negotiate the exchange of Part of Plan 882 2651, Block 1, Lot E, for Part of Plan 052 6058, Block 1, Lot G for the purpose of access and consolidation, and that the applicant covers all costs of the transaction, subject to an access agreement (caveat) to maintain shared access.

CARRIED

Plan 052 6058, Block 1, Lot G (Mustus Lake Center) belongs to the developer, and Plan 882 2651, Block 1, Lot E (Skate Park) is owned by Mackenzie County. The exchange took place because the County owned the piece in between the developer's parcels therefore making it impossible to consolidate. In order for the developer to consolidate his entire property the County traded part of their property for part of the developer's property.

The developer has already consolidated his two existing lots that straddled the shopping center (Parkway Plaza). The developer has now applied to consolidate the adjacent commercial lot (Mustus Lake Center) and the 0.407 acres previously traded by administration and the developer.

Author: C Smith Reviewed by: BP CAO: _____

Before the second consolidation application the developer had constructed a small garage behind the Parkside Plaza building to use for storage. A tentative plan has been conducted and it has been revealed that the developer mistakenly constructed the garage on County property.

The developer would now like to purchase this small piece of property (0.102 acres) and include it in his consolidation to prevent him from having to move the garage.

OPTIONS & BENEFITS:

The developer will not have to move the finished garage and will be required to pay market value for the additional piece of property.

COSTS & SOURCE OF FUNDING:

The developer will pay market value for the 0.102 acres (0.041 hectares) which will be determined by the County assessor.

SUSTAINABILITY PLAN:

The Sustainability Plan does not directly address the transfer of lands in the Municipality. As such, the proposed request neither supports nor contradicts the Sustainability Plan.

COMMUNICATION:

The proposed consolidation will be advertised as per Municipal Government Act requirements which include adjacent landowner notification.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the County sell the 0.102 acres to the developer at market value for the purpose of consolidation.

Author: C Smith Reviewed by: _____ CAO: _____



**TENTATIVE PLAN SHOWING
 SUBDIVISION
 AFFECTING
 Lot H, Block 1, Plan 172 2536
 and
 Lot E, Block 1, 882 2651
 and
 Lot G, Block 1, 052 6058
 all within
 N.W. 1/4 Sec. 4, Twp. 106, Rge. 15, W.5M.
 Hamlet of La Crete
 M.D. of Mackenzie
 ALBERTA
 2017
 SCALE 1:750**

LEGEND AND NOTES

Distances are in meters and decimals thereof.
 Distances along curved boundaries are arc distances.
 The area affected by the registration of this plan is denoted thus... ———
 and contains a total of **5.0 ha**
 No field inspection was carried out and boundaries were not established on the ground.

ASCM	Alberta Survey Control Marker	M.	Mound or Meridian
Bk.	Block	Mp.	Marker Post
Bdy.	Boundary	Mkd.	Marked
B.C.	Beginning of Curve	Mon.	Monument
B.M.	Bench Mark	Obl.	Obliterated
B.T.	Bearing Tree	P.	Standard C.L.S. Post (Brass Cap)
Calc.	Calculated	P.C.C.	Point of Change of Curvature
CK.M.	Check Measured	P.I.	Point of Intersection
Chd	Chord	Pl.	Placed
Cop.	Copied	P.C.	Point of Curvature (tangency)
C.S.	Countersunk	Pit	4 Pits
C. of T.	Certificate of Title	R.	Radius
Conc.	Concrete	Ref.	Reference
Cor.	Corner	Rge.	Range
D.H.	Drill Hole	Re-est.	Re-established
E.C.	End of Curve	Res.	Restored
EDM.	Electromagnetic Distance Measurement	R/W	Right of Way
Fd.	Found	Rly.	Railway
ha	Hectare	Sec.	Section
I.	Iron Post	S.M.	Stone Mound
I.Bar	Iron Bar	S.T.	Sub-Tangent
I.R.	Indian Reserve	T.	Trench
L.P.	Lead Plug	Twp.	Township
L.S.	Legal Subdivision	Wo.	Wooden Post
		Wit.	Witness

SUBDIVISION APPROVING AUTHORITY
 Name: M.D. of Mackenzie
 File No.:

SURVEYOR
 NAME: John Lehnrs, A.L.S.

REGISTERED OWNER(S)

PLAN GEO-REFERENCING INFORMATION

Project No.: 170287	Design Works Engineering + Inspections Ltd. P: 780 814 5533 F: 780 800 2112 9905 - 97 Avenue, Grande Prairie, AB, T8V 0N2 www.designworksend.com
Drawn by: rmhm	
Checked by: MM/JL	
Date: Oct. 04, 2017	
CAD File: Tentative Plan	



052 6058
10105

10003

872 1101
LOT 0
9206

LOT B
1878 TR
9202

202

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

October 24, 2017

Ms. Linda Hughes
Board Chair
Alberta Health Services Board
Seventh Floor Plaza
14th Floor, North Tower
10030 – 107 Street NW
Edmonton, AB. T5J 3E4

Dear Ms. Hughes:

RE: AIR AMBULANCE AIR MEDICAL CREW RFP

Mackenzie County Council is aware that there will be a service provider change under the Air Medical Crew contract in our region effective April 1, 2018. With this change in providers, Council and administration understands there are challenges being presented with air ambulance services during the transition period.

Our concern is the possible gap in advanced life support services potentially creating additional wait times for ground to air services with respect to air certified personnel. We are concerned that the necessary staffing levels may not be met during this transition. We would like assurance to pass on to our residents that there will not be a gap in the services provided during this time.

We are available to meet at your convenience during the week of November 14 – 17, 2017 in Edmonton to further discuss our concerns. If you have any questions please feel free to contact me at (780) 926-6238 or our Chief Administrative Officer, Len Racher, at (780) 841-9166, or lracher@mackenziecounty.com.

Yours sincerely,

Peter F. Braun
Reeve

- c. Hon. Sarah Hoffman, Minister of Health
Debbie Jabbour, MLA, Peace River
Gordon Bates, Associate Executive Director, Provincial Air Ambulance
Operations, Alberta Health Services EMS
Mackenzie County Council

VIA EMAIL

November 1, 2017

Reeve, Mr. Peter Braun
Mackenzie County
PO Box 640
Fort Vermillion, Alberta
T0H 1N0

Dear Reeve Braun:

Congratulations on your election as Reeve of Mackenzie County. Please also pass this same sentiment along to Josh Knelsen, Anthony Peters, David Driedger, Ernest Peters, Eric Jorgensen, Cameron Cardinal, Walter Sarapuk, Jacqueline Bateman and Lisa Wardley as Councillors.

I am confident you will provide practical and insightful leadership to the County through the many challenges and opportunities that arise over the next three years. We look forward to following the progress of the new Council's plans.

As a major employer in the area, Tolko strives to play an active and constructive role in the communities in which we operate and where our employees live. I look forward to meeting with you at your convenience to provide a status report on the forest industry, Tolko Industries Ltd., and our operations.

Again, best wishes on a successful term and we look forward to working with you and your new Council.

Yours sincerely,



Tom Hoffman, RPF.
Manager, External and Stakeholder Relations



**Board Meeting
REDI Northwest Alberta**

*Town of High Level Office – Room 110, High Level
October 11th, 2017 • 5:30 pm*

DRAFT MEETING MINUTES

incredible!

ATTENDANCE

REDI Board Members

Lisa Wardley, Chair, Mackenzie County
Chris MacLeod, Vice Chair, Town of High Level
Mike Osborn, CFNWA
Crystal McAteer, Town of High Level
Peter Braun, Mackenzie County
Tony DelleRose, La Crete Chamber
Margaret Carroll, HL Chamber
Melanie Bekevich-Joos, Northern Lakes College
Lucille Labrecque, Alberta Health Services

Staff & Guests

Dan Dibbelt, REDI REDA Manager
Kayla Wardley, CFNWA
Byron Peters, Mackenzie County
Andrew O'Rourke, Mackenzie County

1. CALL TO ORDER

Chair Lisa Wardley called the meeting to order and declared quorum at 5:37pm.

2. REVIEW & ADOPTION OF THE AGENDA

Motion:

That REDI accept the agenda as presented.

CARRIED

Moved by: Peter Braun

3. MINUTES of SEPTEMBER 7, 2017 MEETING

Motion:

That REDI accept the meeting minutes of September 7, 2017 as presented.

CARRIED

Moved by: Margaret Carroll

4. YTD Financials REPORT

Motion:

Moved by: Chris MacLeod

That the Year to Date Financial Statements to September 30th, 2017 be accepted as presented.

CARRIED

5. OLD BUSINESS

- i. North to Alaska Symposium Conference Follow-up** – Since the conference we have received a request from NWT to be part of NTAB. NTAB is growing & G7G have gone to Alaska. Alaska is coordinating and want to do a follow up conference in Alaska. We are going to send out a survey to see if anything was missing at the conference. We received an email from the government stating they are willing to work with us and want to set a date for a meeting.
More advertising in the paper and in the area. Dan will write a report to be submitted to the paper (ECHO).

Motion

Moved by: Crystal McAteer

That REDI accept the verbal Symposium Report for information.

CARRIED

- ii. Small Business Week Oct 16 – 20, 2017** - Andrew gave an update – Strong Coffee Marketing is invited to speak in HL, Fort and LA. The chambers were asked to organize the event. It is a free event with sponsorship from Mackenzie County, REDI and CFNWA. SCM- one on one training with businesses in LA on the 18th.

Motion

Moved by Tony DelleRose

That REDI accept the Small Business Week Plans for information.

CARRIED

- iii. Partner Capacity Project Agreement** – TABLED

Motion

Moved by Mike Osborn

Table until next scheduled meeting.

CARRIED

- iv. NTAB**

NTAB meeting in Grande Prairie Nov 30th, 2017 (Thursday) at 1:00pm

- v. Industrial Hemp Analysis Request** - MARA is requesting an additional \$5,000.00 per year to continue ongoing work on Hemp. Refer to page 11 in meeting package.

Motion

Moved by Mike Osborn

That REDI top up funding to MARA for Hemp project for three years to a total maximum funding of \$10,000 per year.

CARRIED

REDI has submitted its 2018/19 CARES grant application - \$30,000 for CEDA hemp project, \$20,000 for NTAB, \$30,000 for historical tourism, \$20,000 building local capacity.

REDI has received a letter of support request from CEDA committing \$30,000 for two years for Hemp project. This project is in conjunction with CEDA and three other alliances.

Motion

Moved by Crystal McAteer

REDI to supply a letter of support to CED committing \$30,000 in year one. Year two will be dependent on outcomes of Year One and the continuation of the CARES funding for alliances.

CARRIED

vi. MFTA Winter Brochure Request.

Total cost is \$15,700. MFTA is requesting \$8,000. from REDI

Motion

Moved by Peter Braun

That REDI contribute \$8,000.00 towards the MFTA Winter Brochure 2017 project.

CARRIED

vii. Northwest Species at Risk Committee Mackenzie County Update – Lisa Wardley gave an update on NWSAR. NWSAR submitted the caribou plans to the province. The province did state that they will be providing draft plans, work with the municipality's so there is no protected areas lined out in the draft report. No protected land as of now. Some work within the region is being denied due to the moratorium on land as of now.

Motion

Moved by Chris MacLeod

That the NWSAR report be accepted for information.

CARRIED

viii. Information suites for AAMDC & AUMA – Northwest Species at Risk Committee would like to host information suites at the conferences.

Motion

Moved by Chris MacLeod

REDI will support NWSAR up to \$10,000.00 to host information sessions at AANDC & AUMA for both events.

CARRIED

REDI Manager Dan Dibbelt will attend the AUMA to assist with the NWSAR. PREDA is sending Dan D. to AAMDC so he will be assisting with both.

6. NEW BUSINESS

i. Regional Investment initiative – tabled from Sept. 7, 2017 – Andrew O'Rourke provided a handout. Mackenzie County wants to continue to pursue investment opportunity marketplace. Refer to handout. Local investors can come on board to invest in local start up of business's that cannot get funding from other entities. More accessible to more people. Looking to partner these people up with local businesses to succeed. Get background information by next meeting.

Motion

Moved by Tony DelleRose

That REDI allocate \$20,000.00 of the Building Local capacity funding from REDI’s CARES funding for the Investment opportunity marketplace project.

CARRIED

- ii. **Friends of Historical Alberta Society** - tabled from Sept. 7, 2017 – History check app has been launched. Kinks are being worked out and pictures are being added to the app.

Motion

Moved by Chris MacLeod

The REDI accept the History Check report for information.

CARRIED

iii. Municipality Appointment Letters

Motion

Moved by Chris MacLeod

That REDI request Municipalities to consider as much consistency as possible in REDI appointments.

CARRIED

7. AROUND THE TABLE COMMENTS

Small Business week in La Crete and High Level.
Municipal and School Board Election next week.

B. Peters

Ski Hill development plans to get funding from the province for the lease. Moving forward –
NEXT MEETING FOR THE AGENDA

A. O Rourke

Retail analysis was reviewed by Andrew and sent into kerion hunt.
Organic Alberta – Mackenzie County and REDI partnered with them – position at the MARA farm to help organic farmers. If the CARES grant goes through they would like to have two separate positions to help farmers in our area.

Lucille Labrecque

From the Fort Vermilion Board of Trade, the membership numbers are up this year. Working on moonlight madness in fort Dec 1st. Board of trade applied for grant funding to fix the building that they are in. Looking at using a new building on highway 88 to use as a tourism location.

C. McAteer

Candidate forum in High Level was well attended, the Mace was there, the speaker of the house, sergeant deputy speaker and secondary speaker. Road construction will be continuing next spring.

C. MacLeod

Hay River is gearing up for up to 1000 new residents if the Pine Point mine reopening moves forward.

The pellet plant in Enterprise is a go.

M. Bekevich-Joos

Workshop did not go as planned last week, ECC meeting in HL. Manager Jim Brown at the HL campus now. Upgraded the trades lab. More programming coming up shortly. Work with the Northern lakes college. Tripled the hours. Water/ waste water was launched 1&2, admin, HR focus, Electrical period 1, Addictions counselling diploma.

Chair Lisa Wardley

Thanked all the Municipal REDI Board members for their involvement and support over the past four years. Special thanks were expressed to Chris MacLeod as he will be stepping down as a Council Member of the Town of High Level.

8. ADJOURNMENT AND NEXT MEETING

The next REDI meeting to be held on November 8th 2017.

Motion:

That the REDI Meeting be adjourned.

CARRIED

Moved by: Chris MacLeod

The meeting was adjourned at 8:28pm.

X

REDI Chairperson



HIGH LEVEL FORESTS PUBLIC ADVISORY COMMITTEE

MINUTES

Tuesday, October 24th, 2017
5pm, High Level Seniors Center

PRESENT:

Trever Lafreniere (Tolko)	Marissa Green (Norbord)
Boyd Langford (Town of High Level)	Jon McQuinn (Norbord)
John Thurston (Hungry Bend Sandhills Society)	Bob Grocholski (North Peace Tribal Council)
Evan Gardner (Peace River Constituency)	Melanie Plantinga (Tolko)
Jenna Gardner (Member of the Public)	

INFORMATION SENT:

Baptiste Metchooyeah (Dene Tha')	Exact Harvesting
Margaret Carrol (High Level & District Chamber of Commerce)	Tracey Laboucan (Lubicon Lake Nation)
Matt Marcone (Echo Pioneer)	Crystal McAteer (Town of High Level)
Aaron Doepel (LaCrete Sawmills)	Fred Didzena (Dene Tha)
Bernie Doerksen (LaCrete Polar Cats)	Fred Radersma (Norbord)
Carol Gabriel (Mackenzie County)	Keith Badger (Netaskinan Development)
Claude Duval (Watt Mnt Wanderers)	Fort Vermilion Heritage Center
Connie Martel (Dene Tha')	Kieran Broderick (Beaver First Nation)
Chris Mitchell (Town of Rainbow Lake)	Lindee Dumas (LRRCN)
Dan Coombs (Agriculture & Forestry)	Terry Jessiman (Agriculture & Forestry)
Harvey Sewpagaham (LRRCN)	Paddle Prairie Metis Settlement
Terry Batt (Trapper's Association)	Sugu Thuraismy (LRRF)
Mike Cardinal (Tallcree First Nation)	Tristina Macek (N'Deh Ltd. Partnership)
Christine Malhmann (Agriculture & Forestry)	Brent Holick (LaCrete Polar Cats)
Cory Ferguson (Paddle Prairie Metis Settlement)	Cheryl Ernst (High Level & District Chamber of Commerce)
Clifford Starr (Peerless Trout First Nation)	Marilee Cranna Toews (Hungry Bend Sandhills Society)
Barry Tolker (Watt Mountain Wanderers)	Paul Ebert (Agriculture & Forestry)
	Isaac Zacharias (Treetech Contracting)

1. WELCOME – INTRODUCTIONS

2. AROUND THE TABLE

John Thurston – Has heard from some BC residents that they fertilize seedlings in BC in such a way that excess fertilizer runs off into water sources and causes algae blooms. We will ask John M about fertilizer on seedlings on Tolko High Levels area of operations. Does it run into water sources? Can that happen/does it happen?

- **Response to question.** Some companies use/have used “tea bags”, packages of slow release fertilizer that are placed in the hole with the seedlings during planting. Tolko High Level does not use such a product. Algae blooms from nutrient loading are possible in urban and agricultural landscapes. There are nutrients and moisture in the plug as this is the “booster” for the seedlings extension of roots into the soil. In the dry, heavy clay soils on the High Level FMA, the risk is very low to improbable.
- Boreal forests are typically nitrogen deprived/starved and any excess nitrogen in forest soils is quickly taken up by any, and all the other plants in the vicinity. This is a non-issue, even if we did use supplemental fertilizer applications via teabags or otherwise during or after planting. Here’s another interesting tidbit: There is way more nitrogen fertilizer created in a lightning storm than we would ever add through supplemental applications.

The Forest expo is happening on November 21st in LaCrete, and on the 23rd in High Level as well as a day in Manning. They plan to have people representing LaCrete Sawmills, Tolko, Norbord, Manning Diversified and the Alberta Government Agriculture and Forestry available to talk with students. The schedule will include a “Work Wild” presentation followed by direct information from the industry representative. Students will have 8 minutes at each booth. They may ask questions and get information about the type of work the company representatives do. Following this they are asked to complete a survey indicating which, if any area they were most interested in. If they show an interest in careers they will be given an opportunity to have facility tours and possible job shadowing. This may lead students to participating in the Registered Apprenticeship Program. Students from High Level, LaCrete, Manning and schools in the surrounding areas are permitted to attend.

Boyd Langford - Did Tolko get the extension that was applied for on the burner variance? Tolko representatives will follow up and let the PAC know.

Response: We have not received approval from Alberta Environment and Parks at this time.

Melanie Plantinga – there are changes to the agenda. First Norbord is going to postpone the planned presentation about their SFI program. This will be shared at the December 12th PAC meeting instead. The next PAC meeting on November 21st will be cancelled. The next meeting will take place on December 12th.

Trevor Lafreniere – would like to demonstrate the LiDAR technology that Kevin Lims discussed at the Last PAC. This is added to the agenda.

3. NEW BUSINESS

- 3.1 SFI® (Sustainable Forest Initiative) Certification for Norbord High Level – postponed December 12th, 2017

3.3 Tolko High Level Lumber and LaCrete Sawmills Harvest Plans for 2017-18

- There are several different kinds of plans. Some are strategic and general, such as the Detailed Forest Management Plan (DFMP) and General Development Plan (GDP). Some are more specific such as the Forest Harvest Plans (FHP) and Annual Operating Plans (AOP)
- Tolko High Level no longer hangs ribbon to mark boundaries and only uses ribbon on water courses. (The ribbon is hung in the middle of the creeks/streams.) Instead Tolko relies on “ribbonless layout”. With ribbonless layout GPS technology in machinery is used by the operators to indicate the location of block boundaries and water course buffers.
- How accurate is the GPS equipment? One PAC member had spoken with someone from John Deere about the use of GPS for agricultural applications. He was told that sun spots could cause a variance of several meters. The units Tolko contractors use are accurate to 2.5m or less. There have not been trespasses due to lack of GPS accuracy.
- Norbord will still hang ribbon. Why don't not more companies in Alberta use ribbonless layout? Possibly cost to contractors to purchase GPS equipment for machines. Administration of data must be better; the data must be managed. Possible future meeting topic how GPS is being used for harvesting.
- The Operating ground rules must be followed for buffer measurements and other items. The rules are created for each operational area. If anyone is interested most of Tolko, Norbord and LaCrete Sawmills working area is covered by the Upper Hay Operating Ground Rules. They can be found through the Alberta Governments Website.
- Block selection is driven by the SHS (Spatial Harvest Sequence) from the DFMP. Deviation is occasional permitted for salvage. IE. Burn or Mountain Pine Beetle.
- There is cut control mandated by the Annual Allowable Cut (AAC). The companies are not allowed to harvest more than the AAC. Boyd heard that there a currently 3 shifts in the mill. Is this going to continue? Does Tolko have enough wood to run 3 shifts in the mill? We will follow up.
Response: The sawmill is currently running a graveyard shift on the small log canter lines to balance log inventory profile. The planer always operates a graveyard shift as it is required to match sawmill productivity levels. Our current AAC does not allow for continual 3 shifts in the mill, but we currently have enough to support the graveyard shift to balance profile.
- The AOP is a mechanism used by the government to monitor if you are meeting commitments, not over harvesting. There are also sensitive species plans, which help to mitigate effects of operations on Caribou, ungulates, etc.
- PNT – protected notation in mapping data are used to help avoid areas deemed significant, or inform the planners of parties to consult with. Recreational users – such as the Watt Mountain Wanders can request PNT or CNT (Consultative Notation) be placed on their areas of interest (such as snowmobile trails). This is helps ensure that they are consulted prior to operations.
- Are there tradeoffs, deals where the companies might clear trail or perform other work for snowmobile clubs? This happens more frequently with Trappers not local recreational users. What happens if a club refuses to allow the companies to access an area? If they hold a CNT they don't have the authority to refuse access. The companies will consult with groups and try to mitigate their concerns.

- Plans submitted to Alberta Culture. There is work done to identify areas with a high potential of historic use. This is done using LiDAR remote sensing. The forestry companies must then send archeologists to the area or avoid area entirely. Archeologists working on the companies' behalf have found artifacts. What happens to any artifacts found? Are they turned over to local bands? They are catalogued and reported to Alberta Culture. Beyond that we will check. Boyd comments that it might be educational to display some items recovered in the local museum, if this is permitted. Trevor has a general map of historic finds which could be shared.
- Consent from third parties includes getting permission to use dispositions for roads held by other companies (such as oil companies). It makes operational sense to access cutblocks on roads which are already on the landscape, rather than creating more disturbance. Sometimes this is difficult if the oil company has reclaimed the road and trying to get a reclamation certificate. If other users access the roads there is potential for damage slowing the reclamation process. Different government departments are mandated to supervise these processes. Agriculture and Forestry may encourage limiting access, but the power to grant reclamation certificates is the Alberta Energy Regulators. There are attempts being made to make the reclamation process easier if access is allowed.
- Are the reclamation requirements the same for forestry and Oil and gas? There are different requirements granted by different overseeing bodies.

3.2 Norbord Harvest Plans for 2017-18

There was a bush road constructed starting near Norbord and going west, the "Footner forest road". Are there plans to use it to haul trees this winter? Has it been used recently? There are no plans to open the entire road. In recent years sections of it have been used, but not the entire road.

Norbord is purchasing wood from the opening of agricultural land. How long is purchase from farmers clearing land going to be possible? There should be wood available for a few more years. It may be extended as there is a possibility of more government land sales. That process is being slowed by First Nation considerations and a change in policy involving roads. It is expected that going forward the municipality will be asked to cover the cost of roads in areas being developed instead of the Provincial government.

Norbord will log in Bassett, & Watt, west of High Level. They expect some incidental from other operations such as Tolko and Crestview.

How much timber does Norbord require? They expect to bring approximately 750,000 cubic meters from Dec – March.

4. NEXT MEETING – December 12th – 2017-18 Logging Plans

5. MEETING ADJORNED – 7:20pm