



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

FEBRUARY 13, 2018

10:00 A.M.

**COUNCIL CHAMBERS
FORT VERMILION, AB**

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, February 13, 2018
10:00 a.m.**

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

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	3
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the January 24, 2018 Regular Council Meeting	7
		b) Minutes of the February 12, 2018 Budget Council Meeting (to be presented at the meeting)	
		c) Business Arising out of the Minutes	
DELEGATIONS:	4.	a) Cory Boddy, Director and Investment Counselor – ATB Investment Management Inc. (11:00 a.m.)	21
		b)	
		c)	
COUNCIL COMMITTEE REPORTS:	5.	a) Council Committee Reports (verbal)	
		b) Agricultural Service Board Meeting Minutes	27
		c) Community Services Committee Meeting Minutes	33
		d) Finance Committee Meeting Minutes	39
		e) Fort Vermilion Community Streetscape Implementation Committee Meeting Minutes	47
		f) Municipal Emergency Advisory Committee Meeting Minutes	53

		g)	Municipal Planning Commission Meeting Minutes	59
GENERAL REPORTS:	6.	a)	CAO Report	67
TENDERS:	7.	a)	None	
PUBLIC HEARINGS:	8.	a)	None	
ADMINISTRATION:	9.	a)	2018 Municipal Internship Program – Administration Stream	85
		b)	Zama School Closure	89
		c)	Caribou Update (to be presented at the meeting)	
		d)		
		e)		
AGRICULTURE SERVICES:	10.	a)	Policy ASB022 Shelterbelt Trees	93
		b)	Bison/Caribou Monitoring Equipment & “Bison Watch” Signage	97
		c)		
		d)		
COMMUNITY SERVICES:	11.	a)	Bylaw 1089-18 to Repeal Closure of Public Road Allowance Bylaws 1031-16, 1032-16 and 1033-16	103
		b)	Bylaw 1090-18 Regional Emergency Management Bylaw	117
		c)	Appointment of Members to Northwest Alberta Regional Emergency Advisory Committee	129
		d)		
		e)		

FINANCE:	12.	a)	Policy ADM018 Insurance Coverage for Not for Profit Organizations	133
		b)	Policy FIN025 Purchasing Authority Directive and Tendering Process	139
		c)	2013 Overland Flooding Invoice dated February 4, 2014 (H. Martens)	151
		d)		
		e)		
OPERATIONS:	13.	a)		
		b)		
PLANNING & DEVELOPMENT:	14.	a)	Bylaw 1091-18 Land Use Bylaw Revision to Add Rifle/Skeet Range as a Discretionary Use to the Agricultural "A" and Forestry "F" Districts	163
		b)	Development Statistics Report – January to December 2017	169
		c)		
		d)		
UTILITIES:	15.	a)	A & L Maintenance Request to Waive Sewage Lagoon Disposal Fee	177
		b)		
		c)		
INFORMATION / CORRESPONDENCE:	16.	a)	Information/Correspondence	181
IN CAMERA SESSION:			<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	17.	a)	Tax Forfeiture Property at 4720–49 Avenue	
		b)		

c)

NOTICE OF MOTION: 18. a)

**NEXT MEETING
DATES:**

19. a) Regular Council Meeting
February 28, 2018
10:00 a.m.
Fort Vermilion Council Chambers

b) Regular Council Meeting
March 13, 2018
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the January 24, 2018 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the January 24, 2018, Regular Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Approved Council Meeting minutes are posted on the County website.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the January 24, 2018 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**January 24, 2018
10:00 a.m.**

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

PRESENT:

Peter F. Braun	Reeve (via teleconference)
Lisa Wardley	Deputy Reeve/Chair
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
Byron Peters	Deputy CAO
Doug Munn	Director of Community Services
Fred Wiebe	Director of Utilities
Karen Huff	Director of Finance
Carol Gabriel	Director of Legislative & Support Services/Recording Secretary
Don Roberts	Zama Site Manager
Grant Smith	Agriculture Fieldman

ALSO PRESENT: Members of the public and the media.

Minutes of the Regular Council meeting for Mackenzie County held on January 24, 2018 in the Council Chambers at the Fort Vermilion County Office.

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

Deputy Reeve Wardley called the meeting to order at 10:02 a.m.

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

MOTION 18-01-047 **MOVED** by Councillor Sarapuk

That the agenda be approved with the following additions:

- 9. f) Proposal to Extend Highway 58 from Garden River through to Peace Point
- 10. b) Bovine Tuberculosis – Wood Buffalo National Park
- 17. a) Bistcho Lake Leases

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

3. a) Minutes of the January 9, 2018 Regular Council Meeting

MOTION 18-01-048

MOVED by Councillor Knelsen

That the minutes of the January 9, 2018 Regular Council Meeting be adopted as presented.

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

3. b) Business Arising out of the Minutes

None.

**COUNCIL COMMITTEE
REPORTS:**

5. a) Council Committee Reports (verbal)

MOTION 18-01-049

MOVED by Councillor E. Peters

That the Council committee reports be received for information.

CARRIED

**COUNCIL COMMITTEE
REPORTS:**

5. b) Fort Vermilion Community Streetscape Implementation Committee Meeting Minutes

MOTION 18-01-050

MOVED by Councillor Driedger

That the Fort Vermilion Community Streetscape Implementation Committee meeting minutes from December 7, 2017 be received for information.

CARRIED

**COUNCIL COMMITTEE
REPORTS:**

5. c) Municipal Planning Commission Meeting Minutes

MOTION 18-01-051

MOVED by Councilor Sarapuk

That the Municipal Planning Commission meeting minutes of January 11, 2018 be received for information.

CARRIED

COMMUNITY SERVICES:

11. a) Fort Vermilion Walking Trail Budget Reallocation

MOTION 18-01-052

Requires 2/3

MOVED by Councillor Cardinal

That the budget be amended to reallocate the remaining \$25,394.00 from the Fort Vermilion Walking Trail budget to the 2018 Fort Vermilion Streetscape project for the construction of a second dock.

CARRIED

Deputy Reeve Wardley recessed the meeting at 10:52 a.m. and reconvened the meeting at 11:00 a.m.

TENDERS:

7. a) Zama City Fire Smart Program

MOTION 18-01-053

MOVED by Councillor Cardinal

That the Zama City Fire Smart Program tenders be opened.

CARRIED

Tenders Received:

Bidder	Schedule A	Schedule B	Schedule C
Outback Ventures		\$122,328.00	\$19,780.00
Western Canadian Mulching Ltd.	\$220,000.00		
1075860 AB. Ltd. (Waymore Construction)	\$96,000.00		
Dechant Construction	\$253,934.64	\$188,697.74	\$53,912.59
Buller Construction Ltd.	\$136,400.00	\$115,532.00	\$31,500.00

MOTION 18-01-054

MOVED by Councillor E. Peters

That Administration review all opened tenders for the Zama City Fire Smart Program, with respect to cost and qualification as per the tender matrix, and return with a recommendation to Council later in the meeting.

CARRIED

COMMUNITY SERVICES:

11. b) Request for Proposal – Campground Caretaker for 2018 – 2019 Seasons

MOTION 18-01-055

MOVED by Councillor Knelsen

That the request for proposals for Hutch Lake, Machesis Lake and Wadlin Lake campground caretakers be accepted as amended.

CARRIED

DELEGATIONS:

4. a) S/Sgt. Bill Mooney, Fort Vermilion RCMP

MOTION 18-01-056

MOVED by Councillor E. Peters

That the RCMP crime statistics report be received for information.

CARRIED

Deputy Reeve Wardley recessed the meeting at 12:11 p.m. and reconvened the meeting at 12:59 p.m.

PUBLIC HEARINGS:

8. a) Bylaw 1088-18 Land Use Bylaw Amendment to Rezone Plan 872 2339, Block 17, Lot 3 and Part of Plan 872 2339, Block 17, Lot 2 from La Crete Heavy Industrial “LC-HI” to La Crete Highway Commercial “LC-HC” (La Crete)

Councillor A. Peters declared himself in conflict and sat in the gallery for the Public Hearing.

Deputy Reeve Wardley called the public hearing for Bylaw 1088-18 to order at 1:00 p.m.

Deputy Reeve Wardley asked if the public hearing for proposed Bylaw 1088-18 was properly advertised. Byron Peters, Deputy CAO, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Deputy Reeve Wardley asked the Development Authority to

outline the proposed land use bylaw amendment. Byron Peters, Deputy CAO, presented the Bylaw and indicated that first reading was given on January 9, 2018.

Deputy Reeve Wardley asked if Council has any questions of the proposed Land Use Bylaw amendment. The following questions were asked:

- Will this affect traffic in the area? There will be less heavy truck traffic, lighter traffic may increase however don't anticipate any problems.
- What portion of the property is affected? The entire property.

Deputy Reeve Wardley asked if any submissions were received in regards to proposed Bylaw 1088-18. No submissions were received.

Deputy Reeve Wardley asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1088-18. No one spoke to the proposed bylaw.

Deputy Reeve Wardley closed the public hearing for Bylaw 1088-18 at 1:03 p.m.

Councillor A. Peters left the Council Chambers.

MOTION 18-01-057

MOVED by Reeve Braun

That second reading be given to Bylaw 1088-18 being a Land Use Bylaw Amendment to rezone Plan 872 2339, Block 17, Lot 3 and part of Plan 872 2339, Block 17, Lot 2 from La Crete Heavy Industrial "LC-HI" to La Crete Highway Commercial "LC-HC" to accommodate the use of automotive sales and rental.

CARRIED

MOTION 18-01-058

MOVED by Councillor Knelsen

That third reading be given to Bylaw 1088-18 being a Land Use Bylaw Amendment to rezone Plan 872 2339, Block 17, Lot 3 and part of Plan 872 2339, Block 17, Lot 2 from La Crete Heavy Industrial "LC-HI" to La Crete Highway Commercial "LC-HC" to accommodate the use of automotive sales and rental.

CARRIED

ADMINISTRATION:

9. a) Bylaw 1087-18 Subdivision & Development Appeal Board

Councillor A. Peters rejoined the meeting.

MOTION 18-01-059

MOVED by Councillor Sarapuk

That third reading be given to Bylaw 1087-18 being the Subdivision and Development Appeal Board for Mackenzie County as amended with the removal of the following:

15. c) *If the Appellant attends the Subdivision & Development Appeal Board hearing at the time scheduled for the Board to hear the appeal, the fees paid by the Appellant shall be refunded regardless of the decision made by the Board.*

CARRIED

ADMINISTRATION:

9. b) Meetings with Ministers – AAMDC Spring Convention

MOTION 18-01-060

MOVED by Councillor Jorgensen

That administration setup meetings with the following Ministers during the Alberta Association of Municipal Districts & Counties (AAMDC) spring convention in March 2018 in Edmonton.

Alberta Transportation

- P3 Road Project
- High Load Corridor (Highway 88)
- La Crete Ferry/Bridge
- Bridge File/Roads to New Lands
- Update on Highway 697 Widening
- Highway 58 – Turning Lane at Ponton River, East Overlay, BC Connector, Connector through the Wood Buffalo National Park
- Update on G7G Railway

Minister of Agriculture & Forestry

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

Minister of Health

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

Minister of Environment & Parks

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

Minister of Municipal Affairs

- Municipal Census
- Rural Water
- Natural Gas and Power Shortages
- Assessment Yearly Modifiers
- New Home Warranty Program (Modular Homes)

Minister of Economic Development and Trade

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

Solicitor General

- Conservation Officers
- Sheriffs Transporting Prisoners
- Fox Lake Courthouse

Minister of Indigenous Relations

- Partnership Program for Water to Reserves
- Caribou

Minister of Energy

- Natural Gas and Power Shortages
- Caribou

RCMP K Division

- Sheriff Duties
- CTA Staffing
- Fox Lake Courthouse
- Housing in Fox Lake and High Level

CARRIED

ADMINISTRATION:

9. c) AAMDC Spring Resolutions

MOTION 18-01-061

MOVED by Councillor Knelsen

That the AAMDC spring resolutions discussion be received for information.

CARRIED

MOTION 18-01-062

MOVED by Councillor Jorgensen

That the Peace Officer report be received for information.

CARRIED

ADMINISTRATION:

9. d) Strategic Planning Session Dates

MOTION 18-01-063

MOVED by Reeve Braun

That the 2018 Strategic Planning Session be held on March 13 – 15, 2018.

CARRIED

Deputy Reeve Wardley recessed the meeting at 2:00 p.m. and reconvened the meeting at 2:10 p.m.

MOTION 18-01-064

MOVED by Councillor E. Peters

That the Zama City Fire Smart Program be awarded as follows:

- Schedule A – 1075860 AB. Ltd. (Waymore Construction)
- Schedule B & C – Outback Ventures

CARRIED

ADMINISTRATION:

9. e) Caribou Update

MOTION 18-01-065

MOVED by Councillor Driedger

That the caribou update be received for information.

CARRIED

ADMINISTRATION:

9. f) Proposal to Extend Highway 58 from Garden River through to Peace Point (ADDITION)

MOTION 18-01-066

Requires Unanimous

MOVED by Councillor Jorgensen

That administration research existing information relating to the extension of Highway 58 from Garden River through to Peace Point and bring back to Council.

CARRIED UNANIMOUSLY

**AGRICULTURE
SERVICES:**

**10. b) Bovine Tuberculosis – Wood Buffalo National
Park (ADDITION)**

MOTION 18-01-067
Requires Unanimous

MOVED by Councillor Jorgensen

That a letter be sent to Nancy Facklam, Office of the Chief Provincial Veterinarian, the Alberta Beef Producers, and Alberta Environment & Parks outlining the necessity that the County be involved in the Wood Bison Stakeholder Group discussions regarding the bovine tuberculosis in the Wood Buffalo National Park.

CARRIED UNANIMOUSLY

FINANCE:

12. a) Capital Projects Requiring Immediate Action

MOTION 18-01-068
Requires 2/3

MOVED by Councillor Sarapuk

That the following 2018 Capital Projects, that require immediate action, be approved.

Department 23

LC Deck Gun (Tompkins)	\$15,000
LC Piston Intake Valve and Booster Reel	\$8,600

Department 32

AWD Grader x3	\$910,161
---------------	-----------

Department 41

Rural Water Supply North of the Peace River	\$400,000
---	-----------

Department 32

Gravel Crushing	\$1,500,000
-----------------	-------------

Department 42

Sanitary Sewer Expansion (Phase 2 Design)	\$48,000
---	----------

CARRIED

FINANCE:

**12. b) Financial Reports – January 1, 2017 to December 31,
2017**

MOTION 18-01-069

MOVED by Councillor Jorgensen

That the financial reports for the period of January 1, 2017 to December 31, 2017 be received for information.

CARRIED

FINANCE: 12. c) 2013 Overland Flooding Invoice dated February 4, 2014 (H. Martens)

MOTION 18-01-070 **MOVED** by Councillor Bateman

That the 2013 overland flooding invoice dated February 4, 2014 from H. Martens be TABLED for more information.

CARRIED

OPERATIONS: 13. a) None

PLANNING & DEVELOPMENT: 14. a) None

UTILITIES: 15. a) None

INFORMATION/ CORRESPONDENCE: 16. a) Information/Correspondence

MOTION 18-01-071 **MOVED** by Councillor Sarapuk

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

CARRIED

Deputy Reeve Wardley recessed the meeting at 3:22 p.m. and reconvened the meeting at 3:38 p.m.

IN-CAMERA SESSION: 17. In-Camera

MOTION 18-01-072 **MOVED** by Councillor Sarapuk

That Council move in-camera at 3:39 p.m. to discuss:
Buffalo Head Flood Mitigation Project (FOIP, Div. 2, Part 1, s. 24(1))
Bistcho Lake Leases (FOIP, Div. 2, Part 1, s. 16)

CARRIED

All Councillors, Len Racher, Byron Peters, Carol Gabriel, Fred Wiebe, and Grant Smith were present during the in-camera discussion. (MGA Section 602.08(1)(6))

MOTION 18-01-073

MOVED by Councillor A. Peters

That Council move out of camera at 4:45 p.m.

CARRIED

**AGRICULTURE
SERVICES:**

10. a) Buffalo Head Flood Mitigation Project

MOTION 18-01-074

MOVED by Councillor Knelsen

That the Buffalo Head Flood Mitigation Project be received for information.

CARRIED

IN-CAMERA SESSION:

17. a) Bistcho Lake Leases (ADDITION)

MOTION 18-01-075

Requires Unanimous

MOVED by Councillor Sarapuk

That the Bistcho Lake leases be received for information.

CARRIED

NOTICE OF MOTION:

18. a) None

NEXT MEETING DATE:

19. a) Next Meeting Date

Budget Council Meeting
Monday February 12, 2018
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
Tuesday February 13, 2018
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
Wednesday, February 28, 2018
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

20. a) Adjournment

MOTION 18-01-076

MOVED by Councillor Jorgensen

That the Council meeting be adjourned at 4:45 p.m.

CARRIED

These minutes will be presented to Council for approval on February 13, 2018.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2018
Presented By:	Karen Huff, Director of Finance
Title:	DELEGATION Cory Boddy, Director and Investment Counselor – ATB Investment Management Inc.

BACKGROUND / PROPOSAL:

Mr. Boddy will be presenting the attached investment report via teleconference at the meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the investment report presentation by ATB Investment Management Inc. be received for information.

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

Mackenzie County

- Date:** February 13th, 2018
- Place:** Teleconference with Council
- Purpose:** Investment Review - Presentation to Council

Who Is ATB Investment Management

- Specialist in managing investments for municipalities
- Ability to access best investments available
- Highest duty of care in industry – fiduciary duty

Purpose of Investment Accounts

- Earn a competitive rate of return without putting the capital at undue risk
- Fixed Income – expected time horizon is greater than 1 year
- Cash Management – expected time horizon is less than 1 year
- Maintain compliance with Municipal Government Act (Section 250) & Mackenzie County's Investment Policy FIN027

Action Items:

- Review the Fixed Income portfolio's performance and composition
- Review the primary difference between bonds and GICs - bonds can be sold prior to maturity and therefore their price fluctuates
- Review the County's short-term investment options

Fixed Income account results:

- Opened investment accounts and deposited \$1.5 million into Fixed Income account on January 26th, 2009
- Fixed Income Summary:

Invested / Withdrawn *Fixed Income account only*	
Original investment - Jan 26, 2009	\$ 1,500,000
Net Contributions & Withdrawals - 2009	\$ 3,927,000
Net Contributions & Withdrawals - 2010	\$ (1,236,012)
Net Contributions & Withdrawals - 2014	\$ 3,000,000
You have invested	\$ 7,190,988
It is now worth (as of Dec 31, 2017)	\$ 8,369,062
Your investment gains	\$ 1,178,074

Calendar year	Return
2017	0.72%
2016	1.25%
2015	2.58%
2014	2.82%
2013	0.84%
2012	1.42%
2011	5.77%
2010	2.80%
2009	3.88%
Since inception	Return
1/29/2009	2.46%

Fixed Income account investments:

Holdings in your account

Investment	How held	Book Cost	Quantity	Current x price (\$)	Market = value (\$)	% of account
Cash and equivalents						
Cash		43,966.37			43,966.37	0.5%
ATB HI SA CAD CL-F BUS-NL	Segregated	131,528.19	131,528.19	1.00	131,528.19	
	Current	128.18	128.18	1.00	128.18	
		131,656.37	131,656.37	1.00	131,656.37	1.6%
Total Cash and equivalents		\$175,622.74			\$175,622.74	2.1%
Fixed income						
CSGIC 1 YR 1.45% 17 MAR 18	Segregated	500,000.00	500,000	100.00	500,000.00	6.0%
Accrued interest: \$5,740.41						
2 YR GIC CPD 1.71% 17 MAR 19	Segregated	500,000.00	500,000	100.00	500,000.00	6.0%
Accrued interest: \$6,769.73						
RBC SNR UNSEC 2.98% 07MAY19	Segregated	300,125.50	290,000	101.2436	293,606.44	3.5%
Accrued interest: \$1,278.54						
PROV OF BC 4.1% 18DEC19	Segregated	453,878.40	406,000	104.3918	423,830.71	5.1%
Accrued interest: \$592.87						
TD 2.563% UNSEC NT 24JUN20	Segregated	595,072.05	585,000	100.769	589,498.65	7.1%
Accrued interest: \$287.57						
CDA HSG TR 3.35% 15DEC20	Segregated	460,613.65	430,000	104.0769	447,530.67	5.4%
Accrued interest: \$631.45						
BNS DEP NT 3.27% 11JAN21	Segregated	516,470.30	496,000	102.6326	509,057.70	6.1%
Accrued interest: \$7,687.46						
ONT PROV 4% 02JUN21	Segregated	567,876.20	510,000	106.3556	542,413.56	6.5%
Accrued interest: \$1,620.82						
CDA HSG TR 2.65% 15MAR22	Segregated	457,808.75	430,000	102.3059	439,915.37	5.3%
Accrued interest: \$3,340.45						
NTL BK CDA 2.105% 18MAR22	Segregated	372,676.97	375,000	98.4943	369,353.63	4.4%
Accrued interest: \$2,249.18						
QUE PROV MTN 3% 01SEP23	Segregated	524,451.79	519,000	103.5626	537,489.89	6.5%
Accrued interest: \$5,161.56						
RBC 2.333% SNR DEP NT 05DEC23	Segregated	498,450.00	500,000	98.1703	490,851.50	5.9%
Accrued interest: \$830.93						
CDA HSG TR 558 2.90% 15JUN24	Segregated	507,629.43	473,000	103.8316	491,123.47	5.9%
Accrued interest: \$601.29						
MAN PROV 2.45% 02JUN25	Segregated	537,396.35	545,000	99.2235	540,768.08	6.5%
Accrued interest: \$1,060.88						
CDA HSG SECURED 1.90% 15SEP26	Segregated	440,349.74	454,000	96.2594	437,017.68	5.2%
Accrued interest: \$2,528.72						
BMO 2.70% 09DEC26	Segregated	495,390.00	500,000	98.6793	493,396.50	5.9%
Accrued interest: \$813.70						
ALTA PROV 2.55% 01JUN27	Segregated	541,987.47	550,000	99.0099	544,554.45	6.5%
Accrued interest: \$1,152.74						
Total Fixed income		\$8,270,176.60			\$8,150,408.30	97.9%

Short term investments:

- Some at ATB branch in Special arrangement bank accounts and Notice Demand Account

Account Type	Account Number	Balance	Interest Rate
Business Custom Deposit	104426524	\$3,887,189	Prime - 1.90% = 1.55%
TBill Savings	104426526	\$238,864	0.50%
TBill Savings	104426527	\$3,266	0.20%
Notice Demand 31Day	545182500	\$6,122,811	1.90%
Notice Demand 60Day	545183300	\$15,205	1.95%
Notice Demand 90day	545184100	\$24,440	2.00%
		\$10,291,775	
Revolving Loan	10432435800	\$1,950,000	Prime - 0.25% = 3.20%
Prime = 3.45%			

- Some with ATB Investment Management in cashable GICs, cashable after 90 days without penalty

Symbol	Security	Quantity	Price	Market Value
	CASH	14803	1	\$ 14,803
	CSGIC 1 YR 1.80% 12 SEP 18	3290000	100	\$ 3,312,877
	CSGIC 1 YR 1.97% 15 JAN 19	1890000	100	\$ 1,892,142
		0	0	\$ 5,219,822



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2018
Presented By:	Grant Smith, Agricultural Fieldman
Title:	Agricultural Service Board Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the January 26, 2018 Agricultural Service Board meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: _____ Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Agricultural Service Board Meeting minutes of January 26, 2018 be received for information.

Author: _____ Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
AGRICULTURAL SERVICE BOARD MEETING**

**Friday, January 26, 2018
9:00 A.M.**

La Crete Heritage Centre, AB

PRESENT:	Josh Knelsen	ASB Chair
	Peter Braun	Reeve
	Ernie Peters	Council Representative
	Terry Batt	Member at Large
	Dicky Driedger	Member at Large
	Joe Peters	Member at Large

REGRETS:

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

Minutes of the Mackenzie County Agricultural Service Board meeting held on Friday, January 26, 2018

CALL TO ORDER: 1. a) Call to Order

Chair Knelsen called meeting to order at 9:00 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION ASB 18-01-001 Moved by Joe Peters

That the agenda be adopted with the additions 6j) Farm Safety Request; 6k) Grazing Reserve Expansion.

CARRIED

PREVIOUS MINUTES 3.a) Minutes of the November 27, 2017 ASB Minutes

MOTION ASB 18-01-002 Moved by Ernie Peters

That the minutes of the November 27, 2017 ASB meeting be approved as amended.

CARRIED

ACTION LIST

4.a) Action List

MOTION ASB 18-01-003

Moved by Terry Batt

That the action list be received for information.

CARRIED

6.a) Agricultural Fieldman Report & Project Update

MOTION ASB 18-01-004

Moved by Joe Peters

That the Agricultural Fieldman Report & Project Update be received for information.

CARRIED

6.b) Draft Shelterbelt Policy

MOTION ASB 18-01-005

Moved by Ernie Peters

That a recommendation be sent to Council to approve ASB022 Shelterbelt Tree Policy as amended.

CARRIED

6.c) Agricultural Land Leases

MOTION ASB 18-01-006

Moved by Ernie Peters

That administration bring more information regarding the Doerksen lease to the next ASB meeting.

CARRIED

MOTION ASB 18-01-007

Moved by Terry Batt

That the Filtler Land Lease and the Lagoon Hay Lease be advertised for tender.

CARRIED

6.d) Wolf Depredation Management Program Discussion

MOTION ASB 18-01-008

Moved by Joe Peters

That the Wolf Depredation Management Program Discussion be received for information.

CARRIED

6.e) Maarten Braat Letter (Diseased Bison)

MOTION ASB 18-01-009 **Moved by** Joe Peters

That the letter from Maarten Braat regarding diseased Bison be received for information.

CARRIED

MOTION ASB 18-01-010 **Moved by** Dicky Driedger

That a letter be sent to Alberta Beef Producers requesting an update on actions taken towards diseased Bison.

CARRIED

MOTION ASB 18-01-011 **6.f) AJA Ditch Culverts & Price Quote**

Moved by Joe Peters

That administration monitor current culverts for 2018 and make decision based on observations on whether culvert gates will be necessary.

CARRIED

6.g) Drone Options Report

MOTION ASB 18-01-012 **Moved by** Terry Batt

That administration has approval to purchase the "Inspire 2" drone, or equivalent subject to ASB input from Farm Tech.

CARRIED

6.h) 2018 Roadside Mowing Contract

MOTION ASB 18-01-013 **Moved by** Joe Peters

That an RFP for a 3 year Spraying Contract be advertised with an opening date March 16, 2018.

CARRIED

6.i) 2018 Provincial ASB Provincial Conference Speaker Concern

MOTION ASB 18-01-014 **Moved by** Joe Peters

That a letter be sent to the AAAF, thanking them for the speakers at the

2018 Provincial ASB Conference.

CARRIED

6.j) Farm Safety Request (Addition)

MOTION ASB 18-01-015 **Moved by** Ernie Peters

That the ASB endorse the Farm Safety Funding request in the amount of \$2719.50.

CARRIED

6.k) Fort Vermilion Grazing Reserve (Addition)

MOTION ASB 18-01-016 **Moved by** Terry Batt

That administration follow up on the status of the Fort Vermilion Grazing Reserve Expansion.

CARRIED

**SET NEXT MEETING
DATE**

8.a) Next Meeting Date

The next ASB meeting will be held on March 16, 2018 at 10:00 A.M. in the MARA office.

ADJOURNMENT

9.a) Adjournment

MOTION ASB 18-01-017 **Moved by** Dicky Driedger

That the ASB meeting be adjourned at 10:58 A.M.

CARRIED

These minutes will be presented for approval at the March 16, 2018 ASB Meeting.

Josh Knelsen, Chair

Grant Smith, Agricultural Fieldman



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	Community Services Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the December 18, 2017 Community Services Committee meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Community Services Committee meeting minutes of December 18, 2017 be received for information.

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

**MACKENZIE COUNTY
Community Services Committee Meeting**

**December 18, 2017
2:00 PM**

**Fort Vermilion Meeting Room
Fort Vermilion, Alberta**

MINUTES

PRESENT: Lisa Wardley Deputy Reeve/Chair
Peter Braun Reeve
Josh Knelsen Councillor
Cameron Cardinal Councillor
David Driedger Councillor

ALSO PRESENT: Doug Munn Director of Community Services
Len Racher Chief Administration Officer
Donny Roberts Zama Site Manager
Liane Lambert Public Works Administrative Officer /
Recording Secretary

1. CALL TO ORDER: Call to Order: 2.05 p.m.

Councilor Wardley called the meeting to order.

2. AGENDA: Adoption of Agenda

MOTION CS-17-12-094 MOVED by Councillor Knelsen

That the agenda be approved as amended:

CARRIED

3). MINUTES: Minutes of the October 24, 2017 meeting

MOTION CS-17-12-095 MOVED by Councilor Braun

That minutes of the October 24, 2017 Community Services Committee meeting is accepted as amended.

CARRIED

4). COMMUNITY SERVICES TERMS OF REFERENCE

MOTION CS-17-12-096 MOVED by Councillor Knelsen

That the Community Services Committee Terms of Reference be accepted for information.

CARRIED

5). BUSINESS ARISING FROM PREVIOUS MINUTES:

6). OLD BUSINESS:

a). Peace Officer Update (Verbal)

MOTION CS-17-12-097

MOVED by Councillor Cardinal

To accept as information

CARRIED

b). Pioneer Park

MOTION CS-17-12-098

MOVED by Councillor Driedger

That administration will bring back to next meeting alternative options for the Pioneer Park and its possible use for the FV Fire hall.

CARRIED

c). Bridge Campground (Road Closures-FNC)

MOTION CS-17-12-099

MOVED by Councillor Knelsen

To accept for information

CARRIED

d).La Crete Streetscape Design

MOTION CS-17-12-100

MOVED by Councillor Driedger

To accept for information

CARRIED

e).Jubilee Park Committee

MOTION CS-17-12-101

MOVED by Deputy Reeve Wardley

That the Park policy and operating manual be updated and brought back for review.

CARRIED

MOTION CS-17-12-102

MOVED by Reeve Braun

That the Jubilee Park Committee be invited to a meeting in the spring.

CARRIED

7). NEW BUSINESS:

a). 2017 Caretakers Bonus/Contracts

MOTION CS-17-12-103

MOVED by Deputy Reeve Wardley

That the Community Services Committee recommends to Council to approve the 2017 Campground Caretakers bonus amounts.

CARRIED

MOTION CS-17-12-104

MOVED by Councillor Driedger

That Councillor Cardinal be appointed to the Fort Vermilion FCSS Boards and the Fort Vermilion Recreation Board, Reeve Braun be appointed to the La Crete FCSS Boards and the La Crete Recreation Board, Councillor Wardley be appointed to the Zama FCSS Boards and the Zama Recreation Board.

CARRIED

b). DA Thomas Retaining Wall

MOTION CS-17-12-105

MOVED by Councillor Knelsen

To accept for information

Administration will investigate designs for stairs and monitor the area until spring. After spring breakup item will be brought back for discussion.

CARRIED

c). Fort Vermilion Skate Shack

MOVED by Councillor Cardinal

MOTION CS-17-12-106

That the Fort Vermilion Skate Shack be TABLED until after Councilor Cardinal has a discussion with the Fort Vermilion Recreation Board at their meeting on December 18, 2017.

CARRIED

d). Fort Vermilion Walking Trails

MOVED by Reeve Braun

MOTION CS-17-12-107

That a recommendation be made to Council to reallocated the \$25,394.00 remaining from the Fort Vermilion Walking Trail to the 2018 Fort Vermilion Street Scape project for the construction of a second dock.

CARRIED

e). Campground Recreation Lease Spreadsheet

MOVED by Deputy Reeve Wardley

MOTION CS-17-12-108

That the Mackenzie County Recreational Lease spread sheet be amended to include all Urban parks with two new columns that include the historical start dates and area size for both the developed and undeveloped areas within each park/campground.

CARRIED

f). Action List

MOVED by Councillor Knelsen

MOTION CS-17-12-109

To accept for information

CARRIED

8.NEXT MEETING DATE:

The next Community Service Committee Meeting be scheduled for January 22, 2018

9. ADJOURNMENT:

MOVED by Councillor Driedger

MOTION CS-17-12-110

Meeting was adjourned at 3:55 p.m.

CARRIED

These minutes were adopted this 22nd day of January, 2018.

Peter Braun, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2018
Presented By:	Karen Huff, Director of Finance
Title:	Finance Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the January 22, 2018 Finance Committee meeting minutes are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Finance Committee minutes are posted on DocuShare.

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the unapproved Finance Committee meeting minutes of January 22, 2018 be received for information.

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

**MACKENZIE COUNTY
FINANCE COMMITTEE MEETING**

**January 22, 2018
1:00 p.m.**

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

PRESENT: Lisa Wardley Deputy Reeve – Vice Chair
Anthony Peters Councillor
Josh Knelsen Councillor
Jacquie Bateman Councillor

REGRETS: Peter F. Braun Reeve, Ex Officio – Chair

ADMINISTRATION: Len Racher Chief Administrative Officer
Karen Huff Director of Finance
Erin Everard Finance Officer/ Recording Secretary

CALL TO ORDER: 1. a) **Call to Order**
Deputy Reeve Wardley called the meeting to order at 1:09 p.m.

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

MOTION FC-18-01-001 **MOVED** by Councillor Knelsen
That the agenda be approved with the following addition:
6. j) Assessment Year Modifiers

CARRIED

**MINUTES FROM
PREVIOUS MEETING:** 3. a) **Minutes of the December 13, 2017 Finance
Committee Meeting**

MOTION FC-18-01-002 **MOVED** by Councillor Bateman
That the minutes of the December 13, 2017 Finance Committee
meeting be approved as presented.

CARRIED

**BUSINESS ARISING
FROM PREVIOUS
MINUTES:** 4. a) **None**

DELEGATIONS:

5. a) None

BUSINESS:

6. a) **Policy ADM018 Insurance Coverage for Not for Profit Organizations**

MOTION FC-18-01-003

MOVED by Councillor A. Peters

That Policy ADM018 Insurance Coverage for Not for Profit Organizations be amended as discussed and be brought to the next Council meeting for approval.

CARRIED

6. b) **FIN025 Purchasing Authority Directive and Tendering Process**

Deputy Reeve Wardley recessed the meeting at 2:05 p.m. and reconvened the meeting at 2:16 p.m.

MOTION FC-18-01-004

MOVED by Councillor A. Peters

That Policy FIN025 Purchasing Authority Directive and Tendering Process be amended as discussed and be brought to the next Council meeting for approval.

CARRIED

6. c) **Vision Credit Union Shareholder Dividends**

MOTION FC-18-01-005

MOVED by Councillor Knelsen

That the Vision Credit Union December 2017 Statement be received for information.

CARRIED

6. d) **Quarterly Fuel Report**

MOTION FC-18-01-006

MOVED by Councillor A. Peters

That the quarterly fuel usage reports for Quarter 4 of 2017 be received for information.

CARRIED

Councillor Knelsen stepped out of the meeting at 3:05 p.m.

6. e) CAO Expense Claim

MOTION FC-18-01-007

MOVED by Councillor Bateman

That the CAO's expense claims for January 2018 be received for information.

CARRIED

Councillor Knelsen rejoined the meeting at 3:10 p.m.

6. f) Councillors' Honorariums and Expense Claims

MOTION FC-18-01-008

MOVED by Councillor Bateman

That Councillor Honorariums and Expense Claims for December 2017 be reviewed, adjusted, or approved as follows:

Councillor Expense Claims	Review Comments
1 – Councillor Knelsen	Reviewed December 2017
2 – Councillor A. Peters	Reviewed December 2017
3 – Reeve Braun	Reviewed December 2017
4 – Councillor D. Driedger	Reviewed December 2017
5 – Councillor E. Peters	Reviewed December 2017
6 – Councillor Jorgensen	None Received
7 – Councillor Cardinal	Reviewed December 2017
8 – Councillor Sarapuk	Reviewed December 2017
9 – Councillor Bateman	Reviewed December 2017
10 – Deputy Reeve Wardley	Reviewed December 2017

CARRIED

6. g) Members at Large Expense Claims

MOTION FC-18-01-009

MOVED by Councillor Bateman

That the Finance Committee move in-camera at 3:20 p.m.

CARRIED

MOTION FC-18-01-010

MOVED by Councillor Knelsen

That the Finance Committee move out of camera at 3:23 p.m.

CARRIED

MOTION FC-18-01-011

MOVED by Councillor Knelsen

That the October, November, and December 2017 and January 2018 Members at Large Expense Claims be reviewed, adjusted or approved as follows:

Members at Large Expense Claims	Review Comments
1 – Terry Batt (October, November)	Reviewed October 2017, Reviewed November 2017
2 – Beth Kappelar (November, December)	Reviewed November 2017, Reviewed December 2017
3 – Erick Carter (November, December, January)	Reviewed November 2017, Reviewed December 2017, Reviewed January 2018
4 – Jack Eccles (November)	Reviewed November 2017
5 – Joseph Peters (November)	Reviewed November 2017
6 – Joe Froese (December)	Reviewed December 2017
7 – Ray Toews (December)	Reviewed December 2017

CARRIED

6. h) Cheque Lists

Deputy Reeve Wardley recessed the meeting at 3:29 p.m. and reconvened the meeting at 3:36 p.m.

MOTION FC-18-01-012

MOVED by Councillor Bateman

That the cheque lists and payments made online from December 9, 2017 to January 19, 2018 be received for information.

CARRIED

6. i) MasterCard Statements

MOTION FC-18-01-013

MOVED by Councillor Knelsen

That the MasterCard Statement for November 2017 be received for information.

CARRIED

6. j) Assessment Year Modifiers

MOTION FC-18-01-014

MOVED by Councillor Knelsen

That Assessment Year Modifiers be received for information.

CARRIED

IN-CAMERA 7. a)

ADDITIONS TO AGENDA: 8. a)

NEXT MEETING DATE: 9. a) February 26, 2018 at 10:00 a.m.
Fort Vermilion Corporate Office

ADJOURNMENT: 10. a) **Adjournment**

MOTION FC-18-01-015 **MOVED** by Councillor A. Peters

That the Finance Committee meeting be adjourned at 4:23 p.m.

CARRIED

These minutes were approved by the Finance Committee on _____.

Lisa Wardley
Vice Chair, Deputy Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Fort Vermilion Community Streetscape Implementation Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the January 18, 2018 meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the Fort Vermilion Community Streetscape Implementation Committee meeting minutes from January 18, 2018 be received for information.

Author: C Smith Reviewed by: _____ CAO: _____

MACKENZIE COUNTY
Fort Vermilion Streetscape Implementation Committee

Mackenzie County Office
Fort Vermilion, AB

Thursday, January 18, 2018 @ 6:00 p.m.

PRESENT: Cameron Cardinal Chair/Councillor/Committee Member
Erick Carter Vice Chair/Committee Member
Danny Friesen Committee Member
Dawn Moberly Committee Member
Sara Schmidt Committee Member

REGRETS: Lucille Labrecque Committee Member
Charles Laforge Committee Member

ABSENT: Eric Jorgensen Councillor/Committee Member

ADMINISTRATION: Byron Peters Deputy Chief Administrative Officer
Caitlin Smith Planner/Recording Secretary

MOTION

1. Call to Order

Cameron Cardinal called the meeting to order at 6:19 p.m.

2. Adoption of Agenda

FVSIC-18-01-001 MOVED by Danny Friesen

That the agenda be adopted with the following addition:
5.a) Placement of the Streetscape Banners

CARRIED

3. Minutes

FVSIC-18-01-002 MOVED by Erick Carter

That the December 7, 2017 Fort Vermilion Streetscape Implementation Committee meeting minutes be adopted as presented.

CARRIED

4. Terms of Reference

MOVED by Sara Schmidt

That the Terms of Reference be received for information.

CARRIED

5. 2017 Project Update

Caitlin Smith presented the 2017 project update and the current financial status. There will be no carry forward to 2018 budget.

An invoice from ABCO was received on January 15, 2018 for the Streetscape Banners. The cost was significantly higher than the original quote (\$4,640.00); \$9100.00.

ABCO called Caitlin yesterday explaining the price increase:

- used more steel than expected (2 banners per sheet)
- powder coating was expensive (third party)
- additional design fee for Wop May and Mission Banners.
- custom brackets for the power poles and flower pot hanger

The committee is quite concerned with the difference of price and would like the cost to be lowered.

Administration will follow up with ABCO in regards to the invoice amount.

a.) Placement of the Streetscape Banners

The current placement of the banners is too high.

The banners were placed at that height to accommodate the Christmas light banners because there are electrical plug ins existing on the pole to energize them.

Public Works will have to either lengthen the power cords or place the Christmas light banners higher up on the power pole. Administration will follow up with the solution.

Administration asks that individual committee members refrain from directing contractors or staff without first bringing it

forward to the committee. All issues and concerns should be addressed by the committee as a whole. Any change in direction shall be given by administration after a committee motion is made.

Next time, if there are specific expectations for a project there should be specific direction given by the committee.

FVSIC-18-01-004

MOVED by Danny Friesen

That the bottom of the banners be lowered to the height of the existing flower pot hangers.

CARRIED

Cameron followed up with Ricky Paul, Public Works Supervisor (North) in regards to painting the sign poles. Summer students can do the job using the black paint Public Works currently has on hand.

6. Flower/Bike Pot

FVSIC-18-01-005

MOVED by Erick Carter

That the flower/bike pot be received for information.

CARRIED

7. Trees

Administration met with Mike McMann, Superintendent, Fort Vermilion School Division this past fall. The School Division is interested in starting trees in a nursery and later planting them in the community. This can be looked into further as the committee is interested in pursuing the project.

8. Non-Profit Community Grant Opportunities

Caitlin presented 3 different grant matching programs available to the committee.

- The committee will need to join with a local non-profit group as they are currently under the umbrella of the municipality.
- The committee would like to get started on the Main Street Look-out Deck and a floating dock this year.
- Cameron will review the grant opportunities and follow

up with any recommendations.

- Dawn volunteered to also look through the grant opportunities and to help fill out applications.

FVSIC-18-01-006

MOVED by Danny Friesen

That administration proceed with engineered drawings and a cost estimate for the proposed Main Street Look-out Deck.

CARRIED

8. Meeting Dates

Monday, February 26, 2018 @ 6:00 p.m.
Mackenzie County Office, Fort Vermilion, AB

9. Adjournment

FVSIC-18-01-007

MOVED by Cameron Cardinal

That the Fort Vermilion Streetscape Implementation Committee meeting be adjourned at 7:33 p.m.

CARRIED

These minutes were adopted this 26th day of February, 2018.

Cameron Cardinal, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	Municipal Emergency Advisory Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the January 23, 2018 Municipal Emergency Advisory Committee meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Municipal Emergency Advisory Committee unapproved meeting minutes of January 23, 2018 be received for information.

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

MACKENZIE COUNTY
Municipal Emergency Advisory Committee Meeting

January 23, 2018
1:00 p.m.

Council Chambers
Fort Vermilion, Alberta

PRESENT:	Lisa Wardley	Deputy Reeve
	Ernest Peters	Councillor
	David Driedger	Councillor
	Cameron Cardinal	Councillor
	Walter Sarapuk	Councillor
	Josh Knelsen	Councilor
	Eric Jorgensen	Councillor
	Jacque Bateman	Councillor
	Anthony Peters	Councillor

REGRETS:	Peter Braun	Reeve
-----------------	-------------	-------

ADMINISTRATION:	Len Racher	Chief Administrative Officer
	Byron Peters	Deputy CAO
	Doug Munn	Director of Community Services
	Fred Wiebe	Director of Utilities
	Don Roberts	Zama Site Manager
	Karen Huff	Director of Finance
	Carol Gabriel	Director of Legislative and Support Services
	Liane Lambert	Public Works Officer/Recording Secretary

ALSO PRESENT:	Member of the Public
----------------------	----------------------

Minutes of the Municipal Emergency Advisory Committee Meeting for Mackenzie County held on January 23, 2018 in Council Chambers of the Mackenzie County Fort Vermilion Office.

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

Deputy Reeve Wardley called the meeting to order at 1:57 p.m.

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

MOTION MEAC-18-01-001	MOVED by Councillor Jorgensen
------------------------------	--------------------------------------

That the Agenda be adopted as presented.

CARRIED

PREVIOUS MINUTES: 3. a) **Minutes from Municipal Emergency Advisory Committee Meeting June 9, 2017**

MOTION MEAC-18-01-002 **MOVED** by Councillor Sarapuk

That the minutes of the Municipal Emergency Advisory Committee Meeting held June 9, 2017 be accepted as presented.

CARRIED

TERMS OF REFERENCE: 4. a) **Review Emergency Advisory Committee Terms of Reference**

MOTION MEAC-18-01-003 **MOVED** by Councillor Knelsen

That the Emergency Advisory Committee Terms of Reference be accepted for information.

CARRIED

BYLAWS: 5. a) **Review Bylaw 1076-17 Regional Emergency Management Bylaw**

MOTION MEAC-18-01-004 **MOVED** by Councillor Sarapuk

That the committee recommends that administration takes Bylaw 1076-17 to Council with the following amendments:

That Clause 4.2. b & c – of the Regional Emergency Management Bylaw be changed as follows:

b. consist of non-voting members of which three must be present to hold a meeting:

c. Quorum for this committee shall be three Members of Council.

CARRIED

APPOINTMENT TO NAREAC: 6. a) **Appointment of Members to Northwest Regional Emergency Advisory Committee**

MOTION MEAC-18-01-005 MOVED by Councillor Cardinal

That Councillor Knelsen and Councillor E. Peters be appointed as members of the Northwest Alberta Emergency Advisory Committee.

CARRIED

Deputy Reeve Wardley recessed the meeting at 2:47 p.m. and reconvened the meeting at 3:00 p.m.

**COMMUNITY
EMERGENCY
MANAGEMENT
PROGRAM (CEMP):**

7. a) Community Emergency Management Program - CEMP

MOTION MEAC-18-01-006 MOVED by Councillor Jorgensen

That the presentation of the Community Emergency Management Program be received for information.

CARRIED

DECLARATION OF SOLE: 8. a) Declaration of Local Emergency Procedure Guide

MOTION MEAC-18-01-007 MOVED by Councillor Driedger

That Procedure EMR100 Declaring a State of Local Emergency (SOLE) be accepted for information.

CARRIED

TRAINING: 9. a) Municipal Elected Officials Emergency Management Training

MOTION MEAC-18-01-08 MOVED by Councillor Driedger

That administration arranges a Municipal Elected Official Emergency Management Training session to be scheduled on the same day as a Committee of the Whole meeting.

CARRIED

AEMA CONFERENCE: 10. a) Disaster Forum AEMA Conference

MOTION MEAC-18-01-009 MOVED by Councillor Knelsen

That the Disaster Forum AEMA Conference be received for information.

CARRIED

REPORT

10. b) Gas Shortage Report

MOTION MEAC-18-01-010 **MOVED** by Councillor Peters

That the Gas Shortage Report be received for information.

CARRIED

**NEXT MEETING
DATES:**

11. a) Municipal Emergency Advisory Committee

No meeting date was set.

ADJOURNMENT:

12. a) Adjournment

MOTION MEAC-18-01-011 **MOVED** by Councillor E. Peters

That the Municipal Emergency Advisory Committee Meeting be adjourned at 3:25 p.m.

CARRIED

Peter Braun
Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the January 25, 2018 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Municipal Planning Commission meeting minutes of January 25, 2018 be received for information.

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

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Thursday, January 25, 2018 @ 10:00 a.m.

PRESENT:	Jack Eccles	Vice Chair, MPC Member
	Jacquie Bateman	Councillor, MPC Member
	David Driedger	Councillor, MPC Member
	Beth Kappelar	MPC Member
REGRETS	Erick Carter	Chair, MPC Member
ADMINISTRATION:	Caitlin Smith	Planner
	Lynda Washkevich	Development Officer
	Laura Braun	Administrative Assistant/Recording Secretary

MOTION 1. **CALL TO ORDER**

Jack Eccles called the meeting to order at 10:05 a.m.

2. **ADOPTION OF AGENDA**

MPC-18-01-012 **MOVED** by Jacquie Bateman

That the agenda be adopted as presented.

CARRIED

3. **MINUTES**

a) **Adoption of Minutes**

MPC-18-01-013 **MOVED** by Beth Kappelar

That the minutes of December 14, 2017 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) **Business Arising from Previous Minutes**

None

4. **TERMS OF REFERENCE**

For Information.

5. **DEVELOPMENT**

- a) **003-DP-18 Woodburn Management Inc.
Dwelling – Emergency Services
(Manufactured Home – Mobile) in Airport “A”
Plan 112 3958, Area A, Lease Lot 6 (Fort Vermilion Airport)**

MPC-18-01-014 **MOVED** by Jacquie Bateman

That Development Permit 003-DP-18 on Plan 892 1365 in the name of Steven Woodburn be APPROVED with the following conditions:

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

1. **The Developer must enter into a lease agreement with Mackenzie County.**
2. **This development permit will expire on January 31, 2028.**
3. Minimum building setbacks: 6.1 meters (20 feet) from the East Boundary Line and 1.52 meters (5 feet) from any other property lines.
4. **The Manufactured Home – Mobile shall meet all Alberta Safety Code requirements for Residential Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
5. The undercarriage of the Manufactured Home – Mobile shall be screened from view by skirting or such other means satisfactory to the Development Authority.
6. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
7. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
8. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the

Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.

9. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
10. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
11. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

**a) 005-DP-18 Fort Vermilion School Division
Institutional Use – Structural Renovations
(Add a Commercial Kitchen) in Agricultural “A”
Plan 842 2079, Lot A (Hillcrest School)**

MPC-18-01-015 **MOVED** by Beth Kappelar

That Development Permit 005-DP-17 on Plan 842 2079,, Lot A in the name of Daniel Dyck be APPROVED with the following conditions:

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

1. **This permit is for Structural Renovation and operation of a Commercial Kitchen out of the existing building (School).**
2. **The Commercial Kitchen shall not be used as a restaurant.**
1. **The Building shall meet all Alberta Safety Code requirements for Commercial/Industrial Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
3. The Structural Renovation (Commercial Kitchen) shall be connected to the existing water and sewer system and the cost of the connection

fees will be borne by the owner.

4. All sewage disposal systems to be in conformance with the Alberta Private Sewage Systems Standard of Practice 2015
5. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
6. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
7. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

6. SUBDIVISION

- a) **31-SUB-17 Peter and Annie Driedger
10 acre Subdivision (88 Connector)
NW 24-106-13-W5M**

MPC-18-01-016 MOVED by David Driedger

That Subdivision Application 31-SUB-17 in the name of Peter and Annie Driedger on NW 24-106-13-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.

- d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- f) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$3500.00 per acre. Municipal reserve is charged at 10%, which is \$350.00 per subdivided acre. **10 acres times \$350.00 equals \$3500.00.**
- g) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667(1)(a).**
- h) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- i) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- j) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

7. MISCELLANEOUS ITEMS

a) Action List

MPC-18-01-17 **MOVED** by Beth Kappelar

That administration investigates how to enforce remediation on brown

field lots.

CARRIED

8. IN CAMERA

None.

9. MEETING DATES

- ❖ Thursday, February 8, 2018 @ 10:00 a.m. in La Crete
- ❖ Wednesday, February 28, 2018 @ 9:00 a.m. in Fort Vermilion
- ❖ Thursday, March 12, 2018 @ 10:00 a.m. in La Crete
- ❖ Thursday, March 29, 2018 @ 10:00 a.m. in Fort Vermilion

10. ADJOURNMENT

MPC-18-01-018 MOVED by David Driedger

That the Municipal Planning Commission Meeting be adjourned at 10:21 a.m.

CARRIED

These minutes were adopted this 8th day of February, 2018.

Chair, Erick Carter



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	CAO Report

BACKGROUND / PROPOSAL:

The CAO and Director reports for January 2018 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 January 2018 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 January 2018

January Meetings

- 5 – Meeting with Northern Lights Gas Co-op
- 9 – Meeting with Dianna McQueen
- 9 – Council Meeting
- 10 - Tri-Council Meeting
- 16 – Meeting with ADM John Conrad - Edmonton
- 16 – Meeting with Minister of Agriculture - Edmonton
- 23 – COW Meeting
- 24 – Council Meeting
- 26 – ASB Meeting

February Meetings

- 7 - Meeting with Michael Holt, Environmental Protection Officer
- 7 – Tri-Council Meeting
- 9 – AAMDC Zone Meeting

We have been very busy working with Environment & Parks to get out Capital Projects moving. I would like to thank the Reeve and Council for taking the time to meet with Ministers and Deputy Ministers to keep these projects moving along.

Respectfully,

Len Racher
Chief Administrative Officer

REPORT TO THE CAO

For the period of January 2018

From: Karen Huff
Director of Finance

Meetings Attended

- Jan 9 – Regular Council Meeting
- Jan 22 – Finance Committee Meeting
- Jan 23 – Committee of the Whole Meeting
- Jan 23 – Emergency Management Committee Meeting
- Jan 24 – Regular Council Meeting

In General

Our main focus in January was to complete 2017 tasks in the financial software and move in to 2018. All modules have now been closed for 2017. We continue to get ready for the auditors.

We have received training in the Payroll & HR software which has been very helpful especially since we are experiencing some issues with the system.

With the relatively new staff and staff relatively new to their positions, we needed some training to utilize software already in place - Report Writer software. We learned a lot in our training sessions with Diamond and have started to put that to good use.

MONTHLY REPORT TO THE CAO

For the month of January, 2018

From: Byron Peters
Deputy Chief Administrative Officer

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	Q1 2018	Final copies of all drafts have been received. Received second draft of offsite levies for review. After administration reviews, we will need to do a level of engagement with the development community.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Economic Development Strategy	Ongoing	Lots of conversations around a variety of potential investment opportunities. Completing research to inform these discussions.
Streetscape	Ongoing	Priorities are being established for each community with the committees. Fort Vermilion lightpost images have been hung and are now waiting on the metal graphics for the handrails on the viewing deck to be completed.

Capital Projects

Projects	Timeline	Comments
Rural Addressing	Q4 2017	Project is considered complete. The few outstanding signs will be corrected as a maintenance item. Ongoing upkeep will be required for new developments.
Airport Planning	2018	Have not managed to begin the process to review the AVPA, as originally planned. Additional development planning needs to be

		completed. Plan to engage with airport users in Q1.
Inter-municipal Collaboration Frameworks and Inter-municipal Development Plans	April 2019 completion deadline	Have not started serious dialogue with any neighbours at this time, but preliminary discussions have begun. Have begun the process internally engaging the management team staff. Will continue to proceed with the help of both staff and council.

Personnel Update:

We have hired a new Planner, Kristin Darling, to join our Planning & Development Department. Kristin will be focusing on airports, multi-lot subdivisions, and local land use planning.

Other Comments:

Attended Caribou Open Houses, MPC Meetings, and Chamber Public Meeting.

Began the year in the EOC Room with staff and partnering agencies, wrapping up the natural gas supply shortage issue. Thank you to everyone involved, your help is greatly appreciated.

NWSAR Caribou Open Houses from January 7-12 in Zama, Rainbow Lake, La Crete, High Level, Manning and Clear Hills were a success. We had turnouts greater than anticipated at all of the hosting locations, with additional Open Houses being requested in other areas. We added an open house at both Paddle Prairie on Jan 25 and Fort Vermilion on Feb 5 to the tour schedule as the demand was so high. Upcoming AEP engagement sessions are noted for Whitecourt (Feb 20), Edmonton (Feb 22), Cold Lake (Feb 27), Fort Mac (Mar 1), **High Level (Mar 6)**, and Grande Prairie (Mar 8).

Continue to correspond with Canada Post. My understanding is that an announcement is expected in February, 2018 on the details of their decision to proceed with leasing an existing facility in La Crete, and are planning to be operational in the new site within the next 7 – 9 months.

MONTHLY REPORT TO THE CAO

For the Month of January 2018

From: David Fehr
Director of Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Town and rural snow clearing.	ongoing	
Streetscape signs	completed	Streetscape signs have been installed in Fort Vermilion.

Projects	Timeline	Comments
Blue Hills New Bridges	Ongoing	Bridge construction has started.
Ice Bridge	Under construction	Ice bridge has a 30 tonne capacity now.

Jan 4 Tompkins crossing committee meeting
Jan 5 Meeting with Alberta Transportation
Jan 9 Council meeting
Jan 11 Blue Hills bridge start up meeting (Edmonton)
Jan 22 Community Services meeting
Jan 23 Committee of The Whole meeting
Jan 24 Council meeting

Respectfully,

David Fehr
Director of Operations

REPORT TO CAO

January, 2018

From: Grant Smith
Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	2018	Roadside Spraying RFP's are currently advertised. This will be a three year plus an option year contract. RFP's close on March 15 th . The ASB will open and review on March 16 th , with a recommendation to Council to award.
ASB Summer Tour	July 10 th -13 th .	The 2018 ASB Summer Tour is being hosted by Strathcona County.
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.
Agricultural Service Board Meeting	November 27 th	The ASB held it's Organizational meeting on Nov. 27 th . Councillor Knelsen was elected as Chairsperson, Joe Peters was elected as Vice-Chair.
Provincial ASB Conference	January 16 th -19 th .	The 2018 Provincial ASB Conference was held in Grande Prairie. There were a total of 12 resolutions presented. Attendance was very good.
Wolf Bounty	2018	To date there have been 247 wolf carcasses tagged. See attachment for details.
County Agricultural Land Leases	2018	All County Ag Leases were reviewed by the ASB on January 26 th . One is still currently under review. The Fort Vermilion Lagoon Hay and Fidler Pit Crop Land is being advertised. Closing date is March 15 th . The ASB will review and award on March 16 th .
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.
VSI Program	November 03, 2017	I attended the VSI Members meeting and AGM in Peace River on November 3 rd , along with Councillor Sarapuk. Main topics of discussion were: Approval of New Members, Director Nominations & Review of 2018 Fee schedule.

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:

--

Other Comments:

--

Wolf Count by Area

WMU	Wolf Count	Trapline Number	Wolf Count	General Area	Wolf Count
528	1	251	1	West End Rd Rainbow	1
536	19	1721	1	First Wabasca River	1
535	30	2722	2	North of High Level	8
534	35	1246	7	40 KM West of HL	1
540	2	1203	3	Machesis Lake Area	4
Total	87	1415	1	Beaver Ranch Area	6
Male	19	2273	7	Fox Lake Reserve	1
Female	12	2309	3	South Tall Creee	1
		2505	1	Meander River	3
		2294	1	Rocky Lane Area	1
		257	2	Town Of High Level	3
		2314	1	John Dor	3
		512714	1	8 Mile Corner	1
		1366	1	Chateh	1
		2292	15	SE 14-110-15-W5	2
		2807	6	Steen River	5
		2299	5	Ptarmigan Flats	1
		2505	3	Heliport Road Area	1
		241	1	Zama	5
		773	2	Chinchaga River	1
		1707	4	Buffalo Head Prairie	1
		1278	1	Highway 88 Connector	1
		1707	1	3-103-18-W5	2
		1375	1	NW 8-106-10-W5	2
		1403	3	Fort Vermilion Area	2
		Total	74	Atlas Landing	1
				Steep Hill Creek	1
				Blue Hills Area	2
				TWP 101-18	4
				E 1/2 32-109-12-W5	1
				NE 1-107-13-W5	1
				NW 4-106-12-W5	1
				SW 12-110-15-W5	1
				SW 26-104-15-W5	1
				SE 24-110-13-W5	1
				SW 10-104-17-W5	1
				NW 10-106-13-W5	1
				NE 32-109-12-W5	1
				NE 36-101-15-W5	3
				NW 33-104-17-W5	1
				NW 34-107-14-W5	1

Total Wolves 247

MONTHLY REPORT TO THE CAO

For the Month of January 2018

From: Don Roberts
Zama Operations

Program/Activity/Project	Timeline	Comments
Snow and Ice Control (SNIC)	Ongoing	<ul style="list-style-type: none"> Freezing rain has led to an extra amount of salt/sand usage. Looking at different sites for extra salt Storage for 2018-19 season
Signs/Lights	February	<ul style="list-style-type: none"> Replaced Solar light at end of Zama Road. Light is ordered and shipped awaiting arrival and installment
Campground/Park	May 15	<ul style="list-style-type: none"> Park/campground is closed for the season. Will be stalwart for the spring opening due to July 1 homecoming reunion. May look for extra resources and help internally.
Unsightly Premises		<ul style="list-style-type: none"> No letters have been issued this year to date.
Access Rd Maintenance	Ongoing	<ul style="list-style-type: none"> Extra grading must be conducted on the Assumption Hill. No intensive haul program this year from Oil and Gas Industry
Emergency Management	Ongoing	<ul style="list-style-type: none"> Planning extra training
OH&S	Ongoing	<ul style="list-style-type: none"> Continue Monthly Safety Meetings OH&SC have advised CAO the need for attention to "Backing Incidents" that have caused concern.
Fire Smart	April 2018	<ul style="list-style-type: none"> 2017 Grant has been approved for <ul style="list-style-type: none"> Fire Guard Maintenance / mulch Fire Smart Mitigation Study for Hutch Lake Further Mulching as prescribed by Forestry. Tenders have been awarded. Work has started on <ul style="list-style-type: none"> Fire Smart Mitigation Study for

		<p>Hutch Lake</p> <ul style="list-style-type: none"> ○ Further Mulching as prescribed by Forestry. ● Awaiting pipeline crossing agreements to be put in place for Fire Guard. ● Reviewing options for seeding grass this winter
--	--	--

Capital Projects

Aspen Dr. Ditch Repair	Spring 2018	<ul style="list-style-type: none"> ● Inspection of site has been conducted by CAO ● Waiting for resources.
Backhoe Purchase	Summer 2018	<ul style="list-style-type: none"> ● Waiting after March Budget deliberations.

Personnel Update:

Nil

Other Comments:

--

REPORT TO THE CAO

For the Month of January, 2018

From: Carol Gabriel
Director of Legislative & Support Services

Meetings Attended

- 2018-01-09 Council Meeting
- 2018-01-11 Attended the Emergency Operations Centre follow-up meeting
- 2018-01-15 Attended strategy dinner meeting regarding the natural gas situation with the CAO, Northern Lights Gas Co-op, Federation of Alberta Gas Co-ops, and Alta Gas.
- 2018-01-06 Attended meeting with the CAO, Diana McQueen, and ADM John Conrad regarding various projects.
- 2018-01-16 Attended meeting with the Minister of Agriculture & Forestry at the legislature regarding the natural gas situation.
- 2018-01-23 Committee of the Whole Meeting
- 2018-01-23 Municipal Emergency Advisory Committee meeting.
- 2018-01-24 Council Meeting
- Various other individual or departmental meetings.

Council

- Preparing for various meetings of Council.
- Updated council expense claims for 2018

Bylaws/Policies/Reports/Publications:

- Procedural Bylaw will be coming back in late February with additional guidelines for delegations and public hearings.

Human Resources:

- Interviewed and hired for casual custodian for the Fort Vermilion office.
- Continuing to work on developing a formal procedure for a modified work program for review by the management team and the Health & Safety Committee. A modified work program has been in place, however no formal written procedure exists.

Information Technology:

- Investigating options for live/recorded broadcasting of council meetings as per council motion.

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.

Other:

- Working on the 2018 wearing apparel program.
- 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.
- Vacation from January 25 – 31, 2018.

MONTHLY REPORT TO THE CAO

For the Month of January 2018

From: Fred Wiebe
Director of Utilities

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Sept/18	
Strategic Priorities		

Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Nov/18	Third year of replacement program where we hope to repair remaining services in summer.
Rural Potable Water Infrastructure	Jul/18	Some minor deficiencies need to be completed along with the major FV Truckfill Slab deficiency.
Potable Water Supply North of the Peace River	Oct/19	Getting started on preliminary design and options to prepare for grant funding.
Waterline Bluehills	Oct/19	Getting started on preliminary design and options to prepare for grant funding.
La Crete Future Water Supply Concept	Dec/18	Awaiting capital budget approval.
LC – Main Lift Station Meter	Nov/18	Awaiting capital budget approval.
LC Future Utility Servicing Plan	Dec/18	Awaiting capital budget approval.
LC – Well #4	Oct/18	Sent in application for funding under the Alberta Municipal Water/Wastewater Partnership program. Awaiting approval.

LC – Sanitary Sewer Expansion	Apr/18	Awaiting final report from consultant and will work on creating off-site levy bylaw. Phase 2 design will commence thereafter.
FV – Storage Work	Mar/18	Door replacement needs to be completed.
FV – Main Lift Station Grinder	May/18	Some programming that needs to be completed.
LC – Sanitary Sewer Re-route		Awaiting capital budget approval.
ZA – Sewage Forcemain	Oct/19	Applied under clean water wastewater fund.
ZA- Distribution Pumphouse Upgrades	Mar/19	We are working on preliminary design and contract documents to prepare for tender.
ZA- Lift Station Upgrades	Mar/19	We are working on preliminary design and contract documents to prepare for tender.

Personnel Update:

Dean Ducharme handed in his resignation in January due to family health reasons. Bill Lindsay is currently our lone operator in Zama and is working on achieving his level 1 water/wastewater certification. I have certified operators currently rotating through Zama to ensure we meet our requirements of certified operator attendance.

Other Comments:

Respectfully submitted,

Fred Wiebe
 Director of Utilities
 Mackenzie County

MONTHLY REPORT TO THE CAO

For the Month of January 2018

From: Doug Munn
Director of Community Services

Meetings Attended in January

- 12-29/1-05 - Emergency Operations Centre
- 1-09 - Council Meeting
- 1-10 - La Crete Recreation Board – Capital Projects Review
- 1-11 - EOC Debriefing Meeting
- 1-13 - Fireman's Annual Award Banquet
- 1-15 - Arnold Viersen MP, Dinner meeting
- 1-17 - Fire Chief Meeting
- 1-22 - Community Services Committee Meeting
- 1-23 - Council Meeting - COW
- 1-23 - Municipal Emergency Advisory Committee
- 1-24 - Council Meeting
- 1-25/26 - ARPA Leadership Summit
- 1-29/2-02 - D. Munn Vacation

General

- Preparation for Council and committee meetings
- Report preparation for Fire Truck and Emergency Operations Centre.
- Prepare RFP for Campground Caretakers and Steel Collection.
- Gathering data for Hutch Lake Expansion and Fort Vermilion Fire Department reports.

Fire

- Annual Call Statistics (Summary of 2017)
 - La Crete 194 Calls - including 36 alarms, 94 MCR*, 30 MVC*, 8 Outside Fires, 14 structural fires, 8 vehicle fires, 4 other
 - Fort Vermilion –107 Calls - including 27 alarms, 2 fuel leaks, 42 MCR, 19 MVC, 3 outside fires, 9 structural fires, 4 vehicle fires, 1 RCMP Assist
 - Zama – 2 Structural Fires
 - * MVC(Motor vehicle collisions), MCR (Medical co-response)
- La Crete/Tompkins December statistics
 - 14 MCR, 4 MVC, 2 Structure fires, 8 Fire alarms, 1 traffic control (smoke)
 - Conducted live fire training, an in house table top exercise and also had 7 members successfully renew their first aid.

Community Peace Officer

December 2017 Statistics

- More than 30 traffic stops conducted
- Approximately 20 Written warnings
- Approximately 10 Verbal Warnings
- 6 Tickets issued for Traffic Safety Act and Gaming and Liquor Act Offences
- Numerous parking lot checks
- 2 GDL driver alcohol suspensions issued by RCMP as a result of Peace Officer traffic stop (one also received a ticket from Peace Officer for a Gaming and Liquor act Offence)
- 1 Impaired driver charged by RCMP as a result of Peace Officer traffic stop (impaired driver also received 4 tickets from Peace Officer for Traffic safety Act and Gaming and Liquor Act Offences)
- 14 Files completed (Complaints, motor vehicle collisions, impaired drivers, Joint Force Operations (JFO's), Assist RCMP, etc)

Building Maintenance

- Investigating solutions for emergency power at La Crete Office
- General maintenance on buildings
 - Repair FV Fire Hall furnace
 - Repair LC Air Handling Unit

Emergency Operations

- Emergency Operations Centre was activated on December 29, 2017 to deal with the natural gas shortage. SOLE was implemented the same day. The situation was summarized in a report that was circulated to council.
- Review of Emergency Procedures and bylaws.

Enforcement

- Checking two to three times per week for dogs in Fort Vermilion and La Crete in the areas that were identified as concerns by ratepayers.
- Dealt with 2 bylaw concerns in La Crete.
- Worked with the roads department regarding vehicle removal for snow clearing on streets.

Health and Safety

- Completed a year end summary and follow up of incident reports.
- Awareness emails sent to all employees about freezing rain conditions.
- Worked on National Safety Council Audit compliance for commercial vehicle operators and maintenance.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	2018 Municipal Internship Program – Administration Stream

BACKGROUND / PROPOSAL:

On July 26, 2017, Council passed a motion that administration submit applications under the Municipal Internship Program.

ADMINISTRATION: 9. b) 2018 Municipal Internship Program

MOTION 17-07-521 **MOVED** by Deputy Reeve Wardley

That administration submits applications to the Alberta Municipal Internship Program under each of the 3 streams: Administration, Finance Officer, and Land Use Planner with successful applications coming back to Council for approval.

CARRIED

Applications were submitted under the Administration and Finance streams (we did not qualify for the Land Use Planner stream) and we received a letter dated November 28, 2017 indicating that we were not selected as a host, however would remain as an alternate for future consideration (see letter attached).

With really strong applicants, Municipal Affairs has notified us that they are in a position to be able to add another Administrator host municipality to their program and we have been selected as the host municipality.

OPTIONS & BENEFITS:

Candidates are highly educated recent post-secondary graduates who are interested in pursuing a career in municipal government. For municipalities and planning service agencies, this is a unique opportunity to help develop the future leaders of Alberta's

Author: J.A.Simpson **Reviewed by:** C.Gabriel **CAO:** _____

municipal sector. To date, more than 260 interns have participated in or are currently part of this exciting program.

By having an intern gain experience at our County offices may help in the recruitment and the retention of qualified employees

Mackenzie County had a very positive experience in hosting an intern in the Administrative Stream in 2015/16.

COSTS & SOURCE OF FUNDING:

The County will receive \$44,333 from Municipal Affairs in grant funding to help support the intern (this amount includes the \$43,000 base grant some additional travel stipend funding to cover the mileage costs for the intern to attend their mandatory Internship workshops in Edmonton).

General Operating Budget for the County's portion.

SUSTAINABILITY PLAN:

COMMUNICATION:

Communication is directed by the Municipal Internship Program requirements.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Mackenzie County participate in the 2018 Municipal Internship Program in the administration stream with the County's portion of funding coming from the General Operating Budget.

Author: J.A. Simpson Reviewed by: C.Gabriel CAO: _____

AR91679

November 28, 2017

Mr. Lenard Racher
Chief Administrative Officer
Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0

Dear Mr. Racher:

Thank you for your municipality's application for a grant under the Municipal Internship component of the Alberta Community Partnership. The process for selecting municipalities to host interns for the 2018 Municipal Internship Program has been completed. The decision of the selection panel was based on ensuring a balance of new and repeat hosts in geographically dispersed locations, with a mix of large and small municipalities, urban and rural centres and regional partnering.

Although your municipality was not selected to host an administrator intern or a finance officer intern in 2018, the selection panel recommended that Mackenzie County be an alternate in both streams should one of this year's hosts withdraw from the program. Your willingness to dedicate your time and resources to building Alberta's local government sector is recognized and appreciated.

If you have any questions or would like feedback on your application, please contact Ms. Wendy Peters, Manager, Internships & Education, at Municipal Affairs, by dialing toll-free 310-0000, and then 780-427-2225.

Yours truly,



for Cathy Maniego
Executive Director
Municipal Capacity and Sustainability Branch



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Zama School Closure

BACKGROUND / PROPOSAL:

See attached letter dated January 29, 2018 from the Fort Vermilion School Division indicating that the board is considering closing the school in Zama City.

Pursuant to the Closure of Schools Regulation the municipality has the opportunity to provide a statement to the board of the impact the closure may have on the community.

The deadline to provide a response to the School Division is February 20, 2018.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That a letter be sent to the Fort Vermilion School Division in response to their request for potential community impacts regarding the closure of the Zama City School.

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



Reeve and Councilors
Mackenzie County
Fort Vermilion, AB
T0H1N0

January 29, 2018

Dear Reeve,

Pursuant to the Closure of Schools Regulation, the Fort Vermilion School Division Board of Trustees made a motion at the regular January 17, 2018 board meeting that consideration be given to closure of the school in Zama City.

Section 5(1)(b) states:

Shall provide an opportunity for the council of the municipality in which the school is located to provide a statement to the board of the impact the closure may have on the community.

Please mail the statement to:

Board of Trustees (Attention Michael McMann)
Bag 1
Fort Vermilion, AB
T0H 1N0

Yours truly,

Michael McMann
Superintendent



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2018
Presented By:	Grant Smith, Agricultural Fieldman
Title:	Policy ASB022 Shelterbelt Trees

BACKGROUND / PROPOSAL:

The Agricultural Service Board (ASB) has created a Shelterbelt Tree Policy to establish procedures and planting guidelines for the Shelter Belt Tree Program.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Policies are available on the County's website.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy ASB022 Shelterbelt Trees be adopted as presented.

Author: _____ Reviewed by: _____ CAO: _____

Mackenzie County

Title	Agricultural Service Board Shelterbelt Trees	Policy No:	ASB022
--------------	---	-------------------	---------------

Legislation References	
-----------------------------------	--

Purpose

To establish Shelterbelt Trees in efforts to promote soil and water conservations and rural and urban beautification.

Policy Statement & Guidelines

Mackenzie County will assist Landowners in the acquisition and distribution of Shelterbelt Trees.

1. Deadline for shelterbelt applications will be May 1 annually.
2. Payment of shelterbelt trees must be received at the time of application submission.
3. Trees must be picked up from Mackenzie County office in Fort Vermilion.
4. Mackenzie County offers the use of a tree planter at no charge on a first come first serve basis.

Planting Restrictions

1. Trees will be setback from the road centerline a distance of no less than 100 feet (30 meters).
2. To avoid site distance obstruction, the trees will be planted a minimum of 100 feet (30 meters) from the closest point of an intersection.
3. No trees shall be planted closer than 16 feet (5 meters) from the base of a power pole.
4. Trees that meet and exceed 30 feet (9 meters) at maturity must be planted a minimum of 50 feet (15 meters) away from powerlines.

5. Trees that meet and exceed 10 feet (3 meters) at maturity must be planted a minimum of 7 feet away from powerlines.
6. Trees planted within Hamlet boundaries must comply with the Land Use Bylaw.

The Agricultural Fieldman shall be responsible for policy compliance.

	Date	Resolution Number
Approved		
Amended		

DRAFT



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Bison/Caribou Monitoring Equipment & “Bison Watch” Signage

BACKGROUND / PROPOSAL:

The Alberta Biodiversity Monitoring Institute (ABMI) is requesting funding for camera equipment to monitor Bison and Caribou in Mackenzie County. A copy of their letter is attached.

Alberta Beef Producers is requesting \$15,000.00 to purchase Bison Watch signs to be installed at various locations within Mackenzie County.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Author: _____ Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: _____



Main Office
CW 405 Biological Sciences Centre
University of Alberta
Edmonton, AB, Canada T6G 2E9
p. 780 248 1592 f. 780 492 7635

Monitoring Centre
InnoTech Alberta
Bag 4000
Vegreville, AB, Canada T9C 1T4
p. 780 632 8358

TO: Mackenzie County, ATTN: Martin

FROM: Monica Kohler, Alberta Biodiversity Monitoring Institute

RE: Monitoring wildlife using remote cameras

January 31, 2018

Dear Martin,

As per your request, we are providing a rough cost estimate for a collaboration between Mackenzie County and the Alberta Biodiversity Monitoring Institute to monitor mammals, including bison and caribou, in the County.

Please let me know if you would like to discuss this further or require any more information.

Thanks,

Monica Kohler
Alberta Biodiversity Monitoring Institute
780-238-6603
mkohler@ualberta.ca

It's Our Nature to Know
Alberta Biodiversity Monitoring Institute
www.abmi.ca



Proposal for Mackenzie County Pilot Wildlife Monitoring Program using Remote Cameras

Background: The Alberta Biodiversity Monitoring Institute (ABMI) delivers a monitoring program for wildlife and habitats across the province. The ABMI uses standardized methods to collect and analyze data to track changes in the status and trends of hundreds of different species, including mid- to large sized mammals. Data collection and analysis methods include the development of an online platform, called WildTrax, that centralizes the storage, management, and processing of data collected using new, programmable technologies, such as remote wildlife cameras. We support several applied research projects that are studying changes in species-at-risk, including Woodland Caribou. Our Caribou Monitoring Unit (CMU) leads cutting-edge research on impacts to caribou, and explores management tools to support caribou recovery.

Mackenzie County is the largest county in Alberta located in the northwestern corner of the province. It borders Wood Buffalo National Park (WBNP) and is home to a myriad of wildlife, including herds of both bison and caribou. The hybrid bison living in and around WBNP represent a large reservoir of two transmissible diseases within ungulates: bovine brucellosis (*B. abortus*), and tuberculosis (*M. bovis*). These diseases are considered growing risks for the future of bison herds in the area and are affecting management plans for bison. In addition, caribou face a number of pressures on the landscape that are contributing to their declines and are a priority management concern both provincially and nationally.

Objectives: There is an opportunity for Mackenzie County to participate in a provincial wildlife monitoring programs and learn more about the amount and distribution of mammals living in the County. We propose a pilot camera program in 2018 to monitor habitat use of different mammals, including bison and caribou. A camera program within the County would provide:

- Information on where and when bison and caribou use different habitats
- Amount of relative habitat use by different wildlife
- The opportunity to contribute data on caribou to ABMI's regional caribou program using standardized approaches

This information will help the County understand which habitats different mammal species are using and when.

Overview of Costs and Timelines

Camera programs can be adjusted depending on the size of the area you wish to survey and the number of cameras available for monitoring. For a 5,000 km² area, the general recommendation is to use 50-60 cameras for robust sampling. However, fewer cameras can be used to sample smaller areas or can be moved more frequently to sample more locations. Cameras are generally deployed mid winter (January-February) and left out all year with bi-annual visits to change batteries and SD cards, or they are retrieved in the late summer/early fall.

There are several delivery options for this type of program that have varying degrees of reliance on ABMI staff; the level of involvement from ABMI will affect the cost of the program

Delivery Option 1: Full ABMI project delivery. In this option, ABMI will deliver all aspects of the program, including sourcing equipment, field work, image processing, and summary analyses and reporting. Rough projected costs are as follows:

Item	Description	Total
Equipment	Reconyx PC900 Camera x 20*	\$18,000
Field Work	Technicians (2 techs x 3 weeks x \$1500/week)	\$9,000
Field Work	Truck Rental and Travel	\$4,000
Field Work	Accommodations	\$1,500
Lab Work	Image Tagging	\$3,000
Lab Work	Data QA/QC	\$500
Reporting	Summary Analysis and Reporting	\$3,000
Project Management	Field Planning and supervision, project delivery	\$20,000
TOTAL		\$59,000

*NOTE: The majority of the cost is investment in camera infrastructure. This number can be adjusted to purchase fewer cameras to try a smaller pilot.

Delivery Option 2: Co-delivery between ABMI and Mackenzie County. In this option, Mackenzie County can provide staff to support field work (setting up and collection of the cameras), and ABMI will provide image processing and analysis support.

Item	Description	Total
Equipment	Reconyx PC900 Camera x 20*	\$18,000
Lab Work	Image Tagging	\$3,000
Lab Work	Data QA/QC	\$500
Reporting	Summary Analysis and Reporting	\$3,000
Project Management	Field Planning and supervision, project delivery	\$6,000
TOTAL		\$30,500



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	Bylaw 1089-18 to Repeal Closure of Public Road Allowance Bylaws 1031-16, 1032-16 and 1033-16

BACKGROUND / PROPOSAL:

A Ministerial Order was received from the Crown effectively closing all portions of roads outlined in the four road closure Bylaws 1031-16 to 1033-16.

Administration was informed that due to the roads crossing through crown lands, these road closure bylaws are not required under the Highways Development and Protection Act, and have been closed by Ministerial Order.

The portions of road Mackenzie County requested to be closed have been consolidated back into the quarter from which they came from.

OPTIONS & BENEFITS:

Road Closure Bylaws 1031-16 to 1033-16 are no longer required and can be repealed.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Author: _____ Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1089-18 being a bylaw to repeal Closure of Public Road Allowance Bylaws 1031-16, 1032-16 and 1033-16.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1089-18 being a bylaw to repeal Closure of Public Road Allowance Bylaws 1031-16, 1032-16 and 1033-16.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1089-18 being a bylaw to repeal Closure of Public Road Allowance Bylaws 1031-16, 1032-16 and 1033-16.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1089-18 being a bylaw to repeal Closure of Public Road Allowance Bylaws 1031-16, 1032-16 and 1033-16.

Author: _____ Reviewed by: _____ CAO: _____

DELIVERY SERVICES DIVISION
2ND FLOOR, TWIN ATRIA BUILDING
4999-98 AVENUE
EDMONTON, ALBERTA, CANADA
T6B 2X3

TELEPHONE NO: 780-415-1538
Toll Free Connection Dial 310-0000

January 24, 2018

Mackenzie County
4511-46 Avenue
Fort Vermilion, Alberta T0H 1N0

Attention: Liane Lambert, Planner

RE: ROAD CLOSURE – BYLAW 1030-16, 1031-16, 1032-16, 1033-16

Enclosed is the above noted bylaws were not required to initiate these closures by Alberta Transportation. The proposed closures are through crown land and have been closed by Ministerial Order under the Highways Development and Protection Act.

The original bylaws are being returned to you to rescind, or to be allowed expire and filed at your office.

Land Titles have been advised of the closure of the road plans and provided copies of the Ministerial Order to record the closure and abandonment of the plans. Land Titles has cancelled the road plans and Environment and Parks have been advised of all closures and advised to consolidate the vacant crown land created by closures into the appropriate quarter sections.

Thank you.

Yours truly,



Adrienne Kisko
Road Closure Coordinator

cc: Marlene Cobick
Development & Planning Technologist
Peace River, Alberta

BYLAW NO. 1089-18
BEING A BYLAW OF
MACKENZIE COUNTY,
IN THE PROVINCE OF ALBERTA,

TO REPEAL BYLAW 1031-16, 1032-16 & 1033-16
CLOSURE OF A PUBLIC ROAD ALLOWANCE

WHEREAS, under the authority and pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Mackenzie County may pass a bylaw authorizing revision and consolidation of bylaws; and

WHEREAS, Mackenzie County passed Bylaw 1031-16, 1032-16 and 1033-16 on October 10, 2017 for the purpose of closing a public road allowance in accordance with Sections 22, 24 and 606 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000; and

WHEREAS, the Council of Mackenzie County in the Province of Alberta has deemed it desirable to repeal Bylaws 1031-16, 1032-16 and 1033-16 as they are no longer required as they run through crown land and have been closed by Ministerial Order under the Highways Development and Protection Act.

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

1. That the following closure of public road allowance bylaws be repealed:
 - (a) Bylaw 1031-16
 - (b) Bylaw 1032-16
 - (c) Bylaw 1033-16

2. This Bylaw shall come into effect upon the third and final reading thereof.

READ a first time this _____ day of _____, 2018.

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

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

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer

BYLAW NO. 1031-16
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF CLOSING A
PUBLIC ROAD ALLOWANCE IN ACCORDANCE
WITH SECTIONS 22, 24 AND 606 OF THE MUNICIPAL GOVERNMENT ACT,
CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000

WHEREAS, Council of Mackenzie County has determined that a portion of Public Road Allowance as outlined in Schedule "A" attached hereto, be subject to a road closure, and

WHEREAS, notice of intention of the Council to pass a bylaw will be published in a locally circulated newspaper in accordance with the Municipal Government Act, and

NOW THEREFORE, be it resolved that the Council of Mackenzie County does hereby close, a Public Road Allowance described as follows, subject to the rights of access granted by other legislation or regulations:

All of Plan 2982PX within SE 1/4 Section 28, Township 108, Range 13, W5M
lying north and east of Plan 1508PX

EXCEPTING THEREOUT ALL MINES AND MINERALS

As outlined in Schedule "A"

READ a first time this 10th day of May, 2016.

Bill Neufeld
Reeve

Len Racher
Chief Administrative Officer

PUBLIC HEARING held this 14th day of June, 2016.

APPROVED this ____ day of _____, 2017.

Approval valid for _____ months.

Minister of Transportation

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

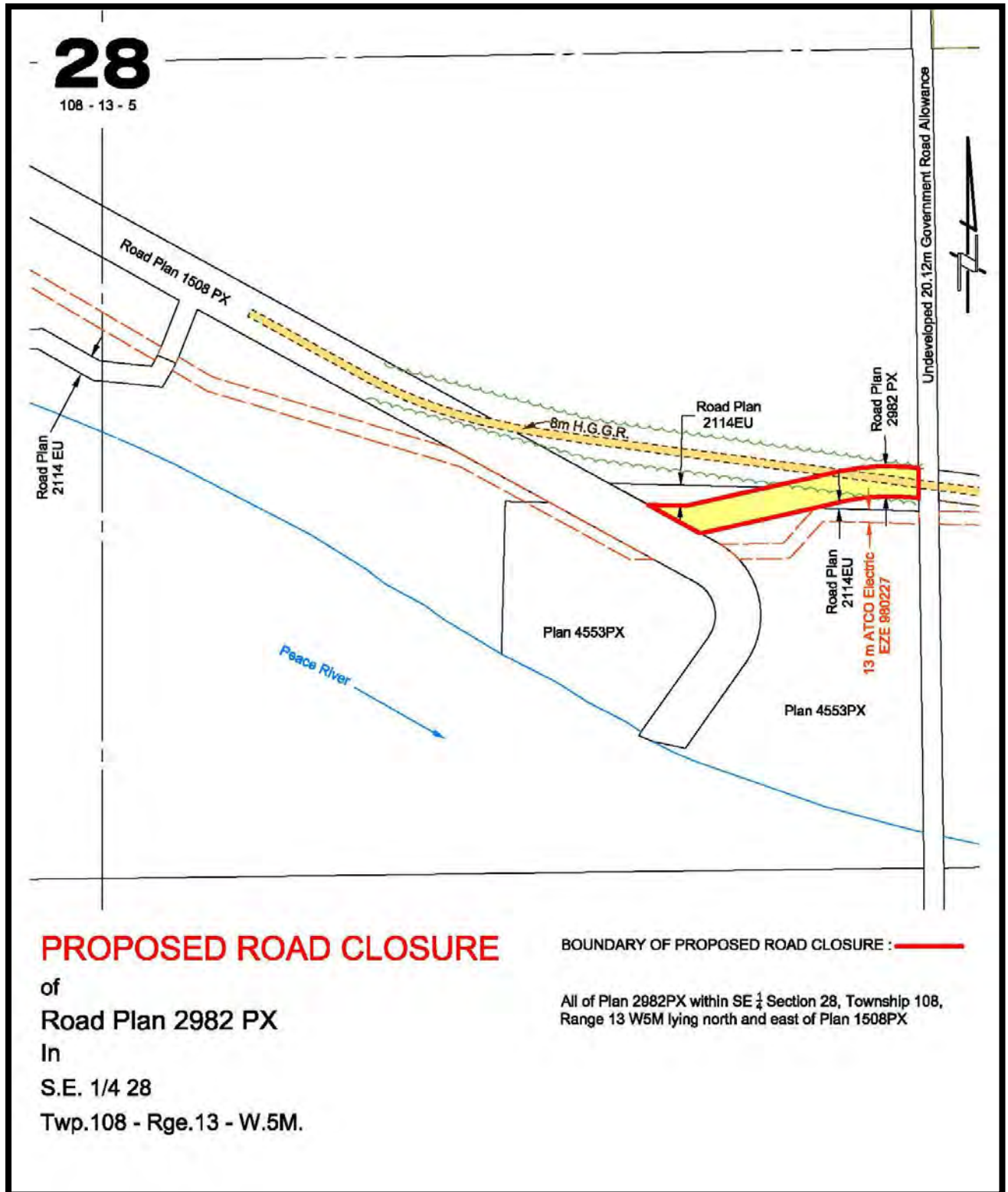
READ a third time and finally passed this 10th day of October, 2017.

Bill Neufeld
Reeve

Len Racher
Chief Administrative Officer

BYLAW No. 1031-16

SCHEDULE "A"



BYLAW NO. 1032-16
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

**FOR THE PURPOSE OF CLOSING A PUBLIC ROAD ALLOWANCE IN
ACCORDANCE WITH SECTIONS 22, 24 AND 606 OF THE MUNICIPAL
GOVERNMENT ACT, CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000**

WHEREAS, Council of Mackenzie County has determined that a portion of Public Road Allowance as outlined in Schedule “A” attached hereto, be subject to a road closure, and

WHEREAS, notice of intention of the Council to pass a bylaw will be published in a locally circulated newspaper in accordance with the Municipal Government Act, and

NOW THEREFORE, be it resolved that the Council of Mackenzie County does hereby close, a portion of Public Road Allowance described as follows, subject to the rights of access granted by other legislation or regulations:

All of the uncanceled portion of Plan 2144EU within SE ¼ Section 28, Township 108, Range 13, W5M lying northeast of Plan 1508PX and northwest of Plan 2982PX.

EXCEPTING THEREOUT ALL MINES AND MINERALS

As outlined in Schedule “A”

READ a first time this 10th day of May, 2016.

Bill Neufeld
Reeve

Len Racher
Chief Administrative Officer

PUBLIC HEARING held this 14th day of June, 2016.

APPROVED this _____ day of _____, 2017.

Approval valid for _____ months.

Minister of Transportation

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

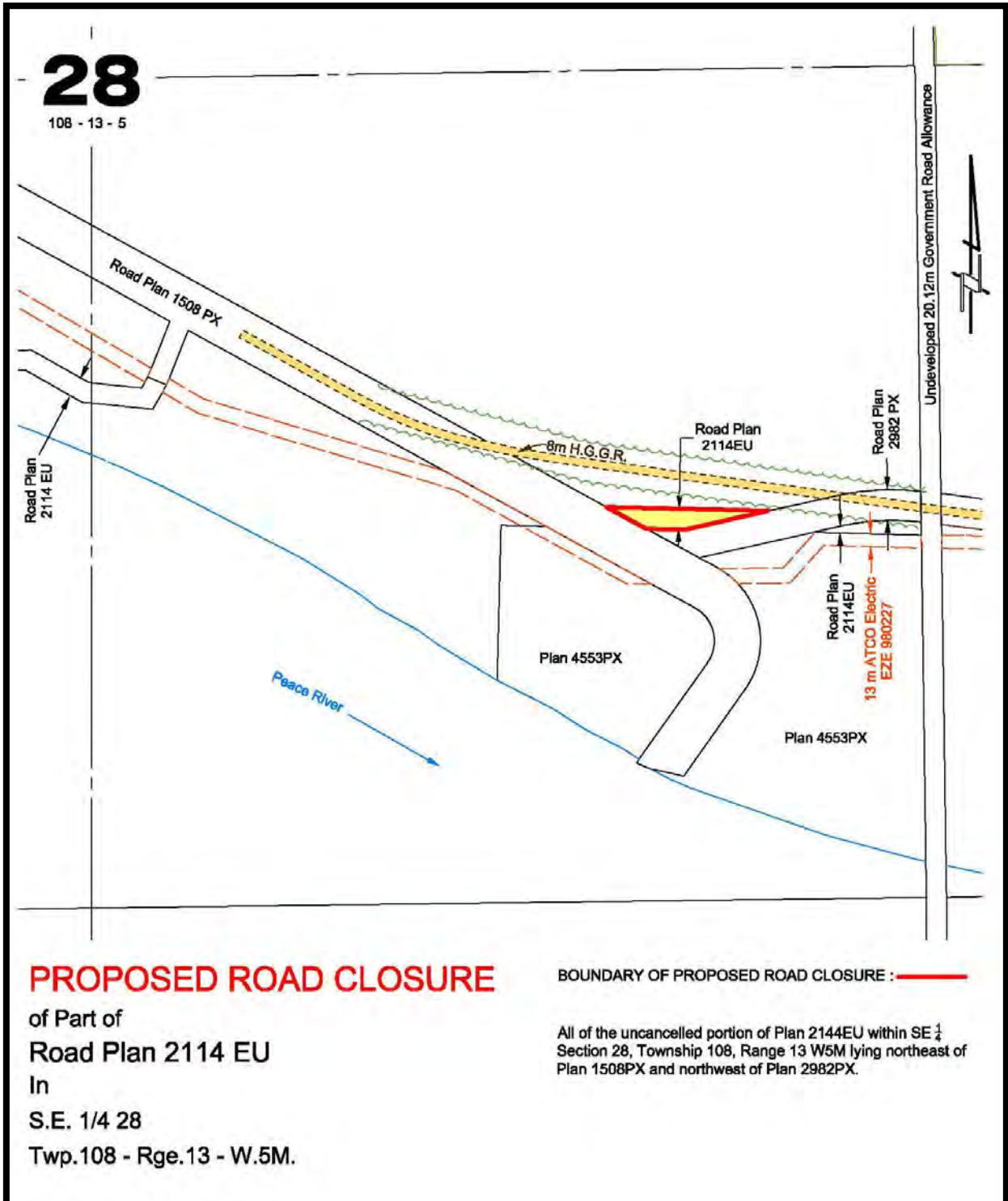
READ a third time and finally passed this 10th day of October, 2017.

Bill Neufeld
Reeve

Len Racher
Chief Administrative Officer

BYLAW No. 1032-16

SCHEDULE "A"



BYLAW NO. 1033-16
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF CLOSING A PORTION OF
PUBLIC ROAD ALLOWANCE IN ACCORDANCE
WITH SECTIONS 22, 24 AND 606 OF THE MUNICIPAL GOVERNMENT ACT,
CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000

WHEREAS, Council of Mackenzie County has determined that a portion of Public Road Allowance as outlined in Schedule "A" attached hereto, be subject to a road closure, and

WHEREAS, notice of intention of the Council to pass a bylaw will be published in a locally circulated newspaper in accordance with the Municipal Government Act, and

NOW THEREFORE, be it resolved that the Council of Mackenzie County does hereby close, a portion of Public Road Allowance described as follows, subject to the rights of access granted by other legislation or regulations:

All of the uncanceled portion of Plan 2144EU within SE ¼ Section 28, township 108, Range 13, W5M lying south of Plan 2982PX

EXCEPTING THEREOUT ALL MINES AND MINERALS

As outlined in Schedule "A"

READ a first time this 10th day of May, 2016.

Bill Neufeld
Reeve

Len Racher
Chief Administrative Officer

PUBLIC HEARING held this 14th day of June, 2016.

APPROVED this _____ day of _____, 2017.

Approval valid for _____ months.

Minister of Transportation

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

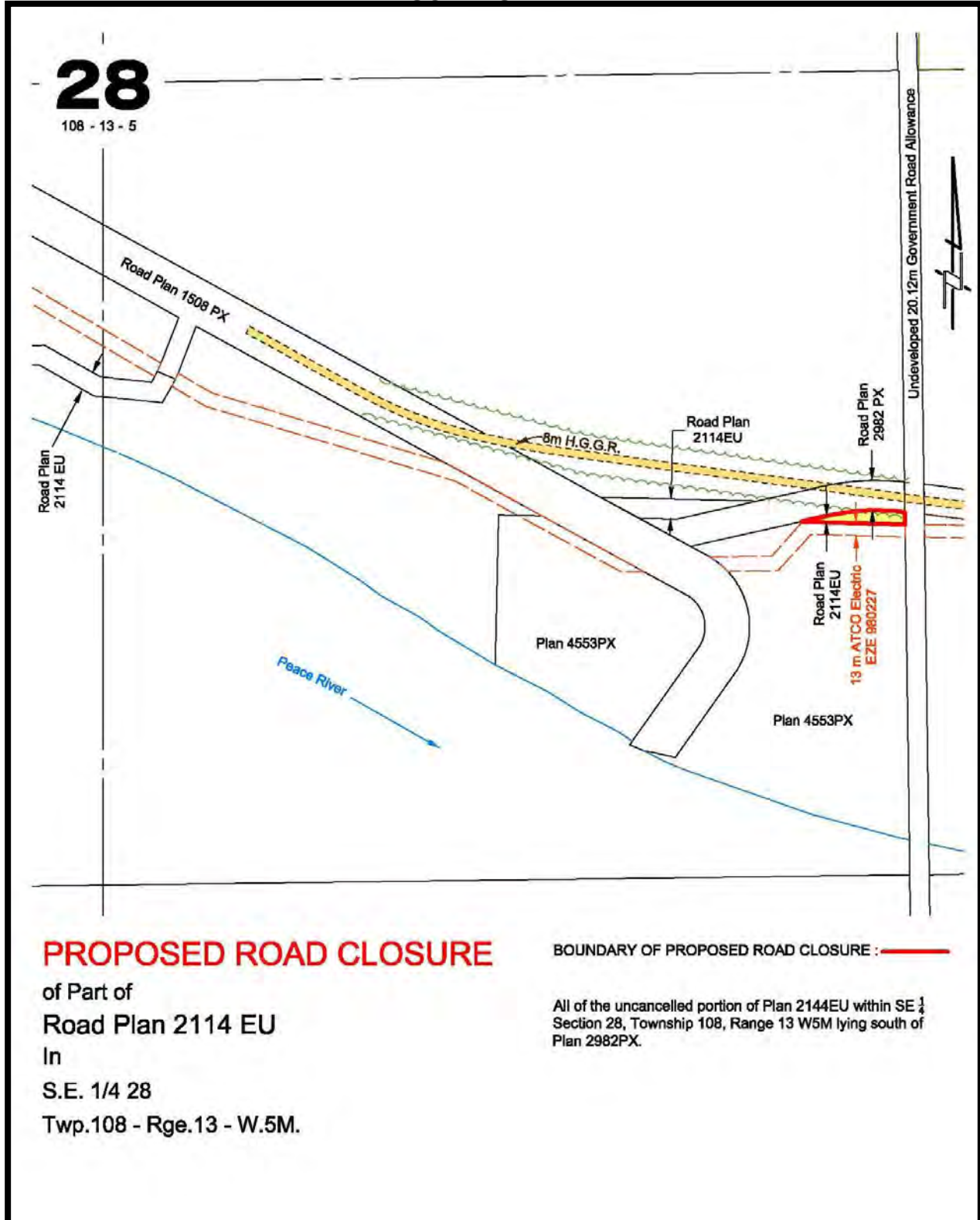
READ a third time and finally passed this 10th day of October, 2017.

Bill Neufeld
Reeve

Len Racher
Chief Administrative Officer

BYLAW No. 1033-16

SCHEDULE "A"





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	Bylaw 1090-18 Regional Emergency Management Bylaw

BACKGROUND / PROPOSAL:

On January 23, 2018 Mackenzie County’s Emergency Advisory Committee held a meeting and reviewed the Regional Emergency Management Bylaw.

The Committee made the following recommendations for an amendment to Section 4.2. b & c – Mackenzie County Emergency Advisory Committee (MCEAC):

MOTION MEAC-18-01-004 MOVED by Councillor Sarapuk

That the committee recommends that administration takes Bylaw 1076-17 to Council with the following amendments:

That Clause 4.2. b & c – of the Regional Emergency Management Bylaw be changed as follows:

b. consist of non-voting members of which three must be present to hold a meeting:

c. Quorum for this committee shall be three Members of Council.

CARRIED

Author: _____ Reviewed by: _____ CAO: _____

OPTIONS & BENEFITS:

Review the attached bylaw and recommend any changes.

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1090-18 being the Regional Emergency Management Bylaw for Mackenzie County.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1090-18 being the Regional Emergency Management Bylaw for Mackenzie County.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1090-18 being the Regional Emergency Management Bylaw for Mackenzie County at this meeting.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1090-18 being the Regional Emergency Management Bylaw for Mackenzie County.

Author: _____ Reviewed by: _____ CAO: _____

BYLAW NO. ~~1076-17~~ 1090-18

**BEING A BYLAW OF MACKENZIE COUNTY,
IN THE PROVINCE OF ALBERTA,
TO ESTABLISH A MUNICIPAL EMERGENCY ADVISORY COMMITTEE,
A REGIONAL EMERGENCY ADVISORY COMMITTEE AND
REGIONAL EMERGENCY AGENCY**

WHEREAS the *Municipal Government Act, RSA 2000, Chapter M-26*, provides that a Council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and for services provided by or on behalf of the municipality; and

WHEREAS, the Council of Mackenzie County is responsible for the direction and control of emergency response and is required under the *Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000* (hereinafter referred to as the "Act"), to appoint and establish and a Municipal Emergency Advisory Committee, a Regional Emergency Advisory Committee and maintain a Regional Emergency Agency; and

WHEREAS it is desirable in the public interest, and in the interest of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Councils' statutory powers and obligations under the said *Emergency Management Act*; and

WHEREAS it is recognized that an emergency or disaster of jurisdictional or multi-jurisdictional nature could affect any or all of the municipalities of Mackenzie County, the Town of High Level or the Town of Rainbow Lake to such a degree that local resources would be inadequate to cope; and

WHEREAS it is desirable in the public interest and in the interest of public safety that a regional group be formed for a regional approach for such disasters and programs;

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

**SECTION 1
NAME OF BYLAW**

1.1. This Bylaw may be cited as the "Regional Emergency Management Bylaw".

SECTION 2 INTERPRETATION

- 2.1** Where there is a conflict between this bylaw and any other bylaw pertaining to the municipal emergency management agency in the Municipality, the provisions of this bylaw shall prevail.

SECTION 3 DEFINITIONS

3.1 In this bylaw

- a. "Act" means the *Emergency Management Act, Chapter E -6.8, RSA 2000* and all amendments hereto;
- b. "CAO" means the Chief Administrative Officer of Mackenzie County;
- c. "Council" means the Council of Mackenzie County;
- d. Community Emergency Management Programs ("CEMP") means the Emergency Plan for Mackenzie County.
- e. "Deputy Director of Emergency Management" ("DDEM") means the person responsible for the duties of the Director of Emergency Management in their absence;
- f. "Director of Emergency Management" ("DEM") means the person appointed by resolution of Council as the person who shall be responsible for the municipality's emergency program;
- g. "Disaster" means an event that can result in serious harm to the safety, health or welfare of people, or in widespread damage to property;
- h. "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit the damage of property;
- i. "Emergency Coordination Centre" ("ECC") means the physical location at which the coordination of information and resources to support incident management (on scene operations) activities normally take place. An ECC may be a temporary facility, perhaps a higher level of organization within a jurisdiction. ECC's may be organized by major functional disciplines (e.g., fire, law enforcement and medical services), by jurisdiction or some combination thereof;
- j. "Minister" means the Minister charged with the administration of the Act;
- k. "Mackenzie County Emergency Advisory Committee" ("MCEAC") is the local authorities advisory committee created under the *Emergency Management Act, Chapter E-6.8, RSA 2000*.

- l. “Northwest Alberta Regional Emergency Advisory Committee” (“NAREAC”) means the regional emergency advisory committee established by agreement between and the by-laws of the respective municipal council of the Parties.
- m. “Northwest Alberta Regional Emergency Agency” (“NAREA”) (the “Agency”) means the regional emergency agency as established to act as the agent of Council to carry out its statutory powers and obligations under the *Emergency Management Act, Chapter E-6.8, RSA 2000*.
- n. “Parties” means the Municipality of Mackenzie County, the Town of High Level and the Town of Rainbow Lake;
- o. “Northwest Alberta Regional Emergency Plan” means the Northwest Alberta Regional Emergency Plan prepared by the Directors of Emergency (DEM’s) Management to coordinate the response to an emergency or disaster.

SECTION 4

MACKENZIE COUNTY EMERGENCY ADVISORY COMMITTEE (MCEAC)

4.1 There is hereby established a committee of Council to be known as the “Mackenzie County Emergency Advisory Committee”.

4.2 MEMBERSHIP:

The MCEAC shall:

- a. consist of all Members of Council;
- b. consist of non-voting members **of which three must be present to hold a meeting;**
 - I. the CAO of Mackenzie County;
 - II. the DEM as appointed by Council Bylaw;
 - III. the DDEM as appointed by Council Bylaw.
 - IV. All Municipal Directors
- c. Quorum for this committee shall be three Members of Council, ~~the DEM, DDEM, CAO, and one additional Municipal Director.~~

4.3 ROLES AND RESPONSIBILITIES

The MCEAC shall:

- a. have the authority to declare a State of Local Emergency pursuant to the *Emergency Management Act*;
- b. provide for the payment and expenses of its member(s) of the Committee;
- c. participate in Mackenzie County’s Risk Assessment;
- d. ensure that emergency plans and programs are prepared to address emergencies or disasters in Mackenzie County;

- e. review and advise Council on the development and status of CEMP and related programs at least once annually.
- f. recommend local mitigations plans/initiatives to Council;
- g. participate in the Northwest Alberta Regional Emergency Advisory Committee.

4.4 DECLARATION, CANCELLATION OR TERMINATION OF STATE OF LOCAL EMERGENCY

- 4.4.1 The power to declare or renew a State of Local Emergency under the *Emergency Management Act* and the powers and requirements specified in section 4 of this bylaw are hereby delegated to the MCEAC.
- 4.4.2 When a state of local emergency is declared, the Local Authority or the Committee making the declaration shall:
 - a. ensure that the declaration identifies the nature of the emergency and the area in which it exists;
 - b. cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - c. forward a copy of the declaration to the Minister forthwith.
- 4.4.3 When a state of local emergency is declared the person or person (s) making the declaration may:
 - a. cause the Northwest Alberta Regional Emergency Plan to be put into operation;
 - b. acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - c. authorize or require any qualified person to render aid of a type the person is qualified to provide;
 - d. control or prohibit travel to or from any area in the County;
 - e. provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the County;
 - f. cause the evacuation of persons and the removal of livestock and personal property from any area of the County that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
 - g. authorize the entry into any building or on any land, without warrant, by any persons in the course of implementing an emergency plan or program;
 - h. cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene

- of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- i. procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within Mackenzie County for the duration of the local state of emergency;
 - j. authorize the conscription of persons needed to meet an emergency.
- 4.4.4 When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
- 4.4.5 A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
- a. a resolution is passed under Section 4.4.4;
 - b. a period of seven (7) days has lapsed since it was declared, unless it was renewed by resolution;
 - c. the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
 - d. the Minister cancels the state of local emergency.
- 4.4.6 When a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.
- 4.4.7 No action lies against the County or a person acting under the County's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a state of local emergency.

SECTION 5 NORTHWEST ALBERTA REGIONAL EMERGENCY ADVISORY COMMITTEE (NAREAC)

- 5.1 There is hereby established a Northwest Alberta Regional Emergency Advisory Committee; to guide the creation, implementation and evaluation of the Northwest Alberta Regional Emergency Plan and Programs and to set the direction of the Northwest Regional Emergency Agency. This does not include the powers to declare, renew or terminate a state of local emergency.

5.2 MEMBERSHIP:

The NAREAC shall:

- a. consist of Voting members:
 - I. municipal councillors appointed by each of the Parties, with each municipality appointing two (2) members, each of whom shall have one (1) vote regarding any matter coming before the committee; and
- b. consist of Non-voting members:
 - I. CAO's from all Parties;
 - II. DEM/DDEM from all Parties;
- c. quorum for this committee is a minimum of four (4) with representation from each Council.
- d. A Chair shall be selected annually after municipal organizational meetings and be on a rotational basis from each Party;
- e. Each municipality shall be responsible for honorariums and expenses for respective members.
- f. The Parties shall host the meetings on a rotational basis.

5.3 ROLES AND RESPONSIBILITIES

The NAREAC shall:

- a. guide in the creation, implementation and evaluation of the Northwest Alberta Regional Emergency Plan;
- b. review the Northwest Regional Emergency Plan and related plans and programs on a regular basis; and
- c. advise Tri-Council committee, duly assembled, on the status of the Northwest Alberta Regional Emergency Plan and related plans and programs at least once each year.
- d. make recommendations to each respective Council for any regional agreements;
- e. committee members will attend the Northwest Alberta Regional Emergency Agency meetings.

SECTION 6

NORTHWEST ALBERTA REGIONAL EMERGENCY AGENCY (NAREA)

- 6.1** There is hereby established a Northwest Alberta Regional Emergency Agency to act in an advisory capacity and support local and regional emergency plans.

6.2 MEMBERSHIP:

The NAREA Agency shall:

- a. be comprised of the CAO, DEM or DDEM of all of the Parties, which is a member of the Northwest Alberta Regional Emergency Committee.

6.2 ROLES AND RESPONSIBILITIES:

The NAREA shall:

- a. be familiar with the Northwest Alberta Regional Emergency Plan;
- b. provide input and make recommendation for the CEMP Emergency Plan and the Northwest Alberta Regional Emergency Plan;
- c. participate in local and regional training;
- d. provide updated contact information to the Agency;
- e. participate in regional Agency meetings;
- f. share information to the Agency;
- g. participate in providing public education within their organization;
- h. provide an up-to-date resource and inventory list to the Agency.

The Agency may request that the following persons join or advise the Committee for each period of time that the Agency deems appropriate:

- a. N.C.O. in Charge of RCMP, or designate;
- b. Fire Chiefs or designates;
- c. Enforcement Services Manager or designates;
- d. Emergency Public Information Officer or designates;
- e. Community Operations Director, or designates;
- f. Alberta Health Services representatives or designates;
- g. School Superintendent or designates;
- h. Disaster Social Services Managers or designates;
- i. Representative(s) from adjacent municipalities which have entered in the Agency;
- j. Representatives from local business;
- k. Representatives from local industry or industrial associations;
- l. Representatives from Alberta Municipal Affairs;
- m. Representatives from local utility companies; and

- n. Anybody else who might serve as a useful purpose in the preparation or implementation of the Regional Emergency Plan.

SECTION 7 DIRECTOR OF EMERGENCY MANAGEMENT (DEM)

The DEM for all the Parties shall:

- a. assist in the preparation and coordination of the Northwest Alberta Regional Emergency Plan and prepare and coordinate related plans and programs for Mackenzie County;
- b. act as a director of emergency operations for his/her municipality, or ensure that someone is designated under the Northwest Alberta Regional Emergency Plan to act on behalf of the Municipal Emergency Advisory Committee;
- c. coordinate all emergency services or resources used in an emergency;
- d. coordinate and facilitate all necessary training exercises;
- e. responsible for the organization of any and all stakeholder meetings;
- f. responsible for all record keeping;
- g. responsible for all funding applications and for regional initiatives;
- h. responsible for public education and communication of the Emergency Plans;
- i. making recommendations to the Northwest Alberta Regional Emergency Advisory Committee;
- j. review the impacts of the incidents and be responsible for post-event debriefing;
- k. responsible for public education and communication of the Regional Emergency Plan; and the CEMP Emergency Plan;
- l. liaising with external agencies and surrounding municipalities;
- m. maintaining of all local and regional emergency agreements, which include HAZMAT, Emergency Social Services, etc.
- n. attend all of the Municipal Emergency Advisory Committee (MEAC) meetings, the Northwest Alberta Regional Emergency Advisory Committee (NAREAC) meetings; and the Northwest Alberta Regional Emergency Agency Meeting (NAREA).

SECTION 8 RESOURCING

- 8.1 The DEM of the affected municipality is to maintain executive control over its emergency operations. Once an Emergency Coordination Centre ("ECC") has been activated by any Party, the DEM for the impacted municipality may request assistance of the DEMs of other Parties. The intent is to ensure there is qualified leadership in the ECC is the DEM of the impacted municipality is not available for whatever reason.

**SECTION 9
SEVERANCE**

9.1 If any provision herein is adjudged by a Court of competent jurisdiction to be invalid for any reason, then the provision shall be severed from the remainder of this Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.

**SECTION 10
COMING INTO EFFECT**

10.1 This Bylaw shall come into force and effect on the final day of passing thereof.

10.2 This Bylaw will repeal Bylaw ~~1039-16~~ 1076-17.

READ a first time this _____ day of _____, 2018.

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

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

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	Appointment of Members to Northwest Alberta Regional Emergency Advisory Committee

BACKGROUND / PROPOSAL:

The Regional Emergency Management Bylaw requires that two members of Council be appointed to the Northwest Regional Emergency Advisory Committee. Section 5 of the Bylaw below identifies the purpose, membership and roles and responsibilities of this Committee.

SECTION 5 NORTHWEST ALBERTA REGIONAL EMERGENCY ADVISORY COMMITTEE (NAREAC)

5.1 There is hereby established a Northwest Alberta Regional Emergency Advisory Committee; to guide the creation, implementation and evaluation of the Northwest Alberta Regional Emergency Plan and Programs and to set the direction of the Northwest Regional Emergency Agency. This does not include the powers to declare, renew or terminate a state of local emergency.

5.2 MEMBERSHIP:

The NAREAC shall:

a. consist of Voting members:

I. municipal councillors appointed by each of the Parties, with each municipality appointing two (2) members, each of whom shall have one (1) vote regarding any matter coming before the committee; and

b. consist of Non-voting members:

- I. CAO's from all Parties;
- II. DEM/DDEM from all Parties;

Author: L. Lambert **Reviewed by:** C. Gabriel **CAO:** _____

- c. quorum for this committee is a minimum of four (4) with representation from each Council.
- d. A Chair shall be selected annually after municipal organizational meetings and be on a rotational basis from each Party;
- e. Each municipality shall be responsible for honorariums and expenses for respective members.
- f. The Parties shall host the meetings on a rotational basis.

5.3 ROLES AND RESPONSIBILITIES

The NAREAC shall:

- a. guide in the creation, implementation and evaluation of the Northwest Alberta Regional Emergency Plan;
- b. review the Northwest Regional Emergency Plan and related plans and programs on a regular basis; and
- c. advise Tri-Council committee, duly assembled, on the status of the Northwest Alberta Regional Emergency Plan and related plans and programs at least once each year.
- d. make recommendations to each respective Council for any regional agreements;
- e. committee members will attend the Northwest Alberta Regional Emergency Agency meetings.

OPTIONS & BENEFITS:

At the January 23, 2018 Municipal Emergency Advisory Committee meeting two Councillors were recommended for appointment to the Northwest Regional Emergency Advisory Committee.

APPOINTMENT TO NAREAC:

6. a) Appointment of Members to Northwest Regional Emergency Advisory Committee

MOTION MEAC-18-01-005 MOVED by Councillor Cardinal

That Councillor Knelsen and Councillor E. Peters be appointed as members of the Northwest Alberta Emergency Advisory Committee.

CARRIED

Author: L. Lambert **Reviewed by:** C. Gabriel **CAO:** _____

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That Councillor Knelsen and Councillor E. Peters be appointed to the Northwest Alberta Emergency Advisory Committee.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2018
Presented By:	Karen Huff, Director of Finance
Title:	Policy ADM018 Insurance Coverage for Not for Profit Organizations

BACKGROUND / PROPOSAL:

The Finance Committee reviewed the Insurance Coverage for Not for Profit Organizations and has made the following recommendation.

MOTION FC-18-01-003

MOVED by Councillor A. Peters

That Policy ADM018 Insurance Coverage for Not for Profit Organizations be amended as discussed and be brought to the next Council meeting for approval.

CARRIED

A copy of the amended policy is attached for review.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

Author: J.V. Batt **Reviewed by:** C. Gabriel **CAO:** _____

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM018 Insurance Coverage for Not for Profit Organizations be amended as presented.

Author: _____ **Review Date:** C. Gabriel **CAO** _____

~~Municipal District of Mackenzie No. 23~~ Mackenzie County

Title	Insurance Coverage for Not for Profit Organizations	Policy No:	ADM018
--------------	--	-------------------	---------------

Legislation Reference	Municipal Government Act Section 5b)
------------------------------	---

<p>Purpose</p> <p>To establish procedures and standards for “Not for Profit” organizations to request insurance for premises and volunteers through the M.D. of Mackenzie’s Mackenzie County’s insurance company at the Municipal Government rate.</p>
--

Policy Statement and Guidelines

1. The “Not for Profit” organization must be based within the boundaries of ~~the M.D. of Mackenzie~~ Mackenzie County.
2. The “Not for Profit” organization must be registered in the Province of Alberta as a society or association under the Societies Act and a copy of the registration must be provided to the ~~M.D. of Mackenzie~~ County.
3. If a “Not for Profit” organization is registered with the federal government, a copy of the registration documents must be provided to the ~~M.D. Mackenzie~~ County.
4. The ~~M.D. of Mackenzie~~ County shall provide insurance to “Not for Profit” organizations on a cost recovery basis only.
5. Mackenzie County may put on a Risk Management Workshop that ~~A~~at least one member of each “Not for Profit” organization insured through the ~~M.D. of Mackenzie~~ County may attend. ~~must send a minimum of one representative annually to a Risk Management Workshop sponsored by the municipality. Those organizations not represented at the Risk Management Workshop will be suspended from insurance coverage.~~
6. When liquor is being served on property insured through the ~~M.D. of Mackenzie~~ County, the “Not for Profit” organization must ensure that ~~the~~ all user groups provide proof of liability insurance.
7. ~~Where the user group is unable to provide proof of liability insurance the “Not for Profit” organization must have the user complete a five-part certificate at the time the rental agreement is signed. The user shall be issued the original certificate and copies shall be provided to the M.D. of Mackenzie, the “Not for Profit” organization, and two (2) copies to Jubilee Insurance Agencies Ltd.~~

It is the responsibility of the Not for Profit Organization to ensure that the user group has property coverage in place to protect liability and building. The rental agreement should ask if liquor will be served on premises:

- If yes, then Party Alcohol Liability (PAL) shall be required along with the property coverage.
- If no alcohol will be served then only property coverage will be required.

If alcohol is being served on the premises without PAL, the rental agreement will be null and void.

8. User group insurance is not required by:

- Sporting or other organizations which are covered under a provincial or local insurance policy (unless serving alcohol); and
- Organizations who are additional named insurers under the ~~M.D. of Mackenzie County's~~ insurance policy.

9. The ~~M.D. of Mackenzie County~~ shall make the following types of insurance available to "Not for Profit" organizations upon written request:

- Bond and Crime Insurance Policy ~~54786~~; BC2012
- Comprehensive General Liability Insurance Policy ~~71600~~; and GENESIS/GAI 2012
- General Property Insurance Policy ~~RSLE 1851~~. RSLE 2215/6

10. ~~Facility users may obtain a separate User Group Insurance policy through the M.D. of Mackenzie at a cost of \$100 where alcohol is included and \$25 for other events. This certificate may be obtained at the time the rental agreement is signed.~~

11. The ~~M.D. of Mackenzie~~ Not for Profit Organization shall provide Volunteer Insurance to those volunteers that are working within the scope of their duties assigned by the Not for Profit Organization. ~~members serving on M.D. of Mackenzie Boards under the following Volunteer Plan "B" Policy 100000756, at no cost to the members:~~

- ~~Principal sum: _____ \$50,000.00~~
- ~~Weekly Accident Indemnity: _____ \$200.00~~
- ~~Accident Reimburse Benefits: _____ \$1,000.00~~
- ~~Aggregate Limit \$500,000.00 per accident or occurrence.~~

	Date	Resolution Number
Approved	2000-12-19	00-770
Amended	2001-04-03	01-185
Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2018
Presented By:	Karen Huff, Director of Finance
Title:	Policy FIN025 Purchasing Authority Directive and Tendering Process

BACKGROUND / PROPOSAL:

The Finance Committee reviewed the Purchasing Authority Directive and Tendering Process and has made the following recommendation.

MOTION FC-18-01-004

MOVED by Councillor A. Peters

That Policy FIN025 Purchasing Authority Directive and Tendering Process be amended as discussed and be brought to the next Council meeting for approval.

CARRIED

A copy of the amended policy is attached for review.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

Author: J.V. Batt **Reviewed by:** C. Gabriel **CAO:** _____

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy FIN025 Purchasing Authority Directive and Tendering Process be amended as presented.

Author: _____ **Review Date:** C. Gabriel **CAO** _____

Mackenzie County

Title	Purchasing Authority Directive and Tendering Process	Policy No:	FIN025
--------------	---	-------------------	---------------

Legislation Reference	Municipal Government Act, Section 209 and 248 (1) and Part 5
------------------------------	---

Purpose <ul style="list-style-type: none">• To provide Council and municipal employees with a clear understanding of purchasing authority, what that purchasing authority is, and the process in which the municipality is committed to an expenditure, and approval for payment of such an expenditure.• To establish a policy for the tendering for the supply of goods and services and the subsequent opening and award of contracts.• Transparency of purchasing policy for all.

Policy Statement, Definitions and General Guidelines

1. Policy Statement

Policy will provide guidelines for the purchase of goods and services and for the tendering process.

2. Definitions

Bidder:

- For the purpose of this policy, “bidder” means a person, groups of persons, corporation or agency that submits a tender for the supply of goods and/or services to the municipality.

COR:

- The Certificate of Recognition (COR) in safety is issued to employers who develop and implement health and safety programs that meet established standards. COR is an essential component of WCB's Partners in Injury (PIR) program. Certificates for the Alberta construction industry are issued by the Alberta Construction Safety Association and are co-signed by Alberta Human Resources and Employment.

Council:

- For the purpose of this policy, “Council” means Council as whole.

Designated Officer:

- For the purpose of this policy, “Designated Officer” means an individual or individuals as described in the MGA.

Local Supplier:

- For the purpose of this policy, “local supplier” means a business located within the Mackenzie County including Towns of High Level and Rainbow Lake.

Recurring expenditure:

- For the purpose of this policy, “Recurring” expenditures shall include items such as utilities, telephone, lease payments, contract payments, payroll or items as identified by the Chief Administrative Officer (examples of non-recurring expenditure: traveling, training & education).

SECOR:

- Small employer COR. Specifically designated for organizations with 10 employees or less.

Security:

- For the purpose of this policy, “security” means a surety or collateral that is secured by the issuers that in the event of a default, the security becomes forfeited to the County which could include one or more of the following:
 - A Certified Cheque
 - Performance and/or Labour Bond
 - Letter of Guarantee

Tender:

- For the purpose of this policy, “tender” means an invitation to tender, bid, quotations and requests for proposals.

3. Responsibilities

Chief Administrative Officer (CAO) and/or Designated Officer will:

- a) Provide requisition forms and procedures to support the implementation of this policy.
- b) Reserve the right to remove or amend the purchasing authority for any staff position of the municipality.

Chief Administrative Officer (CAO) and/or Designated Officer and the Reeve and/or Deputy Reeve will:

- c) Be the signatories required on all contract and agreement documents for purchases approved by Council.

Director of Finance will:

- d) Provide procedures for the processing of invoices and statements.

- e) Provide procedures for the recording of purchases into inventory.
- f) Provide procedures for the recording of capital assets additions.
- g) Provide the capital budget projects codes annually and as required.
- h) Provide capital and operating income statements at no less than monthly frequency and reasonably upon request to the department heads for their review to supplement spending monitoring.

CAO, Directors and Managers will:

- i) Ensure that all tendering and purchasing complies with this policy.
- j) Ensure the proper coding of their departmental invoices to operating and capital codes.
- k) Review the monthly capital and operating income statements and provide comments for the monthly variance report prepared for Council by the Finance Department.

4. Purchasing from Local Suppliers

Council recognizes that it is in the best interest of the region to encourage local supply of required goods and services and is therefore committed to purchasing, where permitted, from the local suppliers where costs and quality are competitive and comparable, considering travel time, specifications and investment in local communities.

Purchasing Authority

5. List of positions authorized to commit expenditures on behalf of the municipality with the maximum amounts those positions are authorized to commit:

	As approved by Budget
a) Chief Administrative Officer	
Deputy Chief Administrative Officer	\$10,000
Director of Finance	\$10,000
Director of Community Services & Operations (North)	\$10,000
Director of Facilities & Operations (South)	\$10,000
Director of Planning & Development	\$10,000
Manager Director of Legislative and Support Services	\$10,000
Director of Utilities Manager	\$10,000
Zama Site Manager	\$10,000
Agricultural Field Man	\$10,000
Fleet Manager	\$5,000

b) Delegated Expenditure Authority:

Other municipal employees may make purchases under a written authorization of their respective directors, providing these expenditures have been approved in the current budget and they are not exceeding the maximum allowable

commitment amounts for the respective department head positions. All written authorizations are to be approved (prior) by the CAO or by the Designated Officer. The Finance Department will receive the original approved written authorizations, and will maintain an up to date list of delegated expenditure authorities.

6. Spending Authority in a Disaster Situation

- a) In a disaster situation, defined by the Chief Administrative Officer or the Director of Disaster Services, authority is granted to spend up to \$50,000 without the need to tender on the sole authority of the Chief Administrative Officer or the Director of Disaster Services. During the disaster, spending in excess of \$50,000 is to be approved by Reeve or Deputy Reeve, or in absence of both, any Councillor, and the Chief Administrative Officer or the Director of Disaster Services without the need to tender.

7. Regulations

Notwithstanding the above authorizations, the following regulations shall apply:

- a) No **project** expenditure or total of such expenditures shall exceed the approved budget amount ~~of each general ledger code~~ without prior authorization ~~of by~~ the CAO ~~to a maximum of 10% over the approved budget or Council~~. Such expenditures shall be brought to Council for approval and budget amendment.
- b) Where a required purchase exceeds the authority noted above, approval of such purchase shall be obtained from ~~the CAO or~~ Council prior to the commitment of the purchase. ~~Approval is deemed to be given when the CAO signs and dates the purchase order requiring approval.~~
- c) It shall be the responsibility of each individual ~~preparing a purchase order to know the estimated amount and~~ not to exceed his/her limit or budget; the individual ~~requesting approval~~ must identify available funds for the required expenditure.
- d) It shall be the responsibility of each department head to assure that an invoice is coded to the correct general ledger code. At no time is an expenditure to be coded to another department/function to which it does not belong.
- e) Where expenditures are recurring the CAO shall review and approve such expenditures for payment. Should a department head request that recurring expenditures are required and approved by him/her prior to payment, that department head shall advise the CAO in writing of such requests identifying what recurring expenditures he/she wishes to review.

8. Tendering Process and Proposal Call Process

- a) Tenders shall be requested from not less than the number of sources listed below, all tender documents to be retained for a period of not less than two years and ~~copies~~ originals to be submitted to the Finance Department. In addition, the following criteria shall be used for determining if Council decision is required in awarding a tender:

Purchase Scale*	Minimum Approval Level on Invoice for Budgeted Expenditures	Tender Requirement	Council Approval Requirement
Up to \$500	Leadhand or Controller via written authorization from an appropriate Director	Phone quotes or catalog pricing are encouraged to compare prices	No
>\$500 to \$5,000	Leadhand or Controller via written authorization from an appropriate Director and Directors	Phone quotes or catalog pricing for price comparison is required	No
>\$5,000 to \$10,000	Directors	Three written quotations	No
>\$10,000 to \$74,999 for goods and materials and construction projects	Directors and CAO	Three written quotations	No
\$75,000 and up for goods and materials and construction projects	Directors and CAO	Open advertised tenders or proposal as approved by Council and as per New West Partnership Trade Agreement (NWPTA)**	Yes (tender contract to be signed by CAO and Reeve)

*Private equipment may be used as per the Hiring Private Equipment Policy (PW018)

Note: **All tenders procured through public advertising must be opened at a duly called Council meeting.

- b) Where tenders are received that do not comply with Section 8(a), or where three (3) tenders cannot be obtained, the tenders received will be accepted provided that:
- i. Tenders or quotes have been requested from local suppliers of the goods or services required for goods and materials under \$74,999 and for construction projects under \$199,999,
 - ii. Tenders received which are believed to reflect a fair market price based on the conditions of the request for quotes, and
 - iii. The successful bidder is capable of providing the goods or services as per the conditions of the request for tender or quote.

- c) Where the nature of the services required does not provide for public the competition necessary for the tendering process, Council may by resolution, or the CAO in writing, provide for special tendering and award processes. Examples of these are invitational tenders, legal, architectural and engineering services, accommodations.
- d) No tenders are required when group-purchasing programs are utilized (AAMD&C and AUMA group purchases), but periodic price check must be conducted.
- e) Standing quotations may be obtained and used to satisfy the requirements in Section 8(a) for the time period the vendor agrees to honour the quotation.

9. Request for Tender Process (excludes quotes)

- a) Sealed tenders shall be processed in the following manner:
 - i. Sealed tenders to be received marked in the specified manner prior to the designated tender closing. Each tender must be time and date stamped upon receipt and must be kept confidential in a secure place.
 - ii. The sealed tender will be considered invalid if opened prior to the public opening, or if the contents are disclosed to any municipal staff member prior to the public opening.
 - iii. ~~The tender opening shall be held at the Fort Vermilion Corporate office in a presence of CAO or designated officer or Council~~ All tenders procured through public advertising must be opened at a duly called Council meeting, and be recorded using a Tender Document Form.
 - iv. Multi-year projects are required to go to tender regardless of the purchase scale.
 - v. Two envelopes will be included in the tender package. The first envelope will contain the required documents in an unsealed envelope for the tender such as a valid WCB, COR/SECOR, and insurance. The second envelope will contain the signed and sealed bid for the tender. Should the first envelope not contain all the required documentation requested within the tender package, the second envelope containing the bid amount will not be considered.
 - vi. A summary of the tender opening shall be included in the council meeting minutes.
- b) Withdrawal of a sealed or written tender will only be accepted prior to deadline for receipt of tenders. The request to withdraw the tender must be received in writing.

10. Information to Bidder

- a) Each request for a sealed tender shall provide a clearly defined description of

the goods or services required by the municipality, and shall include a statement that the terms of this policy shall apply to each tender.

- b) If additional information is developed during the request for sealed or written tenders, due to meetings, questions raised, or changes in specifications, this information shall be forwarded in writing to all bidders.
- c) Where telephone quotations or written quotes are requested, staff shall ensure that the same information and deadline is given to each person quoting.
- d) No information regarding tenders or bidders will be released until a tender has been closed. Details of a specific tender are not to be disclosed in accordance with the Freedom of Information and Protection of Privacy Act. The name of a bidder, the date of a tender, the unit or lump sum price may be disclosed.

11. Security, Bonding and Other Requirements

a) Prior to tender, bidder is required to have:

- A current Mackenzie County business license and a copy is to be included in the tender submission documents.
- COR/SECOR
- WCB
- Insurance

- b) Prior to ~~awarding~~ **execution** of the contract, all security, insurance, ~~and if required~~ naming the Municipality as an additional insured, and Workers Compensation Board requirements as required at the closing time of the tender, shall be in place.
- c) A bid deposit will be forfeited to the municipality if the successful bidder fails to accept the award of tender ~~within 15 days after award of tender.~~ **Execution of the contract must be complete within 15 days after awarding of the tender.**
- d) ~~A Performance Bond or e~~Equitable security is required ~~and the successful bidder shall submit it to the municipality at time of tender. following the award of tender, within the time specified, and t~~The municipality shall retain the **Performance Security Bond** until the terms of the **tender contract** are complete. The **Performance Security Bond** will be forfeited to the municipality if the successful bidder fails to comply with the terms and conditions of the **award contract**.

~~A Performance Security Bond~~ must be obtained for all projects per the following threshold:

- Road Infrastructure Projects - ~~\$200,000~~ **\$100,000** and up
- Water/Sewer Infrastructure (underground Construction) - \$75,000 and up

- Buildings - \$100,000 and up

Road Infrastructure Projects	Water/Sewer Infrastructure- (underground construction)	Buildings
\$200,000 and up	\$75,000 and up	\$100,000 and up

- e) All security and bonding documents shall be held in a safe at the Fort Vermilion Corporate Office.
- f) A contractor shall be required to have a valid COR/SECOR certification for all municipal works whereby the contractor is considered “the prime contractor” as per the Occupational Health and Safety Act. Administration will confirm contractor COR/SECOR certification prior to opening of the sealed tender document.

For the municipal works whereby a contractor is not considered “the prime contractor” as per the Occupational Health and Safety Act, preference may be given to the contractors that hold COR/SECOR and consideration may be given to contractors that are not certified. When engaging a non-certified contractor, the County will follow the applicable safety orientation procedures as required under the Occupational Health and Safety Act for the respective projects/works and/or internal safety policies and procedures.

The following guidelines shall apply:

COR/SECOR required:

- When the County can transfer prime responsibility for a project to a Contractor as defined in OH&S Act;
- When the project is considered high hazard (i.e. blasting) and no internal expertise exists (no task specific procedure/safe work practice to guide and/or a hazards assessment cannot be adequately achieved due to lack of internal expertise relative to the task)

COR/SECOR may not be required:

- Consulting services;
- Services received from contractors/suppliers on their premises;
- Equipment paid hourly from the County hired equipment list (companies with COR/SECOR receive 80% per for road builders rate, non-certified contractors received 70% road builders rate, see PW018 Hiring of Private Equipment Policy);
- Certified trades services.

The COR/SECOR exemption may be granted to a contractor under the following conditions (all must be satisfied):

- The County is the sole employer of the contractor for the duration of the contract's term.
- There are no employees working for the holder of the contract with the County (although an occasional substitute is permitted but must be granted by the County on a case by case basis).
- The individual's services under a contract are limited to labour services, and no or limited specialized equipment provided under the contract.
 - Municipal Campground Caretakers
 - Waste Transfer Station Operator

All current contracts (prior to December 21, 2015) are grandfathered until their expiry.

- g) Administration will maintain an approved list of contractors.

12. Analysis of Tenders

- a) The following factors, presented without any priority, may be used to evaluate all bids received **and may include, but are not limited to the following:**
- i. **Ability** of the bidder to meet the requirements of the tender regarding quality, specifications, delivery and service.
 - ii. **Bulk Purchasing**, through larger quantities, cumulative quantities or bulk packaging.
 - iii. **Life Cycle Costs** of goods or services.
 - iv. **Local Supplier** is a business located within Mackenzie County including the Towns of High Level and Rainbow Lake.
 - v. **Price**, based on the same FOB location, same currency including goods and services tax, and with discounts applied.
 - vi. **Record** of a bidder's previous performance on quality, experience, service, delivery and safety.
 - vii. **Standardization** of goods to reduce inventory and future costs.
- b) The municipality reserves the right to reject any and all tenders for any cause, to award tenders based on conditions other than price, or to reject all tenders without cause.

- c) The municipality shall not accept tenders, quotations or the supply of services from contractors or suppliers of services who have initiated litigation against the municipality, for a period of one year after the litigation is resolved.

13. Contingency Allowances

- a) Contingency allowances may only be spent to meet the costs of unexpected site conditions, which prevent the contractor from meeting the project specifications as approved by Council. **Project contingency will be established at or before time of tender awarding.**
- b) Contingency allowances and unspent project funds may only be applied to changes in project specifications and approved by CAO or ~~designated officer or~~ Council.

	Date	Resolution Number
Approved	2007-12-11	07-12-1120
Amended	2008-12-09	08-12-979
Amended	2011-03-30	11-03-278
Amended	2011-12-12	11-12-970
Amended	2012-10-09	12-10-650
Amended	2015-01-30	15-01-058
Amended	2015-06-22	15-06-463
Amended	2015-12-21	15-12-970
Amended	2016-04-27	16-04-301
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2018
Presented By:	Karen Huff, Director of Finance
Title:	2013 Overland Flooding Invoice dated February 4, 2014 (H. Martens)

BACKGROUND / PROPOSAL:

At the January 24th Council meeting, administration presented the below information to Council:

On May 3 – 5, 2013 Mackenzie County experienced an overland flood where Mackenzie County claimed disaster recovery for damages sustained to County roads and infrastructure.

During the flood, Mr. Henry Martens dug up a portion of a road and removed the culvert.

On August 15, 2013 Administration invoiced Mr. H Martens for the repair of the road and to replace the culvert (Invoice #13947 - \$5,836.39).

October 24, 2013 Mr. H Martens contacted Administration and refused to pay the invoice. Mr. H Martens indicated at that time that he would take it up with the previous CAO.

The unpaid invoice was brought to the previous CAO's attention on November 18, 2013. The previous CAO indicated that she would call Mr. H Martens and discuss.

In February 2014, Administration received an invoice from Mr. H Martens for \$19,888.53. The invoice was for the equipment that Mr. H Martens rented to trench, and open, the road and driveway as well as damages to the home. This was brought to the previous CAO for discussion with Mr. H Martens.

Mackenzie County applied for disaster recovery and was approved. Businesses and homeowners were also able to submit their own claims for damages to their property. The ratepayers were advised of the disaster recovery program through local media, Mackenzie County's Facebook page and Mackenzie County's website.

Author: Jennifer Batt/Karen Huff **Reviewed by:** Karen Huff **CAO:** _____

On June 23, 2014 Administration was contacted by Disaster Recovery asking for a copy of Mackenzie County's invoice to Mr. H Martens.

In February, 2015 Administration received a Statement from Mr. H Martens stamped "PAST DUE".

March 2015 Administration received a copy of Mr. H Martens' original invoice attached to a letter where Mr. H Martens provides a summary of the events along with a copy of Mackenzie County Invoice #13947

January, 2018 Administration received another copy of Mr. H Martens' original invoice attached to a letter where the ratepayer summarizes the events – this letter is not a copy of the letter received in 2015.

At the January 24th Council meeting the following motion was made:

MOTION 18-01-070 **MOVED** by Councillor Bateman

That the 2013 overland flooding invoice dated February 4, 2014 from H. Martens be TABLED for more information.

CARRIED

Administration has since reviewed the complete Disaster Recovery Program (DRP) claim made by Mackenzie County, where it was confirmed that Mackenzie County did not make claim in the DRP for the road repairs as they were invoiced to Mr. H Martens.

Administration also contacted the DRP administrator, where it was confirmed that Mr. H Martens did make application under a homeowners claim, and as part of the claim Mackenzie County's Invoice #13947 was included in Mr. H Martens claim for which he was paid the full amount of \$5,836.39.

As Mr. H Martens received the full payment for Invoice #13947 from the Disaster Recovery Program, administration is recommending that the County continue to pursue payment from Mr. H Martens in the amount of \$5,836.39 ensuring that he knows we are aware of the payment that was received from the Disaster Recovery Program for a currently outstanding invoice to the County.

OPTIONS & BENEFITS:

1. Regarding Mr. H Martens' invoice to Mackenzie County:

Mackenzie County not pay the invoice from Mr. H Martens (\$19,888.53) as he applied for and received some funding from disaster recovery from the Province of Alberta and part of the invoice was to cover the cost to dig up a county road.

Author: Jennifer Batt/Karen Huff **Reviewed by:** Karen Huff **CAO:** _____

AND

2. Regarding Mackenzie County invoice to Mr. H Martens:

Mackenzie County request immediate payment for Invoice #13947 from Mr. H Martens as payment has been received by Mr. H Martens for this invoice from the Disaster Recovery Program.

COSTS & SOURCE OF FUNDING:

2018 Operating Budget

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Administration communicate Council's decision to Mr. Henry Martens

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That Mr. Henry Martens be advised that Mackenzie County will not be paying the invoice received from him as a result of the 2013 overland flooding.

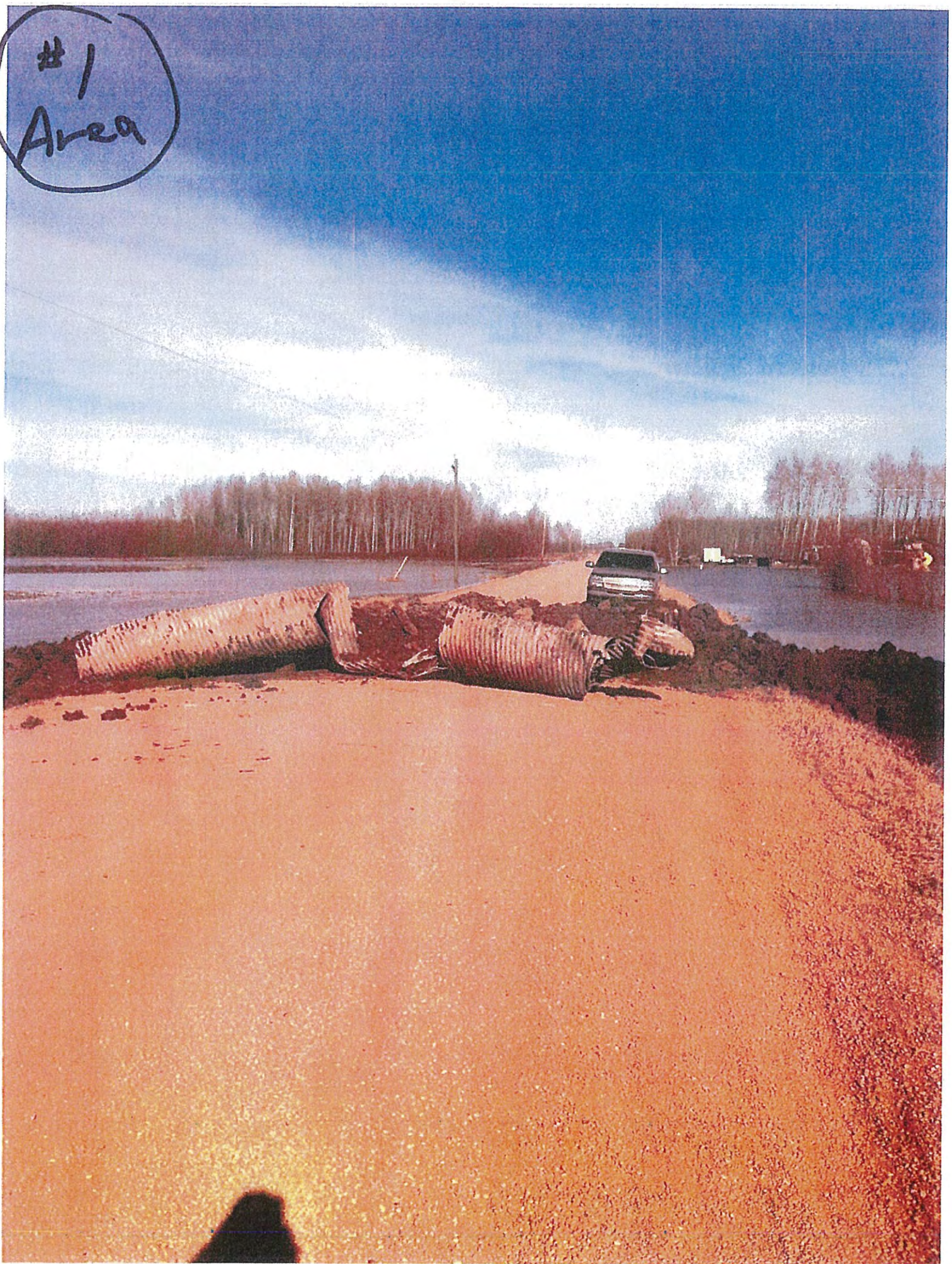
Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That Mackenzie County request immediate payment for Invoice #13947 due to Mr. Henry Martens receiving payment for this invoice from the Disaster Recovery Program.


Author: Jennifer Batt/Karen Huff **Reviewed by:** Karen Huff **CAO:** _____

#1
Area



INVOICE

Customer

MARTENS, HENRY & TINA


LA CRETE AB

T0H 2H0

Date: 8/15/2013

Customer# 230002

Due Date: 9/14/2013

^PLEASE RETURN THIS PORTION WITH YOUR PAYMENT^

Quantity	Description	Unit Price	Total
1.00	CULVERTS X 2 900 MM X 7 M	\$1,208.20	\$1,208.20
1.00	COUPLER 1 X 900 MM	\$35.55	\$35.55
1.00	GRAVEL 51.5 TON (\$12.94 X 145.8 M3)	\$1,886.65	\$1,886.65
1.00	LABOUR 14 HRS @ \$25.00 / HR	\$350.00	\$350.00
1.00	BACKHOE RENTAL (2013 RATES) 8 HRS @ \$130 / HR + 6%	\$1,102.40	\$1,102.40
1.00	TRUCK & TRAILER RENTAL TRUCK & TRAILER @ 8 HOURS	\$366.40	\$366.40
1.00	TANDEM AXLE TRUCK / AXLE PUP UNIT 2007/ 5 HRS @ \$165 / HR	\$825.00	\$825.00

TRUCK - 8 HRS @ \$32 / HR + 15%	Subtotal	\$5,774.20
TRAILER - 8 HRS @ \$9 / HR	Tax	\$62.19
	Total	\$5,836.39

**PAYMENT DUE UPON RECEIPT - PAYABLE TO MACKENZIE COUNTY
 PLEASE INCLUDE TOP PORTION WITH PAYMENT**

Feb. 4 - 2014

①

On May 5 - 2013 at 7:30 AM when we woke up the water was up to the right side of the driveway. up to the trees by 8:30 AM it was running over our driveway

9:30 AM our front lawn was almost half under water the water was rising very rapidly

I called John Martens told him we had trouble. water was rising very rapidly and something would have to be done to save our house I told him the road might have to be dug open because the culvert was too high water couldn't get away. Culvert was only running about $\frac{1}{3}$ and John Martens told me digging open the road was our last option, and John Martens said he would come and see what we could do. I stayed home from church and started trenching on my yard, I pulled open my driveway to try to get the water level to drop, it slowed it down somewhat but it still kept on rising. This is 12:00 and John Martens still hadn't made an effort to come and look or even call me to see how it was doing

It was my birthday we got company which we had to bring to the house with a vehicle that was parked on this side of our driveway ~~to~~ because our house was on an island by now we were ~~surrounded~~ surrounded by water.

2:45 PM We could still see water rising quite rapidly and we still never seen or heard anything from John Martens

(2)

and water was now about 8 inches from running into our basement my wife and our company (witnesses) said Henry I think it is time you do something right away since I had pulled open the driveway already and trenched I was up to only 1 option left pulling open the road and I knew I didn't have to much time left to waste. So I got a backhoe and started pulling open the road shortly after that finally John Martens did show up and asked me kinda snarkish "Who gave you permission to open the road" I told him my house, and he left.

Once the road was opened lots of water moved really fast but water levels didn't drop till about 7:30 PM that evening so we assum the same amount of water kept coming that rose water levels as what was draining, so had I not pulled open the road there would not have been a chance to save the house the rest of the property was covered in water which has given us quite a bit of damage, sewer problems etc.

John Neufeld ⁽⁹²⁸⁻²⁹⁰⁸⁾ my neighbour had asked the MD several times previously to lower that culvert so it would do it's purpose.

Feb. 4/13

(3)

Backhoe Rent 8 HRS
 Weekend rate \$200/hr + 6% \$1696.00

Truck 8 HRS
 Weekend rate \$64/hr + 15% \$ 588.8x

Trailer 8 HRS
 Weekend rate \$18/hr \$ 144.00

24 HRS @ \$65/hr (3 guys) \$ 1560.00

Trenching & opening drive way.

Bobcat
 4 hrs weekend rate \$130/hr + 6% \$551.20

4 hrs closing driveway & trenches
 \$65/hr \$275.60

Gravel 10 yards @ \$20/yard \$200.00

Damage

12 windows \$ 6500.00

39 sheets (1/2 lift) O.S.B. Plywood 7/16 \$ 409.11

37 sheets 8' tin Masa Panel
 296 lineo ft. @ \$3.72 \$ 1101.12

294 lineo. FT Rainbow Rib tin @ \$2.80 \$ 832.20

250 lineo. FT. Birch Wood @ \$3.49 \$ 872.50

2 Sewer pumps @ \$579.00 \$ 1158.00

Field system collapsed have not replaced yet \$ 4000.00

Henry Martens

19,888.53



On May 5 - 2013 Water started running (Spring run off)

Phoned John Martens told him some thing would have to be done to get water moving As it was about to run into our Basement He said he would come and have a look this was at 7:30 AM.

meantime Henry started to do some trenching dug open our driveway. The culvert in the road was to high it was only running about $\frac{1}{3}$, Around 2:45 PM water was about 8 inches from the house whole property was covered in water we were on an island. Still nobody from MD had showed up to have a look to see what to do Our only option left was to pull road open where the high culvert was so we ended up hiring a backhoe, to come and pull open the road.

Because of the delay, the whole property was covered under water we had lots of damage Our Sewer field system gave up, blew out 2 Sewer pumps, being a carpenter Lots of my new Material was damaged which could have been prevented if they would have come out and acted sooner. MD is still billing us for closing up the road so once they pay us our bill we will pay their bill as well. The Dr

Feb. 4, 2014

(3)

Backhoe Rent 8 HRS Weekend rate \$200/hr + 6%	\$1696.00
Truck 8 HRS Weekend rate \$64/hr + 15%	\$ 588.80
Trailer 8 HRS Weekend rate \$18/hr	\$ 144.00
24 HRS @ \$65/hr (3 guys)	\$ 1560.00
Trenching & opening drive way.	
Bobcat 4 hrs weekend rate \$130/hr + 6%	\$ 551.20
4 hrs closing driveway & trenches \$65/hr	\$ 275.60
Gravel 10 yards @ \$20/yard	\$ 200.00
<u>Damage</u>	
12 windows	\$ 6500.00
39 sheets (1/2" ft) O.S.B. Plywood 7/16	\$ 409.11
37 sheets 8' tin Masa Panel	\$ 1101.12
296 lineo. ft. @ \$3.72	\$ 832.20
294 lineo. FT Rainbow Rib tin @ \$2.80	\$ 872.50
250 lineo. FT. Birch Wood @ \$3.49	\$ 1158.00
2 Sewer pumps @ \$579.00	
Field System collapsed have not replaced yet	\$ 4000.00
Henry Martens	<u>19,888.53</u>

STATEMENT

01/31/15

HENRY, TINA MARTENS
[REDACTED]
LACRETE AB TOH 2HO

TO: MACKENZIE COUNTY
P.O. BOX 640
FORT VERMILION AB
TOH INO

invoice # 37

19,888.53

PAST DUE

PLEASE SEND PAYMENT

Amount Due: 19,888.53

Current	31 - 60 Days	61 - 90 Days	91 and Over
\$0.00	\$0.00	\$0.00	\$19,888.53

MARTENS, HENRY & TINA
[REDACTED]
LA CRETE AB TOH 2HO

RECEIVED
FEB 6 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Bylaw 1091-18 Land Use Bylaw Revision to Add Rifle/Skeet Range as a Discretionary Use to the Agricultural “A” and Forestry “F” Districts

BACKGROUND / PROPOSAL:

Mackenzie County administration has been made aware that Agricultural “A” and Forestry “F” are missing Rifle/Skeet Range as a discretionary use. To correct this, administration would like to add Rifle/Skeet Range as a discretionary use to the Agricultural “A” and Forestry “F” zoning districts.

Rifle/Skeet Range is defined as:

Rifle/Skeet Range means an area or building where the controlled use of firearms is permitted for the purpose of target practice.

A developer made us aware of this oversight, he is planning to lease another property for a new gun range to replace the existing one in rural La Crete.

Administration is making the revision because rifle/skeet range should have been included in these districts during the repeal and replace.

OPTIONS & BENEFITS:

This change will have to be regulated by the Municipal Planning Commission as a discretionary use. This use will benefit future applicants that wish to enjoy this business venture in the Agricultural “A” and/or Forestry “F” zoning districts.

Options are to recommend approval, not-recommend approval or table for more information.

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

BYLAW NO. 1091-18
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO REVISE THE
MACKENZIE COUNTY LAND USE BYLAW
TO ADD RIFLE/SKEET RANGE AS A DISCRETIONARY USE TO THE
AGRICULTURAL “A” AND FORESTRY “F” ZONING DISTRICTS

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to revise the Mackenzie County Land Use Bylaw by adding rifle/skeet range as a discretionary use to the Agricultural “A” and Forestry “F” zoning districts.

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

1. That the Mackenzie County Land Use Bylaw Section 9.1.2 be revised with the following addition:

Agricultural (A)

Permitted Uses	Discretionary Uses
ACCESSORY BUILDING	ABATTOIR
APIARY	AGGREGATE RESOURCE EXTRACTION
AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES, MINOR	AGGREGATE RESOURCE PROCESSING
BED AND BREAKFAST BUSINESS	AGRICULTURAL SUPPLY DEPOT
BUNKHOUSE	AUCTION FACILITY
CABIN	AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES, MAJOR
CONTRACTOR, LIMITED	BULK FUEL STORAGE AND DISTRIBUTION
DUGOUT	CEMETERY
DWELLING - SINGLE FAMILY	COMMUNICATION TOWER

Permitted Uses	Discretionary Uses
DWELLING UNIT	CONFINED FEEDING OPERATION
EXTENSIVE AGRICULTURE	CONTRACTOR, GENERAL
FARM SUBSIDIARY BUSINESS	DAY CARE FACILITY
GARAGE - ATTACHED	DAY CARE HOME
GARAGE - DETACHED	ENVIRO - TANK
GARDEN SUITE	INDUSTRIAL CAMP
HOME BASED BUSINESS MEDIUM	INSTITUTIONAL USE
HOME BASED BUSINESS MINOR	INTENSIVE RECREATIONAL USE
INTENSIVE AGRICULTURE 1	KENNEL
INTENSIVE AGRICULTURE 2	NATURAL RESOURCE EXTRACTION
MANUFACTURED HOME - MOBILE	OWNER/OPERATOR BUSINESS
MANUFACTURED HOME - MODULAR	PLACE OF WORSHIP
SHIPPING CONTAINER	PRESSURE VESSEL STORAGE
SHOP – COMMERCIAL	PUBLIC UTILITY
SHOP – FARM	RESIDENTIAL SALES CENTRE
SHOP – PERSONAL	RIFLE/SKEET RANGE
TOURIST HOME	SALVAGE YARD
YARD SITE DEVELOPMENT	SECONDARY SUITE
	SOLAR FARM
	TEMPORARY/PORTABLE UNIT
	VETERINARY CLINIC
	WASTE MANAGEMENT
	WASTE TRANSFER STATION

2. That the Mackenzie County Land Use Bylaw Section 9.2.2 be revised with the following addition:

Forestry (F)

Permitted	Discretionary
ACCESSORY BUILDING	CAMPGROUND, MAJOR
CABIN	CAMPGROUND, MINOR
COMMUNICATION TOWER	COMMUNITY PASTURE
DUGOUT	EMERGENCY SERVICES FACILITY
FOREST BASED INDUSTRY	EXTENSIVE RECREATIONAL USE
GOVERNMENT SERVICE	NATURAL RESOURCE EXTRACTION
INDUSTRIAL CAMP	NATURAL RESOURCE PROCESSING
SHIPPING CONTAINER	RECREATIONAL SERVICE, OUTDOOR
WOODLOT MANAGEMENT	RIFLE/SKEET RANGE
	TEMPORARY/PORTABLE UNIT

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

PUBLIC HEARING held this ____ day of _____, 2018.

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

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

Peter F. Braun
 Reeve

Len Racher
 Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Development Statistics Report – January to December 2017

BACKGROUND / PROPOSAL:

Following is the statistical comparisons from 2015 - 2017 (January to December) for total permits.

Development Permit Applications

- 2015 Development Permits 302 permits (construction value \$46,770,160.00)
- 2016 Development Permits 241 permits (construction value \$47,442,852.00)
- 2017 Development Permits 254 permits (construction value \$33,545,994.00)

Building Permit Applications

- 2015 Building Permits 212 permits (value \$31,600,270.00)
- 2016 Building Permits 166 permits (value \$28,261,767.00)
- 2017 Building Permits 157 permits (value \$29,051,400.00)

**These numbers include all development that required a building permit.*

New Subdivision Applications

- 2015 subdivisions 31 applications
- 2016 subdivisions 33 applications

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

- 2017 subdivisions 24 applications

Business License Applications

- 2015 Business Licenses 98 new licenses
- 2016 Business Licenses 76 new licenses
- 2017 Business Licenses 47 new licenses

Total number of business licenses to date is 601.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the development statistics report for January to December, 2017 be received for information.

Author: C Smith Reviewed by: _____ CAO: _____

Mackenzie County Development Statistics - January to December, 2017

Development Applications by Construction Value

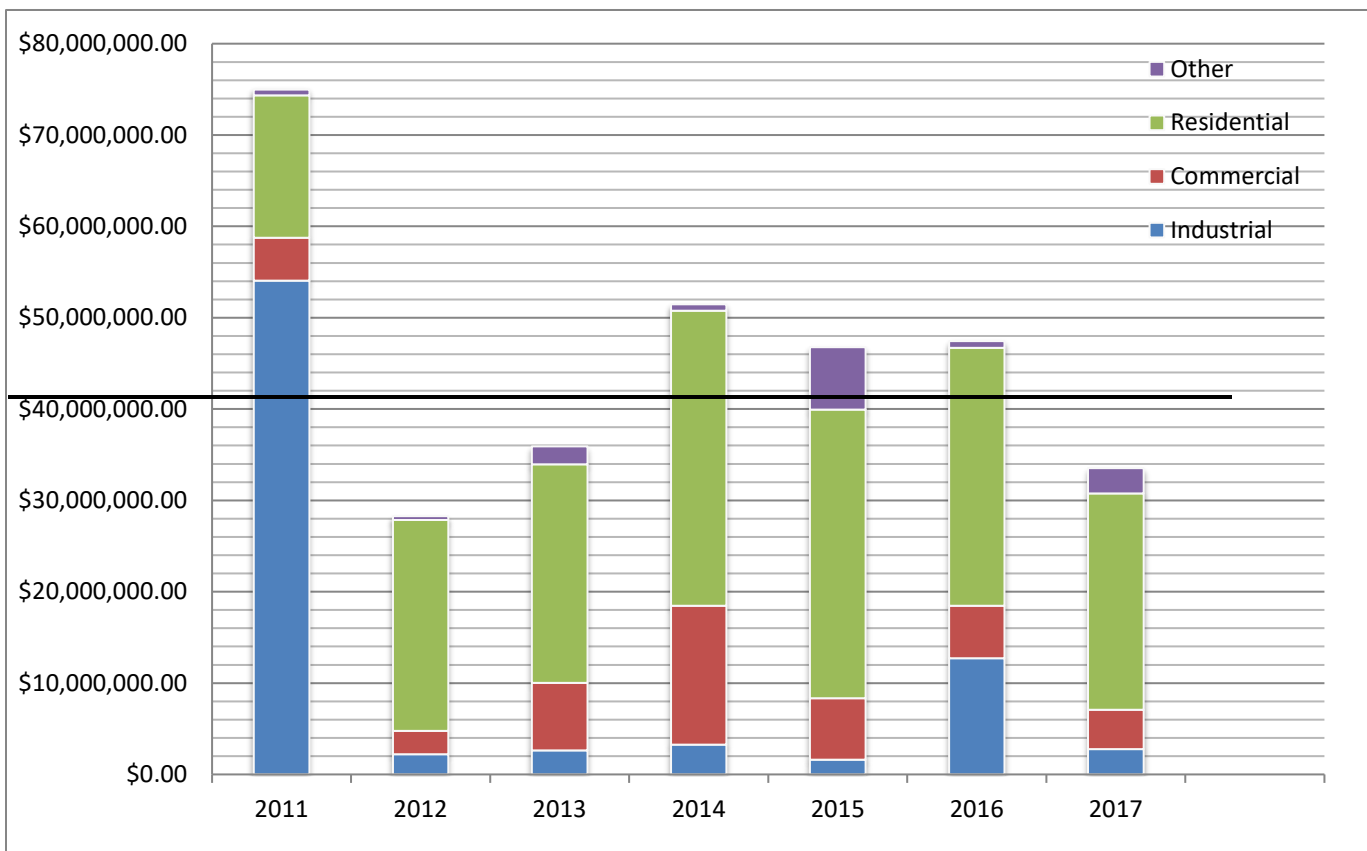
	2011*	2012	2013	2014	2015	2016	2017
Industrial	\$54,777,000	\$3,003,000	\$2,637,000	\$3,258,500	\$1,601,200	\$12,733,000	\$2,771,300
Commercial	\$5,592,550	\$2,402,500	\$7,394,500	\$15,216,850	\$6,753,440	\$5,718,000	\$4,326,000
Residential	\$16,231,775	\$23,816,096	\$23,926,626	\$32,304,450	\$31,600,270	\$28,261,767	\$23,662,920
Other*	\$301,800	\$411,000	\$1,960,500	\$685,000	\$6,815,250	\$730,085	\$2,785,774
Total	\$76,903,125	\$29,632,596	\$35,918,626	\$51,464,800	\$46,770,160	\$47,442,852	\$33,545,994

*Other – public use facilities and home based businesses

*2011 Industrial spike is due to a New Compressor Station in Ward 10

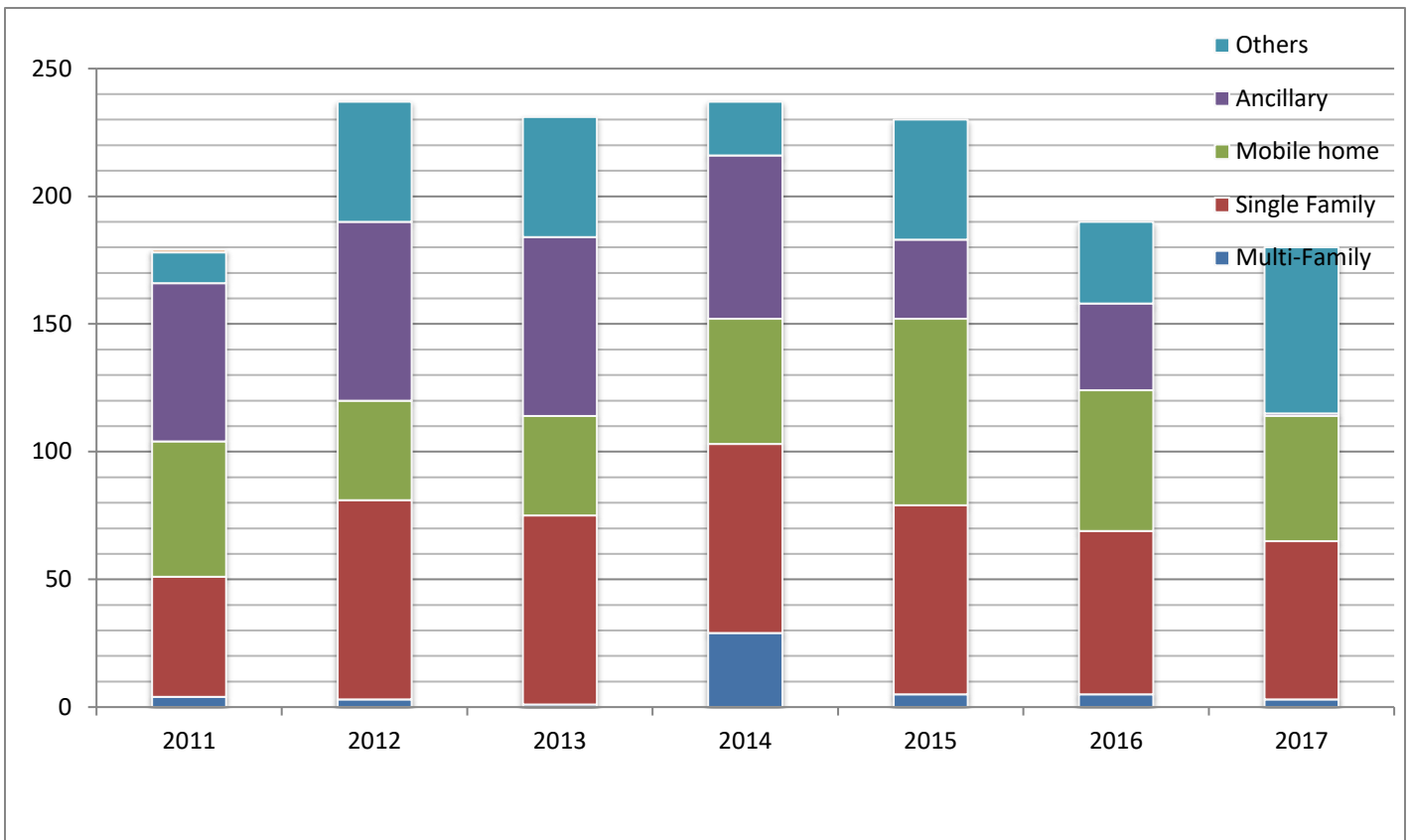
Number of Development Permits Applications

	2011	2012	2013	2014	2015	2016	2017
Industrial	21	28	17	25	17	18	17
Commercial	45	29	56	39	30	23	22
Residential	203	211	230	250	240	191	181
Other*	9	10	7	8	15	9	35
Total	278	278	313	322	302	241	255



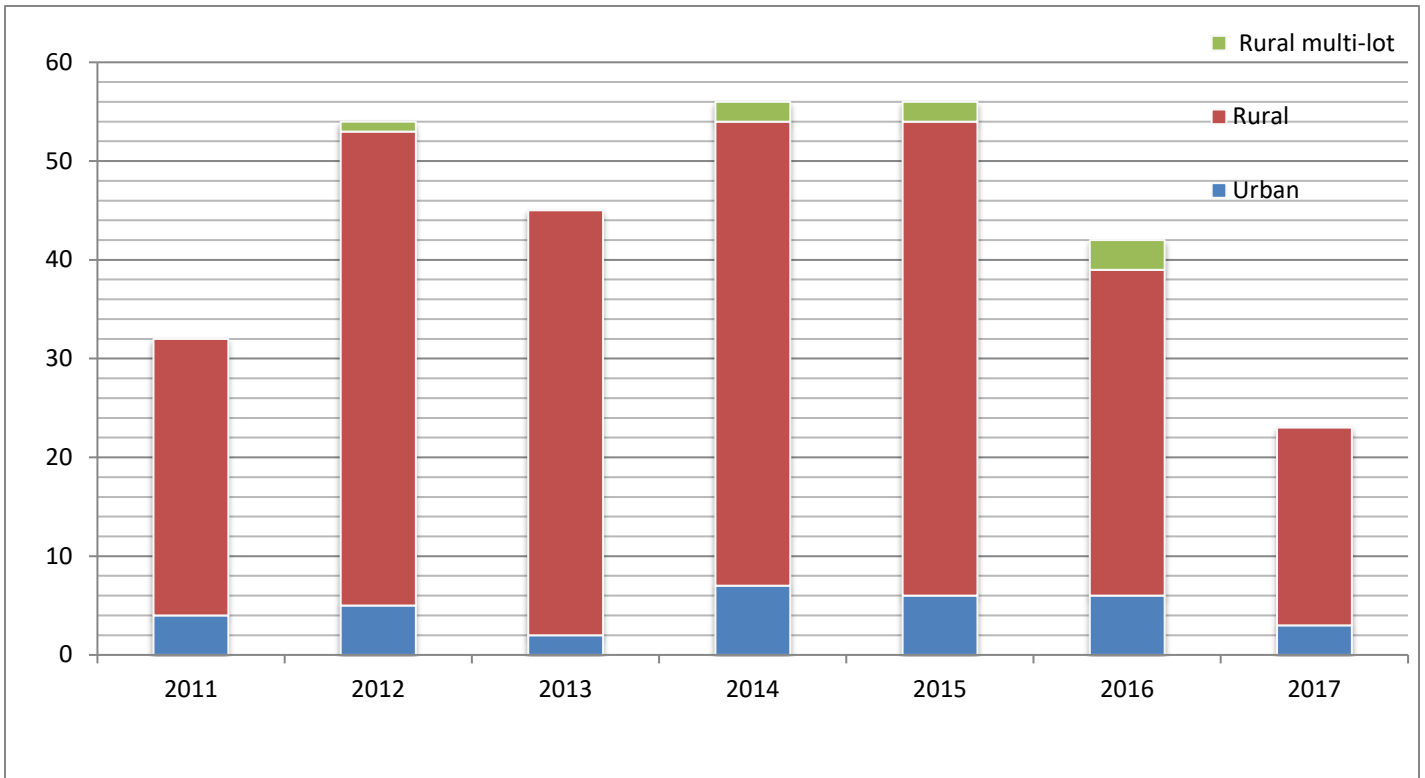
Number of Residential Development Permits

	2011	2012	2013	2014	2015	2016	2017
Multi-Family	4	3	1	29	5	5	3
Single Family	47	78	74	74	74	64	62
Mobile Home	53	45	39	49	73	55	49
Ancillary	62	52	70	64	31	34	2
Fences, Decks, Reno's, Yard Site & Farm – Shops	12	33	47	21	47	32	65
Total	178	211	231	217	230	191	181



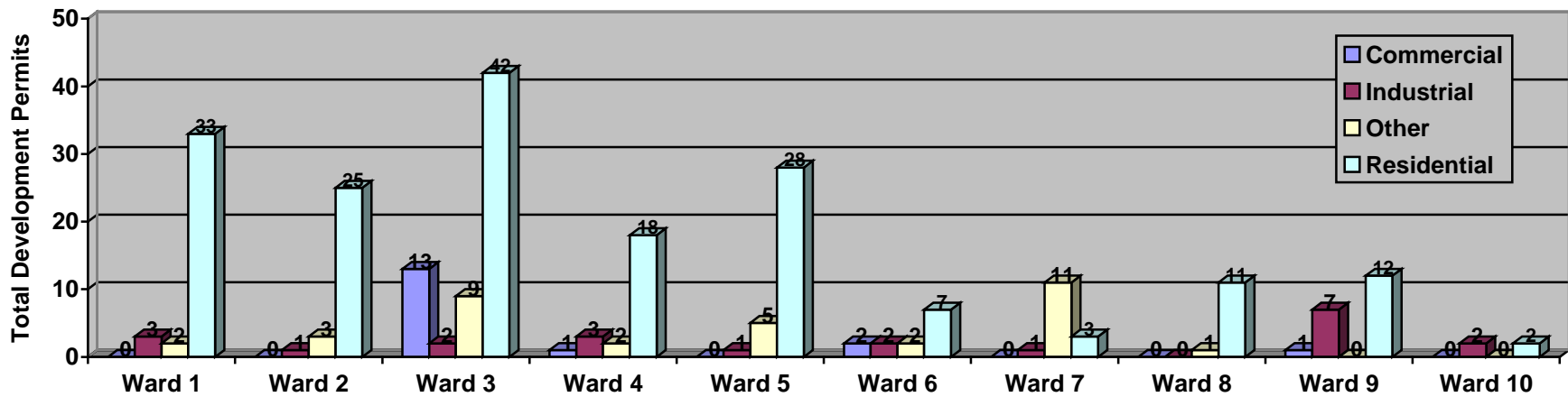
Number of New Subdivision Applications

	2011	2012	2013	2014	2015	2016	2017
Urban	4	5	2	7	6	6	3
Rural	28	48	43	47	48	33	21
Rural Multi-lot	0	1	0	2	2	3	0
Total	32	54	45	56	56	42	24



Increase in rural acres is due to the 20 acre to 80 acre splits.

	2011	2012	2013	2014	2015	2016	2017
Number of Lots	32	84	78	116	57	117	36
Rural in acres	311	549.66	446.99	693.84*	926.90*	341.21	325.20
Multi-rural in acres	0	8.7	0	51.83	0	126.65	0
Urban in acres	46	32.74	60.82	45.52	15.02	14.75	N/A
Total Acres	357	591.1	507.81	791.78	941.92	482.61	361.20



Development	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Commercial	0	0	13	1	0	2	0	0	1	0	17
Industrial	3	1	2	3	1	2	1	0	7	2	22
Other	2	3	9	2	5	2	11	1	0	0	35
Residential	33	25	42	18	28	7	3	11	12	2	181
Total	38	29	66	24	34	13	15	12	20	4	255

Development	Permits	Construction Cost
Commercial	17	\$4,326,000.00
Industrial	22	\$2,771,300.00
Other	35	\$2,785,774.00
Residential	181	\$23,662,920.00
TOTALS	255	\$33,545,994.00

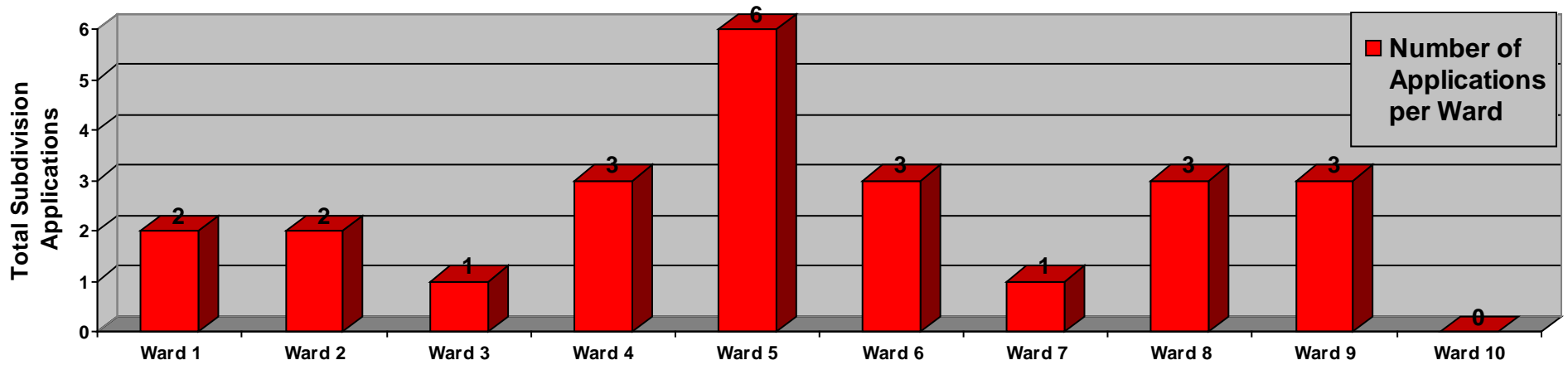
**Mackenzie County
Development Summary
January 1, 2017 to December 31, 2017**

Wards	Construction Cost
Ward 1	\$4,705,000.00
Ward 2	\$3,617,800.00
Ward 3	\$9,484,401.00
Ward 4	\$4,319,220.00
Ward 5	\$3,973,400.00
Ward 6	\$3,066,500.00
Ward 7	\$1,031,700.00
Ward 8	\$1,360,000.00
Ward 9	\$1,738,800.00
Ward 10	\$249,173.00
TOTAL	\$33,545,994.00

Total Discretionary Permits – 44

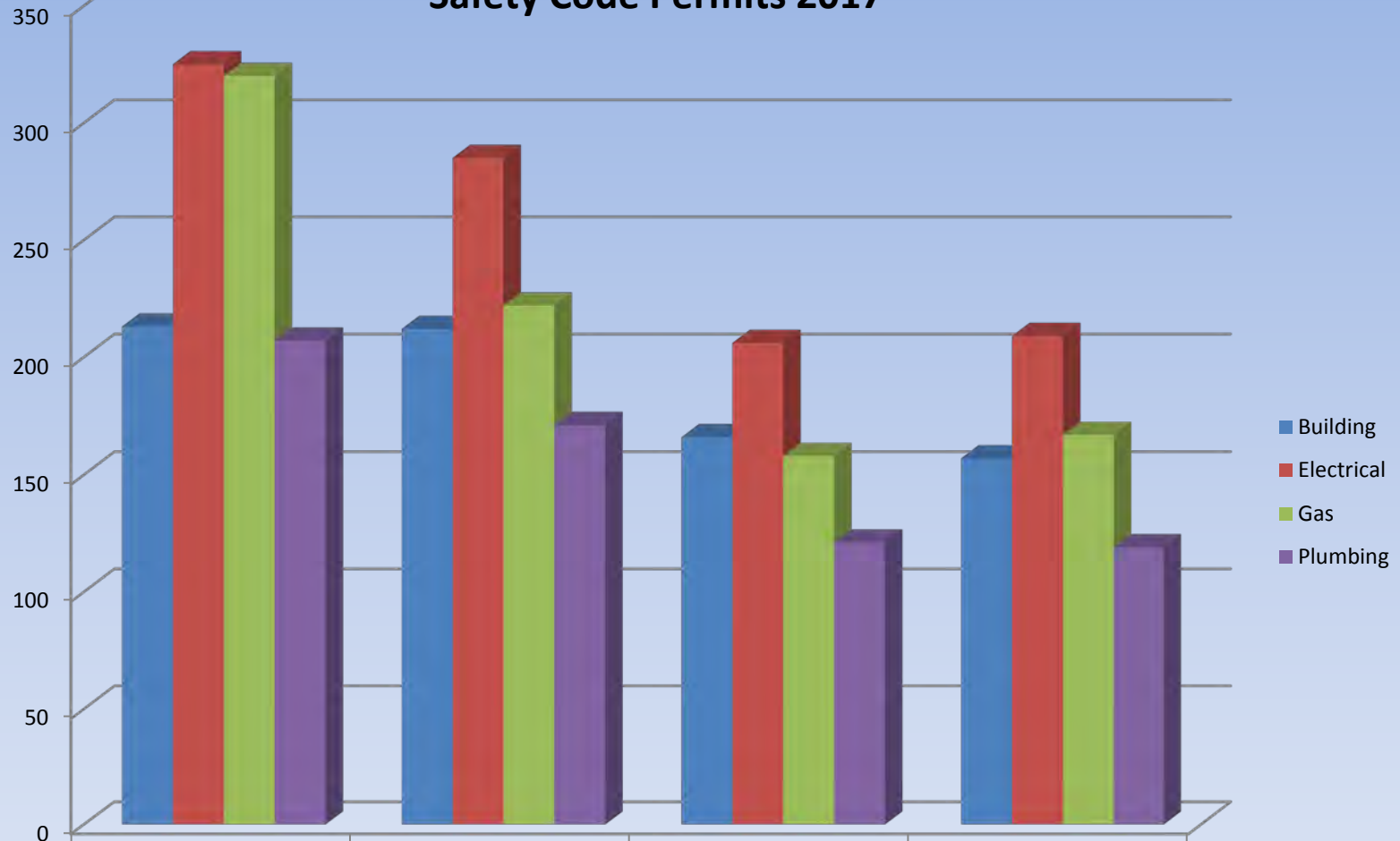
Total Permitted Permits – 211

*The data presented in this report reflects the permits values as declared by the applicants and does not reflect the value of completed development.



Approved Subdivision Applications	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Urban	0	0	1	1	0	0	1	0	0	0	3
Rural	2	2	0	2	6	3	0	3	3	0	21
Rural Multi Lot	0	0	0	0	0	0	0	0	0	0	0
Total	2	2	1	3	6	3	1	3	3	0	24

Safety Code Permits 2017



	2014	2015	2016	2017
Building	213	212	166	157
Electrical	325	285	206	209
Gas	320	222	158	167
Plumbing	207	171	121	119



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2018
Presented By:	Fred Wiebe, Director of Utilities
Title:	A & L Maintenance Request to Waive Sewage Lagoon Disposal Fee

BACKGROUND / PROPOSAL:

See attached request from A&L Maintenance asking to waive the sewage lagoon disposal fee for Peace Country Gleaners as he picks up their sewage as a donation and would like for us to waive his fee for dumping in the lagoon. He hauls approximately 10 loads per year for them.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

As per Fee Schedule Bylaw 1068-17
Tandem Axle - \$50.00/Load x 10 Loads = \$500.00

SUSTAINABILITY PLAN:

COMMUNICATION:

Author: S. Martens **Reviewed by:** F. Wiebe **CAO:** _____

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

Author: S.Martens **Reviewed by:** F. Wiebe **CAO:** _____

From: Jake Reimer
To: [Carol Gabriel](#)
Subject: A&Lmaintenance
Date: December 13, 2017 4:26:39 PM

This is directed to the counsellors.

Jake Reimer would like to have permission to dump sewerage in the LaCrate lagoon for free when I'm cleaning the gleaners sewer for I've been providing services as a donation for the last four years .

Sent from my iPhone



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 13, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Action List
- Correspondence – Northwest Health Foundation (Sleeper Chair Campaign)
- Correspondence – Alberta Municipal Affairs (Invoice Process for Assessment Fees for Municipalities)
- Correspondence – Alberta Agriculture and Forestry (Genetically Modified Alfalfa)
- Correspondence – Alberta Municipal Affairs (Ministers Awards for Municipal Excellence)
- Correspondence – Alberta Beef Producers (Diseased Bison)
- Correspondence – AAMDC (Freezing of Assessment Year Modifiers for 2018 Taxation Year)
- Correspondence – Alberta Transportation (Special Permits for Commercial Gas Transport Trucks)
- Correspondence – AUMA (Police Funding Letter Writing Campaign)
- Correspondence – Alberta Agriculture and Forestry (Natural Gas Meeting Follow-up)
- Correspondence – Alberta Agriculture and Forestry (Diseased Bison)
- Correspondence – Alberta Municipal Affairs (Information about Owner Builder Authorizations)
- High Level Forests Public Advisory Committee Meeting Minutes
- Boreal Housing Foundation Meeting Minutes
- Water North Coalition Meeting Minutes
- Alberta Ombudsman’s Jurisdiction Expansion
- Community Consultation Invitation Letter – Call to Action – Help us Save Jobs and Caribou
- Economic Development for Elected Officials

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

- Indigenous Relations' First Nations Consultation (FNC) Renewal – Focused Discussion with Municipal Stakeholders
- Save the Date – Big Lakes Charity Golf Tournament
- AAMDC Jubilee Insurance Bulleting – Fabric and Steel Buildings
- FCM – The Future of Canada Post

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

**Mackenzie County
Action List as of January 24, 2018**

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
May 28, 2013 Council Meeting			
13-05-375	That the Zama Access paving be the first capital priority for paving a road outside a hamlet boundary and that administration continue reviewing options and applying for provincial and/or federal grants as these may become available with intent to complete the paving of this road.	CAO	Complete
March 10, 2015 Council Meeting			
15-03-191	To ensure, assist and stimulate the continued financial and economic growth and well-being of our oil and gas industry, that Mackenzie County explore transferring the following LOC roads to Mackenzie County: Zama Plant Road approximately 47 kilometers (connecting Zama Access with the Assumption High Grade) and the first approximately 60 kilometers of the Shekilie Road.	CAO	Letter was sent to Paramount.
February 22, 2016 Council Meeting			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Initial report received, still awaiting final report Investigated by Director of Surveys. Anticipating a couple year deadline.
March 8, 2016 Regular Council Meeting			
16-03-178	That administration pursues taking possession of the southerly gravel pit lease DRS 834, and delays pursuing possession of the northerly gravel pit lease DRS 780149.	Dave	Have received SML. And am delaying pursuing the northerly pit.
May 10, 2016 Regular Council Meeting			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> • cancel PLS 080023; • pursue acquisition of land parcels as identified on the map presented in red; • identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator. 	Don	PLS Cancelled Need to submit 2 different applications. Asset list with all leases, caveats, dispositions, easements, etc Response Received from AEP 2017-11-27 RFD to Council
July 12, 2016 Regular Council Meeting			
16-07-526	That the County pursue purchasing the leased lands at the Wadlin Lake and Hutch Lake campgrounds.	Doug Len	Wadlin-waiting for survey to be accepted by Director of Surveys.

Motion	Action Required	Action By	Status
			Next step – First Nation Consultation
August 9, 2016 Regular Council Meeting			
16-08-599	That administration proceed with registering the utility right of way on NE 3-106-15-W5M and NW 3-106-15-W5M. (La Crete SE Drainage Ditch)	Byron	Re-negotiating with landowners.
August 24, 2016 Regular Council Meeting			
16-08-656	That administration draft an endeavor to assist policy for lateral water lines.	Fred	Draft Presentation to COW Meeting 18-03-27
November 23, 2016 Regular Council Meeting			
16-11-868	That Mackenzie County initiate discussions with First Nations with the intention of creating a Memorandum of Understanding for a communication protocol between Mackenzie County and our First Nation neighbours.	Doug	Working on establishing relationships that will inform the communication protocol
December 13, 2016 Regular Council Meeting			
16-12-913	That administration change equipment values as determined and to engage in an appraisal for buildings over \$100,000 as per amended list in 2017.	Doug	2018 Budget
January 9, 2017 Regular Council Meeting			
17-01-011	That the request to alter fire invoicing process with the Town of High Level be discussed at the 2018 review of the Regional Service Sharing Agreement.	Len	Meeting with High Level Fire Chief in March 2018.
February 14, 2017 Regular Council Meeting			
17-02-113	That third reading of Bylaw 1050-16 being a Land Use Bylaw Amendment to rezone part of SE 16-106-15-W5M from La Crete General Commercial District "GC1" to Manufactured Home Subdivision 1 "MHS1" to accommodate the development of residential lots be TABLED until the area structure plan and servicing requirements have been reviewed for the area.	Byron	Developers are not actively pursuing, however they have not withdrawn their application.
March 14, 2017 Regular Council Meeting			
17-03-192	That administration apply for federal grant funding for the following projects: <ul style="list-style-type: none"> • Blue Hills Waterline • Waterline north of the Peace River 	Fred	Proceeding with designs, preparing for application.
March 29, 2017 Regular Council Meeting			
17-03-222	That the budget be amended to include \$15,000 for the Wadlin Lake Land Purchase project, for the purpose of completing the land survey, with funding coming from the Parks & Recreation Reserve and that administration move forward with completing the survey and that administration bring back costs relating to First Nations Consultation prior to initiating the consultation process.	Karen Doug	Waiting for a proposal from AMEC to begin FNC.
April 11, 2017 Regular Council Meeting			
17-04-254	That administration bring back options for an additional	Karen	Discussion to take place

Motion	Action Required	Action By	Status
	sub-class under residential for lots too small to legally develop.	Byron	with new assessor.
June 13, 2017 Regular Council Meeting			
17-06-425	That a letter be sent to all cell service providers requesting that they provide cell service along all major Highway (Highway 35, 58, 88 & 697) corridors and with a copy going to our Members of Parliament, Member of Legislative Assembly, Regional Economic Development Initiative, Northern Transportation Advocacy Bureau, Northern Alberta Development Council, Alberta Urban Municipalities Association, and the Alberta Association of Municipal Districts and Counties.	Len	Drafting Process
17-06-426	That administration prepare a cost estimate to complete the preliminary work for the development of additional lots at Hutch Lake Cabins and bring back to Council for review.	Doug	Preparing a report that summarizes this work.
17-06-439	That administration look at options for a future fire hall in the Hamlet of Fort Vermilion, outside of the downtown core.	Byron Doug	Long term discussion for 5 year plan. Proposed locations being assessed.
June 28, 2017 Council Meeting			
17-06-445	That administration be directed to enter into an agreement with CanWest Air for the lease of a new terminal at the Fort Vermilion airport, with the terms and conditions as discussed.	Byron	Developing an agreement with CanWest
17-06-493	That tax rolls 077026, 077027 & 077030 be classified under the Limited Access Seasonal Residential for the 2018 tax year.	Karen	2018 Tax Rate Bylaw
17-06-495	That tax rolls 118524-118528 & 118535-118539 be classified under the Limited Access Seasonal Residential for the 2018 tax year.	Karen	2018 Tax Rate Bylaw
17-06-497	That tax roll 074356 be classified under the Limited Access Seasonal Residential for the 2018 tax year.	Karen	2018 Tax Rate Bylaw
17-06-502	That administration proceed with acquiring proper permitting for Fidler Pit, and begin a Request for Proposal for the removal of overburden from Fidler Pit in the 2017 year, and move the crushing Request for Proposal to the 2018 budget year.	Dave	In Progress
July 26, 2017 Council Meeting			
17-07-541	That Mackenzie County proceeds with acquiring Recreation Lease REC820035 for future road improvements and to continue operating the recreational area of Tourangeau Lake.	Doug	Application in Progress
August 23, 2017 Council Meeting			
17-08-593	That administration proceed with meeting with the	Fred	Finalizing report then

Motion	Action Required	Action By	Status
	developers and draft an off-site levy bylaw for the La Crete Sanitary Sewer Expansion project.		draft offsite levy bylaw.
17-08-605	That Mackenzie County send a letter to D. Gilles Seutin, Chief Ecosystem Scientist, with a copy to The Honourable Catherine McKenna and The Honorable Shannon Phillips regarding the diseased wood bison.	Len	Complete
September 25, 2017 Council Meeting			
17-09-643	That the \$2,000,000.00 Mackenzie County receives from the Province for the Fox Lake Access Road Project be released to Little Red River.	Karen	Complete
17-09-646	That a letter be sent to our Members of Parliament expressing our objection to the privatization of national airports.	Dave	Letter is written.
17-09-650	That administration work with the Mackenzie Ski Hill Society to obtain a Registered Road Disposition (RRD) disposition for the road, and that the County commits to an endeavor to assist, as per current policy, to cover a portion of road construction costs to the proposed ski hill in the Buffalo Head Hills.	Dave	Ongoing.
17-09-653	That administration negotiate an agreement with the Fort Vermilion Board of Trade for the transfer of the Fort Vermilion Airport Terminal Building.	Doug	Waiting for more information from the Board of Trade.
17-09-668	That administration look into Alberta Transportation's inquiry regarding the intersection on Range Road 172.	Dave	Met with AT and have come to a conclusion on their concern.
October 24, 2017 Council Meeting			
17-10-809	That MLA Debbie Jabbour be invited to an upcoming council meeting.	Carol	In Progress
17-10-811	That a letter be sent to the Government of Alberta requesting that they reconsider the withdrawal of the \$8M support for the Western College of Veterinary Medicine.	Len	In Progress
October 30, 2017 Council Meeting			
17-10-824	That weed notices be issued on public lands starting in the 2018 year.	Grant	Letter has been drafted to the Minister
November 7, 2017 Council Meeting			
17-11-828	That Bylaw 1083-17 being the organizational and procedural bylaw for Mackenzie County be brought back to include additional information on delegations and public hearings.	Carol	2018-02-28
17-11-829	That administration investigate options for live/recorded broadcasting of council meetings.	Carol	In progress
17-11-839	That the surveillance camera estimate be TABLED for more information.	Doug	Complete

Motion	Action Required	Action By	Status
17-11-847	That the County sell 0.102 acres (Part of Plan 882 2651, Block 01, Lot E) to the developer for the purpose of consolidation at market value and a \$3,500 donation to the Jubilee Park in La Crete.	Byron	Property Sale In Progress.
17-11-851	That the County proceed with negotiations for a new post office facility in La Crete as discussed.	Len Byron	In Progress
November 29, 2017 Council Meeting			
17-11-872	That administration investigate the status of the companies with uncollectable Education Property Taxes on oil and gas properties and verify the write-offs versus allowances.	Karen	In Progress
17-11-873	That first reading be given to Bylaw 1086-17 being a Land Use Bylaw Revision to add the definition of Dwelling – Emergency Services to the Land Use Bylaw and that Dwelling – Emergency Services be added as a discretionary use in the Airport “AP” district, subject to public hearing input.	Byron	Public Hearing on 2018-01-09
17-11-874	That administration be authorized to negotiate and enter into a lease agreement with Arrow Technology Group for the purpose of a communication tower to increase internet service in Zama.	Byron	Project Completion of December 2017. January Installation.
December 11, 2017 Budget Council Meeting			
17-12-897	That administration review the need for the changes/additions to the Fort Vermilion Shop and consider the need for a new fire hall in Fort Vermilion and investigate other building options.	Doug	In Progress
17-12-899	That the 2018 non-profit capital and operating funding be approved and that fifty percent (50%) of the operating funding be released.	Karen	Complete
December 12, 2017 Council Meeting			
17-12-905	That the Northern Alberta Development Council (NADC) be invited to attend a council meeting to provide an update on the Rural Broadband project.	Carol	
17-12-919	That the following properties be removed from the 2017 Tax Recovery Auction List and that Administration apply for Ministerial Orders to extend the tax notification period as per section 417(2)(a) and 418(2) of the Municipal Government Act and that the properties be added to the next tax recovery auction list following receipt of the Ministerial Orders. <ul style="list-style-type: none"> • Tax Roll 076073 • Tax Roll 296347 • Tax Roll 300574 	Karen	Complete
17-12-920	That the following property be removed to investigate amounts transferred to the tax roll for spill clean-up. <ul style="list-style-type: none"> • Tax Roll 077071 	Karen	Complete

Motion	Action Required	Action By	Status
17-12-922	That the Mackenzie Housing Park Project over-expenditure be funded from the Municipal Reserve in the amount of \$5,095.	Karen	Complete
17-12-927	That Mackenzie County extend the current contract with Superior Safety Codes for a three year term, subject to final negotiations and ratification by Council.	Byron	
January 09, 2018 Council Meeting			
18-01-013	That administration follow-up with Telus regarding the implementation of the municipal rural addressing program.	Byron	
18-01-018	That the three appellants of the hearing held for 01-SDAB-17 be refunded their appeal fees in the amount of \$250.00 each.	Carol	
18-01-022	That administration notify the AAMDC of Council's preference for the member visit.	Carol	
18-01-023	That the following agenda items be added to the Tri-Council meeting agenda for February 7, 2018: <ul style="list-style-type: none"> • Diseased Bison • Charity Golf Tournament • Natural Gas Situation • Seniors Lodge Update 	Len	Completed
18-01-024	That MLA Debbie Jabbour be notified of the following provincial capital projects as requested: <ul style="list-style-type: none"> • Increased Natural Gas & Electricity Supply • Bridge across the Peace River at the Tompkins Crossing • High Load Corridor – Highway 88 • Rural Water Lines • Highway 697 Widening (La Crete to Highway 88 Intersection) • Zama Road • Rail Service (Fort McMurray to Alaska) • Rail Service Upgrade (High Level to Grimshaw) • Hospital (La Crete) • Economic Protection Plan from Species at Risk 	Carol	Completed
18-01-025	That administration forward the required information to Alberta Transportation regarding the request to include the Zama Access Road on the provincial priority list in order to apply for federal funding.	Len	Complete
18-01-026	That the budget be amended to transfer \$2,100 from the Curling Rink Lights Project (#6-71-38) to the Natural Gas, Hot water Tank, 4 New Baseboards Project (#6-71-36) as requested by the La Crete Recreation Board.	Karen	Complete
18-01-027	That the 2017 Campground Caretaker bonus be approved as recommended.	Doug	Bonuses have been distributed. Completed

Motion	Action Required	Action By	Status
18-01-029	That Policy FIN002 Accounts Receivable Collection be rescinded.	Carol	
18-01-030	That Policy FIN011 Accounts Receivable/Utility Collection be approved as presented.	Carol	
18-01-031	That administration bring back a list of capital projects that require immediate action to the next council meeting.	Karen	Complete
18-01-035	That Insurance Coverage for the Northeast Community Adult Learning Society be cancelled as they have ceased operations and that the unpaid November 1, 2016 – November 1, 2017 and the November 1, 2017 - December 14, 2017 insurance invoices be written off in the amount of \$470.71.	Karen	Complete
18-01-039	That administration be authorized to enter into a sale agreement with Veronica Batt for the tax recovery property as discussed.	Karen	2018-02-13 Council Budget Meeting for discussion.
18-01-041	That CN be invited to attend a future Tri-Council meeting to discuss services and needs of the north.	Len	Complete
January 24, 2018 Council Meeting			
18-01-052	That the budget be amended to reallocate the remaining \$25,394.00 from the Fort Vermilion Walking Trail budget to the 2018 Fort Vermilion Streetscape project for the construction of a second dock.	Karen	Complete
18-01-060	<p>That administration setup meetings with the following Ministers during the Alberta Association of Municipal Districts & Counties (AAMDC) spring convention in March 2018 in Edmonton.</p> <p>Alberta Transportation</p> <ul style="list-style-type: none"> • P3 Road Project • High Load Corridor (Highway 88) • La Crete Ferry/Bridge • Bridge File/Roads to New Lands • Update on Highway 697 Widening • Highway 58 – Turning Lane at Ponton River, East Overlay, BC Connector, Connector through the Wood Buffalo National Park • Update on G7G Railway <p>Minister of Agriculture & Forestry</p> <ul style="list-style-type: none"> • Farmland Expansion – Green Zone-White Zone • Bovine Tuberculosis • Grazing Leases • Roads to New Lands • G7G Railway • Natural Gas Shortage • Caribou <p>Minister of Health</p> <ul style="list-style-type: none"> • Dialysis 	Carol	

Motion	Action Required	Action By	Status
	<ul style="list-style-type: none"> • Maternity Services • Chemotherapy • Emergency Medical Services • High Level Seniors Lodge • Workers' Compensation Referral Locations Minister of Environment & Parks • Commercial Fishing • Recreation and Campgrounds • Grazing Leases • Land Use Framework Update • Caribou Minister of Municipal Affairs • Municipal Census • Rural Water • Natural Gas and Power Shortages • Assessment Yearly Modifiers • New Home Warranty Program (Modular Homes) Minister of Economic Development and Trade • Natural Gas and Power Shortages • G7G Railway • Farmland Expansion • Assessment Decline • Commercial Fishing • Caribou Solicitor General • Conservation Officers • Sheriffs Transporting Prisoners • Fox Lake Courthouse Minister of Indigenous Relations • Partnership Program for Water to Reserves • Caribou Minister of Energy • Natural Gas and Power Shortages • CaribouRCMP K Division • Sheriff Duties • CTA Staffing • Fox Lake Courthouse • Housing in Fox Lake and High Level 		
18-01-066	That administration research existing information relating to the extension of Highway 58 from Garden River through to Peace Point and bring back to Council.	Colleen	
18-01-067	That a letter be sent to Nancy Facklam, Office of the Chief Provincial Veterinarian, the Alberta Beef Producers, and Alberta Environment & Parks outlining the necessity that the County be involved in the Wood Bison Stakeholder Group discussions regarding the bovine tuberculosis in the Wood Buffalo National Park.	Len	Complete



January 11, 2018

Thank you so much for your generous contribution to our Sleeper Chair Campaign! We have been making waves in the AHS community. We wanted to share this article from the AHS provincial website with you and again extend our gratitude to all of our amazing constituents.

As a result of all of the tremendous support received, the Foundation is able to remain committed to increasing accessibility to healthcare services in our Northern communities. THANK YOU. It is because of you this is all possible.

Here's to many more years of success.

Sincerely yours.

Sylvia Kennedy
Chair, Northwest Health Foundation

RECEIVED
JAN 23 2018

**MACKENZIE COUNTY
FORT VERMILION OFFICE**

11202 - 100 Avenue
High Level AB T0H 1Z0
NWHealthFoundation.ca

ph. 780-841-3241
fax. 780-926-7383
info@nwhealthfoundation.ca

Sleeper chairs boost patient-centred care

December 18, 2017



Angie Mann, Director Clinical Operations Area 1, left, Dr. Richard Beekman and Sylvia Kennedy, Chair of the Northwest Foundation, showcase one of 39 new sleeper chairs placed in patient rooms in La Crete Community, High Level and Fort Vermilion.

Foundation funds support families, patient-care team

Story by Amy Crofts

Patients and families in La Crete, High Level and Fort Vermillion now enjoy more comfort during their hospital stay thanks to their local hospital foundation.

Alberta Health Services (AHS) recently partnered with the Northwest Health Foundation to place new sleeper chairs in every patient room at the La Crete Community Health Centre, the Northwest Health Centre in High Level and the St. Theresa General Hospital in Fort Vermillion.

Sleeper chairs are larger lounge chairs that transform into beds. Together, these three communities now have a total of 39 sleeper chairs. They replace a small number of older model chairs that were used on a “first-come-first-serve” basis in the past.

The chairs are already making a positive difference in the patient experience, says Angie Mann, North Zone Director of Clinical Operations, Area 1.

“Patient-centred care is our focus. We encourage family members to stay with their loved ones and work together alongside the patient’s care team,” says Mann.

“There could be, for example, a language barrier that the family member could assist us with. Having them stay in the hospital supports our goal of patient-centred care.”

The chairs are also great for new fathers after their baby arrives, adds Sylvia Kennedy, Chair of the Northwest Health Foundation. The foundation raised \$110,000 towards the new sleeper chairs over the past year.

“Having these chairs in the post-delivery rooms is great. They actually roll out in to a complete bed, so dad gets a good night’s sleep. They have made a huge impact in the region.”

[Home](#); [News & Advisories](#); [Features](#); Sleeper chairs boost patient-centred care

In June 2017, AHS released its province wide Visitation with a Family Presence Focus policy to further promote and encourage the involvement of family members during patient stays at AHS facilities. Today, patients and their families are welcomed as full partners in care. As essential members of the care team, they can provide medical staff with important information regarding the patient, while also assisting in more positive outcomes for patients.

“Having family and support during a hospital stay can make a huge difference for patients and their care experience. AHS wants to encourage visitors to spend time with their loved ones while hospitalized,” says Tiffany Fassnidge, Director of Policy Development with AHS.

“This is why AHS has been working towards harmonizing and expanding visitation and family presence guidelines across the province.”

The chairs also add to the security and peace of mind for patients and family members alike, especially with pediatric patients, says Mann.

“We’d like to extend a big thank-you to the Foundation for these chairs. We’re very lucky to have their ongoing thoughtful, generous support.”

Response from the Minister of Municipal Affairs, Minister Shaye Anderson

Received: January 18, 2018

From: Keith McLaughlin, Chief of Staff, Office of the Minister of Municipal Affairs

Invoice Process for Assessment Fees for Municipalities

The cost recovery requisition rate for designated industrial (DI) properties will be established under a Ministerial Order. Instructions on how to apply the rate to a DI property owner's tax bill will be sent to municipalities in March of each year to be included as a separate item on DI property tax bills. Municipalities are to collect and remit the requisitioned amount to the Provincial Assessor's Office. The schedule for this has not yet been determined. I would like to assure you that the cost of preparing assessments for DI properties will be recovered from the owners, not from municipalities.

Furthermore, the Alberta government is supporting municipalities by providing a tax credit for uncollectable education property taxes on oil and gas properties with the new Provincial Education Requisition Credit, or PERC, program. The program will be retroactive to 2015 when oil prices began to fall and will run until 2019. Municipalities that have written off the municipal property tax for oil and gas facilities will be eligible to apply to the province for a credit on the education property tax component. Program guidelines and application forms are available at www.municipalaffairs.alberta.ca.

Duty to Consult - Indigenous Consultation

The federal and provincial governments each have a duty to consult on regulatory land use decisions that they make. Each level of government has a separate consultation policy, which may have different requirements.

Regarding municipalities' own regulatory decision-making powers [under the Municipal Government Act (MGA)], Alberta has taken the position that municipalities are not the Crown, and therefore; do not have a duty to consult on municipal decisions that do not require Crown approval.

Alberta's consultation policies are currently being reviewed by Alberta Indigenous Relations. In the past year, four engagement sessions have been held for municipal and industrial stakeholders to attend and provide feedback. The timelines involved with the Indigenous consultation process are being discussed as part of this consultation review process. Indigenous Relations has indicated that further engagement will take place this spring. We encourage Northern Alberta Elected Leaders (NAEL) members to reach out to Indigenous Relations about participating.

Intermunicipal Collaboration Frameworks (ICF) Grant Process

We are working with the Alberta Urban Municipality Association and Alberta Association of Municipal Districts and Counties to develop tools and templates to assist municipalities in adjusting to recent amendments to the MGA. This will include tools to assist in developing ICFs. These tools are currently in the development phase and will take into account the work some municipalities have found early stage success with. I expect these tools to be available by spring 2018.

ICFs depend on open and honest "good faith" negotiations between neighbouring communities in order to arrive at a local solution that best serves the needs of residents. Where municipalities are unable to

arrive at an agreeable solution by April 2020, a mandatory arbitration process will come into effect to ensure the issue is resolved and an ICF is in place by April 2021.

As for the grants available for these frameworks, the Alberta Community Partnership (ACP) funding supports municipalities in resolving conflicts with their neighbours, building capacity through municipal internships, and finding more efficient and effective ways to deliver regional services. Specifically, the Intermunicipal Collaboration (IC) component and the Mediation and Cooperative Processes (MCP) component have priority to support partnerships to complete ICF technical work (IC component) or to navigate ICF negotiations (MCP component).

Application intake under the 2017/18 IC component closed on January 2, 2018. All submitted IC applications are being reviewed and applicants will be notified by April 2018. The applications under the 2017/18 MCP component are due by February 1, 2018.

Government of Alberta Ongoing Support of FireSmart

We are continuing to work with Agriculture and Forestry (AF), FireSmart Canada, the Forestry Research Innovations Association of Alberta, the Alberta Fire Chiefs Association (AFCA) and Codes Canada to encourage: FireSmart Community Planning and fuel/vegetation management; further development of community guidelines and building/fire code supplemental guidance; and Fire safety and fire prevention through public education messaging and media campaigns.

In addition, Municipal Affairs has provided a grant to the AFCA for the immediate development of a municipally-based structural protection system program (target initial implementation Spring 2018) which will create the capability and capacity to deploy temporary fire protection (exterior sprinklers and immediate fuel management) for structures/infrastructure in advance of an approaching wildfire. This program will provide province-wide direction on the methods for municipal firefighters with additional training to deploy government and municipally owned sprinkler protection units.

Species at Risk and its Impact in Northern Alberta

Protection of caribou habitat will result in greater certainty for industry operating within caribou range boundaries and our conversations with industry generally support the candidate conservation areas that have been identified. However, I emphasize that no final decisions have been made regarding the candidate conservation areas. Further discussion with industry, municipalities, Indigenous peoples, and Albertans will be required to ensure social, economic, Indigenous and environmental values are supported through the caribou range planning process.

The draft provincial caribou range plan is not a one-size-fits-all solution meant to be applied across all caribou ranges, nor is it a final plan. It is a starting point for further conversations at the local level to make sure we get it right for each caribou range, while also working to meet the direction set out in the federal caribou recovery strategies. Alberta hopes to release a final draft provincial plan with range-specific details in spring 2018.

Economic Development Opportunities for Small Municipalities

Within the Ministry of Economic Development and Trade, Regional Development branches facilitate economic development by providing targeted services, knowledge and expertise to communities and

regions across the province. The Regional Development contact for the North West is Kamie Currie, 780-296-4986. She can provide information and support to municipalities on funding opportunities and facilitate connections to the Industry Development and Access to Capital branches, and other support services provided through the ministry.

As you are well aware, there is also the Northern Alberta Development Council (NADC) that works with northern communities to advance social and economic development priorities. NADC conducts research and hosts opportunity seminars throughout the year providing information on emerging economic development opportunities. NADC can be contacted through their Executive Director, Janis Simpkins at 780-422-9176.

Requirements to do business in BC Relating to the Trade Act

Under the New West Partnership Agreement (NWPTA), the Governments of British Columbia, Alberta, Saskatchewan and Manitoba eliminated residency requirements; made it easier for professionals and tradespeople to have their qualifications recognized; lowered the thresholds for open and non-discriminatory government procurement, which will provide will businesses with more bidding opportunities; enacted strict, enforceable subsidy rules; and introduced monetary penalties against governments that willfully disregard their commitments.

Businesses should face fewer difficulties recruiting workers from the other NWPTA provinces and gain access to more government procurement opportunities. If you believe a requirement is non-compliant, you can initiate a formal complaint by writing Alberta to ask to initiate consultations on your behalf with the other province responsible for the alleged breach of the obligations under the NWPTA. More information on the agreement, as well as the complaint form, can be found on the NWPTA's website, www.newwestpartnershiptrade.ca.

Infrastructure Support for the Town of Fox Creek

The Government of Alberta is committed to supporting municipal infrastructure priorities and invests significantly in Alberta municipalities through grant programs, notably the Municipal Sustainability Initiative (MSI) and the federal Gas Tax fund (GTF).

Capital costs related to water and wastewater infrastructure, such as lift stations, are eligible expenditures under MSI and GTF with population being one of the main factors used in the MSI funding allocation formula. For each funding year, population data is updated based on Municipal Affairs Population List (MAPL) from the prior year. The MAPL can include shadow population counts for municipalities which meet specific conditions. Prior to conducting the next census, we would recommend municipalities apply to have their shadow population included.

Further, we will be conducting a review of the Municipal Census Manual and will consult with the NAEL within the broad consultation with municipalities, on the methodology to enumerate shadow population.

Impact of the Mountain Pine Beetle

Mountain pine beetle (MPB) poses a serious threat to Alberta's forests. Left unmanaged, MPB populations could kill large amounts of Alberta's pine resource (six million hectares of pine valued at

more than \$8 billion). This would have large impacts to the forest industry. Of 25 major forest companies operating in Alberta, 14 rely on pine to continue operations.

Since 2006, the province has controlled the MPB spread by cutting down and burning more than 1.5 million infested trees. MPB infestation is also controlled through best practices including timber harvest planning and prescribed fire. If the infestation had been allowed to expand without aggressive control, it is estimated an additional 564 million trees would have been infested.

A strong and sustainable forestry sector is vitally important to a diversified provincial economy. We are continuing to ensure a thoughtful and sustainable approach to forest management that balances the economic, social and environmental needs of Albertans and our communities. MPB infestations remain the greatest single threat to the health of Alberta's forests. The infestation is affecting a quarter of Alberta's pine forest, with the most severe concentrations being in the west-central pine-belt. Removing infested trees is our most effective tool to control the spread of pine beetles in our forests, and government is doing all it can to manage and contain the spread.

AF's key objectives include minimizing the spread of beetles along the eastern slopes of Alberta, and preventing beetles from spreading further east through Canada's boreal forest.

Alberta is committed to renewing its forests; harvesting pine and prescribed fires help replace the over-mature pine trees with new growth.

Currently, the province has a survey and control plan that focuses on the highest priority sites and in areas where control is most likely to have an impact on the number of beetles. There has been a substantial increase in potentially infested trees in the Hinton area, compared to last year, in the areas between Jasper National Park, the Town of Hinton and south down Highway 40. Data indicates that a large number of MPB flew into the area in 2016 and again in 2017. Those populations increased movement as prevailing winds push populations east.

Alberta's current focus is on MPB populations in Jasper National Park and their expansion into adjacent Crown lands in Alberta. In recent years, the department has built a strong working relationship with Parks Canada staff in Jasper National Park, identifying and assessing the risk to forest values presented by growing MPB populations within the park.

AF has allocated approximately \$25 million to address MPB management in fiscal year 2017/18, and will continue to work with affected stakeholders in this region and throughout the province to co-ordinate our management efforts for maximum benefit. AF is implementing an operational plan that maximizes available resources, has the largest impact to provincial beetle populations, protects the widest range of provincial values, and is best aligned with the provincial goals of the program.

The department is working with the forest industry to maximize the benefits of stand-level harvesting within the hardest hit areas and where control can be the most effective, while still taking a holistic approach to forest management planning considering other values at risk. Due to the risk of immigration into the areas of concern for several more years, long-term reduction of susceptibility is very important.

Accessibility of Grants Related to Water for Smaller Municipalities

The Government of Alberta is also committed to supporting smaller municipalities with grant programs such as MSI, Clean Water and Wastewater Fund (CWWF), the Alberta Municipal Water/Wastewater Partnership (AMWWP) and Water for Life (W4L).

The MSI funding allocation formula recognizes the needs of the various sizes and types of municipalities, which are impacted differently by different factors. For example, the base funding benefits primarily smaller municipalities, the population-based factor primarily benefits urban municipalities, and the education property tax factor primarily benefits rural municipalities and larger urban centres.

The CWWF is a federal program with the grant funding administered through Alberta Transportation. The fund contributes to the rehabilitation of both water treatment and distribution infrastructure and existing wastewater and storm water treatment systems; collection and conveyance infrastructure; and initiatives that improve asset management, system optimization, and planning for future upgrades to water and wastewater systems. All funds under the CWWF are currently allocated. However, the

Investing in Canada Infrastructure Program was announced in the Government of Canada's Budget 2016 Fall Economic Update and details are expected to be announced in 2018.

Administered by Alberta Transportation (AT), AMWWP assists eligible Alberta municipalities with the construction of priority water supply and treatment, and wastewater treatment and disposal facilities. Municipalities with populations up to a maximum of 45,000, Regional Services Commissions, and eligible hamlets within rural municipalities may apply for this competitive, project-based capital grant. Grant levels start at 75 per cent government funding for populations up to 1,000 and decline thereafter to no funding for a population of 45,000.

Also administered by AT, W4L is available to those eligible for AMWWP and supports the development of new regional water and wastewater systems, which are more cost-effective and/or environmentally desirable than independent systems. For more information on AT's grant programs, please contact Barry Pape, Team Lead of Water/Wastewater Grants, toll-free at 310-0000, then 780-415-1266.

October 11, 2017

Hon. Shaye Anderson
Minister of Municipal Affairs
Office of the Minister
Municipal Affairs
132 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

Dear Hon. Anderson:

On behalf of our membership, thank you for attending the August 15, 2017, Northern Alberta Elected Leaders meeting in Peace River. Our members appreciated the opportunity to discuss issues impacting our northern municipalities and potential solutions to ensure a sustainable future for our northern communities and residents.

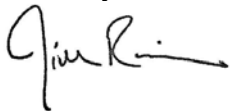
Below is a list of topics raised during the discussion where additional follow up is required:

- Invoice process for assessment fees for municipalities
- Duty to Consult - Indigenous consultation and the amount of time it takes
- ICF Grant process and clarity around requirements
- Government of Alberta ongoing support of FireSmart
- Species at Risk and its impact in northern Alberta
- Economic development opportunities for small municipalities
- Requirements to do business in BC relating to the Trade Act
- Infrastructure support for the Town of Fox Creek
- Impact of the Mountain Pine Beetle
- Accessibility of grants related to water for smaller municipalities

The above list is not comprehensive of the discussion on August 15, 2017. Please see the attached document 'Meeting with Minister Summary August 15 2017' for details on the full conversation.

Again, we appreciate you taking the time to meet and look forward to meeting with you in the near future to further discuss the above noted topics.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Rennie', is written over a white background.

Jim Rennie
NAEL Vice-Chair and Mayor of Woodlands County

Attachment: Meeting Summary with Minister Summary August 15 2017

Meeting Summary
NAEL Members and Minister of Municipal Affairs, Hon. Shaye Anderson
Tuesday, August 15, 2017
Elk Room, Chateau Nova, Peace River, AB

Attendees

- Hon. Shaye Anderson, Minister of Municipal Affairs
- Brock Bowman, Ministerial Advisor, Municipal Affairs
- Debbie Jabbour, MLA for Peace River
- Leanne Beaupre, Acting chair, NAEL and Reeve of County of Grande Prairie
- Allan Row, CAO – Clear Hills County
- Bill Neufeld, Reeve – Mackenzie County
- Bill Rogan, CAO – County of Grande Prairie
- Bob Madore, Acting CAO – Northern Sunrise County
- Carolyn Kolebaba, Vice-President –AAMDC and Northern Sunrise County Deputy Reeve
- Cheryl Anderson, Reeve – County of Northern Lights
- Chris Mitchell, Councillor – Town of Rainbow Lake
- Crystal McAteer, Mayor – Town of High Level
- Dollie Anderson, Deputy Reeve – MD of Opportunity
- Elaine Manzer, Deputy Mayor – Town of Peace River
- Hermann Minderlein, CAO – Birch Hills County
- Jim Ahn, Mayor – Town of Fox Creek
- Joanne Chelick, Mayor – Village of Rycroft
- Ken Matthews, Reeve – Big Lakes County
- Len Racher, CAO – Mackenzie County
- Linda Cox, Mayor – Town of High Prairie
- Marvin Doran, Reeve – Birch Hills County
- Michelle Farris, Mayor – Town of Rainbow Lake
- Murray Kerik, Reeve – MD of Lesser Slave River
- Robert Brochu, Reeve – MD of Smoky River
- Robert Willing, Reeve – MD of Peace
- Roger Loberg, Deputy Mayor – Town of Beaverlodge
- Rory Tarant, Councillor – City of Grande Prairie
- Roy Brideau, CAO – Big Lakes County
- Roy Dell, CAO – Town of Fox Creek
- Sandra Fox, CAO – MD of Fairview
- Sunni-Jeanne Walker, Mayor – Town of Manning
- Theresa Van Oort, CAO – County of Northern Lights
- Tom Burton, Director Zone 4 – AAMDC and MD of Greenview Councillor
- Troy Jenkins, CAO – Town of Rainbow Lake
- Tyler Warman, Mayor – Town of Slave Lake
- Vern Lymburner, Mayor – Town of Valleyview
- Wally Olorenshaw, Councillor – Town of Rainbow Lake
- Susan Shave, Manager of Projects and Engagement, NADC – Secretariat
- Nicole Inzunza, Senior Northern Development Officer, NADC – Secretariat
- Chelsea Ferguson, Executive Director and Council Assistant, NADC - Secretariat

Purpose

NW Municipalities discuss regional issues with Alberta Municipal Affairs

Acting Chair Leanne Beaupre, Reeve of County of Grande Prairie welcomed Hon. Shaye Anderson, Minister of Municipal Affairs and his delegation along with Debbie Jabbour, MLA for Peace River and Northern Alberta Development Council Chair.

*Meeting Summary of a NAEL Members and Minister of Municipal Affairs, Hon. Shaye Anderson meeting
Tuesday, August 15, 2017, Elk Room, Chateau Nova, Peace River, AB*

The Minister opened the meeting with comments indicating a desire to work well and in partnership with municipalities.

The following summary highlights the key issues raised during the roundtable discussion and the commitments/responses by the Minister to NAEL members (NAEL).

NAEL Municipalities have lost assessment value due to economic slow down

- The loss of assessment is impacting municipalities ability to pay school tax
- How will this affect the liability management review?
- Across various municipalities quite a few properties are insolvent

Minister Municipal Affairs and Environment and Parks ministries have created a working group to address issues of orphan wells; acknowledge that they are a huge issue; there may be some opportunity for requisitioning of property; Alberta Energy Regulator is involved.

NAEL Centralized assessment – can this change be re-evaluated?

Minister Assessment will happen in the field. It won't all happen in Edmonton or Calgary. Some municipalities have assessors on staff or use third parties that are doing a great job. However, the information does need to be centralized; the process needs to be centralized.

NAEL Fees for assessment will be invoiced to municipalities and municipalities will collect costs from the industry assessor? Is this understanding correct? Is it similar to School Tax?

Minister This issue is being looked at. A decision on this has not yet been made the process for paying fees sounds convoluted if it is as identified; they want it to be simple and efficient; will take this question back to get some answers.

NAEL The Indigenous Consultation process is time consuming, as well it is not clear as to who had jurisdiction on consultation: Federal or Provincial governments. Duty to Consult changes are causing delays with development, especially with the addition of the Metis Settlements.

Minister Indigenous Relations (IR) should have up to date information on the jurisdiction question, a request will be made to IR for an update to share with NAEL. Municipal Affairs is having discussions with municipal stakeholders.

NAEL Municipalities need to be kept in the loop on the decisions and consultations happening with within their areas. It would be beneficial for municipalities to be invited to the same consultation/discussion table as the Indigenous communities.

NAEL Modernization of the Municipal Governance Act workshop and the Intermunicipal Collaboration Frameworks process looks relatively simple. However, there are many requirements for applicability towards the grant, and not all requirements are clearly defined, for example: transportation.

Minister There are definitely resources available for the grants. Will speak with staff about the request to define more terms in the requirements, however, it would be troubling for those requirements to implement a more restrictions to applicants. Will seek clarification from staff and follow-up.

NAEL Alberta Government invested \$20 million in FireSmart after the 2011 wildfire. Slave Lake is now trying to take the message elsewhere, as requests from other locations outside of Alberta are coming in. Letters have been sent to Municipal Affairs advising of the received requests and inviting the Alberta Government to the table. There has been no interest from the Alberta Government to come to the table.

Minister There is awareness that Alberta is being looked to by other provinces and territories because of the responses to emergency situations. Will talk to staff and follow-up.

NAEL Concerns over the Species at Risk Act. The north should not be the dumping ground for these acts. A healthy balance is needed.

Minister's delegation: Debbie Jabbour Minister Phillips is defending Alberta federally. The Ministry is looking at the least restrictive allocation possible. The intent of the Act implementation is not to influence industry. The wording of the proposal to the Federal government is to be as open as possible so as to compromise the province with too many restrictions.

NAEL Would like to see the Alberta Government hold the Federal Government accountable to ensuring all provinces and territories are held to the same standard.

NAEL The Species at Risk conversation continues to be about habitat. The areas being looked at as preserves may have resources affect the provinces' economic capacity. Further meetings have been requested by municipalities to Minister Phillips. There are a lot of concerns over the transparency of the provinces discussions and actions.

Minister's delegation The Government is aware of the perceived transparency issue.

NAEL Inter-municipal Collaboration Frameworks (ICFs), there has been mentioned that templates will be provided. What kind of templates and what information will they include? What principles will be used on determining which plan to endorse etc. How will this process work?

Minister Templates are in the development phase, utilizing work municipalities are currently doing well. The Ministry is looking to provide a summary overview to help municipal staff develop their frameworks. There are dedicated Ministerial staff to help if there is an issue that the municipalities have. A two-year time frame will be implemented for the Minister to grant extensions, where available.

NAEL Species at Risk has already had an impact to industry/jobs. A moratorium has been put on lands in Greenview. It's having an impact already – we suggest that the Ministry consult with municipalities for a full scope of current impacts.

NAEL There is potential for economic development in small municipalities. Where can small municipalities go for information on industries looking to develop in the area?

Minister There is currently a rural committee that includes Municipal Affairs and several small municipalities that is figuring out how to progress on this issue. The Ministry of Economic Development and Trade has a lot going on like CARES funding. AAMDC may also have additional information.

Minister's delegation: Debbie Jabbour NADC's key role is helping communities find the opportunities – we will strive to communicate these opportunities better.

NAEL There is also information through groups like PREDA and REDI.

NAEL Many smaller municipalities encounter water issues; however, a lot of the grants available to water concerns are not accessible to the smaller municipalities.

Minister There is an awareness around this issue and some of the grants do need to be reviewed. The Ministry will look at reviewing the underutilized grants and tweak to match the needs of smaller municipalities. There are lots of opportunities to make things work better.

NAEL The Mountain Pine Beetle issue has killed many forests. The dead trees pose a potentially devastating wildfire threat.

Minister Will speak with Minister of Agriculture and Forestry for an update on where they are at regarding the dead forests. Prevention and mitigation of wildfires is top priority. There will be a follow-up.

NAEL The Town of Fox Creek (as an example) is wealthy with mineral rights. The Government is collecting royalties; the town is booming; however, the infrastructure is old. The Town cannot keep up. For example, last week the lift station died. These are common problems that come along with a large shadow population. The Town needs help/support. At the rate things are progressing, the town will become a camp town. New housing is being taken by crews, and is unaffordable to regular residents.

Minister Is aware of issues like this and will speak with staff on opportunities for support moving forward.

NAEL In BC some industry jobs require representation rather than just a box number. How does this affect the Fair Trade Act?

Minister What requirements are there to do business in BC? Staff will investigate.

NAEL Shadow Population census. Some municipalities have applied to the Federal government to complete one. However, the Federal governments responses were not timely and had too many restrictions that the municipality was unable to complete it.

NAEL Wetland policy, the way it has been brought forward there is not enough inspectors and things are getting backed up. Payments for consultations come out of Alberta funds which are granted to companies outside of the province.

Minister Also heard this question last week. Is putting staff together to talk with Environment; an 18-24 month back up is not efficient and the government needs to do better.

NAEL Beaverlodge Health Care facility – a feasibility study has been completed, but no action has been taken. There would be a significant cost savings for the individuals and the government if patients could convalesce in their home towns rather than major centers like Grande Prairie. Why have some of the towns like Beaverlodge been overlooked on their approved feasibility study for health care facilities.

Minister Will bring back to inquire and provide a response.

Concluding remarks

NAEL

- The NAEL membership would appreciate the Minister communicating concerns and issues to the respective areas of government.

Minister

- Thanks to the membership for the opportunity.
- The Ministry really values the feedback municipalities provide to pursue a better Ministry of Municipal Affairs.



ALBERTA
AGRICULTURE AND FORESTRY

Office of the Minister
MLA, Whitecourt-Ste. Anne

JAN 19 2018

RECEIVED
JAN 23 2018

**MACKENZIE COUNTY
FORT VERMILION OFFICE**

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

Dear Mr. Neufeld:

Thank you for your recent letter regarding Mackenzie County's (the County) request for Alberta Agriculture and Forestry (AF) approval of Bylaw No. 1067-17. AF has considered the County's request to designate genetically modified (GM) alfalfa (*Medicago sativa* L.) as a prohibited noxious weed by local bylaw. As you know, pursuant to Section 9 of the Regulation of the Alberta *Weed Control Act*, my approval is needed for a local weed bylaw to become effective.

Although the Government of Canada has approved certain GM alfalfa technologies as safe for food, feed, and the environment, I appreciate your concerns regarding potential market access implications. I know GM crops are not universally accepted throughout the international market, and I also acknowledge alfalfa production is an important part of the province's agriculture industry.

AF also recognizes weeds are an important issue to Alberta's economy and the environment. AF is committed to the control of weeds listed on the Alberta *Weed Control Regulation* and to supporting municipalities with local weed issues.

The regulation of GM alfalfa through local weed bylaws poses a unique and challenging situation. It is a complex and far-reaching matter that has provincial, federal, and international implications. The Canadian Food Inspection Agency (CFIA) has concluded that federally approved GM alfalfa varieties have no altered weed or invasiveness potential compared to currently commercialized alfalfa.

Since currently approved GM alfalfa varieties are not considered weeds, I cannot approve the County bylaw request. The purpose and intent of the *Weed Control Act* is not to regulate commerce or the marketplace, but to safeguard against the introduction and spread of invasive weeds. The control of a GM plant for market access purposes, when that plant can be grown for agricultural purposes in both modified and unmodified form, does not obviously fall under the purpose and intent of the *Weed Control Act*.

.../2

Mr. Neufeld
Page Two

In addition, the regulation of GM crops in Canada is coordinated between the CFIA and Health Canada. GM crops go through intensive regulatory reviews in Canada that are based on international standards and guidelines. These plants cannot enter the marketplace unless a rigorous assessment by the CFIA and Health Canada determines these plants are as safe for use as food or feed, and as safe for release into the environment as other conventional plant varieties already being grown.

AF recognizes the federal regulatory assessment process does not assess social or economic factors, such as marketplace and consumer acceptance. The CFIA and Health Canada regulate for safety and efficacy of GM products, but are not responsible for evaluating need. To date, the CFIA and Health Canada have not enacted restrictions on GM crop producers.

It is important to note that Alberta operates under federal legislation and regulations when it comes to GM crops, and AF supports the federal government's science-based evaluation system for GM crops. AF also supports the responsible and appropriate development and adoption of biotechnology in agriculture to allow for the commercialization of innovative products, while safeguarding public interests, such as human food safety, human health, animal feed safety, animal health and welfare, and environmental wellbeing. Ultimately, the marketplace is best positioned to determine the need and demand for approved GM crops.

I appreciate your concerns, but again, I cannot approve the County Bylaw No. 1067-17 because the purpose and intent of the *Weed Control Act* is to safeguard against the introduction and spread of invasive weeds, not to regulate commerce or the marketplace.

Sincerely,



Oneil Carlier
Minister

cc: Bret Kennedy, Director Policy and Regulatory Affairs Section, Agriculture and Forestry
Gayah Sieusahai, Pest Regulatory Officer, Agriculture and Forestry



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR92443

January 24, 2018

Reeve Peter F. Braun
Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0

Dear Reeve Braun,

I am pleased to invite the Mackenzie County to provide submissions for the 17th annual Minister's Awards for Municipal Excellence, which formally recognizes excellence in local government practices and promotes knowledge sharing among municipalities. These awards offer an opportunity to recognize the truly great work happening in local governments in Alberta.

An independent review committee, comprised of representatives from various municipal associations, will recommend award recipients in five categories and one award for outstanding achievement:

- Innovation – Recognizes a leading practice embodying the first use of an idea in a municipal context in Alberta (municipalities with a population of less than 500,000).
- Partnership – Recognizes a leading municipal practice involving consultation, coordination, and cooperation with other municipalities, jurisdictions or organizations (municipalities with a population of less than 500,000).
- Safe Communities – Recognizes a leading practice focused on making municipalities safer through prevention and enforcement (municipalities with a population of less than 500,000).
- Smaller Municipalities – Recognizes the innovative practices developed by communities with less than 3,000 residents.
- Larger Municipalities – Recognizes the innovation and creativity of larger municipalities with populations of 500,000 or greater that have a substantial resource base and that can partner with departments within the municipality's control.
- Outstanding Achievement – Recognizes a municipality or municipal partnership that has helped to inspire action and change that has benefited local government practice in Alberta. This award, chosen by the review committee, recognizes the best submission from the other categories.

.../2

Reeve Peter F. Braun

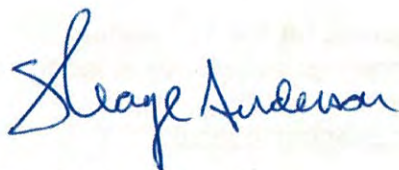
- 2 -

The submission form and additional details may be found on the Municipal Excellence Network website at www.municipalaffairs.gov.ab.ca/mc_municipal_excellence.cfm. The submission deadline is **March 31, 2018**.

I encourage you to share your successful initiatives, and I look forward to celebrating these successes with communities.

If you have any questions regarding the Minister's Awards for Municipal Excellence, please contact the Municipal Excellence Team at 780-427-222, or menet@gov.ab.ca.

Sincerely,



Hon. Shaye Anderson
Minister of Municipal Affairs



January 26, 2018

Mr. Maarten Braat
Box 564
Fort Vermilion, AB T0H 1N0

Dear Maarten,

At the ABP Board of Directors meeting on January 10, 2018, I was directed to respond to the letter you sent to all directors and our office in December. The directors considered your letter carefully and I asked Karin Schmid to provide the Board with a summary of the project addressing the risk of disease transmission from bison herds near Wood Buffalo National Park (WBNP). I have included a copy of Karin's project summary with this letter.

The Board wants me to assure you that ABP has not lost its appetite for the project. We are working with Alberta Agriculture & Forestry and Alberta Environment & Parks staff to continue activities related to the project and seek a long-term solution to the risk of disease transmission from these bison herds. Our directors share your frustration over the slow pace of progress on this issue, but we have only limited ability to influence multiple departments of two levels of government.

After reviewing the project summary and discussing the project with Karin, the directors are satisfied that the GF2 funding for the project was managed appropriately and invested in activities that would bring the most results for the project. The Board also thinks that our communications with the other stakeholders in the project have been good. The directors did not see a need for further investigation of ABP actions and decisions on this project.

The Board acknowledges your commitment to finding a solution to the risk of disease transmission from the bison herds near WBNP and ABP will continue our efforts on this issue. The directors also appreciate your work in writing a letter outlining your concerns. I hope that this response addresses your concerns in a satisfactory manner.

Sincerely,

Rich Smith
Executive Director

Project Summary

“Active Surveillance and disease monitoring to manage the risk of disease transmission from bison herds to the west of Wood Buffalo National Park to livestock and domestic bison.”

This project was an extension of a GF1 project under the same title that ran from October 1, 2011 to March 1, 2013. Funded by GF2 for a total of \$425,450, the project was contracted to run from September 2013 to May 31, 2017, with activities including disease testing, surveillance flights (with associated response activities if required), population monitoring and continued communications to report bison sightings in the local newspapers in the region.

Based on the experience from the administration of the GF1 grant, a project end date close to the end of a five year funding program was extremely challenging from an administrative standpoint, given that this type of work needs to occur from December to March. Often, invoices are received later than March 31, regardless of how we stress the need to get them in sooner. In the case of this grant, if we received invoices after March 31, 2018, we would not be able to have those covered by the grant, and ABP would be responsible for any outstanding expenses. Thus the decision was made for the term of the grant to cover the 2016/17 winter season and not the 2017/18 winter season. All stakeholders were well aware of this from the outset.

At the end of the grant term, \$23,943.65 was unspent and was reallocated by the GF2 Biosecurity Program to other projects.

In early April 2017, the stakeholder group held a conference call. Representatives are included from AF, AEP, CFIA, CCA, ABP, CBA/BPA and Mackenzie County. From that conference call, a smaller working group was formed to determine recommendations for this program going forward. This working group consisted of Karin Schmid (ABP), Maarten Braat (ABP), Natalka Melnycky (AEP), Lyle Fullerton (AEP) and Terry Kremeniuk (CBA). Maarten declined to join the call and Roland Cailliau sat in instead. The notes from this meeting that occurred in late April 2017 are attached.

These were sent to Nancy Facklam (who coordinates the stakeholder group) so that we could plan for another stakeholder meeting. Unfortunately, this meeting did not end up occurring until November, at the request of Karin Schmid and Natalka Melnycky.

During the November call, stakeholders were tasked with determining sources of funds that could possibly support some activities this winter before CAP programming is available April 1, 2018 which may be able to support ongoing work in this area.

After discussion with Rich Smith, it was determined that ABP's current year fiscal budget did not have spare funds available to support activities during the 2017/18 winter.

AF and AEP have indicated that there may be some funding available to continue the surveillance flights this winter. Mackenzie County is examining the feasibility of training local pilots to take over the surveys.

CBA is currently working with AEP to examine avenues to revitalize communication activities, as they have internally committed funds for “interim work” and “long term strategy” for this issue.

As far as a long term strategy is concerned, we have been assured that work on this continues at the fed-prov level, but details have been scant to date. The UNESCO review of Wood Buffalo National Park did mention disease management as one of their recommendations.

In 2016, a CFIA risk assessment was performed regarding the transmission of brucellosis and tuberculosis to cattle. There is a 95% probability that the estimated annual probability of at least one brucellosis infection in cattle originating from free-ranging bison was less than 0.0018. That means, on average, the introduction of bovine brucellosis into the cattle population from free-ranging bison would not occur more frequently than once every 555 years.

There is a 95% probability that the estimated annual probability of at least one tuberculosis infection in cattle originating from free-ranging bison was less than 0.0093. That means, on average, the introduction of bovine brucellosis into the cattle population from free-ranging bison would not occur more frequently than once every 107 years.

January 28, 2018

Honourable Shaye Anderson
Minister of Municipal Affairs
132 Legislature Building
10800-97 Avenue
Edmonton, AB T5K 2B6

Re: Freezing of Assessment Year Modifiers (AYMs) for 2018 Taxation Year

The Alberta Association of Municipal Districts and Counties (AAMDC) represents the interests of Alberta's sixty-nine rural municipalities. AAMDC members are home to extensive linear properties, which are assessed on an annual basis utilizing information provided by Municipal Affairs. In late 2017, the Government of Alberta indicated that an increase in Assessment Year Modifiers (AYMs) was expected, which many municipalities utilized in their preliminary 2018 budgeting processes.

The recent decision to freeze the AYMs at 2016 levels for the 2018 taxation year pending a review of the assessment process has resulted in significant concern for the AAMDC and our members. This freeze will create undue hardship on rural municipalities as provisional budgets have already been passed using revenue forecasts based on preliminary announcements made by the Ministry. For some municipalities, this will result in a reduction of millions of dollars in anticipated taxation revenues.

AAMDC members support their neighbouring municipalities through various cost-sharing agreements and the provision of financial support that contributes to regional service delivery. With the freeze on AYMs for 2018, rural municipalities are burdened with cutting costs and potentially services, which may impact their ability to collaborate with neighbouring municipalities at expected levels. This may negatively impact broader regions and the positive relationships that have been established between municipalities.

The AAMDC will continue to raise this concern with the Government of Alberta and requests further discussion to understand what the AYM review process will entail. Further, as there may be associated impacts for future assessment years resulting from this freeze, the AAMDC respectfully requests that the Government of Alberta engage in transparent communication as to the long-term AYM forecasting for future budget cycles.

I look forward to discussing this issue with you further.

Yours sincerely,



Al Kemmere, President

cc: Honourable Rachel Notley, Premier of Alberta
Honourable Joe Ceci, President of the Treasury Board, Minister of Finance
Barry Morishita, President, Alberta Urban Municipalities Association
Laurie Hodge, Executive Administrator, Alberta Assessors Association



ALBERTA
TRANSPORTATION

*Office of the Minister
Government House Leader
MLA, Edmonton - Highlands - Norwood*

January 31, 2018

AR 72298

Mr. Peter F. Braun
Reeve
Mackenzie County
Box 640
4511 – 46 Avenue
Fort Vermilion, AB T0H 1N0

Dear Reeve Braun:

Honourable Oneil Carlier forwarded your December 28, 2017 letter regarding natural gas shortages in Mackenzie County and the possibility of special permits for commercial gas transport trucks.

Given the recurring supply shortages in Mackenzie County, Alberta Transportation may issue a special permit to provincially regulated carriers involved in the transportation of natural gas to affected northern communities. A permit may help address limitations that result from the Drivers' Hours of Service Regulation requirements, while mitigating the risks associated with fatigued driving on our highways.

Alberta Transportation has contacted Mr. Len Racher, Chief Administrative Officer at Mackenzie County, about this matter. The department is collaborating with the County to identify the type of permit needed to address the natural gas shortage in the region. Should you have any questions or concerns, please contact Mr. Jim Sawitsky, Director of Carrier Services, at 403-340-5995 or at jim.sawitsky@gov.ab.ca. Dial 310-0000 first for toll-free access in Alberta.

I appreciate you taking the time to outline your concerns, and I hope this information is helpful.

Sincerely,

Brian Mason
Minister

cc: Honourable Oneil Carlier
Minister of Alberta Agriculture and Forestry

From: President
Subject: Police Funding Letter Writing Campaign
Date: January 31, 2018 8:57:31 AM
Attachments: [image005.png](#)
[image006.png](#)
[image007.png](#)
[MLA Letter Campaign- Police Funding Backgrounder.docx](#)
[MLA Letter Template - Police Funding.docx](#)

Please ensure this is distributed to all Elected Officials and Chief Administrative Officers:

On behalf of the AUMA Board, I wanted to reach out to you and your Council members to update you on two long-standing issues affecting each of our municipalities. First, municipalities have been waiting since 2010 for a new police funding model to be determined. Currently, policing costs are only paid by urban municipalities with a population greater than 5,000. Small urban municipalities, as well as all municipal districts and counties, are exempt. Second, although the province provides support to offset policing costs through the Municipal Police Assistance Grant Program, there have been chronic shortfalls in funding as this program has not kept pace with growing populations and increasing crime rates.

The inequitable responsibility for funding police services and funding shortfalls have frustrated many of AUMA's members for several years. AUMA believes in the "everyone should pay" concept, whereby the province adopts a more equitable funding formula based on population and property assessment, with the resulting funds being used for crime prevention and response. A more equitable funding model could also generate additional revenue to address the current rural crime epidemic.

In 2016, AUMA members passed a resolution asking AUMA to advocate for a new police funding model. In response to our persistence, at our March 2017 Mayors' Caucus Minister Ganley committed verbally to begin reviewing funding models this fall. We are aware that Ministry of Justice and Solicitor General staff have researched options for a new, more equitable funding model; however, any consultations on police funding are not likely to take place until after the 2019 provincial election.

The AUMA Board feels that we have already waited too long for the province to resolve the inequities in police funding, and that an issue this urgent in nature should not be put off any longer. Accordingly, we are inviting you to participate in a letter writing campaign to signal the importance of this issue to the Minister. AUMA has developed a letter template that municipalities can download and adapt to send to MLAs, as well as a background document for further information.

As always, I am available to each of you if you would like to discuss this further by phone or email.

Sincerely,

Barry Morishita | President, AUMA
Mayor, City of Brooks

president@auma.ca
Alberta Municipal Place
300, 8616 - 51 Avenue Edmonton, AB T6E 6E6



Backgrounder

Join the campaign for a more equitable police funding model

AUMA is calling on municipalities across Alberta to join us in advocating for the Government of Alberta to implement a new, more equitable police funding model.

Overview of current police funding model

Under the Police Act, the Alberta government is responsible for providing police services to those municipalities with populations of 5,000 or less, as well as to all municipal districts and counties, at no direct cost to them. The province meets this obligation by contracting the RCMP to police these communities through the Provincial Police Service Agreement (PPSA), signed by the Alberta and federal governments. Under the PPSA, the province is responsible for 70 per cent of the cost of policing, while the federal government pays 30 per cent. The PPSA also provides police services to Métis settlements, and to First Nations communities where other policing arrangements have not been made.

Some urban municipalities with populations of 5,000 or less have contracted the RCMP for enhanced policing to deal with special situations, or have either by themselves or in cooperation with other municipalities retained Peace Officers to provide an additional policing presence in their communities

Urban municipalities with populations over 5,000 have three options for providing police services in their communities:

- Develop a contract with the federal or provincial government or another municipality for the provision of policing services;
- Establish a stand-alone municipal police service; or
- Establish a regional police service with other municipalities, which may include the province.

The most common municipal policing arrangement in Alberta is the use of contract policing. Under this arrangement, the RCMP provides policing services to a municipality through the Municipal Police Service Agreement (MPSA). Under an MPSA, a proportion of the costs of policing are borne by the federal government, depending on the size of the municipality's population as shown in the following table.

Municipal Population	Policing Arrangement	Municipal Responsibility for Policing Costs
Over 5,000	Stand-alone or regional municipal police service	Municipality pays 100% Municipal costs offset by MPAG provided by the Government of Alberta
Over 15,000	Municipal Police Service Agreement with RCMP	Municipality pays 90% Federal government pays 10% Municipal costs offset by MPAG provided by the Government of Alberta
5,000 to 15,000	Municipal Police Service Agreement with RCMP	Municipality pays 70% Federal government pays 30% Municipal costs offset by MPAG provided by the Government of Alberta

The province provides funding to municipalities to help meet the costs of policing services through the Municipal Police Assistance Grant (MPAG) Program. All municipalities that pay some or all of the costs of their policing qualify for this program. Recipients must provide reports on how the grant funds were used. The grant is issued annually to all eligible municipalities and no application is required.

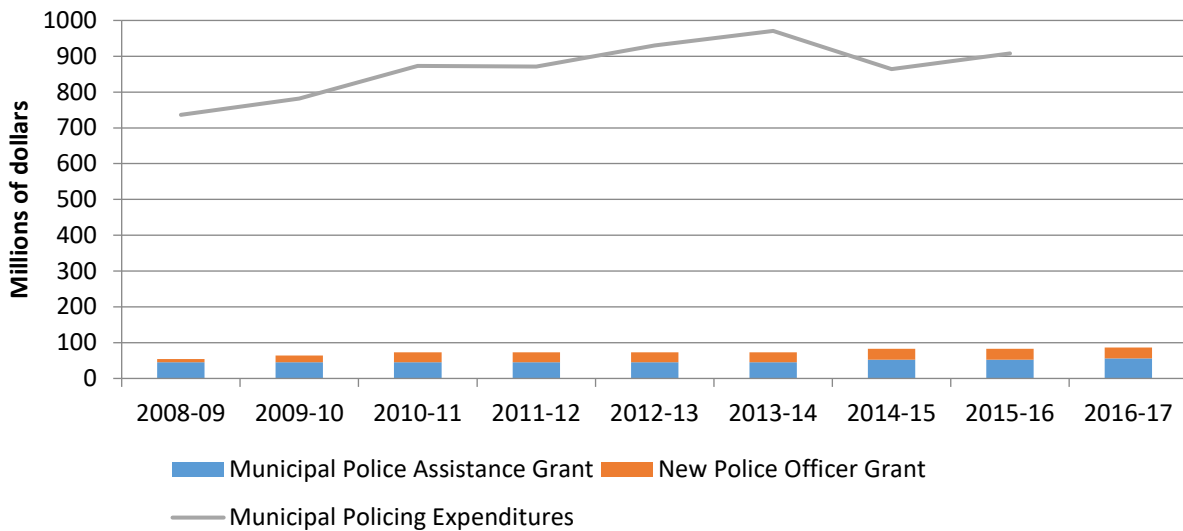
MPAG financial assistance is based on the following thresholds:

- Towns and cities with a population from 5,001 to 16,666 receive a \$200,000 base payment plus an additional \$8.00 per capita.
- Cities and urban service areas with a population from 16,667 to 50,000 receive a \$100,000 base payment plus \$14.00 per capita.
- Cities and urban service areas with a population over 50,000 receive grants of \$16.00 per capita.

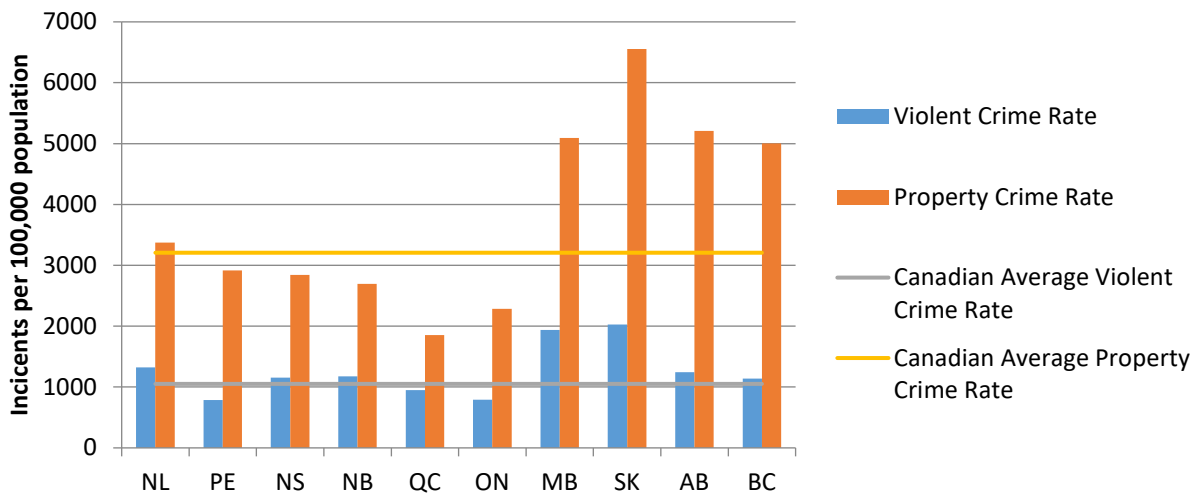
Why action is needed

Currently, policing costs are only paid by urban municipalities with a population greater than 5,000. Small urban and all municipal districts and counties are exempt. Although the province provides some support through the MPAG Program, there have been chronic shortfalls in funding as the program has not kept pace with growing populations and increasing crime rates, as shown in the following figures.

Provincial Policing Grants Compared to Municipal Policing Expenditures in Alberta



Canadian Crime Rates, 2016



While municipal policing expenditures in Alberta increased 23.3% from 2008 to 2016, the MPAG only increased 15.8 per cent in that time. Meanwhile, crime rates in Alberta have remained high, with both our violent crime rate and property crime rate above the national averages in 2016.

The solution

The inequitable responsibility for funding police services has frustrated many of AUMA's members for several years. In 2010, AUMA consulted with our members on potential approaches and made a number of submissions to the province, including the following principles for equitable police funding model:

1. A fair, flexible and equitable model should be developed that:
 - Ensures the level of provincial funding is sufficient to meet the standard levels of service.
 - Requires services beyond the standard level to be funded by the jurisdiction wanting the additional services.
 - Recognizes the unique needs of each municipality (i.e. specialized services).
2. The model should encourage efficiencies by:
 - Using other mechanisms to address municipal capacity issues.
 - Encouraging regional policing models.
3. The transition to a new model should:
 - Ensure an adequate impact assessment analysis is completed.
 - Ensure that effective education and consultation mechanisms are available to Alberta's municipalities.
 - Allow for an adequate notice period.
4. Revenues created from the new model should be reinvested in public safety:
 - Ensure any additional revenue collected from an "everyone pays" model is returned to the protection of public safety.
 - Ensure fine revenues stay in the communities they are generated in.

AUMA continues to support the "everyone should pay" concept. This means using a funding formula based on population and property assessment, with any resulting surplus funds being used for crime prevention and response. Under this model, approximately \$30 to \$35 million in police funding would be cost-shared among all municipalities.

Get involved

AUMA has developed a [letter template](#) that you can download and adapt to send to your MLA outlining the urgent need for a new, more equitable police funding model.

If you have any questions about the letter writing campaign or AUMA's approach to police funding, please email advocacy@auma.ca.

[Month] [Day], 2017

[MLA Title]. [MLA First Name] [MLA Last Name]
MLA for [Riding Name]
[Address]
[City], [Province] [Postal Code]

Dear [MLA Title]. MLA Last Name,

Did you know that some municipalities in Alberta receive policing services at no direct cost? Under the current police funding model, policing costs are only paid by urban municipalities with a population greater than 5,000, and those municipalities with their own police forces. Small urban municipalities, as well as all municipal districts and counties, are exempt from paying for policing. Additionally, although the province provides support to offset policing costs through the Municipal Police Assistance Grant Program, there have been chronic shortfalls in funding as this program has not kept pace with growing populations and increasing crime rates.

The Municipality of [X] believes that this police funding model is both unfair and unsustainable. We support the “everyone should pay” concept, using a formula based on population and property assessment, with any resulting surplus funds being reinvested in crime prevention and response. Furthermore, a more equitable funding model could potentially generate additional revenue to address the current rural crime epidemic.

In March 2017, the Honourable Kathleen Ganley, Minister of Justice and Solicitor General, committed verbally to begin a review of funding models this fall. Although Ministry staff have researched options for a new, more equitable funding model, we understand that any consultations on police funding are not likely to take place until after the 2019 provincial election.

The Municipality of [X] feels that we have already waited too long for the province to resolve the inequities in police funding, and that an issue this urgent in nature should not be put off any longer. We are therefore calling on the Government of Alberta to immediately begin public consultations on a new police funding model, and for implementation to take place before the next provincial election. As our MLA, we hope you will join us in championing the need for a new, more equitable funding model for police services in the province of Alberta.

Sincerely,

[Title]. [First Name] [Last Name]

Municipality of [X]

cc: The Honourable Kathleen Ganley, Minister of Justice and Solicitor General
The Honourable Shaye Anderson, Minister of Municipal Affairs
Barry Morishita, President, Alberta Urban Municipalities Association



ALBERTA
AGRICULTURE AND FORESTRY

*Office of the Minister
MLA, Whitecourt-Ste. Anne*

FEB 05 2018

Mr. Peter F. Braun
Reeve
Mackenzie Country
P.O. Box 640, 4511 – 46 Avenue
Fort Vermilion, AB T0H 1N0

Dear Mr. Braun:

Thank you for your January 17, 2018, letter in follow-up to our recent meeting. I am pleased that I, along with the staff of Agriculture and Forestry and Alberta Energy, were able to meet with you and hear your concerns firsthand.

I look forward to continuing our strong relationship as we work together to identify and implement solutions to the natural gas challenges facing your area. I appreciate your advocacy on behalf of your community and value the collaboration established to address this important matter.

Thank you again for writing.

Sincerely,

Oneil Carlier
Minister

cc: Debbie Jabbour, MLA, Peace River

RECEIVED
FEB 9 2018

**MACKENZIE COUNTY
FORT VERMILION OFFICE**

February 6, 2018

Len Racher, CAO
Mackenzie County
P.O. Box 640
Fort Vermillion, AB T0H 1N0

Dear Mr. Racher:

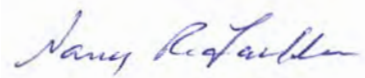
Thank you for your letter of January 26, 2018 expressing concern about the potential spread of bovine tuberculosis and brucellosis from WBNP to the Hay Zama herd and local beef cattle herds. We agree that these two diseases in free-ranging bison in and around Wood Buffalo National Park (WBNP) continue to pose a risk for disease-free wild bison and domestic cattle and bison. The continued presence of these diseases impedes the recovery of wood bison and threatens the health status of domestic cattle and bison.

Efforts in the past to tackle this problem have been contentious and previous efforts were abandoned due to a lack of consensus. A multi-jurisdictional Executive Committee (consisting of senior officials from the involved federal/provincial/territorial governments) continue to discuss the issue with the aim of creating a path forward. At this time, no decisions have been made and therefore, I am not able to provide any further information.

In the interim, Alberta Agriculture and Forestry and Alberta Environment and Parks continue to implement the "Managing Disease Risk in Northern Alberta Wood Bison – Outside of Wood Buffalo National Park". This work is done in cooperation of the cattle and bison industry associations. Mackenzie County, as a stakeholder, participates in the Wood Bison Stakeholder Committee teleconferences that include updates on the planning for the collaborative process.

Thank you again for your letter and your continued support of our efforts to deal with the disease risk in the short term. We will communicate any further information when we are able.

Yours truly,



Nancy Facklam, MSc, PMP
Senior Technical Advisor

cc: Dr. Gerald Hauer, Executive Director, Animal Health and Assurance Branch

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

From: Monte Krueger
Registrar
New Home Buyer Protection Program

To: Chief Administrative Officers

Date: February 6, 2018

Subject: Information about Owner Builder Authorizations

With the Government of Alberta's introduction of builder licensing on December 1, 2017, residential builders in Alberta are now required to have either a valid builder licence or an Owner Builder Authorization (OBA) in order to receive a building permit. Through a series of webinars and explanatory memos, program staff have been working with permit issuers to provide clarification on licensing procedures and to ensure that legislated requirements are followed.

In the spirit of ongoing information sharing and support, I want to take this opportunity to provide clarification on some key things to know about OBAs, as we have recently received several questions from permit issuers.

- Under the *New Home Buyer Protection Act*, owner builders must apply to the Registrar for authorization to construct their own home. Owner builders interested in applying for an authorization must follow the [Owner Builder Authorization Application Process](#).
- If an OBA application receives approval, an authorization certificate will be issued to the owner builder. The authorization allows owner builders to construct their own home, either with or without warranty. Permit issuers are only able to provide the necessary permits if an authorization has been approved.
- Certificates issued by the New Home Buyer Protection Program for approved OBAs are referred to as "Approved Application for Authorization" or "Approved New Home Registration".
- To help permit issuers confirm that they are looking at the correct type of authorization certificate, all owner builder certificates issued after December 1, 2017, contain letters "AA" in the Application ID number.
 - Prior to December 1, 2017, owner built homes constructed with warranty received a certificate that contained the letters "RF" in the Application ID number (e.g. 17RFxxxxx). Owner builders constructing without warranty received a certificate that contained the letters "AA" (e.g. 17AAxxxxx).
- All homes approved for an OBA can be searched on the [Public Registry](#) using the legal land description. The Registry provides location information and contact information for the warranty provider, if applicable, including how much warranty coverage remains.

- Additional information about the OBA process is located on the Municipal Affairs website at www.municipalaffairs.alberta.ca.

Thank you for your continued efforts to ensure that the requirements of the *New Home Buyer Protection Act* are fulfilled. Your support and diligence are appreciated. If you have any further questions, please contact program staff at homewarranty.inquiries@gov.ab.ca, or by phone at 1-866-421-6929.

Sincerely,



Monte Krueger
Registrar, New Home Buyer Protection Office



HIGH LEVEL FORESTS PUBLIC ADVISORY COMMITTEE

MINUTES

Tuesday, December 12, 2017
5pm, High Level Seniors Center

PRESENT:

Boyd Langford (Town of High Level)	Allen Plantinga (Tolko)
John Thurston (Hungry Bend Sandhills Society)	Melanie Plantinga (Tolko)
Evan Gardner (Peace River Constituency)	Tiffany Olson (Norbord)
Jenna Gardner (Member of the Public)	Walter Sarapuk (County of MacKenzie)
Bernie Meneen (Tall Cree First Nation)	Anthony Peters (County of MacKenzie)
Ralph Moberly (Tall Cree First Nation)	Clifford Auger (Tall Cree First Nation)
Henry Wiebe (Member of the Public)	Paul Ebert (Agriculture & Forestry)
	Bill Wiebe (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)
Marissa Green (Norbord)	Isaac Zacharias (Treetech Contracting)
	Jon McQuinn (Norbord)

1. WELCOME – INTRODUCTIONS – 5:45

2. AROUND THE TABLE

No comments or questions.

3. NEW BUSINESS

3.1 SFI® (Sustainable Forest Initiative®) Certification for Norbord High Level – Tiffeny Olson

Prior to receiving the SFI certification in High Level, harvesting activities had to begin. Now that High Level has started operations they are certified to the SFI Forest Management Standard and Fiber Sourcing Standard. This is the SFI 2015-2019 Program

Sustainable Forest Management Plan(SFMP) 2017 was forwarded to the PAC for review in October. The plan will be resent to refresh memories.

All timber harvested by Norbord on the FMA and in their quota area will be SFI certified. Also wood purchased from Tolko & LaCrete Sawmills is certified if there is a letter demonstrating certification.

Why choose to be certified to the SFI standard? This is so the consumer can see that we are using sustainable practices. The SFI system is marketed and recognized in different markets.

The company receives credits for wood from certified sources. These credits determine the percentage of product sold to consumers which is stamped with the certification/logo. This is a requirement for some wholesalers and markets.

Where would the market be for uncertified products? Some markets and products do not require certification. Some overseas markets. In Asia the PEFC(Programme for the Endorsement of Forest Certification) Chain of Custody is highly recognized.

Forest with Exceptional Conservation Value

Imperiled species – caribou, grizzly bear, arctic grayling, colonial nesting birds are identified in the company's EMS.

What precautions are being taken for these animals?

For caribou - the caribou protection zones are observed.

For grizzly bears access to areas where this species is must restricted to avoid vehicle collisions.

For grayling they may upgrade creek crossings. Or operate during winter to mitigate sediment in tributaries. IE. Bridge instead of required snow fill.

For the birds they don't harvest when the birds are hatching fledglings. Operate in winter or after August 1st.

What conservation measures are being taken to preserve First Nations traplines. How does the company avoid infringing on certain areas? There are different consultation requirements for trappers and First nations. With the trappers they are informed periodically of potential and expected forestry activities which will impact their lines. They are warned about upcoming activities so they can avoid areas. The companies try to meet with individual trappers to find ways to reduce the impact of forestry on their lines.

There ought to be real consultation with no grey areas. There is another consultation process for 1st Nations. Can plans be shared one or more years prior to harvest? The higher level General Development Plan shows plans for the upcoming years. The nations would like to know more specific details.

How does SFI compare with CSA? Melanie thinks that Tolko has prepared a "cross walk" comparing the standards. She will find and forward to the PAC. Planning standards in Alberta are set up to correspond to CSA. The planning standard will still be met.

How has this change been communicated to the public? Has there been advertising? Have there been meetings with the municipal governments? The open house in June is one of the means of communication. This presentation at the PAC is for public information. Norbord also sent out the Sustainable Forest Management Plan for public review. Norbord has a more complete longer presentation which could be shared with the HLFAC. Could the plan be shared in a simpler to understand, "bullet" style summary in plain language? Tiffeny will see what can be done.

Could the plan have been sent a couple weeks ahead of the meeting? Melanie did send the plan but this was back in October. It would have been helpful to send again. With preparation, there could have been real input & conversation about the plan.

The volume which Norbord harvests from their areas will be certified. What about volume purchased from other quota holders? Example DMI/Netaskinin. That volume would be certified based on the holders certification. What about if Netaskinin timber is harvested in a Tolko certified block. This would not be certified unless the seller (Netaskinin) had certification.

Private/purchase is not certified. There is a duty to promote sustainable forestry by sellers. Such as encouraging registered professional contractors.

Tolko SFI Certification

Tolko Woodlands has also received its SFI Sustainable Forest Management and Fibre Sourcing certifications. As of December 1st. Effective January 1st 2018 Tolko Woodlands CSA certification will expire.

The companies are currently committed to maintaining the High Level Forests Public Advisory Committee. As part of the changes the HLFAC Terms of Reference is being revised to reflect the change in Tolko & Norbord's certifications. This will be ready for review by the PAC in 2018.

The woodlands website located at highlevelwoodlands.com is also being edited to remove CSA references and include SFI.

John suggests that an introduction package be created for people who are attending PAC meetings for the first time. Such a package could contain an overview of the purpose of the PAC, a short list of acronyms and a map of the local area. A General Development Plan Map may be ideal for this purpose.

3.2 Tolko High Level Lumber, LaCrete Sawmills & Norbord Logging Plans for 2017-18 – Allen Plantinga

Tolko High Level Lumber plans to harvest 1.6 million cubic meters of timber this upcoming harvest season. (Approximately 32,000 truck loads). About half will be harvested as CTL (Cut to Length) and hauled directly to the mills. Half will be FT (Full tree) and hauled to the offsite processing yards.

There will be CTL hauling north from "P19" near Twin Lakes from now until mid January. Tree length will be hauled south from P19 to DMI in Peace River. That harvesting contractor will then move west of High Level.

There will be harvesting in the Wadlin compartment east of South Tall Cree. How far east? Approximately 20-25 miles. There will be both coniferous for Tolko and deciduous for Norbord being hauled along Hwy 88 north and Hwy 58 west to High Level. Because of the narrow bridges along that route there has been a request to Alberta Transportation to allow signs recommending radio use by commercial traffic. This haul will continue all winter.

Norbord is operating west of High Level in the "Watt and Bassett" compartments. They will be hauling Cut to length timber into High Level.

Tolko has "Full Tree" operations north and west of High Level. The trees from those harvests will not be travelling along public roads but will be hauled directly to the processing yards outside of town.

LaCrete Sawmills will be harvesting in "P21" in the Buffalo Head Hills and will haul all timber directly to the mill.

The other small mills, which are not associated with the PAC may be hauling tree length timber from "F11" near Eleski Shrine.

Reminder: Any public concerns about hauling are welcome by the companies, please call them directly or using the "Log Haul Issue & Concern Line" phone number. The number is 780-926-2989. Calls made to that number will be referred to the company most likely receiving the load. All trucks hauling to Tolko have GPS equipment which helps to narrow the possible truck down.

PLEASE report any issues that you see. Include as much information as you can safely gather.

If the public is out in the areas where work is occurring, please take a radio and use the frequencies posted. If you do not have a radio please follow another vehicle which will call your location for you.

The access to caribou areas will be blocked during times of inactivity. Try to make sure that someone sees you entering an area, or you may become stranded. The access is only blocked on the roads. People can still use sleds to enter/leave areas.

Are the trucks aware of the school bus stops along HWY 58? The trucks have been reminded to be vigilant during the times when buses are likely to be on the road. Is the "Blue Dot" program being maintained? No, it was found to be unmanageable.

3.3 General questions

Is it true that there will not be any scarification (site prep) done by Tolko this year? No, there will not. There have been concerns about access to scarified areas by hunter/gatherers. There is going to be trials established of planting larger seedlings on unprepared ground. Will the trees be grown longer? Not significantly longer, they will be grown in larger plugs in the nurseries and grow to a larger tree before being planted in the field. Will the number of trees (density) or species change? No that will stay the same. The requirements for satisfactory reforestation standards have not changed.

Information from old research projects is being reviewed. Sites will be revisited to see long term results and learn from past projects.

What is the status of the Mountain Pine Beetle outbreak. The harvesting being done by Tolko in P19 is beetle kill salvage. The pine beetles are across Alberta.

What progress has been made to replace Tolko's beehive burner? There is no plan currently for power generation facility. The plan is to construct a hot oil facility that will burn hog and heat the kilns for drying lumber and build a pellet plant for other material.

Where will these be built? Will be constructed on current mill site. Have not seen the plans for building site locations but would likely need to have rail line access for shipping of product. More track or another rail track may be built.

Will Tolko use bark or debris from Norbord? Those discussions would be between the plant managers or more senior level company staff to have. Norbord does have it's own disposal methods on their site. Potential other sources of fiber from within the region are being looked at but are in the early exploratory stages currently. There will not be any changes to the forest operations this coming year on how we deal with the fiber unless directed otherwise.

Has the variance for the burner been granted? Not yet. How long will the variance be for? Could the burner be discussed in February? The public news

releases were published in the newspaper which provides information that is available.

How serious is Tolko about the project? Very, there needs to be an alternate use for the fiber residuals that are produced from the sawmill. Tolko is leading this project themselves to utilize the residuals onsite into other products. Tolko is very committed to this facility and its continued operation within the community to support of the region.

- 4. NEXT MEETING – February 6th, 2018 – Detailed Forest Management Plan update.**
- 5. MEETING ADJORNED – 7:45pm**

Boreal Housing Foundation

Organizational Meeting

November 29, 2017 – 10:00 A.M.

Fireside Room – Heimstaed Lodge

- In Attendance:** George Friesen
Paul Driedger
Wally Olorenshaw - Teleconference 10:02 am
Michelle Farris – Teleconference 9:56 am
Brooke Ahnassey
Daphne Lizotte
Clark McAskile
Crystal McAteer
Josh Knelsen
Bill Neufeld – Teleconference 10:02 am
- Regret** Cameron Cardinal
Wanda Beland
- Administration:** Mary Mercredi, CAO
Evelyn Peters, Executive Assistant
- Call to Order:** Mary Mercredi called the Organizational meeting to order at
10:02 am
- Agenda:** **Approval of Agenda**
- 17-144 Moved by Paul Driedger
- That the agenda be approved as distributed.
- Carried
- Signing Oath of Confidentiality

New Business: **Election of Chairperson**

17-145 Mary Mercredi asked for nominations for the position of Chair.

Michelle Farris nominated George Friesen,
George Friesen accepted.

Josh Knelsen declared Nominations cease.

George Friesen, Chair by acclamation

George Friesen in the Chair at 10:04 am.

17-146 **Election of Vice-Chair**

George Friesen asked for nominations for the position of Vice Chair.

Crystal McAteer nominated Clark McAskile, Clark McAskile accepted.

Josh Knelsen nominated Bill Neufeld, Bill Neufeld accepted

Paul Driedger declared Nominations cease.

Carried

Clark McAskile as Vice-Chair by election.

Destroy all ballots

17-147 Moved by Clark McAskile

That all ballots be destroyed

Carried

Appointment of Signing Authority

17-148

Moved by Josh Knelsen

That the alternate signing authority be appointed to Paul Driedger.

Carried

17-149

Moved by Michelle Farris

That organizational Meeting be adjourned at 10:10 am

Carried

George Friesen, Chair

Evelyn Peters, Executive Assistant

Boreal Housing Foundation
Regular Board Meeting
November 29, 2017 – Following the Organizational Meeting
Hiemstaed Lodge – Fireside Room

In Attendance: George Friesen
Paul Driedger
Wally Olorenshaw - Via Teleconference
Michelle Farris – Via Teleconference
Brooke Ahnassey
Daphne Lizotte
Clark McAskile
Crystal McAteer
Josh Knelsen
Bill Neufeld – Via Teleconference
Cameron Cardinal joined at 10:15 am

Missing: Wanda Beland

Administration: Mary Mercredi, Chief Administrative Officer
Evelyn Peters, Executive Assistant

Call to Order: Chair George Friesen called the meeting to order at 10:14 am.

Agenda:

Approval of Agenda

17-150 Moved by Crystal McAteer

That the agenda be amended to include
5.5 New Business - Grass Cutting Invoices
6.5 Informational Item - Verbal update from Crystal McAteer
meeting with Minister Sigerson

Carried

New Business

Board Meeting Calendar Date for 2018

17-151

Moved by Clark McAskile

That the regular board meetings be held on last Thursday of every month.

Carried

Office Hours of the Fort Vermilion Office

17-152

Moved by Paul Driedger

That the Fort Vermilion Office hours be reduced to 5 hours per day, changing the office hours to be from 12:00 noon to 5:00 pm.

Carried

High Level Lodge Health Program

17-153

Moved by Josh Knelsen

That the High Level Lodge Health Program be presented at the next Regular Board Meeting.

Carried

Employee Handbook - Revised

17-154

Moved by Clark McAskile

That the employee handbook be revised to implement new Employment Standards & Labour Regulations Code.

Carried

17-155

High Level Lodge property – Grass Cutting

Moved by Crystal McAteer

That Boreal Housing Foundation pay for the grass cutting and submit the invoices to the government for reimbursement.

Carried

Chair George Friesen call for recess at 10:38 am

Josh Knelsen, left the meeting at 10:38 am

Cameron Cardinal left the meeting at 10:38 am

Chair George Friesen reconvened the meeting at 10:46 am

Minutes:

September 28, 2017 Regular Board Meeting

17-156

Moved by Paul Driedger

That the September 28, 2017 Regular board meeting minutes be approved distributed.

Carried

October 12, 2017 In Camera Meeting

17-157

Moved by Michelle Farris

That the October 12, 2017 In Camera meeting minutes be approved distributed.

Carried

Reports:

CAO Report

17-158

Moved by Paul Driedger

That the Chief Administrative Officer report be received as information.

Carried

Financial Reports

Lodge Financial Reports – October 31, 2017

17-159

Moved by Clark McAskile

That the October 31, 2017 Lodge financial report be received for information.

Carried

Housing Financial Reports – October 31, 2017

17-160

Moved by Paul Driedger

That October 31, 2017 Housing financial report be received for information.

Carried

Supportive Living Financial Reports – October 31, 2017

17-161

Moved by Wally Olorenshaw

That the October 31, 2017 Supportive Living financial report be received for information.

Carried

High Level Lodge – October 31, 2017

17-162

Moved by Paul Driedger

That the October 31, 2017 High Level Lodge financial report be received for information.

Carried

Arrears Report to October 31, 2017

17-163

Moved by Clark McAskile

That the arrears report to be received for information.

Carried

Information:

17-164

Information items

Moved by Clark McAskile

That the following items be accepted for information

- 6.1 AHS Letter regarding 2015/16 Funding Recoveries for Bed-Based Continuing Care
- 6.2 OH&S 3rd Quarterly Newsletter
- 6.3 Heimstaed Lodge November Newsletter
- 6.4 Housing October Newsletter
- 6.5 Verbal update from Crystal McAteer re: meeting with Minister Sigerson

Carried

Next Meeting Date:

That the next Regular Board Meeting – January 25, 2018 at 10:00 am Fireside Room – Phase I Heimstaed Lodge.

Adjournment:

17-165

Moved by Michelle Farris

That the meeting of November 29, 2017 be adjourned at 11:16 am.

Carried

Chair George Friesen

Evelyn Peters, Executive Assistant

Draft Minutes for Approval at April 2018 Meeting

Minutes
Water North Coalition (WNC)
Thursday, January 25, 2018
Beaverlodge, AB

Attendees

Bob Marshall – County of Grande Prairie
Ray Strepnek – MD of Fairview
Cody Bearisto, NADC Council Member
Jennifer Besinger – County of Grande Prairie
Kamryn Smith – County of Grande Prairie
Teresa Souliere – Aquatera
Cal Mosher – Town of Beaverlodge
Gena Jones – Town of Beaverlodge
Gary Rycroft – Town of Beaverlodge
Cindy Corbett – Town of Beaverlodge
Steve Rawlyk – Village of Hythe
Okey Obiajulu – Alberta Environment and Parks
Dion Hynes – Birch Hills County
Garry Leathem – Town of Fairview
Sean McCallum – Town of Wembley
Keith Straub – Town of High Level
Duane Lay – City of Cold Lake
Bob Buckle - City of Cold Lake
Willis Fitzsimmons – Saddle Hills County
Ian Penner – Town of Sexsmith
Richard Simard – Big Lakes County
Ken Shaw – Gift Lake Metis Settlement
Natalie Rose – Northern Lakes College
Rachel Ouellette – Northern Lakes College
Tom Burton – AAMDC/MD of Greenview
Kaylyn Jackson – Lesser Slave Lake Watershed Council
Marcel Auger – MD of Opportunity
Brendan Powell – MD of Opportunity
Barry Schmidt – MD of Opportunity
Johannes Zwart – Town of Grande Cache
Corrina Williams – Northern Sunrise County
Sandra Eastman – MD of Peace
Vern Lymburner – Town of Valleyview
Reuel Thomas – Portage College
Leslie Burke – Regional Municipality of Wood Buffalo
Ian Willier – Big Lakes County
Andre Trudeau – MD of Smoky River No. 130
Rhonda Clarke-Gauthier – Mighty Peace Watershed Alliance
Dianne Potrebenko – Village of Rycroft

Draft Minutes for Approval at April 2018 Meeting

Administration

Susan Shave, NADC Manager
Melonie Doucette, NADC Senior Northern Development Officer
Brittany Bingham, NADC Research Officer

Presenters

Luke Beaudry, Spartan Controls
Paul Naphin, Spartan Controls

Welcome, Introductions, and Housekeeping: 10:01AM

Bob Marshall, Chair called the meeting to order at 10:01AM and introduced Gary Rycroft, Mayor of Beaverlodge.

Gary Rycroft delivered greetings on behalf of the Town of Beaverlodge.

Bob Marshall gave housekeeping information regarding the meeting location and the day's events.

Review and Adoption of Agenda

Moved by Andre Trudeau from M.D. of Smoky River to accept the agenda as presented at 10:04am

MOTION CARRIED

Adoption of Minutes of the Wabasca, September 14, 2017 meeting

Moved by Sandra Eastman of M.D. of Peace that the minutes be accepted as presented at 10:05am

MOTION CARRIED

Presentation: Spartan Controls

Water Efficiency: Luke Beaudry and Paul Naphin

Spartan Controls facilitated a presentation on improving energy efficiency in water and wastewater operations; how energy is consumed in water utilities and where the largest opportunities exist to reduce the electric power bill in municipal water treatment. As well as, potential sources of funding to address energy efficiency projects in the water utilities.

No questions from the membership at the meeting.

Draft Minutes for Approval at April 2018 Meeting

Roundtable of Introductions

Bob Marshall delivered background information on the Water North Coalition, as this is the first meeting since the municipal elections in October 2017.

Members did a roundtable of introductions to clarify which members were new, which members were voting and non-voting.

Subcommittee Working Session

Subcommittee Update

Public Education: Attended Water Week North in Grande Prairie in October, 2017. Aquatera has created a pull-up banner for the WNC, which is stored at their Edmonton office. The digital Water Resource Library document has been finalized and uploaded to the WNC webpage. Public Education is currently searching for a chair as well as actively recruiting for more members

Advocacy: The Grants Brochure is currently a work in progress. The Advocacy subcommittee is currently searching for a chair, as well as actively recruiting for more members.

Recruitment and Retention: Mutual Aid Templates are in current state of finalization and will be ready to be brought to the communications committee for review. Also interested in developing a survey to try and find service area gaps. New members welcome.

Training: The digital Training in the North document has been finalized and uploaded to the WNC webpage. It is a resource designed primarily for operators, and includes all training courses available; and who the providers are and what the mode of delivery is.

Subcommittee Roundtables

Subcommittee members break out session to work on plans.

Resume from lunch at 12:49pm

Business Arising From Minutes

Action List Update

Advocacy has completed the success stories; as well as the distribution plan.

Public Education has completed and published their Resource Library, as well as hosted the Water Week North Booth and had a pull-up banner created.

Recruitment and Retention has completed their review of the Mutual Aid templates, and the creation of a survey is ongoing.

Draft Minutes for Approval at April 2018 Meeting

Training has completed their booklet and shared it on the WNC webpage.

There has been no update on Bill S-8.

Information on models for funding to become a self-sustaining organization will be on the agenda for the April Strategic Planning Session.

No members have submitted additional questions for presentation panels.

Municipal Internship Program Update

Bob Marshall – WNC is not eligible for internship sponsoring. If we were to pursue this option, it would have to be sponsored by a member municipality, and WNC would be piggybacked onto the duties of the municipal intern. If a municipality is interested, please come forward and we can discuss how to make this work.

Agriculture and Industry Representative Update

Reuel Thomas, Portage College – links and information about the WNC has been sent out but there has not been much uptake or activity, indicating that we need to explore with this more.

INAC Presentation Request

A request has been to INAC but we have not received a response; it is time to follow up again.

The meeting with the DM of Environment and Parks has occurred; see notes further on in minutes.

The follow-up between the WNC representative and the Metis Settlement General Council is ongoing.

The County of Grande Prairie request to present on the “Beast” pilot technology is completed and ready for vetting at the appropriate time in this meeting.

The Spartan Controls presentation was delivered earlier today.

Going forward we will be moving the WNC Operations and Administration to the protocol document, as they are processes not action items.

The updated member list is living document and is always ongoing.

The current response to the reappointment/renewal letter that were distributed in the fall is at approximately 90%.

Water Week North

The Water Week North WNC Booth highlighted what we do at the WNC and how.

The volunteers at the booth reported receiving positive feedback, and talked to approximately 16 -20 organizations. Most people they spoke with were not aware of WNC. This demonstrated

Draft Minutes for Approval at April 2018 Meeting

that the original intent of the WNC, which was to provide both operator as well as council representation, to ensure dialogue from both sides was present, is an important thing to keep in mind as we move forward. Many people took the brochures on offer, and neighboring exhibitors expressed interest in either presenting at a future meeting, or meeting with us to explore potential collaboration.

The success of the Water Week North booth gives way to the question of where else can we host a booth and provide a presence?

Answer:

Growing the North is a good avenue to consider. There will be lots of exposure, and lots of individuals attend. It may be possible to reach out to the Chamber and see if there is space available, possibly for free as we are non-profit. Growing the North is on Feb 20, 2018.

Membership Fee

The discussion and decision regarding the membership fee has been tabled until the April Strategic Planning Session.

Meeting with the DM of Environment and Parks

Before we could have the meeting, an announcement came out regarding exactly what our meeting was hoping to focus on.

Discussion arising from this agenda item:

There is a bacteriological testing issue; as operators understand that when the system goes down and then comes back up, you have to perform testing to make sure that there is no need for a boil-water advisory. It is currently taking a long time to get test results back in northern Alberta. There used to be labs in the north but not anymore, so testing has to go to Edmonton. It technically falls under the domain of Health, so is there anything AEP can do to advocate on the behalf of WNC municipalities to advocate for us to get faster results?

Bob has made the suggestion to Minister Hoffman that it may be beneficial to arrange a meeting between Alberta Health and WNC. Perhaps we can use this opportunity to push that item? This will be addressed later on in the meeting.

Deputy Minister Corbould confirmed the development of the database is underway and is to be up and running by December 31, 2018.

During the development of database, AEP expressed that they may consult with the WNC individuals who were on the call. The lines of communication are open.

Update on Tri-Council Presentation

The Tri-Council has been spoken with (consists of the Town of Slave Lake, MD of Lesser Slave River and Sawridge First Nation.) They would like to present to WNC next time we are near Slave Lake. It is important that we facilitate this opportunity, because although the WNC is open to First Nations and Metis, we would like to have increased representation from those groups at this table.

New Business and Updates 1:09PM

WNC Membership Renewal

Please speak with the NADC Secretariat if you are unaware of your status as a WNC member.

AAMDC Conference Update

Bob Marshall - It was during the AAMDC Conference that I had the conversation with the Minister of Health. Is the Coalition interested in advocating for bacteriological testing in the north?

Response:

Keith Straub, Town of High Level – It is the turnaround for actual results that is slow. If the testing is not part of regular sampling, it takes longer to receive the results. We are more so requesting to have a communication line established between lab and operator. Currently, we can be waiting up to 3 – 4 days, which is too long and just not working for our communities. There is a disconnect between the testing process and the operators. As soon as something is sent in that is marked as non-compliance, it takes much longer.

Reuel Thomas, Portage College – Is the big concern the access to lab results or the timeline? Is about the level of responsiveness or availability of labs to perform testing?

Keith Straub, High Level: It is the responsiveness.

Bob Marshall – Obtaining results around holidays can be even more difficult.

Bob Marshall proposed a motion to pursue a conversation with Minister Hoffman of Alberta Health for changing the reporting timeframe.

Keith Straub of Town of High Level: MOTIONED at 1:15pm

Jennifer Besinger of County of Grande Prairie SECONDED

Leslie Burke, Regional Municipality of Wood Buffalo – The window of time for results is just not working. The lack of confirmation that the samples have been received can also be an issue.

Vern Lymburner, Town of Valleyview – There was a lab in Fox Creek that did water sampling. It may be something to look into.

Keith Straub, Town of High Level – Independent labs cannot be used to meet regulatory lab requirements, only a provincial lab can do that.

MOTION CARRIED 1:19PM

Current State of Water and Wastewater in the North Report

We have distributed a survey to attempt to identify what are the top challenges and opportunities regarding water and wastewater in the north. Please complete and allow the NADC to collect these surveys at end of the day.

Member Round Table and Topics for Discussion

- Ray Skrepnek, MD of Fairview
 - The Grimshaw source water protection plan has been started, and they are hoping for results by April or May.
- Reuel Thomas, Portage College.
 - Update on the Water Initiative Introductory Program. Level 1 has been approved by Alberta Environment and Parks and will launch next month.
 - A partnership was launched with Technical Development for a stimulation lab for new operators. A proposal has been made to the government and Alberta Environment and Parks with regards the use of simulation training in lieu of onsite training. This is moving forward with the County of Lac La Biche and partners. The vision is to include a bunch of different facilities in simulation so operators will experience a wide variety of plants and processes within the simulation. Hope to do some skill development and personal development assessments.
- Leslie Burke, Regional Municipality of Wood Buffalo.
 - Focused on asset division for water and wastewater, and looking to address the asset management gap, the proper labelling of the assets, clear understanding of the state of assets, etc., in order to develop budgets. They will be engaging the operations staff for this.
 - Council has agreed to look at what it will take to get cost recovery and full cost recovery for utility service provision. Looking to go to council at some point this year with proposals to achieve direct cost recovery.
- Dianne Potrebenko, Village of Rycroft.
 - Have had challenges in past with water, and the 2010 infrastructure study identified wastewater lines. Part of going forward will be doing a study of water delivery lines, which is currently in progress. Things are improving and they are pleased to have drinkable water. They are excited about the mutual aid possibility going forward.
- Andre Trudeau, MD of Smoky River
 - Currently looking for help with little water co-ops for Little Smoky
 - Funding continues to be an on-going issue
- Vern Lymburner, Town of Valleyview
 - Pleased to see everyone working together. Efficiencies upgrades have been done to water treatment plants. An infrastructure assessment is being done by the MD. A plan for maintenance in the future will be under development. The Valleyview Multiplex is opening on February 10 and has a swimming pool.
- Carina Williams, Northern Sunrise County
 - Building a new lagoon, 2.6 million. Currently in progress building a connection to the water system to Nampa, should be finalized next year.

Draft Minutes for Approval at April 2018 Meeting

- Sandra Eastman, MD of Peace
 - Currently working on a waterline from Peace River through the industrial farm to the airport. The study has been done, and was quoted at \$25 million, which is out of budget. The County of Northern Lights has gotten funding for a line and hoping to tap into it. Funding is an issue.
- Rhonda Clarke-Gauthier, Mighty Peace Watershed Alliance
 - Finalizing the water plan to be released in March and hope municipalities will look at the plan and use it to make changes and move forward. Taking the lead position on Grimshaw Aquifer Source Water Protection Plan, as ground water deserves more respect. Would be keen to help other municipalities with source water protection planning. Have an established wetlands protection agency, as education is key for wetlands. Their AGM is on May 25 in Peace River, feel free to attend.
- Johannes Zwart, Town of Grande Cache
 - Halfway through implementing a water source protection plan. The treatment plant has been completed, and should be running by the end of the month. Completed a water study to see where water is being lost in the distribution system, and had some interesting findings. A cost recovery plan has been done with regards to water line and they are working to slowly increase the rates.
- Marcel Auger, MD of Opportunity
 - All 3 of the representatives from MD of Opportunity are attending their first meeting. Happy to see that the WNC is ongoing with good success. The MD of Opportunity is currently finalizing their 2018 budget, with a priority to add additional dollars to providing student placements in order to add operators. Also want to incorporate Bigstone Cree, Loon River, Peerless Trout etc. The MD of Opportunity is currently providing the water to these places, and they are looking to help First Nations to run their own water operations. There has been a water plant upgrade in Sandy Lake, and a sewage lagoon added in Calling Lake. Currently, they are researching a new water source in Red Earth Creek and looking at the viable water source for that community.
- Kaylyn Jackson, Lesser Slave Watershed Council
 - They are planning a lakeside living information day for April –topics to include septic, water run off, etc. She will distribute event information amongst the membership at a later date.
- Tom Burton, MD of Greenview/AAMDC
 - They are looking at water treatment options in the Grovedale area, and are finishing up lagoon north of Fox Creek area. The MD, in conjunction with Grande Cache, Valleyview and Fox Creek, are set to do an infrastructure study. Would like to note that the AAMDC and the AUMA are not merging. Has a question for the Training Subcommittee: Is there an opportunity for an internship program? Why isn't there an internship opportunity for water operators? Is there a chance to look into this, and have WNC advocate for an internship opportunity? It could be a way to have the province work with municipalities and educational facilities to address gaps in the training side of water operations. Would like to discuss this at a future meeting.
 - The AAMDC district meeting is on the 9th of February. Minister Hoffman is on the invite list, can he add the topic of the lab results for water testing as

Draft Minutes for Approval at April 2018 Meeting

something to bring up as an issue? He is set to meet with her on Feb 26, could he possibly advocate on behalf of the WNC? Additionally there is an upcoming FCM webinar about asset management; contact him for more details.

- Rachel Ouellette, Northern Lakes College.
 - If there are any municipalities ready and willing to take on students who need hours for Level 1, please contact her. The NLC Level 1 Operator Program is starting next week, and Level 2 starts in April. They currently have 4 CEU courses available online.
- Ken Shaw, Gift Lake Metis Settlement
 - Working on a raw water intake project. Their water plant update project is about 20 -30% complete. They have secured funding for a booster station project, to proceed in May or June. They currently have a young beginner operator working with them to get his Level 1.
- Ian Willier, Big Lakes County
 - Their pumphouse is to be commissioned within the next month, and a new plant is being built, with two other reservoirs in progress.
- Ian Penner, Town of Sexsmith
 - Recently became a stakeholder of Aquatera. They are building a sewer trunk from the City of Grande Prairie to Clairmont.
- Willis Fitzsimmons, Saddle Hills County
 - Has two new water treatment plants, and are looking to develop a third. 2 of their operators recently achieved level 2 certification.
- Bob Buckle, City of Cold Lake
 - Cold Lake is now a designated regional water source. Currently in the process of developing a regional water line to Bonnyville. They require some treatment plant expansion, which will require about 4 phases, and will be going to go for tender in the next few months. Wastewater treatment and lagoon system requires an update and expansion, as the discharge needs to improve. They are currently working with Environment Canada and the province on the issue of where to redirect the discharge, as the Beaver River is at capacity for discharge.
- Keith Straub, Town of High Level
 - The Dene Tha First Nations are being supplied water by High Level, and they are looking to collaborate on wastewater issues. They have migrated to asset management platform. Their current biggest issue is the Northwest Species at Risk Project.
- Sean McCallum, Town of Wembley
 - They are getting on the Aquatera water line. Looking at expansion for industrial and private owned parts of the community, and are looking for some upgrades from start to finish on different projects.
- Garry Leathem, Town of Fairview
 - Currently working on an infrastructure assessment and reservoir upgrades.
- Steve Rawlyk, Village of Hythe
 - Completing a water upgrade to level 2. Likes the WNC webpage, hopes to see it continue to grow.
- Okey Obiajulu, Alberta Environment and Parks
 - Has some updates from regional programs up to provincial programs. The database with AEP has assigned the contract to companies. There are new

Draft Minutes for Approval at April 2018 Meeting

online computer based exams now live at Grande Prairie Regional College and Lakeland College in Lloydminster. Hoping that the spread of online courses and exams will provide increased opportunity. ESI provides the exams (6 times a year in GP). As of Dec 2017, certificates are due for renewal, 230 people did not renew, but 214 got their certificates for the first time, so it is consistent. They can provide free information on Water Canada to those who are interested.

- Cal Mosher, Town of Beaverlodge
 - Has an understanding that there is use of AGT labs in Grande Prairie for testing? (not bacteriological labs). Their water plant upgrade is just about completed. The City of Dawson Creek had a grey water facility built that they utilize for the oil and gas industry. This could be a financial gain to the community, and may be something to look at down the road.
- Teresa Souliere, Aquatera
 - Are collaborating on a regional waterline to Wembley. Water Week North will be held Nov 6, 7, 8 in 2018 and will be an opportunity for operators to come and obtain CEUs. Aquatera does sponsor summer students programs and would be willing to connect further with post-secondary institutions on this.
- Jennifer Besinger, County of Grande Prairie
 - The County is also in collaboration with regional waterline to Wembley. Upgrades are underway to the water plant, and lagoon rehab is underway, to continue in the spring. They are looking at putting a truck fill in Bezanson. They have created a succession planning position for their utility position. Would like to propose a coordinated effort between the Training and the Recruitment and Retention subcommittees for a WNC survey.

Next Meeting

April (Strategic Planning Session) – Fairview

July- Northern Sunrise County (potential)

October – To be determined

Requests to Present

The WNC has received and reviewed requests to present from Elkan Environment and Engineering; Sapphire Water; and Swirltex at upcoming meetings.

MOTION to approve presentations from Elkan Environment and Engineering, Sapphire Water, and Swirltex made by Corina Williams of Northern Sunrise County at 2:05pm

MOTION CARRIED 2:06PM

Organizational Meeting

Called to order at 2:06pm

CHAIR ELECTIONS

Draft Minutes for Approval at April 2018 Meeting

The Chair appointment is a 1 year term, lasting from January 2018 – 2019, to take effect at the next quarterly meeting.

First call for nominations:

Ray Skrepnek, MD of Fairview nominates Bob Marshall, County of Grande Prairie

Bob Marshall accepts the nomination

Second call for nominations:

No response

Third call for nominations:

No response

MOTION to cease nominations for chair made by Marcel Auger, MD of Opportunity at 2:07pm

Bob Marshall appointed Chair for the 2018 – 2019 term

VICE-CHAIR ELECTIONS

The Vice-Chair appointment is a 1 year term, lasting from January 2018 – 2019, to take effect at the next quarterly meeting.

First call for nominations:

Andre Trudeau, MD of Smoky River nominates Ray Skrepnek, MD of Fairview 2:08pm

Ray Skrepnek accepts the nomination

Second call for nominations:

No response

Third call for nominations:

No response

MOTION to cease nominations for vice-chair made by Sandra Eastman, MD of Peace at 2:09pm

Ray Skrepnek appointed Vice-Chair for the 2018 -2019 term.

Motion to adjourn at 2:10pm Corina Williams, Northern Sunrise County

MOTION CARRIED, MEETING ADJOURNED

From: Marianne Ryan
To: [Marianne Ryan](#)
Subject: Alberta Ombudsman's Jurisdiction Expansion
Date: January 24, 2018 10:01:05 AM

Good day,

As you are aware, the recent proclamation of the *Modernized Municipal Government Act* includes provisions, specifically section 139, which expands the responsibilities of the Alberta Ombudsman's office. As of April 1, 2018, I will have the ability to review complaints about municipalities. This will allow my office to investigate complaint-handling processes and administrative decisions made at the municipal level.

In anticipation of this change to my authority, I invite you to participate in a brief online survey consisting of less than 20 questions. Your responses will help my staff obtain contact information and better understand the complaint-resolution processes you may currently have established.

My staff is also developing training and outreach initiatives. Updates to our website and materials designed to inform Albertans regarding the expanded jurisdiction will be made available in the coming months. Your input will help ensure this information is of value to municipal government staff as we all learn about the impact of the changes.

We have recently reached out to Municipal Affairs to share more about the Ombudsman's role, and coordinate the delivery of training workshops for our staff. Our office has participated in events organized by the Local Government Administration Association of Alberta (LGAA), Alberta Urban Municipalities Association (AUMA) and the Alberta Rural Municipal Administrators' Association (ARMAA) and we continue to prioritize outreach with other municipal stakeholders. We value the open exchange of information and a shared understanding of roles, moving forward.

The link to the survey is found [here](#), and I would ask you to complete this survey no later than February 12, 2017. Should you have any questions or concerns, please contact Ms. Diann Bowes, Manager, at our toll free number of 1-888-455-2756.

I look forward to working with you to promote fair practices within your municipality and to ensure fairness for Albertans.

Sincerely,

Marianne Ryan

Alberta Ombudsman / Public Interest Commissioner
9925 – 109 Street NW, Suite 700
Edmonton, AB T5K 2J8
www.ombudsman.ab.ca yourvoiceprotected.ca
780-427-2756 780-641-8659

CONFIDENTIALITY NOTICE This message is intended only for the use of the individual or entity to which it is addressed and contains information that is strictly confidential. If the reader of this message is not the intended recipient, you are hereby notified that any

January 30, 2018

*P.O. Box 1011 Whitecourt, AB T7S 1N9
4907 52 Avenue Synergy Business Centre
Phone: 780.778.5363 Fax: 780.778.2351
E-mail: manager@whitecourtchamber.com*

Dear Stakeholder:

Call to Action – Help us Save Jobs and Caribou

Issue

Responding to the federal Species at Risk Act (SARA), the Alberta government (GoA) has released a second draft Provincial Woodland Caribou Plan for the Little Smoky/A La Peche herds. Industry and communities were strongly opposed to the first plan because of its negative impacts on jobs, the economy and sound forest management, and because it came with no assurances that proposed measures would be effective. In releasing this second plan, Environment and Parks Minister Shannon Phillips said: “This is an important step in building a made-in-Alberta plan that will protect caribou and jobs.” Despite encouraging words, resource industries, such as forestry and oil & gas, remain concerned that final plans will affect their ability to operate and cost the province good paying jobs and revenue.

Why is this happening?

Woodland caribou is classified as threatened under the federal Species at Risk Act (SARA). As a result, the Government of Canada released a recovery strategy in 2012 for the boreal population of the woodland caribou. Under this strategy, provinces were required to develop range plans to restore and maintain critical habitat over time. The federal government has indicated it is prepared to be flexible in how these plans are developed, but the GoA is strictly adhering to targets and definitions of disturbance set out in the federal recovery strategy. To meet these federal thresholds, the GoA will have to restrict or prohibit industrial development within caribou ranges, which will seriously affect economic activity in our region.

What’s at Stake?

Restricting industrial access in caribou ranges will affect the productivity of key sectors of our regional economy, such as forestry and oil & gas. This will have implications not just for direct and indirect industry employment but also for local businesses, property values, municipal tax bases, and community services. Also of concern is the single-species approach taken by the federal government through its recovery strategy. By dealing with at-risk species one at a time, instead of multi-value planning that has long been accepted practice in sustainable forest management, we subject industry to perpetual uncertainty. This uncertainty will dampen the investment climate in our province, putting jobs and economic prosperity at further risk. This issue is not confined to Alberta: it is affecting resource sectors across Canada. The Montreal Economic Institute released a report last October that determined that attempts to save 79 caribou in Quebec could cost 5,675 direct jobs and more than \$741 million in lost economic activity, or \$9.4 million per caribou.

What's the solution?

Resource sectors wish to see woodland caribou flourish but do not believe good jobs need to be sacrificed in the process. The province's draft recovery plan does include some good ideas, such as aggregated timber harvesting to emulate natural disturbances, mandatory integrated land management (ILM), maternal penning and industrial disturbance restoration. But the suggestion that industrial activity must be severely constrained would only serve to put the brakes on an economy that is just beginning to gain traction. And there are no guarantees that setting aside conservation areas for caribou will aid in species recovery, especially given that caribou herds are declining in protected areas such as Banff and Jasper. Over the many years the forest industry has been working on this issue, it has proposed many other solutions that it thinks could help meet the dual objectives of protecting jobs and caribou; however, most have been rejected, because they do not meet the federal government's one-size-fits-all habitat thresholds. To develop a truly made-in-Alberta solution, we call on the GoA to stand up for workers and communities, and challenge these prescriptive targets and definitions. More flexibility, together with ongoing multi-stakeholder collaboration and new ideas will set the stage for practical, balanced solutions that protect jobs *and* caribou.

What can we do to influence government caribou decisions?

The GoA is in the midst of a public engagement process on woodland caribou recovery, before submitting its final plans to the federal government. These are your last opportunities to urge the GoA to develop plans that protect jobs and caribou. **Get informed, become engaged, be heard!**

- Attend one of six upcoming caribou open houses:
 - Whitecourt: February 20, 2018
 - Edmonton: February 22, 2018
 - Cold Lake: February 27, 2018
 - Fort McMurray: March 1, 2018
 - High Level: March 6, 2018
 - Grande Prairie: March 8, 2018
- Complete the survey form on the GoA website: https://talkaep.alberta.ca/caribou-range-planning/survey_tools/comment-submission-form-caribou-range-planning-in-alberta
- Write letters to the Minister of Environment and Parks and your MLA, letting them know the importance of resource sector jobs to your community.
- Write to the federal Minister of Environment, asking her to consider socio-economic impacts in caribou plan assessments and to reconsider SARA's single-species approach.
- Send a letter directly to your Member of Parliament via the Forest Products Association of Canada's "Caribou Facts" website: <http://www.cariboufacts.ca/> (click "Take Action Now").

Where can I get more information?

Alberta's Action Plan on Caribou: <https://talkaep.alberta.ca/caribou-range-planning>

FPAC Caribou Facts: <http://www.cariboufacts.ca/>

fRI Research Caribou Program: <https://friresearch.ca/program/caribou-program>

Montreal Economic Institute Caribou News Release: <https://www.iedm.org/74547-boreal-caribou-preservation-plan-could-cost-over-740-million-year>

Other Courses Offered:

- Economic Development:
Establishing the Foundation
- Business Retention & Expansion
- Business & Investment Attraction

Economic Development for Elected Officials

**WE HELP YOU
UNDERSTAND CURRENT
ECONOMIC DEVELOPMENT
PROCESSES, POLICIES
& PROJECTS.**

For more information or to book your course contact:

Economic Developers Alberta
Phone: 1.866.671.8182
www.edaalberta.ca



Economic development is an **essential, complex, competitive field**.

It encompasses **processes, policies and projects** that community leaders need to know about to **improve the economic, political and social well-being** of their residents.

It also requires strong leadership and community engagement.

Elected officials have an important role to play.

EDA's Economic Development for Elected Officials Course

We provide you with **strategies, tools, resources and experiences** to help your community **survive, thrive and grow**.



1 The Role and Function of Community Economic Development

- What is Community Economic Development (CED)? How does it work?
- Who practices CED and how does it affect elected officials?
- How should you budget and monitor the economic development function?
- What is the relationship between municipal planning and economic development?

2 Issues and Best Practices

- Business investment, retention, expansion and attraction
- Tourism development and planning
- Industrial development and planning
- Understanding the role of public/private partnerships
- Opportunities for technology-led development

3 How to Manage the Process

- Working with your economic development staff
- Bringing the whole community to the table
- Developing and running effective community boards/committees
- Getting the right information at the right time, and getting a second opinion
- Obtaining funding for projects, plans and infrastructure
- Liability concerns and issues

4 How to create effective outcomes for your community

- Ethical considerations in economic development decision-making. When economic interests compete with social good.
- Measuring community value of the work done by your economic development staff

From: [Peter F. Braun](#)
To: [Carol Gabriel](#)
Subject: Fwd: Focused Discussion with Municipal Stakeholders, afternoon of Feb 23, 2018
Date: February 7, 2018 11:52:36 AM

Can you include this in council pkge please.

Peter F Braun
Reeve
Mackenzie County
780-926-6238

Begin forwarded message:

From: IR FNC Renewal and Enhanced Capacity <fncprenewal@gov.ab.ca>
Date: February 7, 2018 at 11:37:31 AM MST
To: IR FNC Renewal and Enhanced Capacity <fncprenewal@gov.ab.ca>
Subject: Focused Discussion with Municipal Stakeholders, afternoon of Feb 23, 2018

Good day,

As part of the renewal process for *The Government of Alberta's Policy on Consultation with First Nations on Land and Natural Resource Management, 2013* and *The Government of Alberta's Policy on Consultation with Metis Settlements on Land and Natural Resource Management, 2015* and approaches to enhance capacity, Indigenous Relations is inviting municipal representatives and organizations to attend an additional engagement session. This discussion will be focused on municipalities' unique feedback and/or concerns regarding options to address the common policy issues discussed during the February 8 and 12 engagement sessions.

Please join us on **February 23, 2018, from 1:30 p.m. to 4:30 p.m., at Oxbridge Place, 9820 - 106 St NW, Edmonton, Room 701**. Indigenous Relations' senior leadership and Assistant Deputy Minister Stan Rutwind will be present to contribute to the discussions and answer any questions you may have. For those unable to attend the session in person, a call-in option will be provided. Details will be sent at a later date.

Please RSVP to fncprenewal@gov.ab.ca by February 16, 2018 to confirm your attendance **in person or by call-in** (you may simply reply to this email invitation). Please limit your representation to one or two people if attending in person.

Once again, I appreciate the time your municipality or association is taking to participate in these discussions. In the interim, if you have questions about the February 23 meeting, please contact Mr. Greg Belyea, Manager, Engagement and Relationships, 780-643-1013 or greg.belyea@gov.ab.ca.

Any questions regarding the consultation policy renewal process in general can be directed to Mr. Godlove Suh, Manager, Consultation Policy and Program Evaluation, at 780-643-3889 or godlove.suh@gov.ab.ca.

For specific inquiries related to the Enhanced Consultation Capacity Initiative, please contact Mr. Adam Schneidmiller, Manager, Consultation Capacity, Training and Outreach, at 780-638-4580 or adam.schneidmiller@gov.ab.ca.

I look forward to our continued discussions on these critically important initiatives.

Sincerely,

Lance Wilson

Acting Executive Director
Stewardship and Policy Integration Branch
Indigenous Relations

Indigenous Relations
fncprenewal@gov.ab.ca



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.



SAVE THE DATE

5TH ANNUAL BIG LAKES CHARITY GOLF TOURNAMENT

THURSDAY, AUGUST 16, 2018
HIGH PRAIRIE & DISTRICT GOLF COURSE

Registration forms & sponsorship information
will be forthcoming.

For more information please contact Jessica Martinson
at (780) 523-5955 or email jmartinson@biglakescounty.ca



Fabric and Steel Buildings

In 2010 Coverall-All Building Systems determined that some design defects could result in compromised structural integrity of their buildings, and therefore be a potential risk to persons and property. This was not a simple fix, with the defects potentially resulting in catastrophic failure. It was recommended at the time that all building owners consult a structural engineer to determine whether their building meets applicable building codes.

Further, building owners who continue to use the structures are advised to take precautions, including not using the building during severe weather, including snow, sleet, freezing rain and high winds.

We have seen that many of these buildings are still in use among our Members. If the building has a design defect it can be a safety issue for those who use the building along with greatly shortening the life span of the building. It is essential that proactive steps be taken to protect the property from failure.

Full replacement of these buildings many years prior to their originally expected life span can be exceptionally expensive for our Members. We recently have been in contact with a new supplier that can help.

Our approved supplier, Coverco Buildings Ltd, offers a retrofit option for qualified Fabric and Steel Buildings that can significantly extend the safe and usable life of your structure. They give discounted rates for the purchase of new structures by AAMDC members, and as their products are purchased through a standing offer program, no RFP is required. As an approved supplier their products and services qualify for member rebates.

Please note that insurance excludes loss due to latent defect, faulty material, or faulty workmanship. To fully protect your assets, it is recommended you be proactive and take the initiative before it is too late.

If you would like additional information regarding Coverco Buildings Ltd. please contact myself or your Client Relations Manager in our Trade Department.

Darcy Hale
Risk Management Advisor
AAMDC - Alberta Association of Municipal Districts and Counties
2510 Sparrow Drive, Nisku, AB T9E 8N5
P: 780.955.8406
darcy@aamdc.com

From: FCM Communique
To: [Len Racher](#)
Subject: The Future of Canada Post
Date: January 25, 2018 2:10:41 PM

January 25, 2018



The Future of Canada Post

On January 24, the Minister of Public Services and Procurement released the government's vision for the future of Canada Post. The government says their goal is to provide, "high-quality service at reasonable prices for Canadians across the country." Improving Canada's postal services is an important issue for municipalities across Canada.

Some highlights:

- Canada Post will **discontinue plans to end home delivery**, but existing community mailboxes will remain in place.
- **Enhancing the accessible delivery program** will be a priority, ensuring that seniors and people with disabilities will be able to access community mailboxes.
- Canada Post will explore partnerships with the federal government and local communities to **enhance access to government services, especially in rural and remote areas**.

FCM looks forward to working with the federal government and Canada Post to ensure rural and remote access to postal services and to create effective partnerships between Canada Post and local governments. More details about this announcement can be found on [FCM's website](#).

Find us:



This is a publication of the Federation of Canadian Municipalities ©2018.
24 Clarence Street, Ottawa, Ontario K1N 5P3 | T. 613-241-5221 | F. 613-241-7440

This newsletter was sent to lracher@mackenziecounty.com.