



**Mackenzie County**

# **REGULAR COUNCIL MEETING AGENDA**

MARCH 13, 2018

10:00 A.M.

COUNCIL CHAMBERS  
FORT VERMILION, AB



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

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

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

**AGENDA**

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<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	3
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the February 28, 2018 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
<b>DELEGATIONS:</b>	4.	a) Grade 6 Class, Ridgeview Central School (10:30 a.m.)	
		b) Henry Enns, Caribou Publicity Strategy (1:15 p.m.)	
		c)	
<b>COUNCIL COMMITTEE REPORTS:</b>	5.	a) Council Committee Reports (verbal)	
		b) Municipal Planning Commission Meeting Minutes	17
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<b>GENERAL REPORTS:</b>	6.	a) CAO Report	35

**TENDERS:**

Tender openings are scheduled for 11:00 a.m.

- |    |    |   |    |
|----|----|---|----|
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|    | b) | Agricultural Land Lease Request for Proposals – Hay Land Rental                   | 75 |
|    | c) | Roadside Spraying Program 2018-2020 – Request for Proposals                       | 77 |
|    | d) | Municipal Census Coordinator – Request for Proposals Round 2                      | 79 |

**PUBLIC HEARINGS:**

Public Hearings are scheduled for 1:00 p.m.

- |    |    |   |    |
|----|----|---|----|
| 8. | a) | Bylaw 1091-18 Land Use Bylaw Amendment to Add Rifle/Skeet Range as a Discretionary Use to the Agricultural “A” and Forestry “F” Districts and to Remove “Institutional Use” and “Place of Worship” as Discretionary Uses from the Agricultural “A” District | 83 |
|----|----|---|----|

**ADMINISTRATION:**

- |    |    |   |    |
|----|----|---|----|
| 9. | a) | Town of High Level – Aquatic Centre Pool Pilot/Chemical Controller Replacement Project Scope Change Request | 91 |
|    | b) | 2018 Ratepayer Meetings   | 95 |
|    | c) | Caribou Update (to be presented at the meeting)   |    |
|    | d) |   |    |
|    | e) |   |    |

**AGRICULTURE SERVICES:**

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

**COMMUNITY SERVICES:**

- |     |    |  |     |
|-----|----|--|-----|
| 11. | a) | Policy ADM010 Cold Weather   | 97  |
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		c)	Hutch Lake Campground Caretaker – Request for Proposal Awarding	107
		d)	Machesis Lake Campground Caretaker – Request for Proposal Awarding	109
		e)	Wadlin Lake Campground Caretaker – Request for Proposal Awarding	111
		f)	Removal of Scrap Metal from all Waste Transfer Stations – Request for Proposals Awarding	115
		g)		
		h)		
<b>FINANCE:</b>	12.	a)	Policy ADM054 Fuel Usage	117
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		c)		
		d)		
<b>OPERATIONS:</b>	13.	a)		
		b)		
<b>PLANNING &amp; DEVELOPMENT:</b>	14.	a)	Bylaw 1093-18 to Amend Bylaw 1057-16 Service Road Closure (Frontier Auto)	127
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		c)		
<b>UTILITIES:</b>	15.	a)		
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<b>INFORMATION / CORRESPONDENCE:</b>	16.	a)	Information/Correspondence	137

**IN CAMERA  
SESSION:**

*Freedom of Information and Protection of Privacy Act Division  
2, Part 1 Exceptions to Disclosure*

- 17. a)
- b)

**NOTICE OF MOTION:**

- 18. a)

**NEXT MEETING  
DATES:**

- 19. a) Committee of the Whole Meeting  
March 27, 2018  
10:00 a.m.  
Fort Vermilion Council Chambers
- b) Regular Council Meeting  
March 28, 2018  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**

- 20. a) Adjournment



Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 13, 2018</b>
<b>Presented By:</b>	<b>Carol Gabriel, Director of Legislative &amp; Support Services</b>
<b>Title:</b>	<b>Minutes of the February 28, 2018 Regular Council Meeting</b>

### **BACKGROUND / PROPOSAL:**

Minutes of the February 28, 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 February 28, 2018 Regular Council Meeting be adopted as presented.

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





**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**February 28, 2018  
10:00 a.m.**

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

**PRESENT:**

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

**REGRETS:**

**ADMINISTRATION:**

Len Racher	Chief Administrative Officer
Byron Peters	Deputy CAO
David Fehr	Director of Operations
Doug Munn	Director of Community Services
Fred Wiebe	Director of Utilities
Karen Huff	Director of Finance
Carol Gabriel	Director of Legislative & Support Services/Recording Secretary
Grant Smith	Agriculture Fieldman

**ALSO PRESENT:** Members of the public and the media.

Minutes of the Regular Council meeting for Mackenzie County held on February 28, 2018 in the Council Chambers at the Fort Vermilion County Office.

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

Reeve Braun called the meeting to order at 10:03 a.m.

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

**MOTION 18-02-155 MOVED** by Deputy Reeve Wardley

That the agenda be approved with the following additions:

11. a) State of Local Emergency

**CARRIED**

**MINUTES FROM  
PREVIOUS MEETING:**

- 3. a) Minutes of the February 13, 2018 Regular Council Meeting**

**MOTION 18-02-156**

**MOVED** by Councillor Bateman

That the minutes of the February 13, 2018 Regular Council Meeting be adopted as presented.

**CARRIED**

**MINUTES FROM  
PREVIOUS MEETING:**

- 3. b) Minutes of the February 27, 2018 Budget Council Meeting**

**MOTION 18-02-157**

**MOVED** by Councillor Sarapuk

That the minutes of the February 27, 2018 Budget Council Meeting be adopted as distributed.

**CARRIED**

**MINUTES FROM  
PREVIOUS MEETING:**

- 3. c) Business Arising out of the Minutes**

None.

**COUNCIL COMMITTEE  
REPORTS:**

- 5. a) Council Committee Reports (verbal)**

**MOTION 18-02-158**

**MOVED** by Councillor Knelsen

That the Council committee reports be received for information.

**CARRIED**

**COUNCIL COMMITTEE  
REPORTS:**

- 5. b) Municipal Planning Meeting Commission Meeting Minutes**

**MOTION 18-02-159**

**MOVED** by Councillor Driedger

That the Municipal Planning Commission meeting minutes of February 8, 2018 be received for information.

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

**CARRIED**

**GENERAL REPORTS: 6. a) None**

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

**ADMINISTRATION: 9. a) Caribou Update (verbal)**

**MOTION 18-02-160 MOVED** by Councillor E. Peters

That the caribou update be received for information.

**CARRIED**

Reeve Braun recessed the meeting at 10:54 a.m. and reconvened the meeting at 11:04 a.m. with all members present with the exception of Councillor Jorgensen.

**TENDERS: 7. a) Wadlin Lake Campground Caretaker Contract – Request for Proposals**

**MOTION 18-02-161 MOVED** by Councillor Knelsen

That the Wadlin Lake Campground Caretaker Contract – Request for Proposals be opened.

**CARRIED**

Councillor Jorgensen rejoined the meeting at 11:07 a.m.

Proposals Received:

Jake Gerbrandt	\$6,500.00
Allan Albert	\$6,000.00

**MOTION 18-02-162 MOVED** by Deputy Reeve Wardley

That the Community Services Committee review the Wadlin Lake Campground Caretaker Contract – Request for Proposals and prepare a recommendation, based on the matrix, for the March 13, 2018 Council meeting.

**CARRIED**

**TENDERS:**

**7. b) Machesis Lake Campground Caretaker Contract – Request for Proposals**

**MOTION 18-02-163**

**MOVED** by Councillor Bateman

That the Machesis Lake Campground Caretaker Contract – Request for Proposals be opened.

**CARRIED**

Proposals Received:

Douglas Adekat	\$6,450.00
Anna Braun	\$5,500.00

**MOTION 18-02-164**

**MOVED** by Councillor Jorgensen

That the Community Services Committee reviews the Machesis Lake Campground Caretaker Contract – Request for Proposals and prepares a recommendation, based on the matrix, for the March 13, 2018 Council meeting.

**CARRIED**

**TENDERS:**

**7. c) Hutch Lake Campground Caretaker Contract – Request for Proposals**

**MOTION 18-02-165**

**MOVED** by Councillor Driedger

That the Hutch Lake Campground Caretaker Contract – Request for Proposals be opened.

**CARRIED**

Proposals Received:

Vernon Shelton	\$5,500.00
Margaret Peters	\$6,000.00
Dean Hoyle	\$4,694.00

**MOTION 18-02-166**

**MOVED** by Councillor A. Peters

That the Community Services Committee reviews the Hutch Lake Campground Caretaker Contract – Request for Proposals

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

and prepares a recommendation, based on the matrix, for the March 13, 2018 Council meeting.

**CARRIED**

**TENDERS:**

**7. d) Removal of Scrap Metal from all Waste Transfer Stations – Request for Proposals**

**MOTION 18-02-167**

**MOVED** by Councillor E. Peters

That the Removal of Scrap Metal from all Waste Transfer Stations – Request for Proposals be opened.

**CARRIED**

Proposals Received:

Abe Wiens	\$0.00 per tonne
H & H Shearing & Salvage	\$400.00 per bin dump
H & H Shearing & Salvage	\$155.00 per hour for white goods pick-up
L & P Disposal	\$250.00 per bin (approx. 2 tonne per bin)
J & L Waste	\$5,000 per month

**MOTION 18-02-168**

**MOVED** by Councillor A. Peters

That the Community Services Committee review the Removal of Scrap Metal from all Waste Transfer Stations Request for Proposals and prepare a recommendation, based on the matrix, for the March 13, 2018 Council meeting.

**CARRIED**

**TENDERS:**

**7. e) Municipal Census Coordinator – Request for Proposals**

**MOTION 18-02-169**

**MOVED** by Councillor Bateman

That the Municipal Census Coordinator – Request for Proposals (Envelope #1 – Schedule of Costs) be opened for the qualifying proposals.

**CARRIED**

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

Qualifying Proposals Received:

Headwater \$203,215.00

**MOTION 18-02-170**

**MOVED** by Councillor Bateman

That the Municipal Census Coordinator Request for Proposals be retendered, as qualifying proposals received were over budget, with a closing date of March 13, 2018.

**CARRIED**

**AGRICULTURE  
SERVICES:**

**10. a) Bison/Caribou Monitoring Equipment**

**MOTION 18-02-171**

**MOVED** by Councillor Jorgensen

That the bison/caribou monitoring equipment be referred to the Northwest Species at Risk Committee.

**CARRIED**

**COMMUNITY  
SERVICES:**

**11. a) State of Local Emergency (ADDITION)**

**MOTION 18-02-172**  
Requires Unanimous

**MOVED** by Deputy Reeve Wardley

That the state of local emergency claim update be received for information.

**CARRIED**

Reeve Braun recessed the meeting at 12:04 p.m. and reconvened the meeting at 12:47 p.m.

**FINANCE:**

**12. a) 2013 Northern Alberta Overland Flooding – Disaster Recovery Program Report**

**MOTION 18-02-173**

**MOVED** by Councillor Knelsen

That the 2013 Northern Alberta overland flooding Disaster Recovery Program report be received for information.

**CARRIED**

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\_\_\_\_\_

**FINANCE: 12. b) Financial Reports – January 31, 2018**

**MOTION 18-02-174** **MOVED** by Councillor Sarapuk

That the financial reports for the period ending January 31, 2018 be received for information.

**CARRIED**

**OPERATIONS: 13. a) None**

**DELEGATIONS: 4. a) Corny Krahn, Subdivision Request – 1:30 p.m. (in reference to item 14. a))**

**PLANNING & DEVELOPMENT: 14. a) Limit on Agricultural Land Fragmentation**

**MOTION 18-02-175** **MOVED** by Councillor Sarapuk

That the limit on agricultural land fragmentation be received for information.

**CARRIED**

**UTILITIES: 15. a) Peace Country Gleaners – Sewage Lagoon Disposal Donation Request**

**MOTION 18-02-176** **MOVED** by Councillor Sarapuk

Requires 2/3

That the request from the Peace Country Gleaners for a \$500.00 donation to cover the sewage lagoon disposal fees be approved.

**CARRIED**

**INFORMATION/ CORRESPONDENCE: 16. a) Information/Correspondence**

**MOTION 18-02-177** **MOVED** by Councillor Bateman

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

**CARRIED**

**IN-CAMERA SESSION: 17. a) None**

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

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

**NEXT MEETING DATE:** 19. a) Next Meeting Dates

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

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

**ADJOURNMENT:** 20. a) Adjournment

**MOTION 18-02-178** **MOVED** by Councillor Jorgensen

That the Council meeting be adjourned at 1:44 p.m.

**CARRIED**

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

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Peter F. Braun  
Reeve

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Len Racher  
Chief Administrative Officer

UNAPPROVED





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 13, 2018</b>
<b>Presented By:</b>	<b>Byron Peters, Deputy Chief Administrative Officer</b>
<b>Title:</b>	<b>Municipal Planning Commission Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The minutes of the February 28, 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 February 28, 2018 be received for information.

Author: B. Peters      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

**MACKENZIE COUNTY  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
Fort Vermilion, AB**

**Thursday, February 28, 2018 @ 9:00 a.m.**

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

**ADMINISTRATION:** Byron Peters Deputy Chief Administrative Officer  
Kristin Darling Planner  
Lynda Washkevich Development Officer  
Laura Braun Administrative Assistant/Recording Secretary

**MOTION**

**1. CALL TO ORDER**

Erick Carter called the meeting to order at 9:00 a.m.

**2. ADOPTION OF AGENDA**

**MPC-18-02-030 MOVED** by Jacquie Bateman

That the agenda be adopted as presented.

**CARRIED**

**3. MINUTES**

**a) Adoption of Minutes**

**MPC-18-02-031 MOVED** by David Driedger

That the minutes of February 8, 2018 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

**b) Business Arising from Previous Minutes**

None.

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

4. **TERMS OF REFERENCE**

For Information.

6. **SUBDIVISION**

a) **05-SUB-18 Richard & Dorothy Marten  
10 acre Subdivision (Fort Vermilion Rural)  
SE 10-108-12-W5M**

**MPC-18-02-032** **MOVED** by Jack Eccles

That Subdivision Application 05-SUB-18 in the name of Richard and Dorothy Marten on SE 10-108-12-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10.00 acres (4.05 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
  - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
  - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
  - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
  - f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
  - g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from

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

utilities companies are shown in Schedule "C" hereto attached.

- h) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

**CARRIED**

**7. MISCELLANEOUS ITEMS**

None.

**8. IN CAMERA**

None.

**9. MEETING DATES**

- ❖ Thursday, March 12, 2018 @ 10:00 a.m. in La Crete
- ❖ Thursday, March 29, 2018 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, April 12, 2018 @ 10:00 a.m. in La Crete
- ❖ Thursday, April 26, 2018 @ 10:00 a.m. in Fort Vermilion

**10. ADJOURNMENT**

**MPC-18-02-033 MOVED** by David Driedger

That the Municipal Planning Commission Meeting be adjourned at 9:13 a.m.

**CARRIED**

These minutes were adopted this 12<sup>th</sup> day of March, 2018.

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Chair, Erick Carter





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 13, 2018</b>
<b>Presented By:</b>	<b>Karen Huff, Director of Finance</b>
<b>Title:</b>	<b>Finance Committee Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The unapproved minutes of the February 26, 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 February 26, 2018 be received for information.

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



**MACKENZIE COUNTY  
FINANCE COMMITTEE MEETING**

**February 26, 2018  
10:00 a.m.**

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

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

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

**CALL TO ORDER:**            **1. a) Call to Order**  
  
  Reeve Braun called the meeting to order at 10:02 a.m.

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

**MOTION FC-18-02-016**        **MOVED** by Deputy Reeve Wardley  
  
  That the agenda be approved as presented.  
  
  **CARRIED**

**MINUTES FROM**                **3. a) Minutes of the January 22, 2018 Finance**  
**PREVIOUS MEETING:**        **Committee Meeting**

**MOTION FC-18-02-017**        **MOVED** by Councillor A. Peters  
  
  That the minutes of the January 22, 2018 Finance Committee  
  meeting be approved as presented.  
  
  **CARRIED**

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

**DELEGATIONS:**              **5. a) None**

**BUSINESS:**

**6. a) FIN005 Petty Cash**

**MOTION FC-18-02-018**

**MOVED** by Councillor Knelsen

That the Finance Committee recommends to Council that Policy FIN005 Petty Cash be amended as presented.

**CARRIED**

**6. b) ADM054 Fuel usage**

**MOTION FC-18-02-019**

**MOVED** by Councillor Bateman

That the Finance Committee recommends to Council that Policy ADM054 Fuel Usage be amended as presented.

**CARRIED**

**6. c) CAO Expense Claim**

**MOTION FC-18-02-020**

**MOVED** by Deputy Reeve Wardley

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

**CARRIED**

**6. d) Councillors' Honorariums and Expense Claims**

**MOTION FC-18-02-021**

**MOVED** by Councillor Knelsen

That Councillor Honorariums and Expense Claims for December 2017 and January 2018 be reviewed as follows:

<b>Councillor Expense Claims</b>	<b>Review Comments</b>
1 – Councillor Knelsen	Reviewed January 2018
2 – Councillor A. Peters	Reviewed January 2018
3 – Reeve Braun	Reviewed January 2018
4 – Councillor D. Driedger	Reviewed January 2018
5 – Councillor E. Peters	Reviewed January 2018
6 – Councillor Jorgensen	Reviewed December 2017, January 2018 not received
7 – Councillor Cardinal	None Received
8 – Councillor Sarapuk	Reviewed January 2018
9 – Councillor Bateman	Reviewed January 2018
10 – Deputy Reeve Wardley	Reviewed January 2018

**CARRIED**

**MOTION FC-18-02-022**

**MOVED** by Deputy Reeve Wardley

That Councillor Jorgensen's November 2017 Expense Claim be approved as presented.

**CARRIED**

**6. e) Members at Large Expense Claims**

**MOTION FC-18-02-023**

**MOVED** by Councillor Bateman

That the January and February 2018 Members at Large Expense Claims be reviewed as follows:

<b>Members at Large Expense Claims</b>	<b>Review Comments</b>
1 – Terry Batt (January)	Reviewed January 2018
2 – Beth Kappelar (January)	Reviewed January 2018
3 – Joseph Peters (January)	Reviewed January 2018
4 – Erick Carter (February)	Reviewed February 2018
5 – Jack Eccles (January)	Reviewed January 2018

**CARRIED**

**6. f) Cheque Lists**

Reeve Braun recessed the meeting at 10:49 a.m. and reconvened the meeting at 11:00 a.m.

**MOTION FC-18-02-024**

**MOVED** by Councillor A. Peters

That the cheque lists and payments made online from January 20, 2018 to February 23, 2018 be received for information.

**CARRIED**

**6. g) MasterCard Statements**

**MOTION FC-18-02-025**

**MOVED** by Councillor Bateman

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

**CARRIED**

**IN-CAMERA** 7. a)

**ADDITIONS TO AGENDA:** 8. a)

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

**ADJOURNMENT:** 10. a) **Adjournment**

**MOTION FC-18-02-026** **MOVED** by Councillor A. Peters

That the Finance Committee meeting be adjourned at 11:46 a.m.

**CARRIED**

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

\_\_\_\_\_  
Peter Braun  
Chair, Reeve

\_\_\_\_\_  
Len Racher  
Chief Administrative Officer



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 13, 2018</b>
<b>Presented By:</b>	<b>Doug Munn, Director of Community Services</b>
<b>Title:</b>	<b>Community Services Committee Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The minutes of the January 22, 2018 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 January 22, 2018 be received for information.

Author: D. Munn      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

**MACKENZIE COUNTY  
Community Services Committee Meeting**

**January 22, 2018  
10:00 a.m.**

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

**MINUTES**

**PRESENT:** Lisa Wardley Deputy Reeve/Chair  
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  
Dave Fehr Director of Operations  
Liane Lambert Public Works Administrative Officer /  
Recording Secretary  
Jordan Marsollier Community Peace Officer

**ABSENT** Peter Braun Reeve

**1. CALL TO ORDER:** Call to Order: 10.06 a.m.

Deputy Reeve Wardley called the meeting to order.

**2. AGENDA:** Adoption of Agenda

**MOTION CS-18-01-001** MOVED by Councillor Knelsen

That the agenda be approved as presented:

**CARRIED**

**3). MINUTES:** Minutes of the December 18, 2017 meeting

**MOTION CS-18-01-002** MOVED by Councilor Cardinal

That minutes of the December 18, 2017 Community Services Committee meeting are accepted as amended.

**CARRIED**

**4). COMMUNITY SERVICES TERMS OF REFERENCE**

**MOTION CS-18-01-003**

**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:**

**7). NEW BUSINESS:**

**a). Bylaw Enforcement – Speed Limits & Stop Signs**

**MOTION CS-18-01-004**

**MOVED by Councilor Knelsen**

That administration continues to maintain and monitor the no truck route past the schools on 94<sup>th</sup> Ave and add additional signage.

**CARRIED**

**MOTION CS-18-01-005**

**MOVED by Councillor Driedger**

That a recommendation is made to Council to reduce the speed on TWP road 1060 in front of Prairie Packers and the Heritage Center down to 50 km/hrs; and on Range Road 154 going north and south, to replace the yield signs with Stop Signs.

**CARRIED**

Deputy Reeve Wardley recessed the meeting at 10:45 a.m. and reconvened the meeting at 11:00 a.m.

**b). Acknowledgement Plaque**

**MOTION CS-18-01-006**

**MOVED by Councillor Cardinal**

That the Community Services Committee recommends to the Streetscape Program to install an acknowledgement plaque as presented for the DA Thomas Park Boat Launch.

**CARRIED**

**c). La Crete Streetscape Update**

**MOVED by Councillor Driedger**



**MOTION CS-18-01-007**

That the La Crete Streetscape information be accepted for information.

**CARRIED**

Len Racher, CAO agreed to review the spending protocol for the Streetscape programs.

**d). Fort Vermilion Skate Shack**

**MOVED by Councilor Cardinal**

**MOTION CS-18-01-008**

That Community Services requests that the Fort Vermilion Recreation Board submit a written proposal for the outdoor skating rink operation.

**CARRIED**

**e). La Crete Jubilee Park Water Service**

**MOVED by Councilor Knelsen**

**MOTION CS-18-01-009**

La Crete Jubilee Park Water Service be accepted as information

**CARRIED**

**MOVED by Deputy Reeve Wardley**

**MOTION CS-18-01-010**

That the Community Services Committee recommends to the Finance Committee the following fee changes under the Fire Services Fees-Other Fees section.

- remove the Fire Works Permit fee,
- raise the fee for the Expert Witness Services – Civil Litigation from \$25.00 per hour to \$50.00 per hour, and the \$350.00 per day to \$400.00 per day plus expensive,

And that administration brings back options for the fire inspection fee.

**CARRIED**

**f). Action List**

**MOVED by Councillor Knelsen**

**MOTION CS-18-01-11**

To accept for information

**CARRIED**

**8.NEXT MEETING DATE:**

The next Community Service Committee Meeting be scheduled for March 26, 2018 at 2:00p.m.

**9. ADJOURNMENT:**

**MOVED by Councillor Driedger**

**MOTION CS-18-01-012**

Meeting was adjourned at 12:20 p.m.

**CARRIED**



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 13, 2018</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>CAO Report</b>

**BACKGROUND / PROPOSAL:**

The CAO and Director reports for February 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 February 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 February 2018

### **February Meetings**

- 7 - Meeting with Michael Holt, Environmental Protection Officer
- 7 – Tri-Council Meeting
- 9 – AAMDC Zone Meeting
- 12- Council Budget Meeting
- 13 – Council Meeting
- 14- Meeting with Darcy Beach, Peace River
- 15 – Brownlee Training Session, Edmonton
- 16 – Team Building, Edmonton
- 20 - ICF Workshop, Grande Prairie
- 21 – Growing the North Conference, Grande Prairie
- 22 – Growing the North Conference, Grande Prairie
- 23 – RMRF Municipal Law Seminar
- 26 - Ag Fair Meeting
- 27 – Council Budget Meeting
- 28 – Council Meeting

### **March Meetings**

- 1 – Golf Tournament Meeting
- 2 – Managers Meeting
- 6 - Meeting with Glen Gache (Alberta Environment & Parks-Flood Mitigation Ditch), Peace River

Taking March 7-9, 2018 off for holidays. Stripping contract for Fidler Pit has commenced. Dave Fehr met with Mike Koji and Tammy Proulx at the Blue Hills Bridge project, they request silt fencing around culvert, and this was their only concern with this project. The pile driver at the Blue Hills Bridge Project is back in serve and should be finished the project on time. Ice bridge is at full capacity.

Respectfully,

Len Racher  
Chief Administrative Officer

## MONTHLY REPORT TO THE CAO

For the month of February, 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 light post 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	Q1 2018	Project is considered complete. Invoicing is now being sent out for any sign needed in 2018 onward. We have received numerous complaints about the invoices as ratepayers are not keen on paying. Please see my attached letter that accompanied the invoices to

		ratepayers explaining the invoicing. Telus and Emergency Services have confirmed that the rural addresses are usable for 9-1-1 location sharing. Any discrepancies must be noted, reported, and dealt with promptly.
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 2020 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. Looking forward to the initial discussions with Council in April to determine the county development strategy and priorities. This is a great chance to better understand the direction Council would like us to take when developing the Intermunicipal Plans with our neighbours.

**Personnel Update:**

We have hired a new Planner, Kristin Darling, to join our Planning & Development Department. She began at the beginning of February and has been a great addition to our team. Kristin will be focusing on airports, multi-lot subdivisions, and local land use planning.

**Other Comments:**

I spent a lot of time on the road and out of the office this month attending various meetings and conferences. The month began with Caribou Stakeholder meetings in Edmonton, then AAMDC Zone Meeting Feb. 9.

Management workshop in Edmonton was a great opportunity to get to the Brownlee 2018 Emerging Trends Workshop to hear all the MGA highlights for the upcoming year and how to prepare for them, as well as sneaking a few caribou related meetings while in the big city.

Week three started in Grande Prairie with the Economic Development Officers Roundtable and AEP Caribou Session in Whitecourt. I then bounced between

Edmonton and Grande Prairie getting in the Growing the North Conference, AFGA (Alberta Fish & Game Association) Annual Conference, Edmonton AEP Caribou Session, and the RMRF Law Seminar. I was asked to speak at the AFGA Annual Conference as well this year.

NWSAR has been in overdrive as we spread the word to engage the public in as many of the information sessions as possible.

AEP engagement sessions were: Whitecourt (Feb 20), Edmonton (Feb 22), Cold Lake (Feb 27), Fort Mac (Mar 1), **High Level (Mar 6)**, and Grande Prairie (Mar 8). A Few of us flew to the Fort McMurray AEP Caribou Session to show our support. The attendance was staggeringly low as our flight almost made up for half of those in attendance.

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

Development Permit Applications are beginning to pick up with spring around the corner. On December 1, 2017 Municipal Affairs released new requirements for Builder Licensing, meaning that new homes in Alberta must be built by someone with a valid license or an Owner-Builder Authorization. This licensing is required to register new homes and to obtain a building permit for a new home. Unfortunately, this affects our ratepayers and the builders in our area, and we are trying to work with them to ensure they have the required materials. Builders are encouraged by the province to apply for their license before March 31, 2018 to avoid processing delays.

The *New Home Buyer Protection Act* came into effect on February 1, 2014, requiring builders to provide home warranty coverage for all new homes built in the province. This has affected some of our ratepayers construction of their houses, some of our regions contractors for constructing houses, and our Planning Department for issuing development and building permits. Attached is the background of this Protection act and some of the issues that our staff has sent to Municipal Affairs for clarification and is still waiting for solutions on.



# Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0  
P: (780) 927-3718 Toll Free: 1-877-927-0677 F: (780) 927-4266  
www.mackenziecounty.com  
office@mackenziecounty.com

February 26, 2018

Dear Mackenzie County resident,

In 2015, Mackenzie County Council passed the Rural Addressing Bylaw 987-15. The bylaw was created for the entire municipality and intended for emergency service providers and to aid others to properly identify a property. The bylaw includes a formal system of assigning addresses within the municipality and the standard for display of address.

To implement this new bylaw, a project was created which consisted of assigning rural addresses, and the installation of green address signs and posts for all rural residents.

Mackenzie County Council has approved to subsidize the cost of posts and the cost of installation of the signs for all rural addresses assigned during this project (2015-17). Only the cost of the green address sign is to be passed to the ratepayers now that the project is complete.

Enclosed is an invoice for \$59.85 (\$57.00 + G.S.T.) to cover the cost of the sign on your property.

Please note that the rural address is attached to the tax roll and parcel of land, and the sign must remain on the property as per Rural Addressing Bylaw 987-15:

**S 3.5      *No person shall remove, deface, or obliterate or destroy the Rural Address placed upon or affixed to any Property in accordance with this bylaw;***

If you are aware of a residential property without a green rural address sign or require any additional signs, please contact the Planning & Development department at 780-928-3983.

Regards,

Byron Peters,  
Deputy Chief Administrative Officer

cc: Mackenzie County Council  
Len Racher, Chief Administrative Officer



## **New Home Buyer Protection Act Background**

The *New Home Buyer Protection Act* came into effect on February 1, 2014, requiring builders to provide home warranty coverage for all new homes built in the province. New homes (single detached family homes/duplexes/multi-family homes/condominiums/manufactured homes/recreational properties) include, at minimum, a warranty for:

- One year labour and materials;
- Two years for defects in labour and materials related to delivery and distribution systems;
- Five years building envelope protection, with a requirement for the warranty provider to offer the consumer the option to purchase additional years of coverage; and,
- 10 years coverage for major structural components.

The New Home Buyer Protection Act applies to new homes constructed with a building permit applied for after February 1, 2014. The legislation covers single family homes, duplexes, multi-family homes, condominiums, manufactured homes (including ready to move homes), and recreational properties. The legislation does not cover dorms, work camps, hotels and rental apartments.

If you are an individual constructing your own home to live in (owner-builder), you have two options. You can get home warranty coverage for your home or you can apply for an owner-builder authorization, which, if approved, will allow you to build your home without a warranty. If you sell your house within 10 years, you will need to obtain the remaining warranty coverage for your buyer.

Any manufactured/modular or ready to move homes moved to Alberta from another province or country would be required to carry warranty if they were new enough to fall under the warranty periods. For example, a manufactured home that is four years old and is being moved into Alberta from Saskatchewan would have to have warranty of one year for building envelope and six years for major structural.

Beginning December 1, 2017, new requirements are in effect for residential builders in Alberta. All residential builders are required to have a builder license in order to construct new homes.

After consulting with Albertans, amendments were made to the *New Home Buyer Protection Act* to establish licensing requirements for residential builders. Builder licensing is intended to reduce the risks prospective home owners face by establishing a licensing system, providing information on builders, and creating provisions to remove or suspend builders when necessary to protect home owners from negligent or unscrupulous businesses.

Builder licensing applies to anyone constructing new homes, including condominiums and large multi-family homes, as well as renovations when a residential construction project requires new home warranty coverage.

### **Issues with New Home Warranty and Builder Licensing of Manufactured Homes**

- 1- The NHW process when a manufactured home is moved is tedious, as the new land location must be re-registered with the New Home Warranty Protection office to update the registry.
- 2- Obtaining a copy of the original NHW number to issue a new building permit for a modular home is quite difficult. These are not kept filed anywhere, not readily available, and are not kept with the home.
- 3- In the case of Builder Licensing, a different contractor is hired by the property owners for the foundation work, which is supposedly covered by the NHW that the manufacturer has obtained. Therefore, is the contractor who is hired to install the foundation required to have a builder license as well? And in terms of who is responsible for any NHW claim on said foundation, is the manufacturer responsible when a separate contractor has been hired to do the work?
- 4- Also, questions have been raised on the ability to have a claim covered after the modular home has been moved off the original property to where the warranty commenced. If the house is moved off the property, the warranty remains with the original site, but the homeowner cannot pull another home warranty for the same house on another site.
- 5- Since these homes are made to move are there any protections in place under the warranty coverage for damage incurred during the move?

Municipal Affairs has been contacted on all of these issues and could not provide any answer or solution to the questions. They simply said that they will add it to their list of concerns to research solutions for.

# MONTHLY REPORT TO THE CAO

For the Month of February

**From:** David Fehr  
Director of Operations

## Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Town and rural snow clearing.	ongoing	
Regular Airport snow removal	ongoing	
Strategic planning	ongoing	
Summer project planning	ongoing	

Projects		Timeline	Comments
Blue Hills New Bridges		Ongoing	Bridge construction has started.
Ice Bridge		Under construction	Ice bridge has a 63.5 tonne capacity now.
Fitler Pit		starting	Over burden removal

**Feb 2 Joint Health and Safety meeting**  
**Feb 12 Budget Council meeting**  
**Feb 13 Council meeting**  
**Feb 15 Brownlee meeting**  
**Feb 27 Budget Council meeting**  
**Feb 28 Council meeting**

Respectfully,

David Fehr  
Director of Operations

## REPORT TO CAO

February, 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 12 <sup>th</sup> . The ASB will review on March 16 <sup>th</sup> , with a recommendation to Council to award.
ASB Summer Tour	July 10 <sup>th</sup> -13 <sup>th</sup> .	The 2018 ASB Summer Tour is being hosted by Strathcona County.
Clubroot Information Session	January 26 <sup>th</sup> , 2018	The ASB and MARA co-hosted a Clubroot Information session at the Heritage Center. Speakers included Micheal Harding, a plant pathologist with Ab Ag, Greg Seculic from the Canola Council and Krista Kuzak from Ab Ag. There were about 40 producers in attendance.
Organic Conference	April 6 <sup>th</sup> & 7 <sup>th</sup> .	An Organic Conference is being held at the La Crete Heritage Center. The ASB will provide a booth at the tradeshow.
Provincial ASB Conference	January 16 <sup>th</sup> -19 <sup>th</sup> .	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 286 wolf carcasses tagged. See attachment for details.
County Agricultural Land Leases	2018	All County Ag Leases were reviewed by the ASB on January 26 <sup>th</sup> . One is still currently under review. The Fort Vermilion Lagoon Hay and Filler Pit Crop Land is being advertised. Closing date is March 12 <sup>th</sup> . The ASB will review on March 16 <sup>th</sup> .

## Capital Projects

Projects	Timeline	Comments
Buffalo Head/Steephill Flood Control Project	2018	Construction commenced August 8 <sup>th</sup> . Channel construction is approximately 65-75% complete. The outlet design is being finalized. There were design changes due to unforeseen circumstances. Approval has been granted from AT to linebore culverts in Hwy 697. We are still awaiting approval under the Water Act to commence construction on the outlet.

### Personnel Update:

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### Other Comments:

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### 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	205	7	100 KM north of Rainbow	2
534	35	2722	2	North of High Level	12
540	2	1246	7	40 KM West of HL	1
<b>Total</b>	87	1203	3	Machesis Lake Area	4
Male	35	1415	1	Beaver Ranch Area	6
Female	45	2273	8	Fox Lake Reserve	1
		2309	3	South Tall Creee	1
		2505	1	Meander River	3
		2294	1	Rocky Lane Area	1
		257	2	Town Of High Level	4
		2915	3	John Dor	3
		2314	1	8 Mile Corner	1
		572714	2	Chateh	1
		2402	10	SE 14-110-15-W5	2
		1366	1	Steen River	5
		2292	15	Ptarmigan Flats	1
		2807	6	Heliport Road Area	3
		2299	5	Zama	5
		2505	3	Chinchaga River	1
		241	1	Buffalo Head Prairie	1
		773	2	Highway 88 Connector	1
		1707	3	3-103-18-W5	2
		1278	1	NW 8-106-10-W5	2
		1707	1	Fort Vermilion Area	2
		1375	1	Atlas Landing	1
		1403	6	Steep Hill Creek	1
		<b>Total</b>	98	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 33-108-16-W5	3
				25-101-18-W5	1
				33-104-18	2
				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
				NW 4-105-17-W5	1
Total Wolves	286				

NE 24-110-19-W5	1
NE 4-104-14-W5	1
SW 12-106-16-W5	1
SW 12-108-12-W5	1
N 1/2 2-107-12-W5	1
<b>Total</b>	<b>101</b>

## **REPORT TO THE CAO**

For the period of February 2018

From: Karen Huff  
Director of Finance

### **Meetings Attended**

- Feb 6 – Managers Meeting
- Feb 12 – sick day ☹
- Feb 13 – Council Meeting
- Feb 15 – Attended Brownlee’s Emerging Trends Seminar
- Feb 16 – Teambuilding workshop
- Feb 26 – Finance Committee meeting
- Feb 27 – Council Meeting

### **In General:**

February saw our department still busy preparing for the annual audit. We were also completing the invoicing for the Rural Address signs, T4s and various year-end reporting to government agencies.

### **Staffing:**

We have had one staff member on leave since August 2017. This leave has been extended until April, 2018

We also just had another staff member resign. We are hoping that we can fill our positions soon.

I’d like to thank our staff for working together to help each other out. These past few months have shown us what teamwork is really about and we that can get things accomplished when we all work together for the County.



## **REPORT TO THE CAO**

For the Month of February, 2018

From: Carol Gabriel  
Director of Legislative & Support Services

### **Meetings Attended**

- 2018-02-07 Attended the Tri-Council meeting in High Level
- 2018-02-12 Attended the Budget Council Meeting
- 2018-02-13 Attended the Regular Council Meeting
- 2018-02-15 Attended the Brownlee LLP Emerging Trends Seminar as part of our Management Team Workshop
- 2018-02-20 Attended the ICF Workshop in Grande Prairie hosted by Municipal Affairs.
- 2018-02-21 Attended the Growing the North Conference
- 2018-02-23 Attended the Reynolds Mirth Richards & Farmer (RMRF) Law Seminar in Grande Prairie.
- 2018-02-26 Review the proposed Budget with CAO and Director of Finance
- 2018-02-27 Attended the Budget Council Meeting
- 2018-02-28 Attended the Regular Council Meeting
- Various other individual or departmental meetings.

### **Council**

- Preparing for various meetings of Council including strategic planning session.
- Confirmed AAMDC Member Visit for June 8<sup>th</sup>

### **Bylaws/Policies/Reports/Publications:**

- Procedural Bylaw – update with additional guidelines for delegations and public hearings.
- Code of Conduct Bylaw – to be drafted as per new MGA requirements (deadline is July 23, 2018)
- Public Participation Policy – review existing and update as per new MGA requirements (Deadline is July 23, 2018)
- Procedures for In-Camera Meetings for Council and Council Committees was created to provide guidelines for closed meetings as per new MGA requirements. A copy of the procedure is attached.
- Drug & Alcohol Policy – drafting

### **Human Resources:**

- 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.

- Drafting of a Drug & Alcohol Policy is in progress. Once reviewed by the Management Team it will go to Council for review and approval.
- Scheduling interviews for the Intern position.

**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.

**Events:**

- Organizing has begun for the 10<sup>th</sup> annual Mackenzie Regional Charity Golf Tournament. First committee meeting is scheduled for March 1, 2018 in High Level.
- Discussion is required regarding the 2018 ratepayer meeting dates and format.

**Other:**

- Working on the 2018 wearing apparel program which should be ready to release by mid to late March.
- 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 February 1 – 5, 2018.

## Mackenzie County Procedure

<b>Title</b>	<b>In-Camera Meetings for Council and Council Committees</b>	<b>Procedure No.</b>	<b>ADM101</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 197 Freedom of Information and Protection of Privacy Act, Division 2, Part 1</b>
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<b>Purpose:</b>  To provide a guideline for Council and Administration to determine whether a matter falls under the exceptions to allow an in-camera discussion.
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### **GUIDELINES FOR IN-CAMERA MEETINGS**

Council and Council Committees must hold meetings in public, unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

Before closing all or any part of the meeting to the public, a council or council committee must by resolution approve:

- a) The part of the meeting that is to be closed, and
- b) The basis on which, under an exception to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act* or under the regulations under subsection (7), the part of the meeting is to be closed.

(s. 197(4))

### **IT'S MORE THAN THE "3 L'S": LAND, LABOUR AND LEGAL**

Exceptions to disclosure under FOIP include information the disclosure of which may be harmful to:

- Disclosure harmful to business interests of a third party (s. 16)
- Disclosure harmful to personal privacy (s. 17)
- Disclosure harmful to individual or public safety (s. 18)
- Confidential evaluations (s. 19)
- Disclosure harmful to law enforcement (s. 20)
- Disclosure harmful to intergovernmental relations (s. 21)
- Cabinet and Treasury Board confidences (s. 22)
- Local public body confidences (s. 23)
- Advice from officials (s. 24)
- Disclosure harmful to economic and other interests of a public body (s. 25)
- Testing procedures, tests and audits (s. 26)

- Privileged information (s. 27)
- Disclosure harmful to the conservation of heritage sites, etc. (s. 28)
- Information that is or will be available to the public (s. 29)

**Please refer to the *Freedom of Information and Protection of Privacy Act* for full descriptions of each disclosure.**

After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues. (s. 197(5))

Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons and the reasons for allowing them to attend. (s. 197(6))

**Prior to requesting an item to be included in the in-camera portion of the meeting you must identify which exception to disclosure will apply.**

**Transferring a request**

**15(1)** Within 15 days after a request for access to a record is received by a public body, the head of the public body may transfer the request and, if necessary, the record to another public body if

- (a) the record was produced by or for the other public body,
- (b) the other public body was the first to obtain the record, or
- (c) the record is in the custody or under the control of the other public body.

**(2)** If a request is transferred under subsection (1),

- (a) the head of the public body who transferred the request must notify the applicant of the transfer as soon as possible, and
- (b) the head of the public body to which the request is transferred must make every reasonable effort to respond to the request not later than 30 days after receiving the request unless that time limit is extended under section 14.

1994 cF-18.5 s14;1995 c17 s7

**Request under section 7 deemed to be a request under HIA**

**15.1(1)** If a request is made under section 7(1) for access to a record that contains information to which the *Health Information Act* applies, the part of the request that relates to that information is deemed to be a request under section 8(1) of the *Health Information Act* and that Act applies as if the request had been made under section 8(1) of that Act.

**(2)** Subsection (1) does not apply if the public body that receives the request is not a custodian as defined in the *Health Information Act*.

RSA 2000 cH-5 s114

## Division 2 Exceptions to Disclosure

**Disclosure harmful to business interests of a third party**

**16(1)** The head of a public body must refuse to disclose to an applicant information

- (a) that would reveal
  - (i) trade secrets of a third party, or
  - (ii) commercial, financial, labour relations, scientific or technical information of a third party,

- (b) that is supplied, explicitly or implicitly, in confidence, and
- (c) the disclosure of which could reasonably be expected to
  - (i) harm significantly the competitive position or interfere significantly with the negotiating position of the third party,
  - (ii) result in similar information no longer being supplied to the public body when it is in the public interest that similar information continue to be supplied,
  - (iii) result in undue financial loss or gain to any person or organization, or
  - (iv) reveal information supplied to, or the report of, an arbitrator, mediator, labour relations officer or other person or body appointed to resolve or inquire into a labour relations dispute.

**(2)** The head of a public body must refuse to disclose to an applicant information about a third party that was collected on a tax return or collected for the purpose of determining tax liability or collecting a tax.

**(3)** Subsections (1) and (2) do not apply if

- (a) the third party consents to the disclosure,
- (b) an enactment of Alberta or Canada authorizes or requires the information to be disclosed,
- (c) the information relates to a non-arm's length transaction between a public body and another party, or
- (d) the information is in a record that is in the custody or under the control of the Provincial Archives of Alberta or the archives of a public body and has been in existence for 50 years or more.

RSA 2000 cF-25 s16;2003 c21 s4

#### **Disclosure harmful to personal privacy**

**17(1)** The head of a public body must refuse to disclose personal information to an applicant if the disclosure would be an unreasonable invasion of a third party's personal privacy.

**(2)** A disclosure of personal information is not an unreasonable invasion of a third party's personal privacy if

- (a) the third party has, in the prescribed manner, consented to or requested the disclosure,
- (b) there are compelling circumstances affecting anyone's health or safety and written notice of the disclosure is given to the third party,
- (c) an Act of Alberta or Canada authorizes or requires the disclosure,
- (d) repealed 2003 c21 s5,
- (e) the information is about the third party's classification, salary range, discretionary benefits or employment responsibilities as an officer, employee or member of a public body or as a member of the staff of a member of the Executive Council,
- (f) the disclosure reveals financial and other details of a contract to supply goods or services to a public body,
- (g) the information is about a licence, permit or other similar discretionary benefit relating to
  - (i) a commercial or professional activity, that has been granted to the third party by a public body, or
  - (ii) real property, including a development permit or building permit, that has been granted to the third party by a public body,and the disclosure is limited to the name of the third party and the nature of the licence, permit or other similar discretionary benefit,
- (h) the disclosure reveals details of a discretionary benefit of a financial nature granted to the third party by a public body,
- (i) the personal information is about an individual who has been dead for 25 years or more, or
- (j) subject to subsection (3), the disclosure is not contrary to the public interest and reveals only the following personal information about a third party:
  - (i) enrolment in a school of an educational body or in a program offered by a post-secondary educational body,
  - (ii) repealed 2003 c21 s5,

- (iii) attendance at or participation in a public event or activity related to a public body, including a graduation ceremony, sporting event, cultural program or club, or field trip, or
  - (iv) receipt of an honour or award granted by or through a public body.
- (3)** The disclosure of personal information under subsection (2)(j) is an unreasonable invasion of personal privacy if the third party whom the information is about has requested that the information not be disclosed.
- (4)** A disclosure of personal information is presumed to be an unreasonable invasion of a third party's personal privacy if
- (a) the personal information relates to a medical, psychiatric or psychological history, diagnosis, condition, treatment or evaluation,
  - (b) the personal information is an identifiable part of a law enforcement record, except to the extent that the disclosure is necessary to dispose of the law enforcement matter or to continue an investigation,
  - (c) the personal information relates to eligibility for income assistance or social service benefits or to the determination of benefit levels,
  - (d) the personal information relates to employment or educational history,
  - (e) the personal information was collected on a tax return or gathered for the purpose of collecting a tax,
  - (e.1) the personal information consists of an individual's bank account information or credit card information,
  - (f) the personal information consists of personal recommendations or evaluations, character references or personnel evaluations,
  - (g) the personal information consists of the third party's name when
    - (i) it appears with other personal information about the third party, or
    - (ii) the disclosure of the name itself would reveal personal information about the third party,



or

- (h) the personal information indicates the third party's racial or ethnic origin or religious or political beliefs or associations.

**(5)** In determining under subsections (1) and (4) whether a disclosure of personal information constitutes an unreasonable invasion of a third party's personal privacy, the head of a public body must consider all the relevant circumstances, including whether

- (a) the disclosure is desirable for the purpose of subjecting the activities of the Government of Alberta or a public body to public scrutiny,
- (b) the disclosure is likely to promote public health and safety or the protection of the environment,
- (c) the personal information is relevant to a fair determination of the applicant's rights,
- (d) the disclosure will assist in researching or validating the claims, disputes or grievances of aboriginal people,
- (e) the third party will be exposed unfairly to financial or other harm,
- (f) the personal information has been supplied in confidence,
- (g) the personal information is likely to be inaccurate or unreliable,
- (h) the disclosure may unfairly damage the reputation of any person referred to in the record requested by the applicant, and
- (i) the personal information was originally provided by the applicant.

RSA 2000 cF-25 s17;2003 c21 s5

**Disclosure harmful to individual or public safety**

**18(1)** The head of a public body may refuse to disclose to an applicant information, including personal information about the applicant, if the disclosure could reasonably be expected to

- (a) threaten anyone else's safety or mental or physical health, or
- (b) interfere with public safety.

(2) The head of a public body may refuse to disclose to an applicant personal information about the applicant if, in the opinion of a physician, a regulated member of the College of Alberta Psychologists or a psychiatrist or any other appropriate expert depending on the circumstances of the case, the disclosure could reasonably be expected to result in immediate and grave harm to the applicant's health or safety.

(3) The head of a public body may refuse to disclose to an applicant information in a record that reveals the identity of an individual who has provided information to the public body in confidence about a threat to an individual's safety or mental or physical health.

RSA 2000 cF-25 s18;2000 cH-7 s153

#### **Confidential evaluations**

**19(1)** The head of a public body may refuse to disclose to an applicant personal information that is evaluative or opinion material compiled for the purpose of determining the applicant's suitability, eligibility or qualifications for employment or for the awarding of contracts or other benefits by a public body when the information is provided, explicitly or implicitly, in confidence.

(2) The head of a public body may refuse to disclose to an applicant personal information that identifies or could reasonably identify a participant in a formal employee evaluation process concerning the applicant when the information is provided, explicitly or implicitly, in confidence.

(3) For the purpose of subsection (2), "participant" includes a peer, subordinate or client of an applicant, but does not include the applicant's supervisor or superior.

1994 cF-18.5 s18;1999 c23 s11

#### **Disclosure harmful to law enforcement**

**20(1)** The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to

- (a) harm a law enforcement matter,
- (b) prejudice the defence of Canada or of any foreign state allied to or associated with Canada,
- (b.1) disclose activities suspected of constituting threats to the security of Canada within the meaning of the *Canadian Security Intelligence Service Act* (Canada),

- (c) harm the effectiveness of investigative techniques and procedures currently used, or likely to be used, in law enforcement,
  - (d) reveal the identity of a confidential source of law enforcement information,
  - (e) reveal criminal intelligence that has a reasonable connection with the detection, prevention or suppression of organized criminal activities or of serious and repetitive criminal activities,
  - (f) interfere with or harm an ongoing or unsolved law enforcement investigation, including a police investigation,
  - (g) reveal any information relating to or used in the exercise of prosecutorial discretion,
  - (h) deprive a person of the right to a fair trial or impartial adjudication,
  - (i) reveal a record that has been confiscated from a person by a peace officer in accordance with a law,
  - (j) facilitate the escape from custody of an individual who is being lawfully detained,
  - (k) facilitate the commission of an unlawful act or hamper the control of crime,
  - (l) reveal technical information relating to weapons or potential weapons,
  - (m) harm the security of any property or system, including a building, a vehicle, a computer system or a communications system, or
  - (n) reveal information in a correctional record supplied, explicitly or implicitly, in confidence.
- (2)** Subsection (1)(g) does not apply to information that has been in existence for 10 years or more.
- (3)** The head of a public body may refuse to disclose information to an applicant if the information
- (a) is in a law enforcement record and the disclosure could reasonably be expected to expose to civil liability the author of the record or an individual who has been quoted or paraphrased in the record, or

(b) is about the history, supervision or release of an individual who is under the control or supervision of a correctional authority and the disclosure could reasonably be expected to harm the proper custody or supervision of that person.

(4) The head of a public body must refuse to disclose information to an applicant if the information is in a law enforcement record and the disclosure would be an offence under an Act of Canada.

(5) Subsections (1) and (3) do not apply to

(a) a report prepared in the course of routine inspections by an agency that is authorized to enforce compliance with an Act of Alberta, or

(b) a report, including statistical analysis, on the degree of success achieved in a law enforcement program unless disclosure of the report could reasonably be expected to interfere with or harm any of the matters referred to in subsection (1) or (3).

(6) After a police investigation is completed, the head of a public body may disclose under this section the reasons for a decision not to prosecute

(a) to a person who knew of and was significantly interested in the investigation, including a victim or a relative or friend of a victim, or

(b) to any other member of the public, if the fact of the investigation was made public.

RSA 2000 cF-25 s20;2002 c32 s7

#### **Disclosure harmful to intergovernmental relations**

**21(1)** The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to

(a) harm relations between the Government of Alberta or its agencies and any of the following or their agencies:

(i) the Government of Canada or a province or territory of Canada,

(ii) a local government body,

(iii) an aboriginal organization that exercises government functions, including

- (A) the council of a band as defined in the *Indian Act* (Canada), and
- (B) an organization established to negotiate or implement, on behalf of aboriginal people, a treaty or land claim agreement with the Government of Canada,

- (iv) the government of a foreign state, or
- (v) an international organization of states,

or

- (b) reveal information supplied, explicitly or implicitly, in confidence by a government, local government body or an organization listed in clause (a) or its agencies.

**(2)** The head of a public body may disclose information referred to in subsection (1)(a) only with the consent of the Minister in consultation with the Executive Council.

**(3)** The head of a public body may disclose information referred to in subsection (1)(b) only with the consent of the government, local government body or organization that supplies the information, or its agency.

**(4)** This section does not apply to information that has been in existence in a record for 15 years or more.

1994 cF-18.5 s20;1995 c17 s9;1999 c23 s13

#### **Cabinet and Treasury Board confidences**

**22(1)** The head of a public body must refuse to disclose to an applicant information that would reveal the substance of deliberations of the Executive Council or any of its committees or of the Treasury Board or any of its committees, including any advice, recommendations, policy considerations or draft legislation or regulations submitted or prepared for submission to the Executive Council or any of its committees or to the Treasury Board or any of its committees.

**(2)** Subsection (1) does not apply to

- (a) information in a record that has been in existence for 15 years or more,
- (b) information in a record of a decision made by the Executive Council or any of its committees on an appeal under an Act, or

- (c) information in a record the purpose of which is to present background facts to the Executive Council or any of its committees or to the Treasury Board or any of its committees for consideration in making a decision if
  - (i) the decision has been made public,
  - (ii) the decision has been implemented, or
  - (iii) 5 years or more have passed since the decision was made or considered.

1994 cF-18.5 s21

**Local public body confidences**

**23(1)** The head of a local public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to reveal

- (a) a draft of a resolution, bylaw or other legal instrument by which the local public body acts, or
- (b) the substance of deliberations of a meeting of its elected officials or of its governing body or a committee of its governing body, if an Act or a regulation under this Act authorizes the holding of that meeting in the absence of the public.

**(2)** Subsection (1) does not apply if

- (a) the draft of the resolution, bylaw or other legal instrument or the subject-matter of the deliberation has been considered in a meeting open to the public, or
- (b) the information referred to in that subsection is in a record that has been in existence for 15 years or more.

1994 cF-18.5 s22

**Advice from officials**

**24(1)** The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to reveal

- (a) advice, proposals, recommendations, analyses or policy options developed by or for a public body or a member of the Executive Council,
- (b) consultations or deliberations involving
  - (i) officers or employees of a public body,

- (ii) a member of the Executive Council, or
  - (iii) the staff of a member of the Executive Council,
  - (c) positions, plans, procedures, criteria or instructions developed for the purpose of contractual or other negotiations by or on behalf of the Government of Alberta or a public body, or considerations that relate to those negotiations,
  - (d) plans relating to the management of personnel or the administration of a public body that have not yet been implemented,
  - (e) the contents of draft legislation, regulations and orders of members of the Executive Council or the Lieutenant Governor in Council,
  - (f) the contents of agendas or minutes of meetings
    - (i) of the governing body of an agency, board, commission, corporation, office or other body that is designated as a public body in the regulations, or
    - (ii) of a committee of a governing body referred to in subclause (i),
  - (g) information, including the proposed plans, policies or projects of a public body, the disclosure of which could reasonably be expected to result in disclosure of a pending policy or budgetary decision, or
  - (h) the contents of a formal research or audit report that in the opinion of the head of the public body is incomplete unless no progress has been made on the report for at least 3 years.
- (2)** This section does not apply to information that
- (a) has been in existence for 15 years or more,
  - (b) is a statement of the reasons for a decision that is made in the exercise of a discretionary power or an adjudicative function,
  - (c) is the result of product or environmental testing carried out by or for a public body, that is complete or on which no progress has been made for at least 3 years, unless the testing was done

- (i) for a fee as a service to a person other than a public body, or
- (ii) for the purpose of developing methods of testing or testing products for possible purchase,
- (d) is a statistical survey,
- (e) is the result of background research of a scientific or technical nature undertaken in connection with the formulation of a policy proposal, that is complete or on which no progress has been made for at least 3 years,
- (f) is an instruction or guideline issued to the officers or employees of a public body, or
- (g) is a substantive rule or statement of policy that has been adopted by a public body for the purpose of interpreting an Act or regulation or administering a program or activity of the public body.

**(2.1)** The head of a public body must refuse to disclose to an applicant

- (a) a record relating to an audit by the Chief Internal Auditor of Alberta that is created by or for the Chief Internal Auditor of Alberta, or
- (b) information that would reveal information about an audit by the Chief Internal Auditor of Alberta.

**(2.2)** Subsection (2.1) does not apply to a record or information described in that subsection

- (a) if 15 years or more has elapsed since the audit to which the record or information relates was completed, or
- (b) if the audit to which the record or information relates was discontinued or if no progress has been made on the audit for 15 years or more.

**(3)** In this section, “audit” means a financial or other formal and systematic examination or review of a program, portion of a program or activity.

RSA 2000 cF-25 s24;2006 c17 s5

**Disclosure harmful to economic and other interests  
of a public body**

**25(1)** The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be



expected to harm the economic interest of a public body or the Government of Alberta or the ability of the Government to manage the economy, including the following information:

- (a) trade secrets of a public body or the Government of Alberta;
- (b) financial, commercial, scientific, technical or other information in which a public body or the Government of Alberta has a proprietary interest or a right of use and that has, or is reasonably likely to have, monetary value;
- (c) information the disclosure of which could reasonably be expected to
  - (i) result in financial loss to,
  - (ii) prejudice the competitive position of, or
  - (iii) interfere with contractual or other negotiations of,the Government of Alberta or a public body;
- (d) information obtained through research by an employee of a public body, the disclosure of which could reasonably be expected to deprive the employee or the public body of priority of publication.

**(2)** The head of a public body must not refuse to disclose under subsection (1) the results of product or environmental testing carried out by or for a public body, unless the testing was done

- (a) for a fee as a service to a person, other than the public body, or
- (b) for the purpose of developing methods of testing or testing products for possible purchase.

1994 cF-18.5 s24;1999 c23 s15

### **Testing procedures, tests and audits**

**26** The head of a public body may refuse to disclose to an applicant information relating to

- (a) testing or auditing procedures or techniques,
- (b) details of specific tests to be given or audits to be conducted, or
- (c) standardized tests used by a public body, including intelligence tests,

if disclosure could reasonably be expected to prejudice the use or results of particular tests or audits.

1994 cF-18.5 s25;1999 c23 s16

#### **Privileged information**

**27(1)** The head of a public body may refuse to disclose to an applicant

- (a) information that is subject to any type of legal privilege, including solicitor-client privilege or parliamentary privilege,
- (b) information prepared by or for
  - (i) the Minister of Justice and Solicitor General,
  - (ii) an agent or lawyer of the Minister of Justice and Solicitor General, or
  - (iii) an agent or lawyer of a public body,in relation to a matter involving the provision of legal services, or
- (c) information in correspondence between
  - (i) the Minister of Justice and Solicitor General,
  - (ii) an agent or lawyer of the Minister of Justice and Solicitor General, or
  - (iii) an agent or lawyer of a public body,and any other person in relation to a matter involving the provision of advice or other services by the Minister of Justice and Solicitor General or by the agent or lawyer.

**(2)** The head of a public body must refuse to disclose information described in subsection (1)(a) that relates to a person other than a public body.

**(3)** Only the Speaker of the Legislative Assembly may determine whether information is subject to parliamentary privilege.

RSA 2000 cF-25 s27;2013 c10 s34

#### **Disclosure harmful to the conservation of heritage sites, etc.**

**28** The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to result in damage to or interfere with the conservation of

- (a) any historic resource as defined in the *Historical Resources Act*, or
- (b) any rare, endangered, threatened or vulnerable form of life.

1994 cF-18.5 s27;1995 c17 s11

**Information that is or will be available to the public**

**29(1)** The head of a public body may refuse to disclose to an applicant information

- (a) that is readily available to the public,
- (a.1) that is available for purchase by the public, or
- (b) that is to be published or released to the public within 60 days after the applicant's request is received.

**(2)** The head of a public body must notify an applicant of the publication or release of information that the head has refused to disclose under subsection (1)(b).

**(3)** If the information is not published or released within 60 days after the applicant's request is received, the head of the public body must reconsider the request as if it were a new request received on the last day of that period, and access to the information requested must not be refused under subsection (1)(b).

RSA 2000 cF-25 s29;2003 c21 s6

### Division 3 Third Party Intervention

**Notifying the third party**

**30(1)** When the head of a public body is considering giving access to a record that may contain information

- (a) that affects the interests of a third party under section 16, or
- (b) the disclosure of which may be an unreasonable invasion of a third party's personal privacy under section 17,

the head must, where practicable and as soon as practicable, give written notice to the third party in accordance with subsection (4).

**(1.1)** Subsection (1) does not apply to information that the head of a public body may refuse to disclose in accordance with section 29.

**(2)** Subsection (1) does not apply to a record containing information described in section 17(2)(j).

## MONTHLY REPORT TO THE CAO

For the Month of February 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 Blue Hills	Oct/19	Getting started on preliminary design and options to prepare for grant funding.
La Crete Future Water Supply Concept	Dec/18	Working on project scope details.
LC – Main Lift Station Meter	Nov/18	Need to get equipment ordered and work scheduled.
LC Future Utility Servicing Plan	Dec/18	Working on project scope details.
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		
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:**

Yvan McDougall carries a level 1 water treatment certification and has been hired in Zama. He brings a wealth of knowledge from his instrumentation technician background.

**Other Comments:**

I'm also working on finalizing details on the endeavor to assist for rural waterlines policy. It's been a challenge, but I think we can have something brought to the upcoming Committee of the Whole meeting.

Respectfully submitted,

Fred Wiebe  
 Director of Utilities  
 Mackenzie County

## **MONTHLY REPORT TO THE CAO**

### **For the Month of February 2018**

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

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#### **Meetings Attended in February**

- 02-07 – Alberta Emergency Management Agency Ken Hawrylenko
- 02-12 – Council Budget Meeting
- 02-13 – Council Regular Meeting
- 02-14 – Darcy Beach – AEP Regional Director Meeting
- 02-15 – Brownlee Emerging Trends Seminar
- 02-16 – Management Team Building Meeting
- 02-23 – FNC Municipal Provincial Workshop
- 02-26 – Ag Fair Committee Meeting
- 02-27 – AEMA Meeting re DRP Application
- 02-27 – Budget Meeting Council
- 02-28 – Council Regular Meeting

#### **Health and Safety**

- Received negative Audit from National Safety Council regarding Transportation records and general safety program. Working towards gaining compliance with all aspects of the program.

#### **Fire**

- Fort Vermilion January Statistics:
  - 4 structural fires and 12 calls
- Review of Jurisdictional Boundaries between La Crete and Fort Vermilion.
- The La Crete January Statistics:
  - 23 call outs, twice when we got paged for a structure fire we had a key piece of apparatus in the shop for repairs, this resulted in a delayed response with that unit
- The annual awards banquet with La Crete and Fort Vermilion Fire Department. Reeve Braun presented Deputy Chief Cornie Wiebe with his 12 year provincial service medal. We also presented 5 and 10 year service awards, Provincial Training Seals, firefighter of the year award etc.

### **Peace Officer**

- 9 Tickets
  - 3 Gaming and Liquor Act
  - 6 Traffic Safety Act
- 13 written warnings (number likely higher. Still learning reporting system, data entry and reporting)
- 14 files
  - 6 files for provincial impaired suspensions by RCMP due to Peace Officer traffic stop
  - 2 assist general public files (1 for medical issue and 1 for providing education for member of the public)
  - 1 for speeder going 148 km/h in an 80 km/h zone. Driver failed to stop.
  - 1 Public Intoxication file
  - 2 Joint Force Operations files (Patrols with RCMP and RCMP Enhanced member)
  - 2 collision attended files
- Nightly parking lot checks
- More than 45 Traffic Stops

### **Waste**

- Received bids for Steel Hauling Contract
- Released RFP for County Facility Waste Hauling.

### **Parks and Recreation**

- Continue to work on lease applications and purchase of park lands. Hired AMEC to begin FNC for Wadlin Lake Purchase.
- Received road closures for Bridge Campground
- Continue to work on the Hutch Lake Cabins expansion proposal.

### **Emergency Operations**

- Began working on the application for Disaster Relief Program through Alberta Emergency Management Agency. The deadline for this program is March 31, 2018
- Planning for EOC Training, Council Training and table top exercise.







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 13, 2018</b>
<b>Presented By:</b>	<b>Grant Smith, Agricultural Fieldman</b>
<b>Title:</b>	<b>TENDERS Agricultural Land Lease Request for Proposals – Section 8-110-15-W5M (Fitler Pit)</b>

## **BACKGROUND / PROPOSAL:**

The Agricultural Service Board put out proposals to lease the following agricultural land on a five year term:

210 Acres (North of Rocky Lane next to Fitler Pit)  
Section 8-110-15-W5M

Closing date for the Agricultural Land Lease request for proposals is March 12, 2018  
4:30 P.M.

## **OPTIONS & BENEFITS:**

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

Funds are available in operating budget.

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION:**

The Agricultural Land Lease – Request for Proposals was advertised in the Echo Pioneer and the Big Deal Bulletin.

**Author:** Grant Smith      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the Agricultural Land Lease Request for Proposals – Section 8-110-15-W5M (Fitler Pit) be opened.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That the Agricultural Service Board review the Agricultural Land Lease Request for Proposals – Section 8-110-15-W5M (Fitler Pit) at their March 16, 2018 meeting and prepare a recommendation to Council for the March 28, 2018 Council meeting.

Author: Grant Smith      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 13, 2018</b>
<b>Presented By:</b>	<b>Grant Smith, Agricultural Fieldman</b>
<b>Title:</b>	<b>TENDERS Agricultural Land Lease Request for Proposals – Hay Land Rental</b>

## **BACKGROUND / PROPOSAL:**

The Agricultural Service Board put out proposals for approximately 12 hectares (30 acres) of brome hay at the Fort Vermilion sewage lagoon. Plan 7920058 Lot 1.

A single cut before July 31, annually with bales removed within one week is being offered. This will be a three year rental agreement.

Closing date for the Hay Land Rental request for proposal is March 12, 2018 4:30 P.M.

## **OPTIONS & BENEFITS:**

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

Funds are available in operating budget.

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION:**

**Author:** Grant Smith      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

The Hay Land Rental – Request for Proposals was advertised in the Echo Pioneer and the Big Deal Bulletin.

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the Agricultural Land Lease Request for Proposals – Hay Land Rental be opened.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That the Agricultural Service Board review the Agricultural Land Lease Request for Proposals – Hay Land Rental at their March 16, 2018 meeting and prepare a recommendation to Council for the March 28, 2018 Council meeting.

Author: Grant Smith      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 13, 2018</b>
<b>Presented By:</b>	<b>Grant Smith, Agricultural Fieldman</b>
<b>Title:</b>	<b>TENDERS Roadside Spraying Program 2018-2020 – Request for Proposals</b>

**BACKGROUND / PROPOSAL:**

The County has a three year rotational spraying program in which all County roads are sprayed with a residual herbicide to control noxious weeds and brush. The County follows all environmental best management practices as per the Environmental Code of Practice, and *Alberta Weed Control Act*.

As the Roadside Spraying contract expired in 2017, administration has prepared a Request for Proposals (RFP) for Roadside Spraying to commence in summer of 2018.

The contract will include a three year contract with a 1 year renewal option at the discretion of the Agricultural Service Boards.

Closing date for the Roadside Spraying - RFP is March 12, 2018 4:30 P.M.

The awarding of the contact will be graded on the following criteria:

<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Score</b>
Project Team/Experience	20%	
Local Contractor	15%	
Equipment	25%	
Proposal Cost	40%	
Total	100%	

**Author:** Grant Smith      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

Funds are available in operating budget.

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

The Roadside Spraying – Request for Proposals was advertised in the Echo Pioneer and the Big Deal Bulletin.

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the Roadside Spraying Program 2018-2020 – Request for Proposals be opened.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That the Agricultural Service Board review the Roadside Spraying Program 2018-2020 – Request for Proposals at their March 16, 2018 meeting and prepare a recommendation to Council for the March 28, 2018 Council meeting.

Author: Grant Smith      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 13, 2018</b>
<b>Presented By:</b>	<b>Byron Peters, Deputy Chief Administrative Officer</b>
<b>Title:</b>	<b>TENDERS Municipal Census Coordinator – Request for Proposals Round 2</b>

## BACKGROUND / PROPOSAL:

The Regional Economic Development Initiative (REDI) conducted a census on behalf of Mackenzie County in 2015. REDI contracted services for a census coordinator for Mackenzie County, Town of High Level and Rainbow Lake on a joint project. In the 2016 Federal Census, 11,171 residents were enumerated. The County expects an increase in population as a result of a previous 2015 municipal census that totaled 11,750 residents.

A Request for Proposal (RFP) was initially advertised on February 2, 2018, asking for proposals to conduct a Municipal Census as a Municipal Census Coordinator. The RFP submission deadline was 2:00 p.m. on February 23, 2018.

Two RFP's were submitted and opened at the February 28, 2018 Council Meeting.

The first proposal did not qualify to consider the proposed price. The second did meet the requirements; however, was much over the decided budget.

Therefore, Council moved:

**MOTION 18-02-170**

**MOVED** by Councillor Bateman

That the Municipal Census Coordinator Request for Proposals be retendered, as qualifying proposals received were over budget, with a closing date of March 13, 2018.

**CARRIED**

The RFP was edited to reflect the discussed requirements and re-advertised as best possible for the quick turn-around.

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

Mackenzie County intends to hire a Municipal Census Coordinator as a contracted manager to complete the Mackenzie County 2018 Census, which includes: hiring, training, and supervision of the enumerators, defining enumeration areas and determining walking/driving routes, quality control of data collected, analysis and reporting of final population numbers, ensuring compliance with the Province of Alberta Legislation.

The RFP will be evaluated using the following rubric:

<b>Evaluation Criteria</b>	<b>Points</b>	<b>Score</b>	<b>Comments</b>
<b>Relevant Experience</b> <ul style="list-style-type: none"> <li>• Project scope</li> <li>• Qualifications of the persons as they relate to proposed roles</li> <li>• Experience of project team members with systems the same as, or similar to the system proposed for Mackenzie County</li> <li>• Satisfaction of existing customers</li> <li>• Knowledge of Northwest Alberta</li> <li>• Knowledge of technical requirements</li> <li>• Innovation</li> </ul>	<b>30</b>		
<b>Project Comprehension</b> <ul style="list-style-type: none"> <li>• Intentions and expectation indicating how requirements of the RFP will be fulfilled</li> <li>• Services to be provided</li> <li>• Familiarity with proposed technology</li> <li>• Familiarity with Provincial Census Manual and legislated requirements</li> </ul>	<b>20</b>		
<b>Proposed Fee Structure</b> <ul style="list-style-type: none"> <li>• Manpower</li> <li>• Supplies and other related costs</li> <li>• Additional costs identified</li> </ul>	<b>35</b>		
<b>Quality Control/Methodology</b> <ul style="list-style-type: none"> <li>• Project timelines</li> <li>• Methodology to complete each phase</li> <li>• Activities to see the project to successful conclusion</li> </ul>	<b>15</b>		
<b>Total Points</b>	<b>100</b>		

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



**OPTIONS & BENEFITS:**

Higher census numbers contribute to more favorable funding and grant opportunities for Mackenzie County. In the past the municipal census has provided higher population counts than federal census. The 2018 Mackenzie County census count can be used until the next federal census of 2021.

**COSTS & SOURCE OF FUNDING:**

Planning Department has budgeted \$120,000.00 for the Municipal Census with \$25,000 contribution from REDI (Regional Economic Development Initiative). The municipality is also responsible for contracting Airdrie Census software system out of this budget.

**SUSTAINABILITY PLAN:**

**Strategy E27.3** Undertake a timely municipal census during major population shifts.

**COMMUNICATION:**

Successful bidder will be notified.

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the Municipal Census Coordinator – Request for Proposals Round 2 (Envelope #2 – Technical Proposal) be opened.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That administration review the Municipal Census Coordinator “Technical Proposals” and prepare a list of qualified proposals for later in the meeting.

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

Motion 3

Simple Majority       Requires 2/3       Requires Unanimous

That the Municipal Census Coordinator – Request for Proposals Round 2 (Envelope #1 – Fee Structure) be opened for the qualifying proposals only.

Motion 4

Simple Majority       Requires 2/3       Requires Unanimous

That the Municipal Census Coordinator project be awarded to the lowest qualified bidder.

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



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 13, 2018</b>
<b>Presented By:</b>	<b>Byron Peters, Deputy Chief Administrative Officer</b>
<b>Title:</b>	<p><b>PUBLIC HEARING</b>  <b>Bylaw 1091-18 Land Use Bylaw Amendment to Add Rifle/Skeet Range as a Discretionary Use to the Agricultural “A” and Forestry “F” Districts and to Remove “Institutional Use” and “Place of Worship” as Discretionary Uses from the Agricultural “A” District</b></p>

## 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 amendment because rifle/skeet range should have been included in these districts during the repeal and replace.

This item has been to the February 8, 2018 Municipal Planning Commission meeting and the following motion was made:

**MPC-18-02-027** *That the Municipal Planning Commission recommend to Council to approve Bylaw 10\_\_-18 being a Land Use Bylaw Revision to add Rifle/Skeet Range as a discretionary use to the Agricultural “A” and Forestry “F” zoning districts, subject to public hearing input.*

**Author:** C Smith      **Reviewed by:** B Peters      **CAO:** \_\_\_\_\_

**CARRIED**

This item has been taken to Council for first reading where it was passed with an amendment to include the removal of Institutional Use and Place of Worship. These uses will now be specific to the Institutional "I" District.

**MOTION 18-02-127**

*That first reading be given to Bylaw 1091-18 being a Land Use Bylaw Revision to add Rifle/Skeet Range as a discretionary use to the Agricultural "A" and Forestry "F" zoning districts as AMENDED with the removal of Institutional Use and Place of Worship from the Discretionary Uses, subject to public hearing input.*

**CARRIED**

**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.

The removal of the Institutional Use and the Place of Worship use eliminates schools and churches from being approved on Agricultural land. All new churches and schools will be required to rezone to the Institutional "I" District. All existing ones will be addressed at a later date.

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

**COSTS & SOURCE OF FUNDING:**

All costs will be borne by the applicant.

**SUSTAINABILITY PLAN:**

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

**COMMUNICATION:**

The bylaw amendment will be advertised as per MGA requirements.

Author: C Smith Reviewed by: B Peters CAO: \_\_\_\_\_

**RECOMMENDED ACTION:**

Motion 1

- Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1091-18 being a Land Use Bylaw Amendment to add Rifle/Skeet Range as a discretionary use to the Agricultural “A” and Forestry “F” zoning districts and to remove Institutional Use and Place of Worship as discretionary uses from the Agricultural “A” zoning district.

Motion 2

- Simple Majority       Requires 2/3       Requires Unanimous

That third reading be given to Bylaw 1091-18 being a Land Use Bylaw Amendment to add Rifle/Skeet Range as a discretionary use to the Agricultural “A” and Forestry “F” zoning districts and to remove Institutional Use and Place of Worship as discretionary uses from the Agricultural “A” zoning district.

Author: C Smith      Reviewed by: B Peters      CAO: \_\_\_\_\_

**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW 1091-18**

**Order of Presentation**

\_\_\_\_\_ This Public Hearing will now come to order at \_\_\_\_\_.

\_\_\_\_\_ Was the Public Hearing properly advertised?

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

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

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

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

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

\_\_\_\_\_ This Hearing is now closed at \_\_\_\_\_.

**REMARKS/COMMENTS:**

**BYLAW NO. 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 AND TO REMOVE**  
**INSTITUTIONAL USE AND PLACE OF WORSHIP AS DISCRETIONARY USES**  
**FROM THE AGRICULTURAL “A” ZONING DISTRICT**

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

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

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

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

1. That the Mackenzie County Land Use Bylaw Section 9.1.2 AGRICULTURAL “A” be revised with the following addition and deletions:

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

Land Use Bylaw Revision to Add Rifle/Skeet Range as a Discretionary Use to the Agricultural “A” and Forestry “F” Districts and to Remove Institutional Use and Place of Worship as Discretionary Uses from the Agricultural “A” District

Permitted Uses	Discretionary Uses
DUGOUT	CEMETERY
DWELLING - SINGLE FAMILY	COMMUNICATION TOWER
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	<del>INSTITUTIONAL USE</del>
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	<del>PLACE OF WORSHIP</del>
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



Land Use Bylaw Revision to Add Rifle/Skeet Range as a Discretionary Use to the Agricultural “A” and Forestry “F” Districts and to Remove Institutional Use and Place of Worship as Discretionary Uses from the Agricultural “A” District

That the Mackenzie County Land Use Bylaw Section 9.2.2 Forestry “F” 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 8<sup>th</sup> day of February, 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.

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Peter F. Braun  
Reeve

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Len Racher  
Chief Administrative Officer





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 13, 2018</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Town of High Level – Aquatic Centre Pool Pilot/Chemical Controller Replacement Project Scope Change Request</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County provides capital funding contributions to the Town of High Level under the Regional Service Sharing Agreement.

The Town of High Level has completed the Aquatic Centre Pool Pilot/Chemical Controller Replacement Project which was approved in 2018. The project however has come significantly under budget as a result of the Pool Pilot not requiring replacement. As such the Town of High Level is requesting authorization to use the remaining funds (already approved by the County) for the replacement of the filtration system instead, whereby changing the scope of the original project. Please see the attached letter for more information.

**Aquatic Centre Pool Pilot/Chemical Controller replacement:** This automated system has not been working correctly since July. The aquatic staff have been working consistently with Automated Aquatics to try and trouble shoot the problem, with no success. Under the Alberta Regulations for Public Swimming Pools Section 15.1 “A public swimming pool must be equipped with automated chemical feeding and monitoring equipment for pH and chlorine”; 5.2 “The equipment referred to in subsection (1) must (a) maintained in good working condition, and (b) calibrated and manually tested in accordance with the Pool Standards to ensure that it is working properly.

The total project costs is anticipated to remain under budget bringing the County’s contribution to approximately \$11,000 instead of \$13,000.

## **OPTIONS & BENEFITS:**

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

**COSTS & SOURCE OF FUNDING:**

Approved in the 2018 Operating Budget.

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the Town of High Level Aquatic Centre Pool Pilot/Chemical Controller Replacement Project scope change request be approved/denied.

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



Town of High Level  
10511 – 103<sup>rd</sup> Street  
High Level, AB T0H 1Z0  
Canada

Telephone: 780-926-2201  
Facsimile: 780-926-2899  
reception@highlevel.ca  
[www.highlevel.ca](http://www.highlevel.ca)

March 01, 2018

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

ATTN: Len Racher - CAO

Dear Len,

**RE: CHANGE TO APPROVED CAPITAL PROJECT**

The Town of High Level is happy to inform you that our capital project “*Aquatic Centre Pool Pilot/Chemical Controller Replacement*” has been completed drastically under budget. We want to thank Mackenzie County whose contribution to this project was \$13,000.

The reason for the project coming under budget was the Pool Pilot, which had been planned to be replaced, was found to be in good repair and only the Chemical Controller needed to be replaced

Throughout the course of this maintenance cycle though, we did experience a catastrophic failure of one of our filtration units. This failure will require us to replace the filtration system immediately.

Council for the Town of High Level asks that Mackenzie County consider allowing the Town to include the replacement of the filtration system in the scope of the original “*Aquatic Centre Pool Pilot/Chemical Controller Replacement*” project. The total project will still be under budget by \$10,000 or more bringing the Mackenzie County contribution from \$13,000 down to \$11,000.

Please feel free to give me a call if you have any questions or concerns.

Sincerely,

Dan Fletcher  
CAO, Town of High Level

Cc: Town of High Level Council

**“Gateway To The South”**





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 13, 2018</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>2018 Ratepayer Meetings</b>

**BACKGROUND / PROPOSAL:**

The County holds ratepayer meetings annually in La Crete, Fort Vermilion, High Level Rural/Rocky Lane, Zama, and Tompkins Landing.

Last year administration explored the “open house” concept to provide an increased exposure to the public of the various departments, what they do, current projects, and to meet the staff responsible for each department. The idea was also to allow the public the opportunity to ask individual questions who may not be so inclined in the intimidating formal question and answer period setting. This concept appears to have been well received.

Administration is requesting Council’s input regarding format and event dates.

**OPTIONS & BENEFITS:**

To conduct public engagement as per the County’s Business Plan.

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

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

**COMMUNICATION:**

Ratepayer meetings will be advertised in the newspaper, Big Deal Bulletin, and the County Facebook page.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2018 annual ratepayer meetings be held as follows:

- Rocky Lane/High Level Rural - \_\_\_\_\_
- Zama - \_\_\_\_\_
- Tompkins Landing - \_\_\_\_\_
- La Crete – \_\_\_\_\_
- Fort Vermilion – \_\_\_\_\_

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





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 13, 2018</b>
<b>Presented By:</b>	<b>Don Roberts, Zama Site Manager</b>
<b>Title:</b>	<b>Policy ADM010 Cold Weather</b>

**BACKGROUND / PROPOSAL:**

The Joint Health and Safety Committee submitted a request to management for the review and update of the current Cold Weather Policy.

The current policy is inefficient to deal with different adverse weather conditions and only dealt with cold weather.

It was also requested that the policy give better direction to employees and supervisors on Reporting to Work in Adverse Weather conditions and Working during Adverse weather conditions.

**OPTIONS & BENEFITS:**

An updated policy provides better direction for all employees when dealing with different weather conditions not just extreme cold. The policy would enhance Mackenzie County’s Safety program for workers and also provide direction when operating equipment in extreme conditions.

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**Author:** Krista **Reviewed by:** D. Roberts **CAO:** \_\_\_\_\_

**COMMUNICATION:**

Safety Meetings and Mackenzie County's Employee Safety Handbook.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy ADM010 Cold Weather be amended as presented.

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

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

Title	<del>COLD</del> ADVERSE WEATHER	Policy No:	ADM010
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Legislation Reference	Municipal Government Act, Section 3 and 5(b)
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### Purpose

~~To provide for the safety of employees and to prevent equipment failure during extreme cold weather.~~

To outline the responsibilities of Employees, Supervisors, and Directors when considering attendance at work during adverse weather conditions and the safe operations of work during adverse weather conditions.

### Policy Statement and Guidelines

- ~~1. Municipal maintenance equipment shall not be mobilized, except in the case of an emergency or a severe storm, if the outside temperature is -40 degrees Celsius or colder.~~
- ~~2. For safety reasons, employees shall not be required to drive outside their town/hamlet of residence if the outside temperature is -40 degrees Celsius or colder. If employees are unable to drive to work due to cold weather or blizzard conditions, the employee shall be authorized to perform M.D. work at home or take time off in lieu.~~

~~The Chief Administrative Officer or designate shall determine~~

- ~~(a) the outside temperature for purposes of this policy.~~
- ~~(b) if an emergency or severe storm condition exists.~~
- ~~(c) whether maintenance equipment should be mobilized.~~

Mackenzie County recognizes that employees may face difficulties attending their place of work and working in adverse weather conditions such as;

- heavy snow falls,
- freezing rain,
- heavy fog/smoke,
- extreme low temperatures,
- extreme high temperatures,
- or other adverse weather conditions.

While Mackenzie County is committed to protecting the health and safety of its employees, it must ensure that essential public services remain a priority during these circumstances.

## **REPORTING TO WORK**

### **Procedure:**

Employees should make every effort to attend work during adverse weather conditions without putting their personal safety at risk. However if it is unavoidable for staff to be absent from the workplace, employees must contact their supervisor and may agree upon one of the following options:

- Work from home (if practicable)
- Work from the nearest County Office (if practicable)
- Time off in Lieu (TOIL)
- Vacation
- Time off Without Pay (TOWP)
- Special Leave (if Disaster Conditions apply as per Collective Agreement)
- Arrange alternate form of transportation
- Delay travel until the adverse weather clears
- Or apply a combination of the above options

### **Supervisors**

Supervisors may also discuss different means of travel if necessary, or use a combination of travel options, even if this results in arriving late for work.

Supervisors shall take the following factors into consideration when agreeing on the appropriate action to take:

1. Employee's safety
2. Operational requirements of Mackenzie County
3. Distance traveling to work
4. Prevailing weather conditions and their expected duration
5. Modes of transport available to staff
6. Employees driving experience and capabilities

### **Other considerations**

#### **Dependents**

In certain situations, such as where schools/day cares close without warning due to adverse weather and staff are unexpectedly required to provide/arrange care for their

dependents, or have other caring responsibilities, Supervisors may consider the Employee's release from the workplace as identified above.

## **WORKING DURING ADVERSE WEATHER**

### **Procedure:**

These procedures are developed for Employees that work outside and should be considered by Supervisors as guidelines for the health and safety of employees during extreme hot and cold temperatures along with other conditions that may be potential driving hazards.

The following factors should be taken into consideration by Supervisors for the safety of employees when working in adverse conditions.

- Temperature
- Manual Labor Intensive
- Vehicle equipped with Heater/Air Conditioning
- Length of Task
- Distance away from Home Base
- Priority of the Task at Hand

### **Triggers**

#### **Cold Weather**

Municipal maintenance equipment shall not be mobilized, except in the case of an emergency or severe operational necessity, if the outside temperature is -40 degrees Celsius or colder.

Supervisors shall start evaluating the necessity and priority of task to be completed when outside temperatures reach -35 degrees Celsius.

#### **Hot Weather**

Supervisors shall implement schedule breaks and procedures to workers performing manual labor outside when temperatures reach +30 degrees Celsius.

#### **Safe Work Practice**

Supervisors are to ensure all employees working in adverse weather conditions comply with the guidelines and procedures in the "Working in Adverse Weather Conditions" Safe Work Practice in Mackenzie County's Employee Safety Handbook.

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Date	Resolution Number
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<b>Approved</b>	1998-11-10	98-341
<b>Amended</b>		
<b>Amended</b>		



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 13, 2018</b>
<b>Presented By:</b>	<b>Doug Munn, Director of Community Services</b>
<b>Title:</b>	<b>Fort Vermilion Recreation Board Emergent Funding Request – Fort Vermilion Museum Major Building Expenses</b>

**BACKGROUND / PROPOSAL:**

In January 2018 the Fort Vermilion Museum roof began to leak. The County Facility Maintenance Operator looked at the issue and found that there was a lack of insulation in the ceiling which causes excess heat to contact the roof. This causes a build-up of ice on the roof and damages shingles. In the past the solution has been to install heat tape on the roof, however this tape was not operating properly. The ice was knocked off and the heat tape was replaced. There were two invoices for this work totaling \$2,087.03. Typically these type of expenses have been covered through the Recreation Emergent Fund reserve. There is a need to modify the roof in order to prevent this in the future, but this will be dealt with at another time.

The agreement with the Fort Vermilion Recreation Society is very weak relative to these type of repairs and there is no clause in the agreement that deals with major maintenance items on the building. It is common for the municipality, as “landlord” of the building to be responsible for “Major Maintenance and Capital Projects” relative to a municipal building, such as a recreation complex. This would also require an annual budget amount for these types of expenses.

On March 5, 2018 this issue was presented to the Community Services Committee where they made the motion recommending that Council approve the payment of the attached invoices in the amount of \$1,300.95 and \$786.08 with funds to come from the Recreation Emergent Fund Reserve.

Upon further review the correct funding location is the Grants to Other Organizations – Emergent/Emergency Funding.

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

**OPTIONS & BENEFITS:**

Option 1 – It is recommended that Council approve the payment of the attached invoices in the amount of \$1,300.95 and \$786.08 with funds to come from the Grants to Other Organizations – Emergent/Emergency Funding.

Option 2 – It is recommended that administration be directed to investigate alternative methods of funding major maintenance items for recreation facilities and consider how these may be built into the existing agreements with the Recreation Societies. These recommendations to be reviewed by the Community Services Committee.

**COSTS & SOURCE OF FUNDING:**

2018 Operating Budget – Grants to Other Non-Profit Organizations  
Emergent/Emergency Funding (\$20,000)

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

Motion 1

- Simple Majority       Requires 2/3       Requires Unanimous

That the Fort Vermilion Recreation Board Emergent Funding Request for the Fort Vermilion Museum Major Building Expenses be approved in the amount \$2,087.03 with funds coming from the Grants to Other Organizations – Emergent/Emergency Funding.

Motion 2

- Simple Majority       Requires 2/3       Requires Unanimous

That administration be directed to investigate alternative methods of funding major maintenance items for recreation facilities and consider how these may be built into the existing agreements with the Recreation Societies and that the recommendations be reviewed by the Community Services Committee.

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



# Ranwal Plumbing & Heating LTD

10202 101 Street  
 P.O. Box 639  
 La Crete, AB T0H 2H0  
 Phone: 780-928-3059  
 Federal Tax ID: 121354484

# Invoice

Invoice Number: 515598  
 Invoice Date: 01/31/2018  
 Page: 1 of 1

Bill To: Mackenzie County  
 Box 640  
 Fort Vermilion, AB T0H 1N0

Service: Mackenzie County  
 Location: Box 640  
 Fort Vermilion, AB T0H 1N0


Work Order ID	PO Number	Terms	Called In By
421494	Fort Vermilion Arena	Due In 30 days	

(Museum)

Qty	Item ID	Description	Unit Price	Disc %	Amount
-----	---------	-------------	------------	--------	--------

**Parts**

115.00	SRHT	SELF REGULATING HEAT TAPE	6.51		748.65
			SubTotal		<u>748.65</u>

  
 Connie Wiebe

Invoice Subtotal	748.65
Sales Tax	37.43
Invoice Total	786.08
Payment Received	0.00
Balance Due	<u><u>\$786.08</u></u>

Frontier Carpentry Ltd.  
P.O. Box: 112  
Buffalo Head Prairie, AB.  
GST# 83843 3134 RT0001  
frontiercarp@gmail.com  
780-247-0250

**RECEIVED**  
FEB 5 2018

**Invoice 009**

Mackenzie County  
Box 640 Fort Vermilion, AB T0H-1N0

**MACKENZIE COUNTY  
FORT VERMILION OFFICE**

Date 2018-01-31

Due date 2018-02-28

Item	Qty	Price CAD	Line Total CAD
Knock ice off Fort Rec Centre/Museum	18	48.00	864.00
Lift Rental & Delivery	1	375.00	375.00
<i>As per Connie Wiebe &amp; Clinton Edwards</i>			

**Sub Total 1239.00**

**Sales Tax 61.95**

**Total 1300.95**

\*\*Invoice due in 30 days. 2% monthly finance charge will be added to any overdue balance\*\*



Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 13, 2018</b>
<b>Presented By:</b>	<b>Doug Munn, Director of Community Services</b>
<b>Title:</b>	<b>Hutch Lake Campground Caretaker – Request for Proposal Awarding</b>

### **BACKGROUND / PROPOSAL:**

On February 28, 2018 Regular Council Meeting the following motion was made:

**MOTION 18-02-165 MOVED** by Councillor A. Peters

That the Community Services Committee review the Hutch Lake Campground Caretaker Contract – Request for Proposals and prepare a recommendation, based on the matrix, for the March 13, 2018 Council meeting.

The Community Services Committee met on March 5, 2018, and reviewed the Hutch Lake Campground Caretaker proposals and has made a recommendation based on the most qualified bidder according to their score on the matrix within the Request for Proposal. It was discussed and agreed upon that all qualifying bidders are to complete a criminal records check and a Child Intervention check prior to signing a contract with Mackenzie County.

**MOTION 18-03-020 MOVED** by Councillor Driedger

That the Community Services Committee recommends to Council to award the Hutch Lake Campground Caretaker Contract to qualified bidder Dean Hoyle, subject to meeting conditions.

### **OPTIONS & BENEFITS:**

That Council awards this contract to the most qualified bidder as indicated by their matrix score on the Request for Proposal. The highest score was Dean Hoyle at 95%.

Author:  L.L Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 13, 2018</b>
<b>Presented By:</b>	<b>Doug Munn, Director of Community Services</b>
<b>Title:</b>	<b>Machesis Lake Campground Caretaker – Request for Proposal Awarding</b>

**BACKGROUND / PROPOSAL:**

On February 28, 2018 Regular Council Meeting the following motion was made:

**MOTION 18-02-164 MOVED** by Councillor Jorgensen

That the Community Services Committee review the Machesis Lake Campground Caretaker Contract – Request for Proposals and prepare a recommendation, based on the matrix, for the March 13, 2018 Council meeting.

The Community Services Committee met on March 5, 2018, and reviewed the Machesis Lake Campground Caretaker proposals and has made a recommendation based on the most qualified bidder according to their score on the matrix within the Request for Proposal. It was discussed and agreed upon that all qualifying bidders are to complete a Criminal Records check and a Child Intervention check prior to signing a contract with Mackenzie County.

**MOTION 18-03-020 MOVED** by Councillor Driedger

That the Community Services Committee recommends to Council to award the Machesis Lake Campground Caretaker Contract to qualified bidder Anna Braun, subject to meeting conditions.

**OPTIONS & BENEFITS:**

That Council awards this contract to the most qualified bidder as indicated by their matrix score on the Request for Proposal. The highest score was Anna Braun at 94%

Author:  L.L Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Anna Braun \$5,500</b>	<b>Doug Adekat \$6,450</b>
Equipment	15%	15%	14%
Experience	20%	20%	15%
Additional services offered to the public	15%	14%	10%
Proposal Cost	50%	45%	36%
<b>TOTAL</b>	<b>100%</b>	<b>94%</b>	<b>83%</b>

**COSTS & SOURCE OF FUNDING:**

The 2018 budget for the Machesis Lake Caretaker is \$16,400 (\$4,500 per month for 3.5 months plus a bonus of 25% of revenue).

The most qualified bid is \$5,500 per month.

**SUSTAINABILITY PLAN:**

Awarding this contract supports the sustainability plan because it ensures an enjoyable camping experience for the residents of Mackenzie County and tourists.

**COMMUNICATION:**

All applicants will be informed about Council's decision.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Machesis Lake Campground Caretaker contract be awarded to Anna Braun subject to conditions.

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



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 13, 2018</b>
<b>Presented By:</b>	<b>Doug Munn, Director of Community Services</b>
<b>Title:</b>	<b>Wadlin Lake Campground Caretaker – Request for Proposal Awarding</b>

**BACKGROUND / PROPOSAL:**

On February 28, 2018 Regular Council Meeting the following motion was made:

**MOTION 18-02-162 MOVED** by Deputy Reeve Wardley

That the Community Services Committee review the Wadlin Lake Campground Caretaker Contract – Request for Proposals and prepare a recommendation, based on the matrix, for the March 13, 2018 Council meeting.

The Community Services Committee met on March 5, 2018, and reviewed the Wadlin Lake Campground Caretaker proposals and has made a recommendation based on the most qualified bidder according to their score on the matrix within the Request for Proposal. It was discussed and agreed upon that all qualifying bidders are to complete a Criminal Records check and a Child Intervention check prior to signing a contract with Mackenzie County.

**MOTION 18-03-022 MOVED** by Reeve Braun

That the Community Services Committee recommends to Council to award the Wadlin Lake Campground Caretaker Contract for a one year term with the option for two, one year extensions to qualified bidder Jake Gerbrandt, subject to meeting conditions.

Author:  L.L.  Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**OPTIONS & BENEFITS:**

That Council awards this contract to the most qualified bidder as indicated by their matrix score on the Request for Proposal. The highest score was Jake Gerbrandt at 75%.

<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Jake Gerbrandt \$6,500</b>	<b>Allan Albert \$6,000</b>
Equipment	15%	10%	0% No information provided
Experience	20%	10%	0% No information provided
Additional services offered to the public	15%	10%	0% No information provided
Proposal Cost	50%	45%	50%
<b>TOTAL</b>	<b>100%</b>	<b>75%</b>	<b>50%</b>

**COSTS & SOURCE OF FUNDING:**

The 2018 budget for the Wadlin Lake Caretaker is \$44,000 (\$8000 per month for 4.5 months plus a bonus of 25% of revenue (Max \$8,000).

The most qualified bid is \$6,500 per month.

**SUSTAINABILITY PLAN:**

Awarding this contract supports the sustainability plan because it ensures an enjoyable camping experience for the residents of Mackenzie County and tourists.

**COMMUNICATION:**

All applicants will be informed about Council’s decision.

Author:  L.L Reviewed by: \_\_\_\_\_ CAO:  JW



**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Wadlin Lake Campground Caretaker contract is awarded for a one year term with the option of two one-year extensions to the qualifying bidder, Jake Gerbrandt, subject to conditions.

Author: L.L      Reviewed by: \_\_\_\_\_      CAO: JW





<b>Evaluation Criteria (Weight x Score = Total Points)</b>	<b>Weight</b>	<b>L &amp; P</b>	<b>H &amp; L Shearing</b>	<b>H &amp; L Shearing</b>	<b>J &amp; L Waste</b>	<b>Wiens</b>
Local Contractor	20%	20%	20%	20%	20%	20%
Supplier/Experience	10%	10%	10%	10%	10%	10%
Proposal bid	70%	45%	0%	35%	0%	70%
<b>TOTAL</b>	<b>100%</b>	<b>75%</b>	<b>30%</b>	<b>65%</b>	<b>30%</b>	<b>100%</b>

Administration was unsure on how to score some of the bids as they were not provided at a price per/ton.

**COSTS & SOURCE OF FUNDING:**

The most qualified bid is \$0.00 per ton, therefore no funding is required.

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

All applicants will be informed about Council's decision.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Removal of Scrap Metal from all Waste Transfer Stations contract be awarded to the qualifying tender, Abe and Henry Wiens.

Author: L.L Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 13, 2018</b>
<b>Presented By:</b>	<b>Karen Huff, Director of Finance</b>
<b>Title:</b>	<b>Policy ADM054 Fuel Usage</b>

## **BACKGROUND / PROPOSAL:**

The Finance Committee reviewed the fuel usage policy and made the following motion:

**MOTION FC-18-02-019**      **MOVED** by Councillor Bateman

That the Finance Committee recommends to Council that Policy ADM054 Fuel Usage be amended as presented.

**CARRIED**

The amended policy is attached for review. The policy has been updated to reflect current practices.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

**Author:** Karen Huff      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**COMMUNICATION:**

Policies are available on Mackenzie County's website.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy ADM054 Fuel Usage be amended as presented.

Author: \_\_\_\_\_ Review Date: \_\_\_\_\_ CAO \_\_\_\_\_

## Mackenzie County

Title	Fuel Usage	Policy No:	ADM054
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Legislation Reference	MGA
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### PURPOSE

To provide standard policy regarding the use of Mackenzie County issued fuel cards and Mackenzie County fuel.

### POLICY STATEMENT

#### 1. Statement:

Mackenzie County Council recognizes that in order for staff to carry out their duties, administration must have access to resources such as fuel. Mackenzie County Council wishes to establish a policy for fuel cards and access to Mackenzie County fuel to staff that requires fuel for work purposes.

Related Policies: ADM001 and ADM002

### GUIDELINES

#### 2. Definitions:

- a) "Fuel cards" – Mackenzie County issued fuel cards from various suppliers;
- b) "Mackenzie County fuel" – Fuel from tanks located at County shops and tanks designated for rural graders

#### 3. Roles & Responsibility

- a) Mackenzie County employees shall have access to a fuel card or fuel key for shop fuel tanks if required to perform their duties as approved by the CAO, Director or designate.
- b) Employees attending out of town courses related to their work may have access to a fuel card at the request of their ~~supervisor~~ CAO, Director or designate.
- c) All employees using Mackenzie County fuel shall be required to keep accurate records and submit fuel sheets to the Finance department on a monthly basis.
- d) In the event that a fuel card is not available, an employee shall be reimbursed

- for fuel costs at the supervisor's discretion.
- e) Fuel card PIN information will not be shared with anyone.
  - f) Fuel cards and Mackenzie County fuel may not be used for personal use.
  - g) Non-adherence with the above clauses in this policy may result in disciplinary action by the appropriate authority.
  - h) Employees approved to have a fuel card shall sign a Fuel Cardholder Agreement (~~Schedule A~~).
  - i) Management shall be responsible for monitoring compliance with this policy.
  - j) Chief Administrative Officer or Designate shall oversee compliance with this policy.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2014-12-08	14-12-878
<b>Amended</b>		
<b>Amended</b>		



~~Schedule A~~

~~Fuel Cardholder Agreement~~

~~Requirements for use of the County issued Fuel Card:~~

- ~~1. The fuel card is to be used only to make purchases at the request of and for the legitimate business benefit of Mackenzie County.~~
- ~~2. The fuel card must be used in accordance with the provisions of the Fuel Usage Policy established by Mackenzie County, as attached hereto.~~
- ~~3. Fuel sheet must be filled out each time fuel is acquired and submitted on a monthly basis.~~

~~Violations of these requirements shall result in revocation of use privileges. Employees found to have inappropriately used the fuel card will be required to reimburse the County for all costs associated with such improper use through a direct payment and/or payroll deduction. Disciplinary action(s) may be taken up to and including termination of employment. Mackenzie County will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the fuel card or who violates the provisions of the cardholder agreement.~~

~~Fuel Card Vendor & Number: \_\_\_\_\_~~

~~Received by: \_\_\_\_\_  
Name (Please Print)~~

~~Department: \_\_\_\_\_~~

~~CAO Signature: \_\_\_\_\_~~

~~I acknowledge receipt of the attached Fuel Usage Card Policy and agree to abide by said Policy.~~

~~Signature: \_\_\_\_\_~~

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

~~*(Below, for Finance Department Use Only)*~~

**Fuel Card Returned**

~~Authorized Signature: \_\_\_\_\_~~

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





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 13, 2018</b>
<b>Presented By:</b>	<b>Karen Huff, Director of Finance</b>
<b>Title:</b>	<b>Policy FIN005 Petty Cash</b>

## **BACKGROUND / PROPOSAL:**

The Finance Committee reviewed the fuel usage policy and made the following motion:

**MOTION FC-18-02-018**      **MOVED** by Councillor Knelsen

That the Finance Committee recommends to Council that Policy FIN005 Petty Cash be amended as presented.

**CARRIED**

The amended policy is attached for review. The policy has been updated to reflect current practices.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

**Author:** Karen Huff      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**COMMUNICATION:**

Policies are available on Mackenzie County's website.

**RECOMMENDED ACTION:**

✓ Simple Majority       Requires 2/3       Requires Unanimous

That Policy FIN005 Petty Cash be amended as presented.

Author: \_\_\_\_\_ Review Date: \_\_\_\_\_ CAO \_\_\_\_\_

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

<b>Title</b>	<b>PETTY CASH</b>	<b>Policy No:</b>	<b>FIN005</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 6</b>
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**Purpose**

To provide for controlled access to cash funds for minor expenditures by staff for approved purchases.

**Policy Statement and Guidelines**

The ~~Treasurer~~ **Director of Finance** shall establish such petty cash funds, on an imprest basis, as may be required for efficient operation of the municipality.

No individual petty cash fund shall exceed \$200.

Individual employee(s) shall be assigned responsibility for each petty cash fund.

The assigned employee shall accept petty cash vouchers for reimbursement of minor expenditures, not exceeding \$25 per expenditure, when approved by the appropriate supervisor.

Each petty cash fund shall be reconciled regularly but not less than once per month. All petty cash vouchers shall be submitted to Accounts Payable for reimbursement by cheque made payable to the assigned employee.

In the event of a discrepancy, the ~~Treasurer~~ **Director of Finance** may require the assigned employee to make restitution for any missing funds.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>Oct 14/98</b>	<b>98-312</b>
<b>Amended</b>		
<b>Amended</b>		

"J. Maine" (Signed)  
**Chief Administrative Officer**

"B. Bateman" (Signed)  
**Chief Elected Official**





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 13, 2018</b>
<b>Presented By:</b>	<b>Byron Peters, Deputy Chief Administrative Officer</b>
<b>Title:</b>	<b>Bylaw 1093-18 to Amend Bylaw 1057-16 Service Road Closure (Frontier Auto)</b>

## **BACKGROUND / PROPOSAL:**

Approval was given for Bylaw 1022-16 being a Road Closure Bylaw to Close the Service Road directly north of Plan 052 4622, Block 21, Lot 10 in the Hamlet of La Crete (excluding the utility right of ways on the east and west) for the purpose of sale and consolidation in March, 2016.

Administration had been working with the surveyor to get this closure consolidated with the adjacent title. The closed road has been purchased by the developer, the required documents signed and returned to the surveyor.

There were some corrections made in December, 2016 to correct the description. The surveyor had resolved issues with land titles and made changes to use correct wording of the closed road.

When submitting documents to Alberta Land Titles in 2017, there was an unfortunate typing error; the plan was written as 152 4622. This was rejected by land titles as the actual plan number is 052 4622, therefore all documentation must be corrected.

The Ministerial Approval is only valid until March 26, 2018. Therefore this item will be rushed. If the item is not at Land Titles before this date, the Bylaw will have to be signed by the Minister of Transportation again and the Bylaw will need to be re-advertised.

## **OPTIONS & BENEFITS:**

**Author:** C Smith      **Reviewed by:** B Peters      **CAO:** \_\_\_\_\_

**COSTS & SOURCE OF FUNDING:**

All costs to be borne by the applicant.

**SUSTAINABILITY PLAN:**

The Sustainability Plan does not address road closures in the municipality. As such, the proposed land use bylaw amendment neither supports nor contradicts the Sustainability Plan.

**COMMUNICATION:**

This amendment does not change the intent of the Bylaw. The Bylaw does not need to be re-advertised or re-signed by the Minister of Transportation at this time.

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1093-18 being a bylaw amending the plan number in Bylaw 1057-16 as required by Alberta Land Titles.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1093-18 being a bylaw amending the plan number in Bylaw 1057-16 as required by Alberta Land Titles.

Motion 3

Simple Majority       Requires 2/3       Requires Unanimous

That consideration be given to go to third reading of Bylaw 1093-18 being a bylaw amending the plan number in Bylaw 1057-16 as required by Alberta Land Titles at this meeting.

Author: C Smith      Reviewed by: B Peters      CAO: \_\_\_\_\_



Motion 4

Simple Majority       Requires 2/3       Requires Unanimous

That third reading be given to Bylaw 1093-18 being a bylaw amending the plan number in Bylaw 1057-16 as required by Alberta Land Titles.

**Author:** C Smith      **Reviewed by:** B Peters      **CAO:** \_\_\_\_\_

**BYLAW NO. 1093-18**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**FOR THE PURPOSE OF AMENDING BYLAW 1057-16**  
**BEING THE CLOSURE OF A SERVICE ROAD 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 passed all three readings of Bylaw 1022-16 closing a Service Road as outlined on Schedule A attached hereto, be subject to a road closure, and, in accordance with the Municipal Government Act Revised Statutes of Alberta 2000, and

**WHEREAS**, Council of Mackenzie County passed all three readings of amending Bylaw 1057-16 to update the road closure description as specified by Alberta Land Titles, and

**WHEREAS**, Bylaw 1057-16 requires further correction of a typographical error made in the plan number as specified by Alberta Land Titles Registries prior to registration, and

**NOW THEREFORE**, BE IT RESOLVED THAT THE COUNCIL OF MACKENZIE COUNTY DOES HEREBY AMEND THE DESCRIPTION IN BYLAW 1057-16 TO READ AS FOLLOWS:

PLAN 052 4622  
ALL OF SERVICE ROAD LYING NORTH OF LOT 10, BLOCK 21, SAID PLAN  
EXCEPTING THEREOUT ALL MINES AND MINERALS

As outlined in Schedule "A"

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

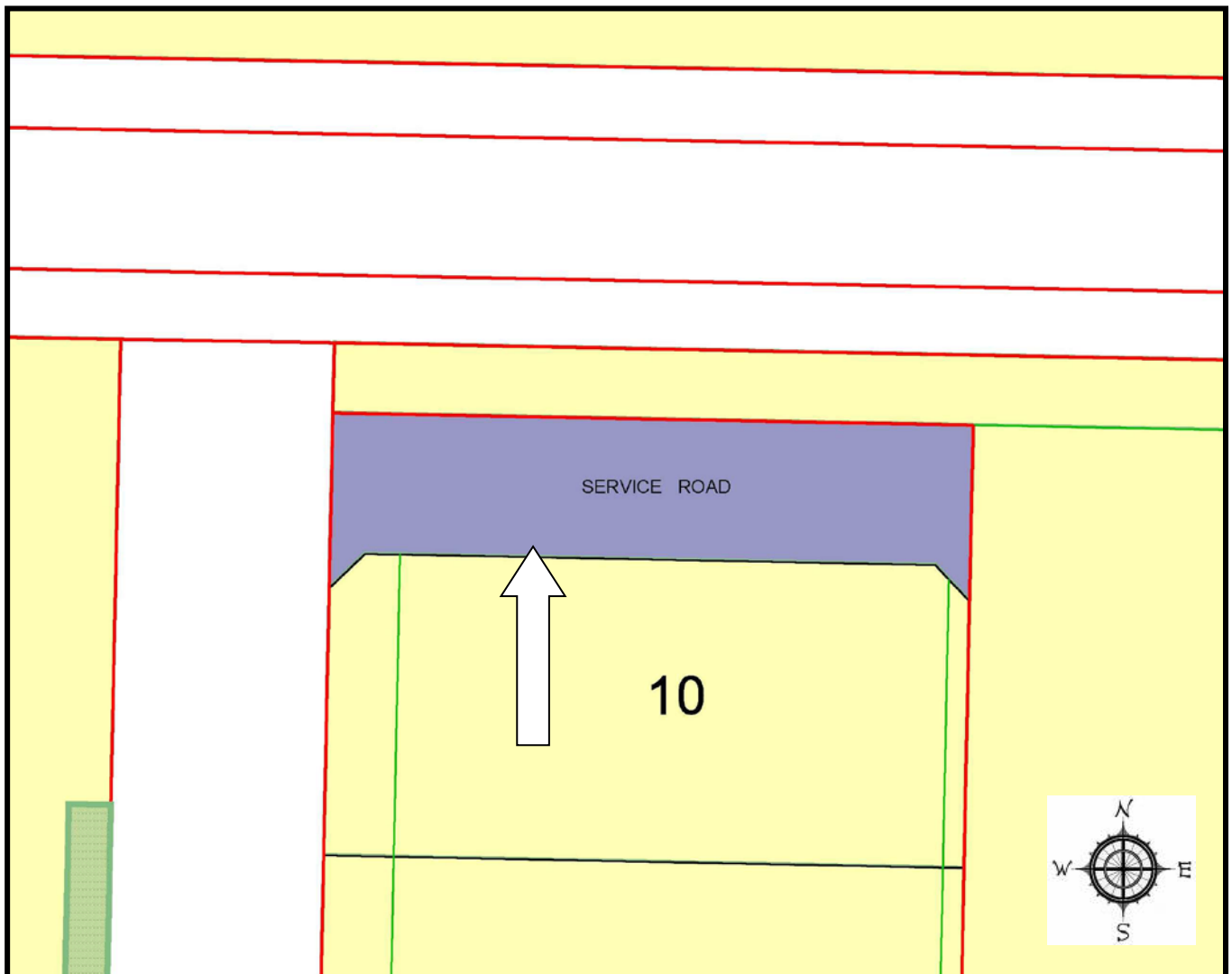
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Len Racher  
Chief Administrative Officer

**BYLAW No. 1093-18**

**SCHEDULE "A"**

PLAN 052 4622  
ALL OF SERVICE ROAD LYING NORTH OF LOT 10, BLOCK 21, SAID PLAN  
EXCEPTING THEREOUT ALL MINES AND MINERALS



D.R.R. REJECTION NOTICE

LAND TITLES OFFICE  
BOX 2380  
EDMONTON, AB  
T5J 2T3

TO WSP CANADA INC. (DRAFT)

VIA CALL BOX

CUSTOMER FILE NBR: 010056034

RE: D.R.R. NUMBER: E0A4CA1

CALL BOX: E404  
ACCOUNT NUMBER: A120251  
REJECTION DATE: 2017/05/19

DOCUMENT TYPE

\* DUE TO AN UNFORTUNATE TYPING ERROR ON MY PREVIOUS REJECTION NOTICE THE PLAN NUMBER FOR CLOSED ROAD IS INCORRECT ON ALL DOCUMENTATION. THE PLAN NUMBER SHOULD BE 052 4622 (NOT 152 4622).

DESCRIPTIVE PLAN

- DONE
1. AS PER PREVIOUS REJECTION NOTICE AN A.T.S. REFERENCE IS REQUIRED INFORMATION ON THE PLAN HEADING.
  2. REMOVE ALL REFERENCES TO 'AREA A' RE THE CLOSED ROAD. (IN HEADING, AREA TABLE AND BODY OF PLAN)
  3. AS NOTED ABOVE THE PLAN NUMBER FOR CLOSED ROAD IS 052 4622 NOT 152 4622 . AMEND DOCUMENTATION

UTILITY RIGHT OF WAY

\*\*\*\*\*

\*\* PLEASE RE-SUBMIT DOCUMENT(S) WITH THIS FORM FOR FASTER PROCESSING. \*\*

ADR/CRJONES

PAGE: 1

D.R.R. REJECTION NOTICE

LAND TITLES OFFICE  
BOX 2380  
EDMONTON, AB  
T5J 2T3

TO WSP CANADA INC. (DRAFT)

VIA CALL BOX

CUSTOMER FILE NBR: 010056034

RE: D.R.R. NUMBER: J0A4CA1

CALL BOX: E404  
ACCOUNT NUMBER: A120251  
REJECTION DATE: 2017/05/19

DOCUMENT TYPE

ROAD CLOSURE BYLAW

1. PLAN NUMBER IS INCORRECT.  
\*

*TO BE  
AMENDED*

\*\* PLEASE RE-SUBMIT DOCUMENT(S) WITH THIS FORM FOR FASTER PROCESSING. \*\*

ADR/CRJONES

PAGE: 1

D.R.R. REJECTION NOTICE

LAND TITLES OFFICE  
BOX 2380  
EDMONTON, AB  
T5J 2T3

TO WSP CANADA INC. (DRAFT)

VIA CALL BOX

CUSTOMER FILE NBR: 010056034

RE: D.R.R. NUMBER: JJA4CA1

CALL BOX: E404  
ACCOUNT NUMBER: A120251  
REJECTION DATE: 2017/05/19

DOCUMENT TYPE

DISCHARGE OF

\*\*\*\*\*

TRANSFER OF LAND

*TO BE  
AMENDED*

- 1. LEGAL DESCRIPTION (PLAN NUMBER) IS INCORRECT.  
SHOULD BE 052 4622
- 2. SEE ALSO THE REJECTION NOTICE FROM FOREIGN OWNERSHIP OF  
LAND ADMINISTRATION

\*\* PLEASE RE-SUBMIT DOCUMENT(S) WITH THIS FORM FOR FASTER PROCESSING. \*\*

ADR/CRJONES

PAGE: 1

**FOREIGN OWNERSHIP OF LAND ADMINISTRATION  
REJECTION NOTICE**

**DATE:** 18-May-17

**PHONE:** (780) 422-7890

**FAX:** (780) 427-0938

**INVESTIGATION OFFICER:** JAMISON KISSEL

**DRR#:** E0A4CA1

**NAME:** 1448726 ALBERTA LTD.

**REASON(S) FOR REJECTION:**

- 1) Ensure that the legal land description of the affected land(s) is accurately disclosed both on the Form 2 and on the Transfer. To this effect, please also see Land Titles' rejection notice.
- 2) Disclose the name of the municipality in which this land is located in. Please refer to the prescribed Form 2 found in the Regulations or on our website for necessary disclosure items such as this.
- 3) In Clause 1 of the declaration, omit (or strike-out) which of the descriptions (transferee, transmittee, caveator, lessee, etc.) does NOT apply and leave only that which DOES apply to the instrument being registered.

In view of the above-noted corrections and/or additional information required, a new statutory declaration must be sworn before a Commissioner for Oaths. (or) J.K.

Amendments may be made by a solicitor who includes the following statement in the margin(s): "Changes have been authorized by the solicitor for the transferee(s), caveator(s) or lessee(s)." Ensure solicitor initials all corrections and provides her/his official stamp.

J. K. E.



CAROL GABRIEL  
Director of Legislative & Support Services

**BYLAW NO. 1057-16**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**FOR THE PURPOSE OF CLOSING OF A SERVICE ROAD 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 passed all three readings of Bylaw 1022-16 closing a Service Road as outlined on Schedule A attached hereto, be subject to a road closure, and, in accordance with the Municipal Government Act Revised Statutes of Alberta 2000, and

**WHEREAS**, Bylaw 1022-16 requires description amendments as specified by Alberta Land Titles Registries prior to registration, and

**NOW THEREFORE**, BE IT RESOLVED THAT THE COUNCIL OF MACKENZIE COUNTY DOES HEREBY AMEND THE DESCRIPTION IN BYLAW 1022-16 TO READ AS FOLLOWS:

X PLAN 152 4622 ~~5~~ 052 4622  
ALL OF SERVICE ROAD LYING NORTH OF LOT 10, BLOCK 21, SAID PLAN EXCEPTING THEREOUT ALL MINES AND MINERALS

As outlined in Schedule "A"

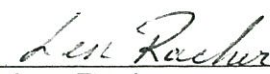
READ a first time this 13<sup>th</sup> day of December, 2016.

READ a second time this 13<sup>th</sup> day of December, 2016.

READ a third time and finally passed this 13<sup>th</sup> day of December, 2016.



Bill Neufeld  
Reeve



Len Racher  
Chief Administrative Officer





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 13, 2018</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

## BACKGROUND / PROPOSAL:

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

- Action List
- Correspondence – Alberta Indigenous Relations (First Nations Consultation Policy)
- Correspondence – Northwest Health Foundation (Thank you letter to Mackenzie Regional Alliance of Municipalities)
- Correspondence – Alberta Health Services (Renal Dialysis)
- Correspondence – Alberta Municipal Affairs (Municipal Internship Program Funding Approval)
- Correspondence – Maarten Braat to Minister of Environment and Parks (Diseased Bison)
- Correspondence – Northern Alberta Elected Leaders (Caribou Support Letter to the Northern Alberta Development Council)
- AAMDC Resolutions for the 2018 Spring Convention
- FCM – National Indigenous & Local Government Partnership Forum
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Author: C. Gabriel Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

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

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

## Mackenzie County Action List as of February 28, 2018

### Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
<b>March 10, 2015 Council Meeting</b>			
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.
<b>February 22, 2016 Council Meeting</b>			
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.
<b>March 8, 2016 Regular Council Meeting</b>			
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	Completed
<b>May 10, 2016 Regular Council Meeting</b>			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> <li>• cancel PLS 080023;</li> <li>• pursue acquisition of land parcels as identified on the map presented in red;</li> <li>• identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator.</li> </ul>	Don	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
<b>July 12, 2016 Regular Council Meeting</b>			
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.  Next step – First Nation Consultation
<b>August 9, 2016 Regular Council Meeting</b>			
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.

Motion	Action Required	Action By	Status
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	RRSA Review 2018-04-09
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 <b>TABLED until the area structure plan and servicing requirements have been reviewed for the area.</b>	Byron	Developers are not actively pursuing, however they have not withdrawn their application. (Bylaw will expire January 9, 2019 if not passed)
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"> <li>• Blue Hills Waterline</li> <li>• Waterline north of the Peace River</li> </ul>	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 <b>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.</b>	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 sub-class under residential for lots too small to legally develop.	Karen Byron	Discussion to take place 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	Len	Drafting Process

Motion	Action Required	Action By	Status
	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.		
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.
<b>June 28, 2017 Council Meeting</b>			
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
<b>July 26, 2017 Council Meeting</b>			
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
<b>August 23, 2017 Council Meeting</b>			
17-08-593	That administration proceed with meeting with the developers and draft an off-site levy bylaw for the La Crete Sanitary Sewer Expansion project.	Fred	Finalizing report then draft offsite levy bylaw.
<b>September 25, 2017 Council Meeting</b>			
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.

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
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	Completed
<b>October 24, 2017 Council Meeting</b>			
17-10-809	That MLA Debbie Jabbour be invited to an upcoming council meeting.	Carol	Request sent.
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
<b>October 30, 2017 Council Meeting</b>			
17-10-824	That weed notices be issued on public lands starting in the 2018 year.	Grant	Letter has been drafted to the Minister
<b>November 7, 2017 Council Meeting</b>			
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	In progress
17-11-829	That administration investigate options for live/recorded broadcasting of council meetings.	Carol	In progress
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. Awaiting payment.
17-11-851	That the County proceed with negotiations for a new post office facility in La Crete as discussed.	Len Byron	In Progress See detailed update in Directors Report.
<b>November 29, 2017 Council Meeting</b>			
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
17-11-874	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	Completed.

Motion	Action Required	Action By	Status
<b>December 11, 2017 Budget Council Meeting</b>			
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
<b>December 12, 2017 Council Meeting</b>			
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	In progress
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	In progress
<b>January 09, 2018 Council Meeting</b>			
18-01-013	That administration follow-up with Telus regarding the implementation of the municipal rural addressing program.	Byron	Complete. All addresses have been input into their system for emergency use (911). Discrepancies to be reported immediately to Development for remediation.
<b>January 24, 2018 Council Meeting</b>			
18-01-060	<p>That administration setup meetings with the following Ministers during the Alberta Association of Municipal Districts &amp; Counties (AAMDC) spring convention in March 2018 in Edmonton.</p> <p><b>Alberta Transportation</b></p> <ul style="list-style-type: none"> <li>• P3 Road Project</li> <li>• High Load Corridor (Highway 88)</li> <li>• La Crete Ferry/Bridge</li> <li>• Bridge File/Roads to New Lands</li> <li>• Update on Highway 697 Widening</li> <li>• Highway 58 – Turning Lane at Ponton River, East Overlay, BC Connector, Connector through the Wood Buffalo National Park</li> <li>• Update on G7G Railway</li> </ul> <p><b>Minister of Agriculture &amp; Forestry</b></p> <ul style="list-style-type: none"> <li>• Farmland Expansion – Green Zone-White Zone</li> <li>• Bovine Tuberculosis</li> <li>• Grazing Leases</li> <li>• Roads to New Lands</li> <li>• G7G Railway</li> <li>• Natural Gas Shortage</li> <li>• Caribou</li> </ul> <p><b>Minister of Health</b></p> <ul style="list-style-type: none"> <li>• Dialysis</li> <li>• Maternity Services</li> <li>• Chemotherapy</li> </ul>	Carol	<p>In progress</p> <p>Meetings have been confirmed with the following Ministers:</p> <p><b>Indigenous Relations</b> <b>Health</b> <b>Agriculture &amp; Forestry</b></p> <p>The following ministries declined: Municipal Affairs Economic Development &amp; Trade</p>

Motion	Action Required	Action By	Status
	<ul style="list-style-type: none"> <li>• Emergency Medical Services</li> <li>• High Level Seniors Lodge</li> <li>• Workers' Compensation Referral Locations</li> </ul> <p><b>Minister of Environment &amp; Parks</b></p> <ul style="list-style-type: none"> <li>• Commercial Fishing</li> <li>• Recreation and Campgrounds</li> <li>• Grazing Leases</li> <li>• Land Use Framework Update</li> <li>• Caribou</li> </ul> <p><b>Minister of Municipal Affairs</b></p> <ul style="list-style-type: none"> <li>• Municipal Census</li> <li>• Rural Water</li> <li>• Natural Gas and Power Shortages</li> <li>• Assessment Yearly Modifiers</li> <li>• New Home Warranty Program (Modular Homes)</li> </ul> <p><b>Minister of Economic Development and Trade</b></p> <ul style="list-style-type: none"> <li>• Natural Gas and Power Shortages</li> <li>• G7G Railway</li> <li>• Farmland Expansion</li> <li>• Assessment Decline</li> <li>• Commercial Fishing</li> <li>• Caribou</li> </ul> <p><b>Solicitor General</b></p> <ul style="list-style-type: none"> <li>• Conservation Officers</li> <li>• Sheriffs Transporting Prisoners</li> <li>• Fox Lake Courthouse Minister of Indigenous Relations</li> <li>• Partnership Program for Water to Reserves</li> <li>• Caribou</li> </ul> <p><b>Minister of Energy</b></p> <ul style="list-style-type: none"> <li>• Natural Gas and Power Shortages</li> <li>• Caribou RCMP K Division</li> <li>• Sheriff Duties</li> <li>• CTA Staffing</li> <li>• Fox Lake Courthouse</li> <li>• Housing in Fox Lake and High Level</li> </ul>		
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	
<b>February 12, 2018 Council Budget Meeting</b>			
18-02-079	That the following funds be reinstated into the 2018 Agricultural Service Board (ASB) Operating Budget: <ul style="list-style-type: none"> <li>• \$26,000 – Veterinary Services</li> <li>• \$15,000 – Mackenzie Applied Research Association for their Environmental Funding Stream Grant (flow through funding).</li> </ul>	Karen	



Motion	Action Required	Action By	Status
18-02-080	<p>That the following 2018 capital projects requests from the Town of High Level be approved and that the Fire – Command Truck be denied in reference to Motion 17-07-527:</p> <ul style="list-style-type: none"> <li>• Airport – Pick-up (\$11,400)</li> <li>• Community Services – Aquatic Centre Pool Pilot/Chemical Controller Replacement (\$13,000)</li> <li>• Fire – Breathing Apparatus Equipment Replacement (\$142,500)</li> </ul>	Karen	
18-02-081	<p>That \$150,428 be added to the Teachers Loop Asphalt &amp; Sidewalk Project with funding coming from the:</p> <ul style="list-style-type: none"> <li>• \$80,000 from the Roads Reserve</li> <li>• \$70,428 be transferred from the following completed 2017 Carry-Forward Projects: <ul style="list-style-type: none"> <li>○ \$6,477 – FV 43 Avenue East of 50th Street</li> <li>○ \$6,717 – FV 45 Avenue Cul-de-sac East of 52nd Street</li> <li>○ \$41,736 – LC 94th Avenue Asphalt Overlay</li> <li>○ \$1,200 – LC Lagoon Access Paving</li> <li>○ \$2,303 – LC Paving Raw Water Truckfill Station</li> <li>○ \$11,995 – FV Paving for Water Treatment Plant</li> </ul> </li> </ul> <p>and that a Local Improvement Bylaw be brought back to Council.</p>	Karen Dave	
18-02-083	That the uncollectable tax accounts be transferred to allowance for doubtful accounts.	Karen	
18-02-086	That the construction of an access south of the Blue Hills Bridge be approved in the 2018 TCA budget in the amount of \$300,000 with funding coming from the Roads Reserve.	Karen	
<b>February 13, 2018 Council Meeting</b>			
18-02-105	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.	Len	Completed.
18-02-108	That Mackenzie County support the increased awareness of the diseased risk bison/caribou monitoring and that the signage/advertising request be brought back for further information.	Byron Don	
18-02-109	That Mackenzie County support, in principle, a wildlife monitoring program using remote cameras.	Byron	
18-02-122	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.	Karen	
18-02-123	That Mackenzie County request immediate payment for	Karen	

Motion	Action Required	Action By	Status
	Invoice #13947 due to Mr. Henry Martens receiving payment for this invoice from the Disaster Recovery Program.		
18-02-129	That Mackenzie County nominate the Northwest Species at Risk Committee for the Ministers Awards for Municipal Excellence – Partnership.	Byron	In progress
18-02-134	That Administration be authorized to enter into a Tax Arrears Payment Plan agreement for the Tax Forfeiture Property at 4720–49 Avenue whereby Ms. Batt is required to make payments of \$1,000 per month for 12 months. At the end of 12 months, Council, if it considers it equitable to do so, can cancel the remaining tax arrears so that only \$1 of arrears remains outstanding. Upon payment of the \$1 of tax arrears outstanding, the County can then transfer title back to Ms. Batt in accordance with s. 426 of the Municipal Government Act.	Karen	
18-02-135	That a Council strategy session be scheduled for April 9, 2018 at 10:00 a.m. for the purposes of discussion Intermunicipal Collaboration Frameworks (ICF's) and the Regional Service Sharing Agreement.	Len	
<b>February 27, 2018 Council Budget Meeting</b>			
18-02-145	That the \$419,235 surplus be transferred to the Vehicle & Equipment Replacement and Emergency Services Reserve.	Karen	
18-02-146	That the replacement of the 1995 GMC Fire Truck be approved with an initial down payment of \$50,000 coming from the Vehicle & Equipment and Emergency Services Reserve and that the balance be paid, up to a maximum of \$500,000, upon receipt with funding coming from the Vehicle & Equipment and Emergency Services Reserve and that the 1995 GMC Fire Truck be disposed upon arrival of the replacement.	Doug	
18-02-147	That administration research the Grande Prairie Rotary Club's disposal/donation of firefighting equipment.	Doug	
18-02-148	That administration investigate the option of partnering with another municipality for an emergency vehicle buy-back program.	Doug	
<b>February 28, 2018 Council Meeting</b>			
18-02-162	That the Community Services Committee review the Wadlin Lake Campground Caretaker Contract – Request for Proposals and prepare a recommendation, based on the matrix, for the March 13, 2018 Council meeting.	Doug	2018-03-13
18-02-164	That the Community Services Committee reviews the Machesis Lake Campground Caretaker Contract – Request for Proposals and prepares a recommendation, based on the matrix, for the March 13, 2018 Council	Doug	2018-03-13

Motion	Action Required	Action By	Status
	meeting.		
18-02-166	That the Community Services Committee reviews the Hutch Lake Campground Caretaker Contract – Request for Proposals and prepares a recommendation, based on the matrix, for the March 13, 2018 Council meeting.	Doug	2018-03-13
18-02-168	That the Community Services Committee review the Removal of Scrap Metal from all Waste Transfer Stations Request for Proposals and prepare a recommendation, based on the matrix, for the March 13, 2018 Council meeting.	Doug	2018-03-13
18-02-170	That the Municipal Census Coordinator Request for Proposals be retendered, as qualifying proposals received were over budget, with a closing date of March 13, 2018.	Byron	2018-03-13
18-02-171	That the bison/caribou monitoring equipment be referred to the Northwest Species at Risk Committee.	Byron	Referred to the next NWSAR Committee meeting
18-02-176	That the request from the Peace Country Gleaners for a \$500.00 donation to cover the sewage lagoon disposal fees be approved.	Fred	In progress



ALBERTA  
INDIGENOUS RELATIONS

*Office of the Minister*

40829

February 15, 2018

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

RECEIVED  
FEB 27 2018

MACKENZIE COUNTY  
FORT VERMILION OFFICE

Dear Mr. Braun:

Thank you for your continued participation in the renewal of 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 in approaches to enhance capacity. As we move forward together, I would like to provide you with a brief overview of progress to date, as well as what you can expect over the next few months. I think communication is critical and forms an integral part in developing positive and productive relationships. I am always open to receive input from you and look forward to strengthening our relationship.

From the summer 2016 to April 2017, officials from my ministry met with technicians from individual First Nations, as well as stakeholders, to hear their outstanding concerns related to Alberta's consultation process. In April 2017, I met with First Nation Chiefs, as well as industry and municipal representatives to review the outcomes of the initial technical engagements on the policy renewal, including common policy themes and concerns related to consultation.

In October 2017, my staff held seven technical meetings with First Nations, Metis Settlements, and stakeholders from industry and municipalities on ways to address the common policy themes and concerns.

In November 2017, I met with the Chiefs of Treaty 6, Treaty 7, and Treaty 8 as well as with industry and municipal stakeholders. These meetings provided an opportunity to discuss initial ideas to address the identified common policy themes, options to enhance the consultation capacity of First Nations and a potential legislative framework. While there was some discussion about potential trilateral meetings, interest from industry, municipalities, and First Nations has been minimal.

.../2

Mr. Peter F. Braun  
Page Two

Moving forward, our respective professional staff are meeting in February 2018 to further discuss and hear feedback on the initial policy ideas and tools for addressing the identified common policy issues that I tested with you and First Nation Chiefs in November 2017. Once our technicians have completed this latest engagement, I would like to meet with industry and municipal stakeholder leaders in April 2018 to further our discussions on the policy renewal. I am optimistic that I will be in a position to provide you with a draft Policy to review by June 2018.

The circulation of the draft Policies will provide you with a further opportunity to inform and help shape the final content. Once I have received your input, I hope to be in a position to present the renewed Policies to government for consideration in fall 2018. I am optimistic that if we work closely together, we can develop renewed Policies that meet our obligations as a government, your needs for a clear and certain consultation framework, and provide First Nations and Metis Settlements greater involvement in the consultation process.

Once again, thank you for your ongoing participation in the First Nations Consultation Policy renewal, the Metis Settlements Consultation Policy renewal, and the Enhanced Consultation Capacity Initiative. I look forward to our continued collaboration on these critically important initiatives in 2018.

Sincerely,

A handwritten signature in blue ink, appearing to read 'R. Feehan', written in a cursive style.

Richard Feehan  
Minister of Indigenous Relations



Mackenzie Regional Alliance of Municipalities  
Box 640  
Fort Vermillion, AB  
T0H 1Z0

February 22, 2018

On Behalf of the Northwest Foundation, I would like to extend a heartfelt THANKS to the Town of High Level, Town of Rainbow Lake and Mackenzie County, for the generous donation relating to the Annual Golf Tournament.

Our 2017 Patient Care campaign was a huge success. We purchased and placed 39 sleeper chairs in the three facilities within our region, to accommodate visiting loved ones. In 2018, while continuing with Patient Care Campaign, we shift our focus to Palliative Care. Our goal is to renovate and update the Palliative Care Suites in each of our communities. We are looking for input from each of the communities, ensuring we are able to meet the cultural and community needs of the respective suites.

This is a bold undertaking but as we continue working with our communities and cherished sponsors we will, without a doubt, reach our goals. This donation will go a long way in helping us reach our goal.

Again, we cannot say enough what it means to have Tri Council as one of our partners, so we are able to continue our mission of increasing health care accessibility in our communities.

Sincerely,

Sylvia Kennedy  
Northwest Foundation  
Chair

RECEIVED  
MAR - 1 2018

MACKENZIE COUNTY  
FORT VERMILION OFFICE

11202 - 100 Avenue  
High Level AB T0H 1Z0  
[NWHealthFoundation.ca](http://NWHealthFoundation.ca)

ph. 780-841-3241  
fax. 780-926-7383

[info@nwhealthfoundation.ca](mailto:info@nwhealthfoundation.ca)



February 22, 2018

Peter F. Braun, Reeve  
Mackenzie Country

Crystal McAteer, Mayor  
Town of High Level

Michelle Farris, Mayor  
Town of Rainbow Lake

Dear Mr. Braun, Ms. McAteer and Ms. Farris:

Thank you for your letter dated January 12, 2018 on behalf of the Tri-Council Committee regarding renal dialysis for the residents of High Level, Rainbow Lake, Mackenzie County and the nearby First Nations.

As you mentioned, Alberta Health Services (AHS) did operate a renal dialysis services unit in High Level from 2005-2011 through the Northern Alberta Renal Program (NARP). It did experience many staffing difficulties, including a one year closure due to an inability to recruit staff to cover a maternity leave. The permanent closure in 2011 was due to a decline in patient numbers (from 4 patients to 2) in the area, and an inability to recruit and retain trained regular and relief staff despite extensive efforts. Patient feedback NARP received at the time was that they would prefer to have dialysis treatments in a different centre rather than have their treatments delayed, missed or be required to travel at short notice to another location due to insufficient staffing.

Currently, NARP records indicate that there are three patients within a 150 km radius of High Level that receive dialysis services. Of these three, one patient has chosen to dialyze in Edmonton, leaving two patients within a 150 km radius of High Level, both of whom live approximately 75 km from the town of High Level. Unfortunately, these patient numbers would not meet NARP guidelines for opening a new unit in High Level at this time. We are pleased to know that should the number of patients requiring hemodialysis increase in the area and funding be available to equip and operate a unit, that there are local nurses who are willing to be trained.

NARP does continually monitor patient needs across the province so that we can adjust our service delivery when required. This includes the number of patients currently requiring dialysis (3 patients as mentioned above), as well as those being followed our chronic kidney

.../2

disease and general nephrology clinics, who are able to manage their disease without requiring hemodialysis. Within a 150km radius of the town of High Level, there are another 15 patients that NARP follows who are at varying stages of kidney disease. Of these, only one patient may be reasonably expected to require hemodialysis within approximately one year based on current clinical status.

Please note that NARP does have treatment options available other than in-centre hemodialysis, which we are working as part of Alberta Kidney Care to expand across the province. For eligible patients, home therapies (such as peritoneal dialysis, home hemodialysis) and conservative kidney management, may be suitable options. Our healthcare team would review these options with patients as part of their care, and are always willing to provide more information at a patient's request.

Finally, I would like to thank you for the invitation to attend a future meeting of the Tri-Council Committee. My recommendation is that Greg Cummings, Chief Zone Officer - North Zone and Sandi Vanderzee, the Director of the Northern Alberta Renal Program, would attend in the future. I have given them Carol's contact information provided in your letter to follow-up.

Sincerely,



Verna Yiu, MD, FRCPC  
President and Chief Executive Officer

C: Honourable Sarah Hoffman, Deputy Premier and Minister of Health  
Debbie Jabour, MLA-Peace River  
Greg Cummings, Chief Zone Office - North Zone, AHS  
Sandi Vanderzee, Director, Northern Alberta Renal Program, AHS





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

AR91679

**FEB 23 2018**

Reeve Peter F. Braun  
Mackenzie County  
PO Box 640  
Fort Vermilion AB T0H 1N0

Dear Reeve Braun,

The Alberta government is committed to making life better for Albertans. By supporting the capacity building priorities of our municipalities, we can help strengthen communities and improve the quality of life for people across the province. Through the Municipal Internship component of the Alberta Community Partnership (ACP) program, we will continue to support the development of future local government leaders.

Your municipality exemplifies this ideal, and I am pleased to inform you Mackenzie County has been approved to host an intern in the 2018/19 Municipal Internship Program for Administrators. Your municipality will receive a grant of \$44,333 under the Municipal Internship component of the ACP program for this purpose.

The conditional grant agreement will be mailed shortly to your Chief Administrative Officer to obtain the appropriate signatures.

I congratulate Mackenzie County and wish you every success in your efforts as we work together to strengthen Alberta communities.

Sincerely,

Hon. Shaye Anderson  
Minister of Municipal Affairs

**RECEIVED**  
MAR - 7 2018

cc: Honourable Danielle Larivee, MLA, Lesser Slave Lake  
Debbie Jabbour, MLA, Peace River  
Lenard Racher, Chief Administrative Officer, Mackenzie County

**MACKENZIE COUNTY  
FORT VERMILION OFFICE**

March 5, 2018

The Honourable Shannon Phillips  
Minister of Environment and Parks  
208 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB  
T5K 2B6

Dear Minister:

I am involved in trying to convince the Federal and Provincial Government to eradicate Brucellosis and Tuberculosis of Bison in and outside Wood Buffalo National park for the last 30 years.

I am also helping the Northwest Species at Risk group regarding the Caribou issue.

This involvement means that I see a pattern happening that has been displayed before.

Wood Buffalo National Park was inhabited with Wood Bison before it was created as a park in 1922.

Then the government of Canada moved over 6600 plains bison from Buffalo National Park to Wood Buffalo National Park between 1924 & 1926.

These bison were heavily infested with Brucellosis and Tuberculosis. First they did not think that the intermingling between the two species would take place fast paced. Second of all, they created in doing so, a so called Hybrid animal.

Third, the contamination took place faster than expected with the Wood Bison already there.

Ungulates contaminate other ungulates species as is scientifically proven.

So Madame Minister, we come to the Caribou in Northern Alberta, Caribou Mountain, Yates, Bischo, and Chinchaga caribou are DNA related to each other. So are the Red Earth, West Side Athabasca etc be in the same category.

Having seen Bison and Caribou grazing together in the same area, I've come to the conclusion that the Bison will contaminate the Caribou, being another ungulate with Brucellosis and Tuberculosis.

This will take time, but it will happen sooner than later.

The consequences are that these caribou in time can then contaminate the clean Wood Bison herd in Chateh, Zama area, and also the British Columbia, Etthithun herd that also over flows in Alberta in the Chinchaga area.

These points made are very realistic and not overdone. For that reason I ask you Madame Minister to give this situation your utmost consideration going forward in giving more space for Caribou what I think is not doing any good if the other threats of Brucellosis and Tuberculosis are not tackled first.

With the utmost respect,

Maarten Braat  
Box 564  
Fort Vermilion, AB T0H 1N0  
780-927-3800



## Northern Alberta Elected Leaders

206, 9621-96 Avenue, Bag 900-14  
Peace River, Alberta T8S 1T4  
Phone: 780-624-6274 fax: 780-624-6184

Ms. Debbie Jabbour  
Chair, Northern Alberta Development Council  
206 Provincial Building 96212-96 Ave  
Bag 900-4  
Peace River, AB  
T8S 1T4

February 9, 2018

Dear Chair Jabbour:

Northwest municipalities represented by the Northern Alberta Elected Leaders (NAEL) group are facing unprecedented economic challenges. Alberta's forestry industry is confronted with compounding issues like the softwood lumber dispute, government imposed tax ratio limitations, the resurgence of the mountain pine beetle, and a recent increase in devastating wildfires. Additionally, the oil and gas industry continues to suffer from the global drop in price and barriers in getting its product to market.

In 2002, the Government of Canada adopted the *Species at Risk Act*, and in 2003 added the Woodland Caribou as a threatened species. In 2012, a moratorium on all new land sales and leases within caribou range boundaries was introduced. Northern Alberta communities rely on the forestry and oil and gas industries as their primary economic drivers and investment certainty is at an all-time low due in part to this moratorium. Future opportunities in industries like geothermal energy and gravel are also uncertain because they fall within these boundaries. Restrictions on the ability to access significant portions of the landmass negatively impact our region's success and future prosperity.

On December 19, 2017, the Government of Alberta released draft [Provincial Caribou Range Plans](#), to meet the requirements outlined by the federal government. Our member municipalities have raised concern with the timelines, data, definitions, and consultation processes that the government is following as they develop these plans. For example, the definition of disturbed lands in which 30-year old cut lines are considered equal to industrial development in terms of their disturbance to caribou recovery, or the decision to rely on outdated/incomplete data sets when industry and northern communities have provided current and extensive qualitative and quantitative data, both of which have been labeled as biased and excluded from the development of the current draft plans.

NAEL is asking for support from the Northern Alberta Development Council to advocate on behalf of northern communities. We ask that the NADC utilize its significant influence to fulfill its mission of advancing northern development and advise the province to address the lack of northern consultation, data gaps and inaccuracies with respect to the draft caribou plans for the benefit of all Albertans. Furthermore, NAEL respectfully requests that the NADC pen a letter of support for the northern



## Northern Alberta Elected Leaders

206, 9621-96 Avenue, Bag 900-14  
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municipalities, confirming their intention to ensure a northern voice is heard and considered in future discussion by advocating on behalf of northern Albertans at the upcoming caribou range plan engagement sessions. It is NAEL's goal to support a caribou recovery plan that considers the social and economic futures of the northern region.

Sincerely,

A handwritten signature in black ink, reading 'Jim Rennie', is written over a thin horizontal line.

Jim Rennie, NAEL Chair  
Mayor of Woodlands County

## Resolutions for the AAMDC Spring 2018 Convention Now Available

The resolutions that will be presented during the resolutions session at the AAMDC Spring 2018 Convention are now available. See the attachment to this resolution for the complete resolution package.

### *Emergent Resolutions*

A [member bulletin](#) was distributed February 15, 2018 advising of the emergent resolution process. If the AAMDC Resolution Committee deems a resolution to be emergent in nature, it will come to the convention floor through the appropriate process. **The member bringing forward the emergent resolution must, at their own expense, provide copies for voting members in attendance (minimum 600).** To learn more about the emergent resolution process, the [AAMDC Resolution Process Policy](#).

Any members who intend to bring forward an emergent resolution for consideration are encouraged to advise a member of the AAMDC Resolutions Committee or AAMDC Policy Analyst Wyatt Skovron at [wyatt.skovron@aamdc.com](mailto:wyatt.skovron@aamdc.com) as soon as possible.

Committee members are as follows:

- Chair – Kara Westerlund, AAMDC Vice President, [kwesterlund@aamdc.com](mailto:kwesterlund@aamdc.com) or 780-898-4561
- District 1 – Ian Sundquist, MD of Willow Creek
- District 2 – Bruce Beattie, Mountain View County
- District 3 – Jackie McCuaig, Parkland County
- District 4 – Leanne Beaupre, County of Grande Prairie
- District 5 – Eric Anderson, County of Minburn

### *Resolution Amendments*

Any members wishing to propose amendments to resolutions included in the attached resolutions package are encouraged to email proposed amendments to AAMDC Policy Analyst Wyatt Skovron at [wyatt.skovron@aamdc.com](mailto:wyatt.skovron@aamdc.com) noting the resolution number. Amendments can be proposed from the floor, but sending the amendments in advance supports an efficient resolution session.

Enquiries may be directed to:

Wyatt Skovron  
Policy Analyst  
780.955.4096

Tasha Blumenthal  
Director, External Relations & Advocacy  
780.955.4094

# Spring 2018 Submitted Resolutions

- 1) Call to Order
- 2) Acceptance of Order Paper
- 3) Resolution Session

- 1-18S Request for Implementation of the 2018 Assessment Year Modifier for Well and Pipeline Assessments** (*MD of Willow Creek*)
- 2-18S Combatting Rural Crime** (*Lacombe County*)
- 3-18S Increase Crown Prosecutor Staffing Levels for Rural Municipalities** (*County of St. Paul*)
- 4-18S Support for Continuation of Grant Funding for Agricultural Initiatives Program** (*Lac Ste. Anne County*)
- 5-18S Provincial Government Consultation and Communication Protocol with Municipalities** (*County of Grande Prairie*)
- 6-18S Wind Energy Regulations Required at Provincial Level** (*County of Paintearth*)
- 7-18S Standards for Buildings Contaminated by Fentanyl and Carfentanil** (*Sturgeon County*)
- 8-18S Amendments Required for Provincial Recycling Regulations** (*Strathcona County*)
- 9-18S Exemption of Seniors Housing from Requirement to Pay Carbon Levy** (*Beaver County*)
- 10-18S Tenure Extension Requirements for Unconventional Development** (*MD of Greenview*)
- 11-18S Recycling of Solar Panels** (*MD of Foothills*)
- 12-18S Victim Services Units Funding** (*Northern Sunrise County*)

- 4) Vote on Emergent Resolutions (if needed)
- 5) Closing of Resolution Session

## **Request for Implementation of the 2018 Assessment Year Modifier for Well and Pipeline Assessments**

MD of Willow Creek

*Simple Majority Required  
Endorsed by District 1 (Foothills-Little Bow)*

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WHEREAS Section 292(2) (a) of the *Municipal Government Act* states: “Each assessment must reflect the valuation standard set out in the regulations for linear property”; and

WHEREAS the Minister of Municipal Affairs had decided not to implement the adjustment to the assessment year modifier (AYM) reflecting increases for well assessments and for pipeline assessment in 2018 stating no reason other than that the Government of Alberta intends to conduct a rate review sometime in the future; and

WHEREAS this unprecedented action will result in lost revenue for many rural municipalities, create an unfair and inequitable shift in taxation to other assessment classes and result in significant increases to mill rates, for no apparent reason;

**THEREFORE, BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties lobby the Government of Alberta to immediately implement the 2018 assessment year modifier to well and pipeline assessments as identified in the draft calculation.**

### **Member Background**

It has been brought to the attention of the Council of the Municipal District of Willow Creek No. 26 that the Minister of Municipal Affairs is not going to implement the adjustment to the AYM, which reflects increases for well and pipeline assessment as recommended by the Linear Property Assessment Unit within the Assessment Services Branch of Alberta Municipal Affairs.

The increase in the AYM is based on the recommendations of provincially hired consultants who applied changes based on the ‘ad volarem’ system which is founded on the philosophy that the more value there is in a specific property, the more the property owner is able to pay.

Property assessments are adjusted yearly to reflect increases or decreases in market value, or as in the case of industrial and linear properties, changes in estimated cost to construct or build a specific property. It has been a long standing principle that in times of economic downturn, when the cost of construction and materials drop, the assessment reflects the trend by applying a reduced AYM. In times of economic recovery, which was reflected in the adjustment determined by the consultants, the AYM increase is applied.

The principle of our fair and equitable assessment system is being destroyed. The Minister’s decision to not implement the AYM showing the increase in value will result in shifting the tax burden to residential and commercial ratepayers. There is a case to be made that this action will unfairly undermine the integrity of the provincial assessment system.

### **AAMDC Background**

The AAMDC has no active resolutions directly related to this issue.

## **Combatting Rural Crime**

Lacombe County

*Simple Majority Required  
Endorsed by District 2 (Central)*

---

WHEREAS there has been a proliferation of crime in rural Alberta over the past several years; and

WHEREAS citizens of rural Alberta are extremely concerned for their personal safety due to escalating levels and severity of property crime; and

WHEREAS the Royal Canadian Mounted Police (RCMP) and other police services lack the required resources to respond to and investigate reported rural crimes; and

WHEREAS Alberta's overburdened court system results in charges laid against perpetrators of rural crime being dismissed; and

WHEREAS residents and businesses of rural Alberta are becoming increasingly frustrated with the shortcomings of our criminal justice system;

**THEREFORE, BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties (AAMDC) request that the Government of Canada and the Government of Alberta develop and implement strategies and initiatives to prevent and combat rural crime, and punish those convicted of committing rural crime in a manner that will maximize deterrence;**

**FURTHER BE IT RESOLVED that the AAMDC request the Government of Canada to continue with its review of the criminal justice system and sentencing reforms in a way that gets repeat offenders off the street for longer periods of time.**

### **Member Background**

Rural crime is on the rise in Alberta. This statement is supported by the crime statistics that are kept by every major police agency in the province.

The reasons for this increase are suspected to be a downturn in our economy and the increased use of illegal drugs. The reality is that every rural resident has either had a crime committed against them or their property or can refer to a neighbour that has experienced it. What used to be a rare occurrence is now commonplace in rural areas.

While vulnerable individuals are being targeted by criminals- who have identified flaws both in the criminal justice system and in the capacity of police departments to respond to- they are unable to defend themselves without the risk of facing heavier penalties for protecting their home and families. Law-abiding residents have their hands tied.

Lacombe/Wetaskiwin Member of Parliament, Blaine Calkins recently hosted a series of town hall meetings with residents to discuss rural crime. All of these meetings were fully attended and participants voiced deep concern about both the frequency and increasing severity of rural crime. The full proceedings of these meetings will be presented to Parliament in the future, but the sheer number of attendees and the common themes in the views expressed all pointed to a serious problem with rural crime.

Residents are taking steps that are offered to them. This is evidenced by the resurgence of Rural Crime Watch organizations and Citizens on Patrol groups in most communities as a possible way for residents to deal with this problem. In addition, many rural municipalities have implemented programs like Crime Prevention Through Environmental Design (CPTED) to assist their residents.

These actions by citizens are not likely to have much of an effect unless the criminal justice system in Canada takes this problem seriously and deals with offenders in a much more serious and meaningful way. Conversations with police agencies indicate that repeat offenders are committing much of this crime and they are increasingly becoming more concerned with the ability of the system to keep these offenders incarcerated.



Rural Albertans need the other levels of government to stop letting increasingly dangerous and violent offenders off with a "slap on the wrist". Harsher penalties are needed, especially for criminals who have been proven, repeat offenders, while also giving them the tools they need to reform and rehabilitate from addictions that leads them to this lifestyle. In addition, the Government of Canada needs to give property owners the ability to protect their home, their families, and their assets in a suitable manner, without the risk of receiving a prison sentence for assault (while the criminal gets away with little or no punishment at all).

Regardless of the reasons for this increase in rural crime, the fact remains that many rural residents do not feel safe in their homes as a result. This is an unacceptable situation in Canada, and we call for both the governments of Alberta and Canada to address this problem. In 2017, the Government of Canada announced that it was undertaking a broad examination of Canada's criminal justice system to ensure that it is just, compassionate and fair, while promoting a safe, peaceful and prosperous Canadian society.

Together with our MPs, MLAs, AAMDC, police officers, and fellow municipalities we can make our voices heard and take every opportunity to lead to a true change of the judicial system that protects the victims while penalizing (and reforming) the criminals.

### **AAMDC Background**

The AAMDC has no active resolutions directly related to this issue.

## **Increase Crown Prosecutor Staffing Levels for Rural Municipalities**

County of St. Paul

*Simple Majority Required  
Endorsed by District 5 (Edmonton East)*

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WHEREAS Albertans are concerned with the escalating levels of rural crime as evidenced by many media reports over the past few years; and

WHEREAS the Supreme Court of Canada's 2016 decision in R v Jordan puts hard timelines in place to resolve cases: eighteen (18) months for provincial court matters and thirty (30) months for Superior Court (in Alberta, the Court of Queen's Bench) to uphold an accused person's Charter right to trial without unreasonable delays; and

WHEREAS hundreds of court cases across Alberta have been stayed over the past two years because of a lack of resources in the provincial prosecution service; and

WHEREAS thousands of court cases across Alberta could be at risk of being dismissed for violating new time guidelines set out in the Jordan decision; and

WHEREAS Alberta's chief justice has ruled police officers do not have the authority to act on behalf of the Crown at bail hearings; and

WHEREAS the current prosecutor staffing levels are not sufficient to manage the demands of the numbers of cases on the current docket; and

WHEREAS Crown prosecutors in rural municipalities are overworked and understaffed and require additional support to effectively carry out their duties;

**THEREFORE, BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties (AAMDC) encourage the Government of Alberta to increase Crown prosecutor staffing levels as well as relevant administrative staff for rural communities and collaborate with rural communities to ensure that court cases are being sufficiently prosecuted in a timely manner.**

### **Member Background**

Alberta Justice lawyers, employed as Crown prosecutors, are responsible for prosecutions under some federal statutes, such as the *Criminal Code*, and under provincial statutes.

In a typical case, the prosecutor's responsibilities include determining appropriate charges, discussions with defence counsel, preparing witnesses for court, examination and cross-examination of witnesses and presenting arguments respecting conviction and sentence.

More than 100 cases have been stayed in Alberta since December 2016 because of a lack of resources in the provincial prosecution service, according to the Alberta Crown Attorneys' Association. Moreover, there has been tremendous anecdotal evidence in rural communities that crown prosecutors are unable to carry out their duties due to a dearth of resources.

While the Government of Alberta has announced the hiring of 50 new crown prosecutors and 30 support staff to help mitigate against the current backlogs in the court system, it is imperative that rural communities are endowed with the resources necessary to address rural crime; increased staffing levels in the major cities will not be sufficient to address the challenges presented by rural crime in Alberta.

### **AAMDC Background**

The AAMDC has no active resolutions directly related to this issue.

**Support for Continuation of Grant Funding for Agricultural Initiatives Program**

Lac Ste. Anne County

*Simple Majority Required  
Endorsed by District 3 (Pembina River)*

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WHEREAS Alberta agricultural societies operate various facilities including rural community arenas/hockey rinks, curling rinks, ball diamonds, community halls, agricultural facilities, etc.; and

WHEREAS Alberta agricultural societies plan and deliver various community special events and activities; and

WHEREAS Alberta agricultural societies utilize provincial grant funding to finance facility operations, enhancements and community events; and

WHEREAS the Government of Alberta has notified a local agricultural society that the Agricultural Initiatives Program grant has been discontinued;

**THEREFORE, BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties (AAMDC) advocate to the Government of Alberta to re-instate or replace the Agriculture Initiatives Program funding for local agricultural societies.**

**Member Background**

Little is known or has been communicated about the Agricultural Initiatives Program that has recently been discontinued. A local agricultural society has received written notice that the funding was cancelled, and further, no replacement grant program announced.

The ability for agricultural societies to provide much-needed community infrastructure has been hampered by the decision of the Government of Alberta, with no communication or engagement with the agricultural societies, or the rural municipalities that have these societies within their boundaries.

Letter from Alberta Agriculture and Forestry is attached.

**AAMDC Background**

The AAMDC has no active resolutions directly related to this issue.

## **Provincial Government Consultation and Communication Protocol with Municipalities**

County of Grande Prairie

*Simple Majority Required  
Endorsed by District 4 (Northern)*

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WHEREAS municipalities have a responsibility for the provision of good government, the provision of services, facilities, or other things that in the opinion of council, are necessary or desirable for the municipality and to develop and maintain safe and viable communities as per the *Municipal Government Act* RSA 2000 c. M-26; and

WHEREAS the municipal/provincial relationship is vital to ensure that such good government and services can effectively be provided; and

WHEREAS the challenges of effective consultation and communication between municipal and provincial government are evident and are impeding municipal government from effectively fulfilling its' duties and calls into question the province's commitment to working with municipal elected officials to their fullest capabilities; and

WHEREAS a municipality is a creature of the province with a limited amount of natural person powers given to it by the *Municipal Government Act*; and

WHEREAS the province is required by that same legislation to provide municipalities with clear and concise direction, which would require direct interaction;

**THEREFORE, BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties appeal to the Government of Alberta to establish and maintain a uniform consultation and communication protocol with municipal elected officials which is applicable to all provincial bodies;**

**FURTHER BE IT RESOLVED that through this consultation and communication protocol, the Government of Alberta recognizes and acknowledges the legislated significance of municipal elected officials, and that the Government of Alberta engage municipalities openly and transparently to provide input and feedback on the consultation and communication protocol from inception through to implementation.**

### **Member Background**

Alberta municipal elected officials are concerned and challenged with the absence of direct communication and difficulty utilizing or having access to limited channels to arrange meetings with provincial elected officials. Examples of this are vast and province wide. For example, the County of Grande Prairie had requested a meeting with Minister Miranda, Minister of Culture and Tourism on August 22, 2017. Various emails have gone back and forth with the Minister's office but as of January 31, 2018 no meeting has yet been scheduled or explanation for delay provided.

In addition, due to the difficulties encountered to schedule appointments or converse with provincial elected officials, municipalities are not sufficiently consulted on various issues that directly affect the residents of Alberta under the direct care of locally elected officials.

Municipalities expected to participate in the implementation of provincial programs and/or initiatives are hampered with a lack of information or inconsistent information. Municipal elected officials cannot therefore make an educated and informed response. An example of this is the Intermunicipal Collaborative Framework legislation. Various questions surround the transportation component, which still have not been addressed, and municipalities have received conflicting direction from provincial staff on how to proceed and how transportation is defined. Specifically, does "transportation" mean just public transit or all transportation infrastructure and maintenance?

Municipalities are invited to comment on various topics at the same time as the public when it appears a plan is already in place or being developed. This process is not a consultation process but rather an exercise in informing the public and municipalities.

Provincial elected officials visiting municipalities or regions are not consistently informing municipalities of the visit. When the municipality learns about the visit after the provincial elected official has arrived, local elected officials lose the opportunity to share information and develop relationships with the provincial elected official. In late 2017, Alberta Health Minister Hoffman visited the Grande Prairie area and the County of Grande Prairie did not learn of the visit until after it had concluded and the Minister had left the region.

### **AAMDC Background**

The AAMDC has no active resolutions directly related to this issue.

## Wind Energy Regulations Required at Provincial Level

County of Paintearth

*Simple Majority Required  
Endorsed by District 2 (Central)*

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WHEREAS the recent increase in wind energy developments throughout Alberta has illuminated the need for a provincially standardized set of regulations for the land development concerns faced by rural municipalities and rural land owners; and

WHEREAS rural municipalities are and will continue to be the most impacted jurisdictions where these developments will occur; and

WHEREAS the lack of standard regulations has made landowners skeptical and distrusting of wind energy developers due to future requirements for remediation and reclamation of wind energy developments; and

WHEREAS rural municipalities are faced with a lack of consistency in regulations over the assessment, taxation, and legal ramifications of various wind energy development issues both current and future; and

WHEREAS the Alberta Energy Regulator (AER) has proven to be an effective approval and oversight regulatory agency for Alberta's oil and gas (energy) industry for decades and is supported by existing and competent staff, policies and recognition by both landowners and industry, with processes and responsibilities negating the need to create additional bureaucracy;

**THEREFORE, BE IT RESOLVED the Alberta Association of Municipal Districts and Counties (AAMDC) request the Government of Alberta to undertake the creation of a Renewable Energy Division within the AER to approve, regulate, and enforce the responsible development, reclamation, and assessment of renewable energy projects in the Province of Alberta;**

**FURTHER BE IT RESOLVED that renewable energy projects formally proceeding into the review and approval stage of the above-noted Renewable Energy Division are to be corporately approved and construction ready projects, not speculative or conditional in any way;**

**FURTHER BE IT RESOLVED that the AAMDC request the Government of Alberta to set up and enforce the collection of monetary funds towards the implementation of an Orphan Turbine Fund to oversee potential future reclamation of abandoned turbine sites.**

### Member Background

- 1) This Renewable Energy Division should be tasked with the following:
  - a) Receipt and review of proposed renewable energy projects taking into account any or additional requirements in the same manner of existing AER applications and regulations.
  - b) Approval and oversight/enforcement of regulations for renewables projects being developed.
  - c) Development of a proper assessment and taxation system for the leases and improvements.
  - d) Completion of amendments and updates as required to any other provincial legislation needing amendment such as the *Municipal Government Act* (MGA), etc.

The oil and gas industry in Alberta has evolved over decades to where many in the industry revere the AER as both an effective approving agency and watchdog to ensure Alberta maintains the highest level of environmental sustainability of oil and gas industry projects in the modern industrialized world. The placement of energy converting turbines delivering electricity to a substation could be looked upon as no different than oil producing pump-jacks pipelining oil to a battery or tank farm.

The current lack of regulations of large scale renewable wind energy collection systems in Alberta has led to a dysfunctional system where landowners, municipalities, and project developers are constantly faced with uncertainty in getting projects off the planning table and onto the ground for construction. Compounded by a lack of congruency between municipal jurisdictions where there could exist 30 different sets of land use regulations among 30 rural municipalities, it lends additional confusion to applications for joint border projects. Further complicating the matter are the hierarchical levels of authority as outlined in the MGA s. 619 whereby a provincial agency such as the Alberta Utilities Commission (AUC) may over rule an MD or county bylaw, or impose bylaws upon jurisdictions that

resist or decline such projects, and unfairly place the responsibility to oppose or challenge such projects at the local municipal or land owner level.

Also, landowners in Alberta have had generally positive relationships with the oil and gas industry personnel, including trained and certified land agents. There is an evident level of distrust and miscommunication with renewables agents crossing all over the province purporting surface wind lease rights for speculative projects. Conflicts are frequent between neighbours, developers and the rural municipalities. Expanding the AER existing standards for surface leases and processes for completion to renewable energy projects would be seamless and cost effective. However, land rights issues are a different matter as renewables are purely a surface rights project, to which land owners control.

2) Having the Renewable Energy Division hear “construction ready” proposals:

Currently the AUC is bogged down with many “speculative” proposals for wind and solar energy projects, not yet having received provincial funding approvals under the current government’s program for subsidy funding. This has meant HEAVY administrative review work done both at the AUC and at the municipal permitting levels for projects that may never see the light of day. One recent AUC hearing in Red Deer from November 21-23, 2017 for a project in the County of Paintearth may reach over \$100,000 in expenses bore by the taxpayers for a project with no provincial funding approval which may not even be constructed. As per the utility industry and provincial “need” there is a large difference between private oil and gas industry and projects approved moving forward. This needs to be taken into account for efficiency and accountability of expensing public funds only towards relevant reviews.

The AER would be able to work co-operatively with the AUC to the extent of seeing applications after they have cleared prior regulatory and funding approvals.

3) Renewable Energy Division tasks and areas of responsibility:

Having the AER assume responsibility for renewable energy project reviews approvals would also be relatively streamlined and lend more credibility to the process by all parties involved, namely municipalities, landowners, and project proponents. The existing approval process in the AER for oil and gas projects would lend itself well to the renewables industry in providing common and well-known construction and operating guidelines, as well as governing interactions with landowners and rural municipalities. All the same requirements that the AER have in place for oil and gas approvals shall apply such as:

- i) Landowner consultations, approvals and compensation factors
- ii) Notification of projects to affected neighbouring landowners and municipalities where projects are to be located
- iii) Development of any required amendments to the *Surface Rights Act*, as differentiating renewable energy developers’ rights to access lands from mineral rights developers’ rights to access lands
- iv) Retain the requirements for the Alberta Electric System Operator (AESO) and AUC approvals as to the evaluation of worthiness and provincial need of proposed projects
- v) Develop a standardized set of land use regulations that include:
  - setback distances from roads, residences, property lines, water bodies and other environmentally sensitive areas
  - land types to be used for projects on both private and Crown lands
  - currently existing environmental requirements for the AUC approval
  - concurrence with/approval from municipality on road use impacts
- vi) Requirement of an extensive public process allowing for input from developers, land owners, and municipalities, may be in conjunction with or part of an expanded AUC process
- vii) Municipalities may retain the right to opt out of allowing surface wind collection projects within their boundaries where:
  - new transmission facilities are required by the project which may significantly impact current land use and values
  - natural landscapes and farming practises are deemed incompatible
  - wind projects would pose significant interference with existing industries, agricultural operations, or residential densities and developments in the rural areas
- viii) Developers to have and maintain minimum standards and practises of emergency response plans in place for the life of the projects the same as currently licensed AER facilities



- ix) Other items and requirements of the AER process for oil and gas that are applicable and desirable to the renewables industry not identified above

Currently turbine lease and access road preparations are not covered by provincial environmental standards, leaving the responsibility to the municipalities and landowners to enforce proper soil stripping conservation practises. Having competent staff already in place for oil and gas applications and qualified contractors which regularly meet or exceed provincial standards will reduce conflict in many areas at an efficient cost to the taxpayers at both the local and provincial levels.

The regulations and processes already established by the AER in matters related to assessment, taxation, and reclamation are similarly desired by many parties in the renewables arena. Currently landowners, and to an extent municipalities, are exposed to costs in the event of default that is not relevant to much of the oil and gas industry. The legal relationship between land owners and lessees leave the landowners exposed under the current lack of regulations.

Reclamation would be a non-issue with the creation of an Orphan Turbine Fund in the same manner that the oil and gas industry operates under with participation in the Orphan Well Association, and would go a long way to easing landowners' fears that 20 years in future they could be tasked with unreclaimed concrete pedestals sticking out of their fields. Reclamation should follow a similar standard of AER site reclamation with requirements to one metre below surface. This would require a monetary contribution per turbine to be set aside into the fund upon construction to be used in the event of project failure or developer insolvency that allows for the AER or municipality to access and remediate abandoned sites.

Also, the existence of quasi-judicial agencies and tribunals such as the Surface Rights Board also lend assistance to the notion that this renewables industry would be best served within the purview of the AER. However, there needs to be clarification to the rights of both parties, as currently landowners can outright reject turbines as opposed to the mineral exploration developers' projects. Having an established body oversee disputes with clear ground rules in advance is highly desirable.

Having a set of provincial regulations that appear to be commonly well accepted within the oil and gas industry for years would lend credibility to the AER organization in having the same level of commonly accepted renewables regulations and go a long way in reducing conflict with neighbours, municipalities and rural communities.

### **AAMDC Background**

The AAMDC has no active resolution directly related to this issue.

**Standards for Buildings Contaminated by Fentanyl and Carfentanil**

Sturgeon County

*Simple Majority Required  
Endorsed by District 3 (Pembina River)*

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WHEREAS fentanyl is a powerful synthetic opioid pain medication; and

WHEREAS carfentanil is a highly potent analogue of fentanyl; and

WHEREAS fentanyl and its analogues pose significant hazard, potentially fatal, to persons who come into contact with minuscule amounts via inhalation, ingestion or skin contact; and

WHEREAS there is rapid rise in illegal production and consumption of fentanyl and carfentanil; and

WHEREAS the products are often produced in buildings not designed for this activity, which increases risks of contamination and building damage; and

WHEREAS buildings that house fentanyl labs pose complex challenges for cleaning and remediation; and

WHEREAS municipalites are being asked to inspect and certify that fentanyl contaminated dwellings are safe for habitation; and

WHEREAS no standard is established to define or guide this certification;

**THEREFORE, BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties request the Government of Alberta to establish defined standards and consistent regulated approaches for inspecting buildings contaminated by fentanyl or carfentanil.**

**Member Background**

Sturgeon County remains committed to working with the Government of Alberta to maintain safe communities. The presence and exposure of drug labs has created some public safety concerns regarding several issues, including their presence in communities with children, remediation, and the danger of third-party exposure. Currently there is no clear jurisdiction, protocol or standards to determine that a remediated building is safe for employees, residents or human habitation. Since no standards exist, remediation efforts have been put on hold. As more drug labs are exposed, we believe this experience is or will likely become common amongst other counties and municipal districts across Alberta.

Therefore, the intent of this resolution is to advocate for the development of standards and consistent regulated approaches to ensure that properties contaminated by fentanyl, carfentanil, or other toxic substances are remediated and meet the requirements to be declared safe for entry and habitation.

**AAMDC Background**

The AAMDC has no active resolutions directly related to this issue.

## Amendments Required for Provincial Recycling Regulations

Strathcona County

*Simple Majority Required  
Individual Resolution*

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WHEREAS in 2013, Alberta Environment and Parks completed an extensive consultation on the development of a new recycling regulation that would include the necessary regulatory amendments to existing programs to ensure long term sustainability; and

WHEREAS the result of the consultation was a proposed *Designated Materials Recycling Regulation* for decision makers' review that included several changes to Alberta's existing regulatory framework for recycling materials; and

WHEREAS the proposed changes were intended to:

- streamline Alberta's regulatory framework, while reducing solid waste;
- provide options to shift end-of-life management responsibilities from taxpayers to producers and consumers;
- consolidate Alberta's existing recycling regulations under one regulation – the *Designated Materials Recycling Regulation*;
- remove specified maximum environmental fees from regulation while still ensuring consumer protection from excessive fees;
- expand the electronics program to include small appliances, audio/visual equipment, telecommunications equipment and power tools; and
- expand the used oil materials recycling program to include automotive anti-freeze/coolant containers and diesel exhaust fluid containers;

**THEREFORE, BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties (AAMDC) advocate to the Government of Alberta to make the changes outlined under the 2013 proposed *Designated Materials Recycling Regulation*.**

### Member Background

Alberta has a number of successful recycling stewardship programs, including the following:

- Beverage Container Recycling Program (1972)
- Hazardous Waste Legislation (1985)
- Tire Recycling Program (1994)
- Used Oil Materials Recycling program (1997)
- Electronics Recycling Program (2004)
- Paint and Paint Containers Recycling Program (2007)

Despite the success of these programs, Alberta has the highest per capita waste disposal rate of any province in Canada. In the past, the Government of Alberta had set a goal to reduce the provincial per capita waste disposal rate to 500 kg per person per year by 2010. This goal has not been achieved, nor has the Government of Alberta set new targets or programs to assist municipalities in achieving higher diversion rates from landfills. In 2014, the per capita disposal rate for Alberta was 981 kg per person (Stats Canada), with a provincial diversion rate of only 16%.

In 2013, the City of Red Deer put forward a resolution for regulatory changes. In 2014, the government response indicated that the Province was considering several changes and would engage municipalities when the Province determined its next steps. As of today, the Government of Alberta has yet to take any of the needed steps to resolve this issue.

This issue affects all municipalities in Alberta that provide collection points for materials covered under the province's programs.

With the exception of the beverage container recycling program, municipalities across Alberta are the collection point for these programs, and thus are the connection between the Province's regulations and Alberta residents.

Through the recycling fees that are collected at point of purchase for all of these materials, these programs were originally intended to fully fund collection, transportation and recycling. These fees are set in regulation, making it difficult for the stewardship organizations to adjust their programs based on economic fluctuations. As a result, municipalities are left to subsidize these programs in their local communities.

Some economic, environmental and social impacts include:

- municipalities subsidizing the paint program by about 40-60%;
- challenges for municipalities to secure reliable collection services for the tire program;
- areas of the province where oil collection has been discontinued leaving Albertans without an option for environmentally safe disposal; and
- the continued expectation from Albertans that their municipality will provide diversion services in their community despite difficult circumstances.

Expansion of the existing provincial recycling programs would also assist with waste diversion. For example, many municipalities are already recycling, at their own cost, additional electronic items (i.e. microwaves, power tools, entertainment equipment, etc.) and antifreeze containers that are not part of the province's current lists.

Provincial programs are being strained financially, adding extra stress on municipalities. It is the right time for the Province to make these regulatory amendments, which would represent an important first step in enhancing Alberta's waste reduction record.

### **AAMDC Background**

The AAMDC has no active resolutions directly related to this issue.

## **Exemption of Seniors Housing from Requirement to Pay Carbon Levy**

Beaver County

*Simple Majority Required  
Individual Resolution*

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WHEREAS the Government of Alberta (under the *Climate Leadership Implementation Act*, Bill 20/2016 [Chapter C-16.9]) has introduced a provincial carbon levy as of January 1, 2017 to reduce the carbon footprint and greenhouse gas emissions in Alberta; and

WHEREAS the Alberta Association of Municipal Districts and Counties (AAMDC) and its members support initiatives to reduce the carbon footprint and greenhouse gas emissions and want to be part of the solution; and

WHEREAS regulated housing providers that provide publicly supported housing, independent living, supportive living, designated supportive living and rent regulated accommodation are charged the carbon levy; and

WHEREAS housing management bodies (HMBs) provide housing services to thousands of Albertans and most AAMDC members are also members of an HMB (e.g. seniors' housing foundations); and

WHEREAS the carbon levy rebate goes to low and middle income individuals and families in regulated housing who do not pay the utility bills and have no ability to utilize the rebate to reduce the carbon footprint in a congregate setting, which is the intent of the levy; and

WHEREAS the Government of Alberta has introduced provincial carbon incentives to businesses and communities to physically reduce their energy consumption through energy efficiency initiatives; and

WHEREAS the provincial carbon incentives to businesses and communities do not begin to address the requirements needed to reduce the carbon footprint of the aging infrastructure in this housing segment; and

WHEREAS the regulated housing providers have no resources to change or enhance the current infrastructure, or to change the behavior of their residents, to make the necessary reductions that will sufficiently reduce greenhouse gas emissions; and

WHEREAS the carbon levy will increase operating and capital expenses for HMBs, impacting the quality of accommodation and accommodation services for Albertans residing in their buildings;

**THEREFORE, BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties (AAMDC) urge the Government of Alberta to exempt housing management bodies from the provincial carbon levy;**

**FURTHER BE IT RESOLVED that the AAMDC advocate to Alberta Seniors and Housing for additional capital funds to be accessed by housing management bodies to install more efficient infrastructure and reduce greenhouse gas emissions in regulated housing facilities.**

### **Member Background**

Housing management bodies (HMB's) provide housing services to thousands of Albertans and most AAMDC members are also members of an HMB (e.g. seniors' housing foundations).

HMBs will face increased direct costs in utilities and fuel as well as indirect increases for food, equipment and supplies, and contracted services as a result of the levy. However, the ability of HMB's to recapture any portion of these increased costs is restricted by current government directive.

The self-contained apartment portfolio, which many HMBs manage on behalf of the Government of Alberta, has rigid regulations in place to accommodate the low income seniors who reside in these suites. The rent is fixed at 30% of the income on line 150 of the resident's Notice of Assessment. While electricity costs may be charged over and above the rental fee to a maximum of \$50 per month, no further fees for other utility costs are allowable.

The Government of Alberta also requires HMBs to recapture at least 80% of the building's electricity costs. Anticipated increases in electricity distribution fees may push some HMBs below the mandated recoverable

amount of 80%. Further, increases in natural gas will need to be absorbed without any means of recovery, as these costs are included in the rental fee.

Residents of these self-contained units, however, will be receiving carbon levy rebates as determined by their taxable income, which falls well below the \$47,500 income threshold for the carbon levy rebate. They are essentially receiving a rebate for costs they are not incurring. While we understand that the Government of Alberta is protecting vulnerable citizens through this legislated energy transition, our concern is that some of those funds are being directed to individuals who are not bearing the additional costs, rather than to the HMBs who are going to see the increases.

### **AAMDC Background**

#### 1:17S: Carbon Levy Exemption of Natural Gas and Propane for All Food Production Uses

THEREFORE, BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties appeal to the Government of Alberta to provide carbon levy exemption certificates for the use of natural gas and propane for all food production uses.

DEVELOPMENTS: Though it is positive that the Government of Alberta has indicated in its response that multiple ministries and the Alberta Climate Change Office are exploring alternative solutions to address concerns regarding the carbon levy that have been identified by the AAMDC, there is no indication that exemption certificates will be issued as requested in this resolution. The AAMDC's Climate Change Advisory Committee recognized the benefit that Alberta's agricultural lands serves as a carbon sink, and supports the need for continued advocacy for an exemption from the carbon levy on natural gas and propane used for food production. Due to the lack of commitment by the Government of Alberta in moving this forward, this resolution has been assigned a status of **Intent Not Met**. The AAMDC will continue to work with the government and monitor any resulting developments related to this issue.

#### 2-16F: Exemption of Municipalities from Carbon Levy

THEREFORE, BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties request the Government of Alberta to exempt all municipalities in Alberta from the carbon levy.

DEVELOPMENTS: The Government of Alberta response indicates that municipalities will not be provided an exemption from the carbon levy. Although the AAMDC appreciates the Government of Alberta's willingness to collaborate with municipalities to ensure that programs provided through Energy Efficiency Alberta and other bodies provide benefits to municipalities, there is still a concern that imposing the levy on municipalities will force an increase in municipal taxes and fees to maintain levels of service. The AAMDC's Climate Change Advisory Committee supported the need for a municipal exemption from the carbon levy, and as such, this resolution is assigned a status of **Intent Not Met**.

#### 6-16F: Carbon Levy Exemption on Natural Gas and Propane Used for Agricultural Operations

THEREFORE, BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties request that the Government of Alberta amend the *Climate Leadership Implementation Act* to exempt farming operations from the carbon levy on natural gas and propane.

DEVELOPMENTS: The Government of Alberta response indicates that natural gas and propane used for agricultural purposes will not be exempted from carbon levy payments. The AAMDC appreciates the exemptions applied to marked gasoline and diesel for agricultural use, as well as other current and future tools implemented by the Government of Alberta to assist agriculture producers in balancing energy efficiency with operational viability. However, as the response does not indicate a willingness to meet the intent of the resolution, this resolution is assigned a status of **Intent Not Met**. The AAMDC's Climate Change Advisory Committee explored the impacts of the carbon levy on the agriculture industry and identified the need for continued advocacy for an exemption from the carbon levy on natural gas and propane used for food production. Advocacy on this issue will continue.

## Tenure Extension Requirements for Unconventional Development

MD of Greenview

*Simple Majority Required  
Endorsed by District 4 (Northern)*

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WHEREAS the *Mines and Minerals Act* and associated regulations are the authority for administration and regulatory procedure regarding tenure and tenure extension; and

WHEREAS the draft *Water Conservation Policy for Upstream Oil and Gas* is an update of the *Water Conservation and Allocation Policy for Oilfield Injection* (2006) and places a greater emphasis on the use of alternative water sources such as industrial or municipal wastewater and impaired quality ground water, and is extended to oil sands mining, conventional enhanced recovery, and hydraulic fracturing water use; and

WHEREAS the Alberta Energy Regulator initiated a multi-stakeholder panel in the Area-Based Regulation Pilot Project in the M.D of Greenview, which examined the draft *Water Conservation Policy for Upstream Oil and Gas* and presented 23 consensus recommendations for improving the use of alternate sources of water and supporting the implementation of the policy; and

WHEREAS the draft *Caribou Range Plan* requires industry to engage in integrated land management to reduce the environmental impacts and fragmentation of landscape through regional access plans, multi-use corridors, and phased restoration to in the protection of caribou and restoration of caribou habitat; and

WHEREAS the federal *Species at Risk Act* will require similar actions to protect and restore other threatened and endangered species across the province; and

WHEREAS the current tenure process encourages the fracturing of the landscape and reduces orderly development of energy resources as industry is focused on planning activities around maintaining tenure; and

WHEREAS industry and municipalities support actions to reduce ecological footprint and environmental impacts, and seek to protect endangered species in Alberta through compliance with provincial and federal legislation and regulation, while maintaining and enhancing economic prosperity;

**THEREFORE, BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties AAMDC requests the Government of Alberta review and examine tenure extension requirements for unconventional resource development, removing the need for industry to plan activities around securing tenure, and thereby allowing more orderly development and reduced impact on the environment.**

### Member Background

#### Tenure

Tenure systems enable companies to explore for, and develop Alberta's resources, such as petroleum and natural gas. Alberta's Crown petroleum and natural gas rights are issued in the form of licenses or leases through a competitive bid system. The tenure ends when an agreement holder can no longer prove it is capable of producing resources in paying quantities, is lost through rental or royalty payment default, or by voluntary surrender.

When tenure holders wish to extend their tenure, they are required to engage in a process called "holding the land." With conventional resources, wells are required to demonstrate reasonable reserves in the area where an extension is sought. This process was developed to prevent companies from holding and not developing their leases.

When applied to unconventional resource development, such as hydraulic fracturing or horizontal drilling, the target for tenure extension is a well-defined geological formation, such as the Duvernay or Montney. Companies are required to drill wells away from current development in order to hold the lease to land where it is already known that the resource exists creating isolated patches of development. Therefore, the current tenure extension process does not allow for orderly development creating non-optimal disturbance on the landscape and adds significant costs to operators. The additional drilling, roads,

pipelines and infrastructure required to extend tenure increases industry's overall footprint and further fragments the landscape.

### Issue

The discussion about tenure extension emerged as a supplementary issue in the Area-Based Regulation (ARB) Pilot Project in the M.D of Greenview. The ARB approach was initiated by the Alberta Energy Regulator to make geographically-specific rules and practices that consider the unique environment, energy resources, and communities of targeted areas in collaboration with the people that live, work and recreate in those locations. The pilot project involved a multi-stakeholder panel which developed recommendations specific to water use by the energy sector within the M.D of Greenview. The panel involved representatives from municipalities, environmental organizations, industry, and Indigenous and Metis groups. The panel presented 23 recommendations aimed at improving the use of alternative sources of water and supporting implementation of the draft *Water Conservation Policy for Upstream Oil and Gas*.

During the panel, there was discussion of the current energy tenure system. The current effects of the requirements for extending tenure holdings was seen by panel members to hamper the ability to implement the draft *Water Conservation Policy for Upstream Oil and Gas*. This issue was outside the panel's scope as defined in their terms of reference, but the panel felt that altering tenure extension requirements would help achieve environmental and economic outcomes across the province.

The Government of Alberta is in the process of receiving feedback on the draft *Caribou Range Plan*, which will be followed by a number of plans under the federal *Species at Risk Act* for the protection of threatened or endangered species across the province. These plans have a number of significant potential impacts on municipalities and industry throughout Alberta. In its current form, the range plan would require industry to engage in integrated land management, including best practices to reduce their ecological footprint through regional access plans, multi-use corridors, and phased restoration. Alterations to tenure extension will allow industry to comply with changes to regulations and reduce their environmental footprint, reduce costs to operators, and maintain industry prosperity.

### Recommendation

Changes to tenure extension requirements would reduce the need for industry to plan activities around maintaining tenure. Particularly, but not limited to, unconventional development, these changes would allow for more orderly development, reducing environmental impacts and fragmenting of the landscape. These changes are required as soon as possible as there are a number of tenure expirations occurring in 2019 and 2020.

There are a number of benefits to changing tenure extension requirements. There is potential for acceleration of provincial revenue streams as production from wells would be in focused development areas, rather than if wells were drilled to secure tenure away from the existing development. More orderly development would allow for improved water management, especially reduced impacts on aquatic ecosystems through improved water recycle and reuse planning. It also allows for reduced land fragmentation through focused development. Changes to tenure extension would also encourage operators to increase the use of alternative water resources in unconventional resources development.

### **AAMDC Background**

The AAMDC has no active resolutions directly related to this issue.



## Recycling of Solar Panels

MD of Foothills

*Simple Majority Required  
Endorsed by District 1 (Foothills-Little Bow)*

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WHEREAS the Government of Alberta has deemed it to be in the best interests of its citizens to create recycling programs for items such as tires, plastic containers, electronics, etc. and

WHEREAS solar panels are now reaching a point where replacement is required; and

WHEREAS the materials and elements used in the construction of solar panels can be hazardous or could be recycled but at a significant cost;

**THEREFORE, BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties request that the Government of Alberta expand existing recycling programs to include solar panels (photovoltaic modules).**

### **Member Background**

It appears that the State of Washington is taking the lead regarding the issue and has passed the *Solar Incentives Job Bill* (ESSB 5939) of which Section 12 states the following:

*The legislature finds that a convenient, safe, and environmentally sound system for the recycling of photovoltaic modules, minimization of hazardous waste, and recovery of commercially valuable materials must be established. The legislature further finds that the responsibility for this system must be shared among all stakeholders, with manufacturers financing the take back and recycling system.*

The industry in Alberta is nowhere near as mature as the one in Washington, but it would be prudent to create a program early on and not when significant costs would have to be borne by the taxpayer.

### **AAMDC Background**

7-15F: Agriculture Plastics Recycling

THEREFORE, BE IT RESOLVED the Alberta Association of Municipal Districts and Counties request that Alberta Environment and Parks develop a recycling program to provide for the collection and recycling of agricultural plastics in Alberta.

DEVELOPMENTS: The AAMDC believes that a coordinated, province-wide approach to end of life management for agriculture plastics is the most effective means of limiting the amount of agriculture plastics that end up in landfills. Currently, some rural municipalities have provided recycling options for this material, but due to its large size and limited recycling options, these programs are beyond the capacity of most municipalities.

The AAMDC has been collaborating with other municipal associations, AAMDC members, and with the Recycling Council of Alberta to explore options used in other provinces and will continue to identify opportunities for advocacy alignment. In recent months, the AAMDC has made progress with Alberta Environment and Parks and Alberta Agriculture and Forestry in emphasizing the need for an agriculture plastics program and anticipates that discussions will continue moving in a positive direction. Until a coordinated recycling program is developed, this resolution is assigned a status of **Intent Not Met**. The AAMDC will continue to work with other stakeholders and advocate for the formation of a program to enable the recycling of agriculture plastics.

## **Victim Services Units Funding**

Northern Sunrise County

*Simple Majority Required  
Endorsed by District 4 (Northern)*

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WHEREAS the Report of the Auditor General of Alberta, dated February 2016, provides information regarding the lack of a plan to appropriately and productively use the growing accumulated surplus of the Victims of Crime Fund to best meet the needs of Albertans as intended by the *Victims of Crime Act* and;

WHEREAS provincial victim services units are established to provide support programs for individuals who have suffered as a result of violent crimes; and

WHEREAS victim services units must request additional funding from the rural municipalities in their borders to subsidize the amount received from the Government of Alberta; and

WHEREAS volunteers, while widely used and appreciated, are not able to provide the level and scope of service that victims need at all times of the day or night;

**THEREFORE, BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties lobby the Government of Alberta to use the monies from the Victims of Crime Fund to adequately fund provincial victim services units so they can provide the staffing levels required to assist victims of crime.**

### **Member Background**

Victims services units annually request funding from municipalities to subsidize the inadequate funding they have received from the Government of Alberta. The funding received does not adequately supply the services that are needed in Northern Sunrise County, as well as other rural municipalities. Municipal funding is provided out of necessity, as the municipalities do not want to see the services lost to the region.

See following excerpts from the Report of the Auditor General of Alberta / February 2016

Justice and Solicitor General – Victims of Crime Fund – Systems to Manage Sustainability and Assess Results

#### **SUMMARY**

Victims of crime come from all walks of life and socio-economic groups. Crime victims are not only from vulnerable populations, they live in every neighbourhood and can be any age, gender or ethnicity. The Victims of Crime Fund (VOCF) provides funding for financial benefits paid to eligible victims of violent crime for physical and/or emotional injuries suffered. It also provides grant funding primarily to police based Victim Services Units (VSUs) and specialized community-based assistance programs, to deliver programs that benefit victims during their involvement with the criminal justice process, as legislated under the *Victims of Crime Act*.

#### **OVERALL CONCLUSION**

The department and VOCF program have adequate systems and processes to manage the day-to-day administration of the fund. However, the department is not completing the necessary strategic planning, analysis and reporting to establish desired results, and the resources necessary to achieve those results.

There is also no plan how to appropriately and productively use the fund's growing accumulated surplus to best meet the needs of Albertans as intended by the Act. The government's and department's current budget process treats the fund like any other generally funded program even though it is self-financing and has its own independent funding source. Business and budgeting practices are potentially restricting operating decisions intended to better serve victims of crime.

#### **WHAT WE FOUND**

The department has not completed the necessary analysis and forecasting of the financial resources required to achieve the desired results set out in the *Victims of Crime Act*. The department cannot presently answer the question: Are the resources currently available adequate

and being used appropriately to deliver the desired result of accessible, appropriate and timely services to victims in accordance with the legislation?

The fund is growing at a rate faster than payments to victims are being made. The government's and department 's current budget process, which is applied to the fund, is not designed to assess or consider its unique funding source, the changing needs of victims or increased fine surcharge revenue inflows. Because of this disconnect, and with revenue trending higher, the fund's accumulated surplus continues to grow and these excess funds are sitting unused, without the department having a clear plan for intended future use. Underlying this is the lack of an achievable, budgeted and approved plan to guide the priorities and direction of the fund.

VOCF program management has drafted planning documents to set the priorities and guide the direction of the fund. The documents outline how the program can become more accessible, appropriate and timely, and be more responsive to victims' needs. Additional funding would be required to fully implement these objectives. However, the program does not have the ability to access the surplus funds to maintain and expand services to victims without approval from the department.

### **WHAT NEEDS TO BE DONE**

The department needs to develop a plan that:

- clearly identifies what the actual current needs of the victim of crime population are and are

forecasted to be

- identifies gaps in service
- shows how much funding will be required to meet these needs and what the impact on Albertans will

be if it is not made available

- can be monitored and measured for success, with the results publicly reported

The department also needs to determine an appropriate and productive use of the VOCF's accumulated surplus, which is supported by a proper financial analysis, as a necessary starting point to facilitate discussion with the Department of Treasury Board and Finance to show the impact current budgetary and business policies have on potential uses of the fund's surplus and victims of crime.

### **WHY THIS IS IMPORTANT TO ALBERTANS**

The *Victims of Crime Act* creates the VOCF to provide financial benefits and fund support programs for individuals who have suffered as a result of violent crime. Victims of domestic violence, families of homicide victims, children who have been sexually abused and the elderly who have been physically harmed, are among the Albertans who receive benefits from the fund and support as their cases proceed through the judicial process. If the fund is not managed appropriately, there is a risk that victims of crime will not receive the assistance and financial benefits to which they are entitled under the law. Also, programs for victims of crime that are run by police-based VSUs and community organizations may not receive sufficient grant funding to deliver on the intent set out in the *Victims of Crime Act*.

### **FINDINGS AND RECOMMENDATIONS**

Having a current strategy for the fund is important because demographics, population trends and demands on the fund can change, and they have changed over the 13 years since the crime consultation report was issued. For example, the fund provides grant funding to a number of police-based VSUs that are located across the province. When the original report was produced in 2002, there were only a few VSUs operating within several police jurisdictions, but as of 2014-2015 the number of VSUs receiving funding grew to 76.

#### **Recommendation 6: Determine Best Use of Victims of Crime Fund Accumulated Surplus**

We recommend that the Department of Justice and Solicitor General, supported by sufficient analysis, determine an appropriate use of the Victims of Crime Fund accumulated surplus.

Criteria: the standards for our audit

Funding should be available to provide financial benefits and services to eligible victims of crime. There should be processes to:

- ensure that sufficient funding is available to meet anticipated long-term obligations (Crimes Compensation Board and Severe Injury liability)
- assess the level of net assets that should be maintained for sustaining the fund
- determine if a reserve fund should be retained and, if so, of what magnitude

## **USE OF FUND**

### **SECTION 10**

The minister may, in accordance with this Act and the regulations, make payments from the fund

(a) for grants relating to programs that benefit victims of crime;

(a.01) without limiting the generality of clause (a), for grants relating to programs that provide counselling to children who are victims of sexual exploitation or other criminal offences causing physical or mental harm;

(a.1) for programs that benefit victims of crime;

(b) for costs incurred by the Committee and the Review Board in carrying out their duties under

this Act;

(c) for remuneration and expenses payable to the members of the Committee and the Review

Board;

(d) for financial benefits payable pursuant to sections 13, 15 and 19(2);

(d.1) for death benefits payable pursuant to section 13.01;

(e) to pay the costs of administering this Act.

RSA 2000 cV-3 s10;2001 c15 s5;2006 c23 s81;

2011 c15 s9; 2013 cC-12.5 s22

## **AAMDC Background**

The AAMDC has no active resolutions directly related to this issue.

**From:** FCM Communiqué  
**To:** [Carol Gabriel](#)  
**Subject:** February 2018 | First Nations-Municipal Updates  
**Date:** February 28, 2018 3:00:28 PM

logo February 2018



## National Indigenous & Local Government Partnership Forum

The first ever Indigenous & Local Government Partnership Forum took place this week in Winnipeg, Manitoba. This was a joint initiative planned and delivered by the Centre for Indigenous Environmental Resources (CIER), Cando (Council for the Advancement of Native Development Officers), Indigenous and Northern Affairs Canada (INAC) and the Federation of Canadian Municipalities (FCM).

The Forum allowed Indigenous and local governments across Canada to engage in valuable discussions on the future direction of Indigenous-local government collaboration, and of programming provided in this area. In this special edition of our First Nation-Municipal updates, we are sharing some exclusive insights and wisdom from this landmark Forum.

Participants reflected on four key objectives:

- What are the keys to successful Indigenous – local government collaboration;
- What are barriers/gaps and how do we collectively overcome them;
- What tools currently exist to support Indigenous – local government collaboration and are others required; and
- How does Indigenous – local government collaboration contribute to reconciliation and how can the Government of Canada and other organizations assist.

Attending communities had an opportunity to learn from a series of CIPP and CEDI case studies on First Nation – local government collaboration projects that focused on the four key objectives. Many of the attendees agreed that knowledge sharing including through networking and case studies were highlights of the forum. The opportunity to network provided communities with valuable time and space to have conversations about challenges and solutions to effective partnerships. Five Indigenous-local government partnerships across three Canadian provinces were awarded certificates in recognition of their efforts to strengthen Indigenous – local government understanding and collaboration.

A moving keynote speech by Kevin Lamoureux from National Centre for Truth and Reconciliation shed light on how this work of relationship building and collaboration is responding to the Truth and Reconciliation calls to action. The forum concluded with communities and organizations reflecting on areas to prioritize for ongoing work in this area over the coming years. Top recommendations included:

- Creation of virtual regional centres of excellence;
- Ongoing support for CIPP and CEDI;
- Education on governance and jurisdiction of Indigenous and local governments
- Greater engagement of youth and Elders; and
- Exploring opportunities to engage the provinces and corporations in the work.



## **Indigenous and Local Government partners, on partnership**

“I have faith and confidence that the First Nations and Municipalities will work together and lead by example for other governments”

- *Ken Doherty, Community Services Director, City of Peterborough ON*

“Let's share our knowledge with the youth, and draw upon the knowledge of our Elders when we get together at Partnership Forums.”

- *Tim Daniels, Cando MB Board Director*

"We must return to our communities and give our young people hope."

- *Keith Matthew, Cando President*

“The guiding principles of the Friendship Accord is reflected in all the work done, everyday.”

- *Vicki Blanchard, Economic Development Manager, Sioux Lookout*

"Reconciliation isn't an act of pity, it is Canada going through a process of healing itself."

- *Kevin Lamoureux, National Centre for Truth and Reconciliation - Education Lead*

"We're not trying to become what we were in the past, or what we have been the last 150 years. We're becoming what we should have been, if things had been better."

- *Councillor John Jack, Chairperson, Alberni-Clayoquot Regional District (ACRD) Board of Directors*

"Our collective commitment to this national priority is helping pave the way toward reconciliation."

- Jenny Gerbasi, FCM President

The Partnership Forum was a joint [Community Infrastructure Partnership Project \(CIPP\)](#) and the [Community Economic Development Initiative \(CEDI\)](#) forum bringing together CIPP and CEDI Indigenous-local government partnerships that have been working collaboratively on relationship building as well as solid waste management and economic development. CIPP is delivered in collaboration between FCM and CIER and CEDI delivered jointly by FCM and Cando. We look forward to continuing to work with our partner communities on their collaboration projects and the priorities they outlined for advancing success in Indigenous – local government collaboration.

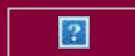
### About CEDI

The First Nations-Municipal [Community Economic Development Initiative](#) (CEDI) is a joint initiative by the [Federation of Canadian Municipalities](#) and [Cando](#). CEDI aims to improve the economic prosperity of participating municipalities and adjacent First Nations through capacity-building for joint community economic development planning, providing them with tools, case studies and workshops.

### About CIPP

The First Nations-Municipal [Community Infrastructure Partnership Project](#) (CIPP) helps municipalities and First Nations work together to strengthen partnerships and develop sustainable solid waste service agreements. CIPP works in collaboration with [CIER](#) in building partnerships Manitoba. The program offers regional workshops on relationship-building and service agreements, and other online resources.

Find us:    



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