



**Mackenzie County**

# **REGULAR COUNCIL MEETING AGENDA**

**APRIL 10, 2018**

**10:00 A.M.**

**COUNCIL CHAMBERS  
FORT VERMILION, AB**



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, April 10, 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 March 28, 2018 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
<b>DELEGATIONS:</b>	4.	a) Donald Lee, UCP Nomination Candidate (10:15 a.m.)	
		b) Grade 6 Class, Ridgeview Central School (10:30 a.m.)	
		c)	
<b>COUNCIL COMMITTEE REPORTS:</b>	5.	a) Council Committee Reports (verbal)	
		b) Finance Committee Meeting Minutes	21
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		d)	
<b>GENERAL REPORTS:</b>	6.	a) CAO Report	51

**TENDERS:**

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

- |    |    |  |    |
|----|----|--|----|
| 7. | a) | Chip Seal Tender   | 69 |
|    | b) | Crackfilling Tender  | 71 |
|    | c) | Line Painting Tender   | 73 |
|    | d) | Fort Vermilion Peace River Flood Risk Assessment – Request for Proposals | 75 |

**PUBLIC HEARINGS:**

- |    |    |      |  |
|----|----|------|--|
| 8. | a) | None |  |
|----|----|------|--|

**ADMINISTRATION:**

- |    |    |  |     |
|----|----|--|-----|
| 9. | a) | Bylaw 1095-18 Councillor Code of Conduct                           | 79  |
|    | b) | Policy ADM033 Personal Vehicle Allowance                           | 119 |
|    | c) | Policy FIN025 Purchasing Authority Directive and Tendering Process | 131 |
|    | d) | Mackenzie Library Board Member at Large Resignation                | 143 |
|    | e) | 2018-19 RCMP Policing Priorities                                   | 147 |
|    | f) | Tri- Council Meeting   | 149 |
|    | g) | Caribou Update (to be presented at the meeting)                    |     |
|    | h) |  |     |
|    | i) |  |     |

**AGRICULTURE SERVICES:**

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

**COMMUNITY SERVICES:**

- |     |    |  |     |
|-----|----|--|-----|
| 11. | a) | 2017 Fort Vermilion & La Crete Fire Department Honorariums | 151 |
|     | b) |  |     |
|     | c) |  |     |

<b>FINANCE:</b>	12.	a)	Bylaw 1094-18 2018 Tax Rate Bylaw	153
		b)	Policy FIN009 Payment, Refund and Cancellation of Taxes	155
		c)	Policy Amendments - Municipal District of Mackenzie	159
		d)	Non Profit Organizations in Arrears	161
		e)		
		f)		
<b>OPERATIONS:</b>	13.	a)		
		b)		
<b>PLANNING &amp; DEVELOPMENT:</b>	14.	a)		
		b)		
<b>UTILITIES:</b>	15.	a)		
		b)		
<b>INFORMATION / CORRESPONDENCE:</b>	16.	a)	Information/Correspondence	163
<b>IN CAMERA SESSION:</b>			<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	17.	a)		
		b)		
<b>NOTICE OF MOTION:</b>	18.	a)		
<b>NEXT MEETING DATES:</b>	19.	a)	Committee of the Whole Meeting April 24, 2018 10:00 a.m. Fort Vermilion Council Chambers	

- b) Regular Council Meeting  
April 25, 2018  
10:00 a.m.  
Fort Vermilion Council Chambers
- c) Regular Council Meeting  
May 8, 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>April 10, 2018</b>
<b>Presented By:</b>	<b>Carol Gabriel, Director of Legislative &amp; Support Services</b>
<b>Title:</b>	<b>Minutes of the March 28, 2018 Regular Council Meeting</b>

**BACKGROUND / PROPOSAL:**

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

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





**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**March 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 (arrived at 10:01 a.m.)
Josh Knelsen	Councillor
Ernest Peters	Councillor
Walter Sarapuk	Councillor

**REGRETS:** Anthony Peters Councillor

**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
Willie Schmidt	Fleet Maintenance Manager

**ALSO PRESENT:** Members of the public and the media.  
Grade 6 Students, Ridgeview Central School  
Carson Flett  
S/Sgt. Brad Giles, High Level RCMP  
S/Sgt. Bill Mooney, Fort Vermilion RCMP  
Cpl. Greg Beach, Fort Vermilion RCMP  
Sgt. Gord Hughes, Chateh RCMP

Minutes of the Regular Council meeting for Mackenzie County held on March 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 10:00 a.m.

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**AGENDA:**

**2. a) Adoption of Agenda**

**MOTION 18-03-218**

**MOVED** by Councillor Driedger

That the agenda be approved with the following additions:

- 4. c) RCMP Statistical Reports
- 13. b) Gravel Procurement
- 17. c) Staffing

Councillor Jorgensen arrived at 10:01 a.m.

**CARRIED**

**MINUTES FROM  
PREVIOUS MEETING:**

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

**MOTION 18-03-219**

**MOVED** by Councillor Cardinal

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

**CARRIED**

**MINUTES FROM  
PREVIOUS MEETING:**

**3. b) Business Arising out of the Minutes**

None.

Mrs. Eran Cardinal's grade six class from Ridgeview Central School in La Crete was present to observe the Council meeting.

The students held an election for the position of Junior Reeve. Destiny Martens was elected the Junior Reeve and took a seat between the Reeve and the Deputy Reeve.

**COUNCIL COMMITTEE  
REPORTS:**

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

**MOTION 18-03-220**

**MOVED** by Councillor Bateman

That the Council committee reports be received for information.

**CARRIED**

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**DELEGATIONS:**

**4. b) Carson Flett – Petition to Change Voting Age**

**MOTION 18-03-221**

**MOVED** by Councillor Cardinal

That the petition to change the voting age be received for information.

**CARRIED**

**DELEGATIONS:**

**4. a) Grade 6 Class, Ridgeview Central School**

The grade six students were given an opportunity to present questions to Council:

Will our County try to keep our young people entertained by changing Jake's Lake to a manmade lake?

*This topic has been discussed by the La Crete Recreation Board in the past and could not afford it due to the large cost. They will look at it again.*

What services use most of the budget from municipal taxes?

*Transportation services makes up a substantial part of our budget at 65% of our budget. This includes building of roads, maintenance of roads, gravelling, dust control on gravel roads, paving, etc. Other municipalities have a similar budget for transportation. We have the best roads compared to other municipalities.*

What is the County doing to increase recreational activities for our youth especially for La Crete?

*The County approved the hiring of a Recreational Coordinator in La Crete a few years ago. He is trying to get more events for youth of all ages and get them involved to use the facilities we have. There is also a group working on getting a ski hill in Buffalo Head Prairie. Due to our budget we do not have a lot of funding left over to hire more staff and so we rely on the Recreation and Agriculture Societies to offer services and the County partners with them and promote recreational activities.*

How stressful is it being a Councillor on a scale of 1 – 10?

*It depends on the day and the situation and it depends on the ratepayer and their concerns. The job has its ups and downs and many people are thankful that we are trying to help and it depends on how you handle it.*

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Reeve Braun recessed the meeting at 10:49 a.m. and reconvened the meeting at 11:04 a.m.

**TENDERS:**

**7. a) Mackenzie County Waste Bin Pick-up**

**MOTION 18-03-222**

**MOVED** by Councillor Knelsen

That the Mackenzie County Waste Bin Pick-up quotations be opened.

**CARRIED**

Quotations Received:

JL Waste	\$17,820.00
L&P	\$26,042.00
Jake's Disposal	\$13,738.06

**MOTION 18-03-223**

**MOVED** by Councillor Driedger

That the awarding of the Mackenzie County Waste Bin Pick-up contract be tabled to later in the meeting following administration's review.

**CARRIED**

**GENERAL REPORTS:**

**6. a) None**

**PUBLIC HEARINGS:**

**8. a) None**

**ADMINISTRATION:**

**9. c) Appointment of Assessor**

**MOTION 18-03-224**

**MOVED** by Deputy Reeve Wardley

That Aaron Steblyk be appointed as the Assessor for Mackenzie County.

**CARRIED**

**ADMINISTRATION:**

**9. d) Government Meetings Follow-up**

Follow-up discussion regarding the various Ministry and RCMP meetings held in Edmonton during with week of March 19, 2018.

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**DELEGATIONS:**

**4. c) RCMP Statistical Reports (ADDITION)**

S/Sgt. Brad Giles, High Level RCMP, S/Sgt. Bill Mooney, Fort Vermilion RCMP, Cpl. Greg Beach, Fort Vermilion RCMP, and Sgt. Gord Hughes, Chateh RCMP were present to discuss policing in the municipality.

Reeve Braun recessed the meeting at 12:17 p.m. and reconvened the meeting at 1:00 p.m.

**MOTION 18-03-225**

**MOVED** by Councillor Bateman

That administration research the amount of funds/tickets issued by the Rainbow Lake Peace Officer west of Highway 35 (not within the Town of Rainbow Lake limits) and bring back to Council.

**CARRIED**

**MOTION 18-03-226**

**MOVED** by Councillor Bateman

That administration contact the Town of Rainbow Lake regarding a Memorandum of Understanding for an enhanced policing position in Chateh.

**CARRIED**

**MOTION 18-03-227**

**MOVED** by Councillor Jorgensen

That administration bring forward the previous policing priorities for discussion at Council.

**CARRIED**

**MOTION 18-03-228**

**MOVED** by Councillor Sarapuk

That the RCMP report be received for information.

**CARRIED**

**ADMINISTRATION:**

**9. d) Government Meetings Follow-up**

**MOTION 18-03-229**

**MOVED** by Councillor Knelsen

That letters be sent to the various Ministries and the RCMP in

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follow-up to the meetings held in Edmonton during with week of March 19, 2018.

**CARRIED**

**MOTION 18-03-230**

**MOVED** by Councillor E. Peters

That the Mackenzie County Waste Bin Pick-up contract be awarded to the lowest qualified bidder according to tender requirements.

**CARRIED**

**COUNCIL COMMITTEE  
REPORTS:**

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

**MOTION 18-03-231**

**MOVED** by Councillor Bateman

That the minutes of the March 16, 2018 Agricultural Service Board Meeting be received for information.

**CARRIED**

**MOTION 18-03-232**

**MOVED** by Deputy Reeve Wardley

That weed notices not be issued to landowners adjacent to crown land.

**DEFEATED**

**MOTION 18-03-233**

**MOVED** by Councillor Sarapuk

That the County Owned Land be added to the in-camera discussion.

**CARRIED**

**ADMINISTRATION:**

**9. a) Policy FIN025 Purchasing Authority Directive and Tendering Process**

**MOTION 18-03-234**

**MOVED** by Deputy Reeve Wardley

That Policy FIN025 Purchasing Authority Directive and Tendering Process be received for information.

**DEFEATED**

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**MOTION 18-03-235**

**MOVED** by Councillor Sarapuk

That Policy FIN025 Purchasing Authority Directive and Tendering Process be amended with the removal of the two envelope system requirement.

**MOTION 18-03-236**

**MOVED** by Councillor E. Peters

That consideration of Motion 18-03-235 be TABLED to the next meeting.

**CARRIED**

Reeve Braun recessed the meeting at 1:58 p.m. and reconvened the meeting at 2:10 p.m.

**ADMINISTRATION:**

**9. b) Policy ADM050 Council/Administration Protocol**

**MOTION 18-03-237**

**MOVED** by Councillor Bateman

That Council move in-camera at 2:20 p.m. to discuss council/administration protocols. *(FOIP, Div. 2, Part 1, s. 24)*

**CARRIED**

**MOTION 18-03-238**

**MOVED** by Councillor Knelsen

That Council move out of camera at 2:38 p.m.

**CARRIED**

**MOTION 18-03-239**

**MOVED** by Councillor Knelsen

That Policy ADM050 Council/Administration Protocol be received for information.

**CARRIED**

**ADMINISTRATION:**

**9. e) Caribou Update**

**MOTION 18-03-240**

**MOVED** by Councillor Jorgensen

That the caribou update be received for information.

**CARRIED**

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Reeve Braun recessed the meeting at 3:20 p.m. and reconvened the meeting at 3:40 p.m.

**MOTION 18-03-241**

**MOVED** by Councillor Sarapuk

That a Committee of the Whole meeting be scheduled for April 24, 2018 at 10:00 a.m.

**CARRIED**

**AGRICULTURE  
SERVICES:**

**10. a) Roadside Spraying Program 2018-2020 – Request for Proposal Awarding**

**MOTION 18-03-242**

**MOVED** by Councillor Bateman

That the 2018-2020 Roadside Spraying Contract be awarded to Greenzone Herbicide Applicators.

**CARRIED**

**COMMUNITY  
SERVICES:**

**11. a) Fire Truck Equipment Purchase – Request for Additional Funds**

**MOTION 18-03-243**

Requires 2/3

**MOVED** by Councillor Bateman

That the budget be amended to include an additional \$9,900 for the Intake Valve and Booster Reel Project (for a total project cost of \$18,500) with funds coming from the Vehicle and Equipment Replacement and Emergency Services Reserve.

**CARRIED**

**FINANCE:**

**12. a) None**

**OPERATIONS:**

**13. a) Overburden Removal at Fidler Pit – Request for Additional Funds**

**MOTION 18-03-244**

Requires 2/3

**MOVED** by Councillor Sarapuk

That the 2018 Operating Budget be amended to include \$200,000 for the Overburden Removal at Fidler Pit with funds coming from the General Operating Reserve.

**CARRIED**

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\_\_\_\_\_



**OPERATIONS:**

**13. b) Gravel Procurement (ADDITION)**

**MOTION 18-03-245**

Requires Unanimous

**MOVED** by Councillor Driedger

That administration be authorized to proceed with the gravel purchase from Alberta Transportation.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**14. a) Superior Safety Codes Contract**

**MOTION 18-03-246**

**MOVED** by Councillor Bateman

That Mackenzie County extend the current contract with Superior Safety Codes for a three year term, as presented.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**14. b) Northwest Species at Risk Committee – Terms of Reference**

**MOTION 18-03-247**

**MOVED** by Councillor E. Peters

That the Northwest Species at Risk Committee – Terms of Reference be received for information.

**CARRIED**

**UTILITIES:**

**15. a) Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist Policy**

**MOTION 18-03-248**

**MOVED** by Councillor Sarapuk

That Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist Policy be TABLED to the April 24, 2018 Committee of the Whole Meeting.

**CARRIED**

**INFORMATION/  
CORRESPONDENCE:**

**16. a) Information/Correspondence**

**MOTION 18-03-249**

**MOVED** by Deputy Reeve Wardley

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That all Councillors be authorized to attend the Mackenzie Municipal Services Agency Planning & Development 101 session on May 11, 2018 in Peace River, AB.

**CARRIED**

**MOTION 18-03-250**

**MOVED** by Councillor Bateman

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

**CARRIED**

**IN-CAMERA SESSION:**

**17. In-Camera Session**

**MOTION 18-03-251**

**MOVED** by Councillor Sarapuk

That Council move in-camera at 4:16 p.m. to discuss the following:

Water Diversion License Applications (*FOIP, Div. 2, Part 1, s. 21*)

Organizational Chart (*FOIP, Div. 2, Part 1, s. 24*)

Staffing (*FOIP, Div. 2, Part 1, s. 24*)

County Owned Land (*FOIP, Div. 2, Part 1, s. 25*)

**CARRIED**

All Councillors and Administration were present during the in-camera discussion. (*MGA Section 602.08(1)(6)*)

**MOTION 18-03-252**

**MOVED** by Councillor Sarapuk

That Council move out of camera at 5:18 p.m.

**CARRIED**

**IN-CAMERA SESSION:**

**17. a) Water Diversion License Applications**

**MOTION 18-03-253**

**MOVED** by Deputy Reeve Wardley

That the budget be amended to include \$35,000 for a Water Diversion License Review project with the funds coming from the General Operating Reserve.

**CARRIED**

**IN-CAMERA SESSION: 17. b) Organizational Chart**

**MOTION 18-03-254 MOVED** by Councillor Knelsen

That administration be authorized to proceed with advertising and hiring for the Environmental Planner position as identified on the approved Organizational Chart.

**CARRIED**

**IN-CAMERA SESSION: 17. c) Staffing (ADDITION)**

**MOTION 18-03-255 MOVED** by Councillor Jorgensen

That the staffing discussion be received for information.

**CARRIED**

**IN-CAMERA SESSION: 17. d) County Owned Land (ADDITION)**

**MOTION 18-03-256 MOVED** by Councillor Sarapuk

That the County owned land be received for information.

**CARRIED**

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

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

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

Committee of the Whole Meeting  
Tuesday, April 24, 2018  
10:00 a.m.  
Fort Vermilion Council Chambers

Regular Council Meeting  
Wednesday April 25, 2018  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT: 20. a) Adjournment**

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**MOTION 18-03-257**

**MOVED** by Councillor Jorgensen

That the Council meeting be adjourned at 5:19 p.m.

**CARRIED**

These minutes will be presented to Council for approval on April 10, 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>April 10, 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 March 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:** Jenn Batt      **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the unapproved Finance Committee meeting minutes of March 26, 2018 be received for information.

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

**MACKENZIE COUNTY  
FINANCE COMMITTEE MEETING**

**March 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  
Fred Wiebe Director of Utilities  
Jennifer Batt Finance Controller  
Jannelle Batt Finance Officer/ Recording Secretary

**CALL TO ORDER:** 1. a) **Call to Order**  
Reeve Braun called the meeting to order at 10:01 a.m.

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

**MOTION FC-18-03-027** **MOVED** by Deputy Reeve Wardley  
That the agenda be approved as presented.

**CARRIED**

**MINUTES FROM  
PREVIOUS MEETING:** 3. a) **Minutes of the February 26, 2018 Finance  
Committee Meeting**

**MOTION FC-18-03-028** **MOVED** by Councillor A. Peters  
That the minutes of the February 26, 2018 Finance Committee  
meeting be approved as presented.

**CARRIED**

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

**DELEGATIONS:**

**5. a) None**

**BUSINESS:**

**6. a) Personal Vehicle Allowance Policy**

**MOTION FC-18-03-029**

**MOVED** by Councillor Knelsen

That the Finance Committee recommends to Council to accept Policy ADM033 Personal Vehicle Allowance Rate Structure as amended.

**CARRIED**

Reeve Braun left the meeting at 10:23 a.m. and returned at 10:24 a.m.

Fred Wiebe left the meeting at 10:30 a.m.

**6. b) La Crete Ferry Campground Society Update**

**MOTION FC-18-03-030**

**MOVED** by Deputy Reeve Wardley

That the Finance Committee recommends to Council that all Non Profit Organizations who have a balance in arrears have this balance deducted from their organizations grant amounts or operating funds.

**CARRIED**

**6. c) New Policy – Capital Projects by Third Party Groups on Behalf of Mackenzie County**

**MOTION FC-18-03-031**

**MOVED** by Councillor Bateman

That the Capital Projects by Third Party Groups on Behalf of Mackenzie County report be received for information.

**CARRIED**

**6. d) FIN009 Payment, Refund and Cancellation of Taxes**

**MOTION FC-18-03-032**

**MOVED** by Deputy Reeve Wardley

That the Finance Committee recommends to Council that Policy FIN009 Payment, Refund and Cancellation of Taxes be amended as presented.

**CARRIED**



**MOTION FC-18-03-033**

**MOVED** by Councillor Bateman

That the Finance Committee recommends to Council that the wording in all policies be updated from Municipal District of Mackenzie No. 23 to Mackenzie County.

**CARRIED**

**6. e) Airport Leases – Fuel**

**MOTION FC-18-03-034**

**MOVED** by Deputy Reeve Wardley

That no airport leases be renewed until current and back payments have been resolved.

**CARRIED**

**MOTION FC-18-03-035**

**MOVED** by Councillor A. Peters

That a full review of airport leases be brought back to Council in April.

**CARRIED**

**6. f) Landowner Gravel Pit Leases**

**MOTION FC-18-03-036**

**MOVED** by Councillor Knelsen

That the Finance Committee receives the Landowner Gravel Pit Leases report for information

**CARRIED**

**6. g) NADC Sponsorship Request – Terrence Myers**

**MOTION FC-18-03-037**

**MOVED** by Councillor Bateman

That the NADC Sponsorship Request – Terrence Myers be received for information, and that administration is to communicate the County's best wishes for Mr. Myers future success.

**CARRIED**

**6. h) Co-op Statement of Equity**

**MOTION FC-18-03-038**

**MOVED** by Councillor A. Peters

That the Co-op Statement of Equity ending October 28, 2017 be received for information.

**CARRIED**

Reeve Braun recessed the meeting at 11:13 a.m. and reconvened the meeting at 11:26 a.m.

**6. c) CAO Expense Claim**

**MOTION FC-18-03-039**

**MOVED** by Deputy Reeve Wardley

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

**CARRIED**

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

**MOTION FC-18-03-040**

**MOVED** by Councillor A. Peters

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

<b>Councillor Expense Claims</b>	<b>Review Comments</b>
1 – Councillor Knelsen	Reviewed February 2018
2 – Councillor A. Peters	Reviewed February 2018
3 – Reeve Braun	Reviewed February 2018
4 – Councillor D. Driedger	Reviewed February 2018
5 – Councillor E. Peters	Reviewed February 2018
6 – Councillor Jorgensen	Reviewed January 2018
7 – Councillor Cardinal	Reviewed January 2018, Reviewed and adjusted February 2018
8 – Councillor Sarapuk	Reviewed February 2018
9 – Councillor Bateman	Reviewed February 2018
10 – Deputy Reeve Wardley	Reviewed February 2018

**CARRIED**

**MOTION FC-18-03-041**

**MOVED** by Councillor Knelsen

That Bylaw 1084-17 Honorariums & Expense Reimbursement be brought back to the next Finance Committee meeting for review.

**CARRIED**

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

Reeve Braun left the meeting at 11:41 a.m. and returned at 11:42 a.m.

**MOTION FC-18-03-042**

**MOVED** by Deputy Reeve Wardley

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	Reviewed January 2018, Reviewed February 2018
2 – Beth Kappelar	None
3 – Joseph Peters	None
4 – Erick Carter	Reviewed February 2018
5 – Jack Eccles	None
6 – Dicky Driedger	Reviewed October 2017 – January 2018

**CARRIED**

**6. f) Cheque Lists**

**MOTION FC-18-03-043**

**MOVED** by Councillor Knelsen

That the cheque lists and payments made online from February 24, 2018 to March 23, 2018 be received for information.

**CARRIED**

**6. g) MasterCard Statements**

**MOTION FC-18-03-044**

**MOVED** by Deputy Reeve Wardley

That the MasterCard Statement for January 2018 be received for information.

**CARRIED**

**IN-CAMERA**

**7. a)**

**ADDITIONS TO AGENDA:**

**8. a)**

**NEXT MEETING  
DATE:**

**9. a)** April 23, 2018 at 1:00 p.m.  
Fort Vermilion Corporate Office

**ADJOURNMENT:**

**10. a) Adjournment**

**MOTION FC-18-03-045**

**MOVED** by Councillor Knelsen

That the Finance Committee meeting be adjourned at 12:14 p.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>April 10, 2018</b>
<b>Presented By:</b>	<b>Byron Peters, Deputy Chief Administrative Officer</b>
<b>Title:</b>	<b>Northwest Species at Risk Committee Meeting Minutes</b>

## **BACKGROUND / PROPOSAL:**

The minutes of the Northwest Species at Risk Committee are attached.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION:**

## **RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Northwest Species at Risk Committee meeting minutes of November 9, 2017, December 7, 2017, December 20, 2017, and January 29, 2018 be received for information.

**Author:** L. Braun      **Reviewed by:** B.Peters      **CAO:** L.Racher

**Northwest Species at Risk Committee**

**Town of High Level Office  
High Level, AB**

**Tuesday, November 9, 2017 at 4:00 p.m.**

**PRESENT:** Lisa Wardley Chair, Deputy Reeve, Mackenzie County  
Crystal McAteer Vice Chair, Mayor, Town of High Level  
Terry Ungarian Councillor, County of Northern Lights  
(via teleconference)  
Mike Morgan Councillor, Town of High Level  
Jacquie Bateman Councillor, Mackenzie County  
Eric Jorgensen Councillor, Mackenzie County  
Miron Croy Councillor, Clear Hills County  
Michelle Farris Mayor, Town of Rainbow Lake  
Linda Halabisky Councillor, County of Northern Lights  
Amber Bean Councillor, Clear Hills County

**REGRETS:** Chris Mitchell Councillor, Town of Rainbow Lake  
Brent Reese Councillor, County of Northern Lights  
Jason Ruecker Reeve, Clear Hills County  
Keith Hutchinson Councillor, Town of Manning  
Sunni Jean Walker Councillor, Town of Manning

**ADMINISTRATION:** Dan Fletcher CAO, Town of High Level  
Byron Peters Deputy Chief Administrative Officer,  
Mackenzie County

**ALSO PRESENT:** Diana McQueen DMC Consulting (via teleconference)

**MOTION**

**1. Call to Order**

Byron Peters called the meeting to order at 4:08 p.m.

**2. Adoption of the Agenda**

**17-11-001**

**MOVED** by Linda Halabisky

That the agenda be adopted with the addition of:

11. Employment Ad.

**CARRIED**

**3. Elections**

**a.) Chair**

Byron Peters called for nominations for the position of Chairperson.

First Call: Michelle Farris nominated Lisa Wardley. Accepted.

Second Call: No further nominations.

Third Call: No further nominations.

**17-11-002**

**MOVED** by Eric Jorgensen

That the nominations cease for the position of Chairperson.

**CARRIED**

Byron Peters declared Lisa Wardley Chairperson by acclamation.

**b.) Vice Chair**

Byron Peters called for nomination for the position of Vice Chairperson.

First Call: Eric Jorgensen nominated Crystal McAteer. Accepted.

Second Call: No further nominations.

Third Call: No further nominations.

**17-11-003**

**MOVED** by Linda Halabisky

That the nominations cease for the position of Vice Chairperson.

**CARRIED**

Byron Peters declared Crystal McAteer Vice Chairperson by acclamation.

Byron Peters turned the meeting over to Chair Lisa Wardley at 4:11 p.m.

**4. Terms of Reference**

**17-11-004**

**MOVED** by Michelle Farris

That the Terms of Reference be adopted as amended.

Under the founding members, add:

- Clear Hills County
- Town of Manning

To add the five associate members and amend the paragraph to allow associate members:

- Northern Sunrise County
- MD of Opportunity
- County of Big Lakes
- County of Grande Prairie
- Town of High Prairie

**CARRIED**

Appointed members by each municipality:

Mackenzie County

- Lisa Wardley
- Eric Jorgensen
- Jacquie Bateman (alt)

Town of High Level

- Crystal McAteer
- Mike Morgan

Town of Rainbow Lake

- Michelle Farris
- Chris Mitchell

Northern Lights

- Linda Halabisky
- Terry Ungarian
- Brent Reese (alt)

Clear Hills County

- Amber Bean
- Miron Croy
- Jason Rucker (alt)

Town of Manning

- Sunni Jean Walker



- Keith Hutchinson (alt)

## **5. Adoption of the Minutes**

**17-11-005**

**MOVED** by Mike Morgan

That the minutes from the August 29, 2017 NWSAR Committee meeting be adopted as presented.

**CARRIED**

## **6. Committee Member Update: Round Table Discussion**

- Waited for the provincial report to come on October 31, 2017 and nothing ended up coming. Deadline date was pushed to sometime in December. Eric Jorgensen gave a brief update on the emails and conversations he has had in the past couple months with BC, NWT, and others.
- Dianna McQueen reported on questions for the Alberta QP, and questions for the Federal QP. She would like to set up a meeting with the NWT Premier, Bob Macleod
- Would there be any interest to create a video? Budget to be around \$1500.
- General questions regarding the AAMD&C Bear pit session.
- General questions pertaining to AUMA.

**MOVED** by Linda Halabisky

**17-11-006**

That the committee proceed with the communications plan for AAMD&C, AUMA, and Question Period.

**CARRIED**

## **7. AAMD&C Conference**

- Planning to do a short presentation when there is a big crowd. Also, remember to bring the projector and any other necessities for the presentation.

### 8. AUMA Conference

- Needed are enough postcards for all tables at the AUMA Conference.

**17-11-007** **MOVED** by Michelle Farris

That the committee accepts the partnership with REDI to host hospitality suites at the AAMD&C and AUMA.

**CARRIED**

**17-11-008** **MOVED** by Mike Morgan

That the committee accepts the update on AAMD&C and AUMA conference for information.

**CARRIED**

Lisa Wardley called a recess at 5:10 p.m. and reconvened the meeting at 5:32 p.m.

### 9. 2018 Budget Discussion

- Have spent \$234,000.00 to date.
- Needed is a township or two of information from Tolko for forest height modelling. Also needed is information on areas with historical background to be provided for comparison.

**17-11-009** **MOVED** by Jacquie Bateman

That administration prepares a handout budget proposal for each of the six municipalities in order to be included in the municipalities 2018 Budgets.

**CARRIED**

**17-11-010** **MOVED** by Crystal McAteer

That associate members pay \$1,000 annually to continue being an associate member to cover administration and technical costs.

That each founding member pays \$50,000 annually and is provided a budget summary and project budget.

**CARRIED**

**10. Federal Report on the Progress of Recovery Strategy Implementation for the Woodland Caribou**

**17-11-011**

**MOVED** by Eric Jorgensen

That the NWSAR prepare a submission regarding the report on the recovery outlining progress and action that have taken place by industry and the municipalities within our region for Joseph Crocker of Environment Canada.

**CARRIED**

**11. Employment Ad**

- Town of High Level

**17-11-012**

**MOVED** by Jacquie Bateman

That the Employment Ad for the Town of High Level be received for information.

**CARRIED**

**12. Next Meeting Dates**

- ❖ December 7 at 4:00 p.m. at the Town of High Level office.

**13. Adjournment**

**17-11-013**

**MOVED** by Eric Jorgensen

That the Northwest Species at Risk Committee meeting be adjourned at 6:55 p.m.

**CARRIED**

These minutes were adopted this \_\_\_\_\_

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Lisa Wardley, Chair

**Northwest Species at Risk Committee**

**Town of High Level Office  
High Level, AB**

**Thursday, December 7, 2017 at 4:00 p.m.**

- PRESENT:** Lisa Wardley Chair, Deputy Reeve, Mackenzie County  
Terry Ungarian Councillor, County of Northern Lights  
Mike Morgan Councillor, Town of High Level  
Sunni-Jeanne Walker Mayor, Town of Manning  
Chris Mitchell Councillor, Town of Rainbow Lake  
Eric Jorgensen Councillor, Mackenzie County  
Jacquie Bateman Councillor, Mackenzie County  
Miron Croy Councillor, Clear Hills County  
Linda Halabisky Councillor, County of Northern Lights  
Amber Bean Councillor, Clear Hills County
- REGRETS:** Crystal McAteer Vice Chair, Mayor, Town of High Level  
Michelle Farris Mayor, Town of Rainbow Lake  
Chris Mitchell Councillor, Rainbow Lake  
Brent Reese Councillor, County of Northern Lights  
Jason Ruecker Reeve, Clear Hills County  
Keith Hutchinson Councillor, Town of Manning
- ADMINISTRATION:** Dan Fletcher CAO, Town of High Level  
Byron Peters Deputy Chief Administrative Officer,  
Mackenzie County  
Laura Braun Administrative Assistant/ Recording Secretary,  
Mackenzie County
- ALSO PRESENT:** Diana McQueen DMC Consulting (via teleconference)

**MOTION** **1. Call to Order**

Lisa Wardley called the meeting to order at 4:08 p.m.

**2. Adoption of the Agenda**

**17-12-001** **MOVED** by Linda Halabisky

That the agenda be adopted with the addition of:

10. Budget Update

11. Job Description

**CARRIED**

**3. Adoption of the Minutes**

**17-12-002**

**MOVED** by Miron Croy

That the minutes from the August 10, 2017 NWSAR Committee meeting be adopted with the corrections of:

Elections for Chairperson

- Third Call: No further nominations.

Elections for Vice Chairperson

- Third Call: No further nominations.

**CARRIED**

**4. Terms of Reference**

**17-12-003**

**MOVED** by Terry Ungarian

That the Terms of Reference be adopted as amended.

Associate member shall pay a \$1000 **annual** Associate Membership fee.

**CARRIED**

Eric Jorgensen joined the meeting at 4:14 p.m.

**5. Committee Member Update: Round Table Discussion**

- AAMD&C revealed two resolutions. They first wanted to promote land use framing then address inter-municipal cross boundaries.
- Province likely to make an announcement soon. Will probably be released sometime before December 25, 2017.
- Lisa Wardley gave a report on the hospitality suite. They handed out caribrew, carifood, and caripoo. Throughout the evening, there were about 165 people that came. There was a lot of good conversation during the time they were there. After the hospitality suite, they packed everything up and handed out the leftovers at the AUMA trade show.

- AUMA had a meeting with Paramount, CAPP, CNLR, Husky, Strategic, and Obsidian Energy. CNLR has worked with the first nations groups on the British Columbia side. They had a calving pin and are saying that it was a success. Predator movement found a major drop in wolf peeks when vegetation was at 50cm.

Mike Morgan joined the meeting at 4:39 p.m.

## **6. Response to Draft Range Plans**

Likely to be released next week from what the committee has been told. Expected to have one range plan with separate appendixes.

General discussion on the expectations of what the committee will need to do going forward.

Committee discussed and agreed that open houses locally would benefit and contribute to the awareness in their own towns and municipalities. Future dates were set:

- January 8, 2017 @ 7:00 p.m. – Rainbow Lake, Town of Rainbow Lake
- January 9, 2017 @ 7:00 p.m. – La Crete, Mackenzie County
- January 10, 2017 @ 7:00 p.m. – High Level, Town of High Level
- January 11, 2017 @ 7:00 p.m. – Manning, Town of Manning
- January 12, 2017 @ 7:00 p.m. – Eureka River, Clear Hills County

Lisa Wardley called a recess at 5:10 p.m. and reconvened the meeting at 5:46 p.m.

## **7. Continued Lobbying Strategy**

Continuing to give QP questions for both the provincial and federal government.

Eric Jorgensen gave a general report on what happened at the last Saskatchewan meeting. He is also planning on attending Northern Herds on December 12, 2017.

## **8. Inter-jurisdictional Strategy**

General conversation on how to approach inter-jurisdictional strategy.

### **9. Communication Strategy**

There is more activity on our Facebook Page than our Twitter account. In order for it to work, it would be a good idea to share and invite others into the group. This would be something to build our audience before having open houses.

QP questions are in the house this week.

For the video, there will be a public release for the Draft Range Plans.

Discussion on possible candidates and the qualities necessary to be a part of the video. Also discussed were different locations that would catch the audiences' attention.

### **10. Budget Update**

General discussion regarding the budget.

### **11. Job Description**

Dan Fletcher gave an update on the Employment Ad. There were more than 30 responses to the ad.

**MOVED** by Linda Halabisky

That the committee go into camera.

**17-12-004**

**CARRIED**

Each member went through the applications. Decided on interviewing Caribou 13 and Caribou 30.

**MOVED** by Jacquie Bateman

That the committee go out of camera.

**17-12-005**

**CARRIED**

### **12. Next Meeting Dates**

- ❖ December 20, 2017 @1:00 p.m.
- ❖ Open Houses
  - January 8, 2017 @ 7:00 p.m. – Rainbow Lake, Town of Rainbow Lake
  - January 9, 2017 @ 7:00 p.m. – La Crete, Mackenzie County
  - January 10, 2017 @ 7:00 p.m. – High Level, Town of High Level
  - January 11, 2017 @ 7:00 p.m. – Manning, Town of Manning
  - January 12, 2017 @ 7:00 p.m. – Eureka River, Clear Hills County

### 13. Adjournment

**MOVED** by Jacquie Bateman

17-12-006

That the Northwest Species at Risk Committee meeting be adjourned at 7:03 p.m.

**CARRIED**

These minutes were adopted this \_\_\_\_\_

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Lisa Wardley, Chair



**Northwest Species at Risk Committee**

**Town of High Level Office  
High Level, AB  
Teleconference**

**Wednesday, December 20, 2017 at 1:00 p.m.**

- PRESENT:** Lisa Wardley Chair, Deputy Reeve, Mackenzie County  
Crystal McAteer Vice Chair, Mayor, Town of High Level  
Terry Ungarian Reeve, County of Northern Lights  
Eric Jorgensen Councillor, Mackenzie County  
Linda Halabisky Councillor, County of Northern Lights  
Amber Bean Councillor, Clear Hills County
- REGRETS:** Michelle Farris Mayor, Town of Rainbow Lake  
Chris Mitchell Councillor, Town of Rainbow Lake  
Brent Reese Councillor, County of Northern Lights  
Jason Ruecker Reeve, Clear Hills County  
Keith Hutchinson Councillor, Town of Manning  
Mike Morgan Councillor, Town of High Level  
Miron Croy Councillor, Clear Hills County  
Sunni-Jeanne Walker Councillor, Town of Manning  
Jacquie Bateman Councillor, Mackenzie County
- ADMINISTRATION:** Byron Peters Deputy Chief Administrative Officer,  
Mackenzie County  
Allan Rowe Chief Administrative Officer, Clear Hills County  
Jessica Simpson Executive Assistant to the Deputy CAO,  
Mackenzie County  
Laura Braun Administrative Assistant/ Recording Secretary,  
Mackenzie County
- ALSO PRESENT:** Diana McQueen DMC Consulting (via teleconference)

**MOTION**

**1. Call to Order**

Lisa Wardley called the meeting to order at 1:10 p.m.

**2. Adoption of the Agenda**

**17-12-007**

**MOVED** by Linda Halabisky

That the agenda be adopted with the removal of 5. Committee Member Updates: (Short) Round Table Discussion.

**CARRIED**

**3. Adoption of the Minutes**

**17-12-008**

**MOVED** by Linda Halabisky

That the minutes from the August 10, 2017 NWSAR Committee meeting be adopted with the corrections of:

Elections for Chairperson

- Third Call: No further nominations.

Elections for Vice Chairperson

- Third Call: No further nominations.

**CARRIED**

**17-12-009**

**MOVED** by Linda Halabisky

That the minutes from December 07, 2017 be adopted as amended

**CARRIED**

**4. Terms of Reference**

**17-12-010**

**MOVED** by Terry Ungarian

That the Terms of Reference be adopted for information.

**CARRIED**

**5. Response to Provincial Range Plan**

Byron read a summary of the Draft Range Plan. This was followed by a general discussion on the plan including the likes and dislikes of the committee, what the committee should push for, and how the energy companies view this as well.

**6. Communication Strategy**

It was agreed on to wait for the news release until it was edited to tell the government more specifically what the committee thought of the Draft Range Plan.

Update on the video: Kathleen Rukavina said Long Sleeves is going to come up and take a weeklong tour during the time we're having the open houses. An additional ten minute documentary would be five thousand dollars. If each municipality wanted a section showing their own municipality, it would be an additional two hundred dollars per municipality. Long Sleeve will have video and audio from all the open houses. They will also have a lot of additional footage for a video in the future. If they would air it so that each municipality had their own section, everyone could share their part of the video on their own website.

**17-12-011**

**MOVED** by Amber Bean

That the video project be expanded.

**CARRIED**

Terry left the meeting at 2:30 p.m.

Committee will try and keep the news release to a couple pages. Also, the local papers and radios need to get this as well along with Global, CTV, CBC, Edmonton Sun, CBC North.

Diana left the meeting at 2:46 p.m.

**7. Next Meeting Dates**

❖ January 29, 2018 @ 4:00 p.m. in High Level

**8. Adjournment**

**12-17-012**

**MOVED** by Linda Halabisky

That the Northwest Species at Risk Committee meeting be adjourned at 2:50 p.m.

**CARRIED**

These minutes were adopted this \_\_\_\_\_

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Lisa Wardley, Chair

**Northwest Species at Risk Committee**

**Minutes**

**Town of High Level Office  
High Level, AB**

**Monday, January 29, 2018 at 4:00 p.m.**

<b>PRESENT:</b>	Lisa Wardley Crystal McAteer Terry Ungarian Eric Jorgensen Linda Halabisky Mike Morgan Miron Croy Jacquie Bateman Jessica Juneau	Chair, Deputy Reeve, Mackenzie County Vice Chair, Mayor, Town of High Level Reeve, County of Northern Lights Councillor, Mackenzie County Councillor, County of Northern Lights Councillor, Town of High Level Councillor, Clear Hills County Councillor, Mackenzie County Councillor, Town of Rainbow Lake
<b>REGRETS:</b>	Michelle Farris Chris Mitchell Brent Reese Jason Ruecker Keith Hutchinson Sunni-Jeanne Walker	Mayor, Town of Rainbow Lake Councillor, Town of Rainbow Lake Councillor, County of Northern Lights Reeve, Clear Hills County Councillor, Town of Manning Councillor, Town of Manning
<b>ADMINISTRATION:</b>	Byron Peters Dan Fletcher Laura Braun	Deputy CAO, Mackenzie County CAO, Town of High Level Administrative Assistant/ Recording Secretary, Mackenzie County
<b>ALSO PRESENT:</b>	Diana McQueen Keyra Hawley Yurchi	DMC Consulting (via teleconference) Atco Biologist

**MOTION**

**1. Call to Order**

Lisa Wardley called the meeting to order at 4:20 p.m.

**2. Adoption of the Agenda**

**18-01-001**

**MOVED** by Mike Morgan

That the agenda be adopted with the following additions and amendments:

11. d) Communication with Bernard Manin

- e) NWT Communication
- f) Jason Kenney Visit

Move # 13. Delegation to # 5.  
Move # 5. Committee Member Updates to # 16.

**CARRIED**

**3. Adoption of the Minutes**

**18-01-002**

**MOVED** by Terry Ungarian

That the minutes from the December 20, 2017 NWSAR Committee meeting be adopted as presented.

**CARRIED**

**4. Terms of Reference**

For information.

**5. Delegation: Keyra Hawley Yurchi**

Keyra Hawley Yurchi was very interested in the range management planning that the committee was doing. She thought that the NWSAR had done a good job with consultation which was something they were working on as well. She believed that Atco had also been left out of the conversation. They value their northern Alberta customers and would like to keep their business. The government, however, wants them to restore land that they haven't even been using or that's not even theirs. When they're requiring Atco to restore the right of ways, they're not thinking of the safety requirements for electricity. When restoring right of ways, they need to be kept electrically safe according to requirements and regulations. Atco is not restoring right of ways with tall or overgrown vegetation. In the Draft Range Plans, there are actually no guidelines for maintenance on restoration.

Atco wants to know what will be done to protect the right of ways which are popular for recreation. They would like to partner with the communities in the Northwest Species at Risk region to figure out how to best deliver the amenities necessary for survival. They definitely don't want something like the eastern outage happening again.

Atco assembled their own consultation group since they haven't

been invited or allowed to give their own opinion. They have had good communication with forestry. They also have a document ready to respond to the draft range plans but it is just waiting on a few different things. This will be a public document so the committee will be able to look at it once it is released.

They are very invested in these communities. Safe and reliable power is important to them. They are aware of the hard deadlines coming up.

They also try to use existing corridors when possible because they want to minimize their footprint. They need to also look at access and make sure that there is a way of getting in.

Lisa Wardley called a recess at 5:30 p.m. and reconvened at 5:46 p.m.

## **6. Petition**

At the open houses, many people were asking how they could actively join the cause through a petition. Committee discussed how to properly execute on this idea. The prayer must be understood by the constituents but also should be worded correctly for the provincial government to certify it. A timeline must also be set for when the petition is ready to be sent out to the different municipalities and when they need to be collected.

**MOVED** by Crystal McAteer

**18-01-003**

That Jacquie Bateman be responsible for the distribution and collection of the petition.

**CARRIED**

## **7. Provincial Public Meetings & Growing the North**

**MOVED** by Mike Morgan

**18-01-004**

That the Northwest Species at Risk book the chartered plane to fly to Fort McMurray for the Public Meeting.

**CARRIED**

Discussion on the committee's plans for the Growing the North booth and how to continually raise awareness for the region's endangered future.

## **8. February 7<sup>th</sup> & 8<sup>th</sup>**

The province will be hosting bilateral meetings with First Nations, industries and non-government organizations. Committee members went over what might be shared at these meetings and the importance of attending.

## **9. Legal Opinion**

Byron Peters gave an update on a meeting with Miller Thompson. Questions came up whether they should pursue a legal option or how they could approach this differently.

Lisa Wardley called a recess at 7:02 p.m. and reconvened at 7:12 p.m.

## **10. Brucellosis in Caribou**

Lisa Wardley went over the brucellosis information sheet. General discussion followed regarding brucellosis in caribou.

## **11. Communications**

### **a) Danielle Smith Show**

Committee thought Danielle Smith did a good job with Byron Peters' interview for the shortage of natural gas in Mackenzie County. CBC North is also quite aware of the caribou situation. Committee will send their information to different media productions.

### **b) Video**

Committee watched the three minute video that Long Sleeve Production put together. Another fifteen minute video should be available in the near future. Other five minute videos could be pulled out after. They will need to be strategic as to what media they send the video to in order to get the desired response.

### **c) Other Media**

Committee would like if postcards could be designed along with paid postage for constituents to write a note and send to the provincial government.

### **d) Communication with Bernard Manin**

Crystal McAteer will set a meeting with Bernard Manin during the time that they are in Edmonton for the February 7<sup>th</sup> and 8<sup>th</sup> meetings.

#### **e) NWT Communication**

Diana McQueen gave a report on the communication that she had with the Northwest Territories. The government is nearly done with their plan and the committee will receive a copy of it once it is released.

#### **f) Jason Kenney Visit**

Jason Kenney is in Peace River February 15, 2018. He will be at the Chateau Nova. Tickets are \$100 each. Both MPs will be there and multiple MLAs. Committee would like to have a meeting with Jason Kenney before dinner.

Requests to host another two open houses were received from Clear Hills County and Cameron Carter. Committee decided to host another one on February 5, 2018 in Fort Vermilion.

### **12. Global Restoration**

Global Restoration gave quotes on what it would take to restore two townships. The first one would cost \$18,000.00 to make a restoration plan. The second one had substantially more disturbance so that township would cost \$50,000.00. This would be good information for the committee to have. Discussion on where the money would come from if they decide to go through with this and if there are any other options.

### **13. Associate Membership**

**18-01-005**

**MOVED** by Crystal McAteer

That the Northwest Species at Risk accept the Municipal District of Fairview as an Associate Member.

**CARRIED**

### **14. Six Week Action Plan**

- Petition
- Dave Larsen
- Communications (Video)
  - What do we want to accomplish from the video?



Should we add the petition or added communication or is this our end game after this?

- Summary of what we heard
- Postcards (pricing)
- Meetings
- Order more business cards

## **15. Long Term Plans**

### **a) Five Year Reviews**

The provincial government must complete a review every five years which means there is still opportunity for an ongoing conversation even after the final plan is released.

### **b) Northern Alberta Boreal Stewardship Society**

A discussion that came up if the committee would get more attention if they were called a stewardship society. It might make a difference if they would show up with CPAWS, etc.

## **16. Committee Member Updates: (Short) Round Table Discussion**

Keyra Hawley Yurchi: I appreciate the opportunity to have a seat at the table. I also appreciate the sharing of information.

Terry Ungarian: Could we get a charter bus for March 6, 2018 and see how much that'll cost from High Level, Manning, and Fairview?

Lisa Wardley: Yes, let's get the information.

Terry Ungarian: There was also a Eureka River attendee that wrote a letter and gave his permission for us to share it.

Dan Fletcher: I've got an interview planned with Service Canada tomorrow. We should have more information on hiring a foreign person after that. They also have some questions.

Eric Jorgensen: Tom Burton called. The issue was that AAMDC were required to provide an excel document but they don't have it. This could be an opportunity to put our information in the spreadsheet.

## **17. Adjournment**

**18-01-006**

**MOVED** by Linda Halabisky

That the Northwest Species at Risk Committee meeting be adjourned at 9:50 p.m.

**CARRIED**

These minutes were adopted this \_\_\_\_\_

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Lisa Wardley, Chair



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 10, 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 March 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 March 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 March 2018

### **March Meetings**

- 1 – Golf Tournament Meeting
- 2 – Managers Meeting
- 6 - Meeting with Glen Gache (Alberta Environment & Parks-Flood Mitigation Ditch), Peace River
- 12 – Meeting with Telus – Brian Bettis
- 13 – Council Meeting
- 14 – Strategic Planning Session
- 16 – ASB Meeting
- 19 - 21 RMA Spring Convention
- 20 – Meeting with Minister of Transportation, Minister of Health, Minister of Indigenous Relations, and RCMP K Division
- 21 – Meeting with Minister of Agriculture & Forestry
- 26 – Meeting with Beaver First Nation
- 27 – Committee of the Whole Meeting
- 28 – Council Meeting

### **April Meetings**

- 5 – Golf Committee Meeting

We will continue to work with Beaver First Nations and set up a meeting with the Chief and Reeve. When we have enough information, we will set up a meeting with the Minister of Indigenous Relations for funding opportunities for the tie in of the water treatment plant.

Respectfully,

Len Racher  
Chief Administrative Officer

## MONTHLY REPORT TO THE CAO

For the month of March, 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.
Strategic Planning Session	2018	Began the discussions with Council and Management on County strategic priorities March 13-14. Next session is April 9 discussing ICF's and Regional Service Sharing Agreements.

### 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
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Rural Addressing	Q1 2018	Project is considered complete. Invoicing has been sent out to ratepayers for the project. We are encouraging people to call in with any concerns with their signs or their billing to ensure we sort out any issues. 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. In the event of an emergency, and the rural address is not locating properly, 9-1-1 services will still take legal land locations, GPS location, or descriptions – the caller has these avenues to communicate location to dispatchers.
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. April 9 marks the session with Council on ICF's and Regional Service Sharing Agreements. Looking forward to the initial discussions with Council, 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:**

Advertising for an Environmental Planner will begin mid-April and remain open until a suitable candidate is found.

**Other Comments:**

This month was another very busy month between Caribou sessions, Strategic Planning Sessions, Conferences, and Municipal Meetings. The beginning of the month started with Caribou sessions in Fort McMurray and High Level, as well as engagement

sessions in Edmonton.

Strategic Planning Sessions were the focus of week 3 in March. It was a great start to building a great strategy for the growth and interaction of the county.

I was out of the office for AAMD&C and the Crisis Communications Workshop. AAMD&C was packed full of meetings with the ministers of Transportation, RCMP, Indigenous Relations, Health, Ag. & Forestry, and Environment & Parks. March 19 the petition the NWSAR Committee poured their effort into was tabled at Legislature for consideration with just under 10,000 signatures collected. The Crisis Communication Workshop March 22-23 was hosted by a communication company that assists counties in developing communication strategies. Their topics included Public Information Officer (PIO) Roles and Responsibilities and how they work in an EOC/ECC, how to communicate effectively and present information to the different stakeholders, what to consider when developing strategies, and more. They outlined different crisis situations and communication strategies during those situations.

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

The AEP engagement session in High Level on March 6 had a significant amount of people turn out. A Few of us flew to the Fort McMurray AEP Caribou Session on March 1 to show our support. The attendance was staggeringly low as our flight almost made up for half of those in attendance.

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. Provisional licenses that were initially assigned for the interim will be expiring come May 1, 2018. We are working with our local builders who have them to ensure that they have the provincially required licenses in order to obtain new building permits and to build new homes in Alberta after the May 1 expiry date.

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 ratepayer's construction of their houses, some of our regions contractors for constructing houses, and our Planning Department for issuing development and building permits. We continue to work with Municipal Affairs to note discrepancies and inefficiencies in their system and are waiting to hear back their solutions.

## REPORT TO CAO

March, 2018

From: Grant Smith  
Agricultural Fieldman

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	2018	Two RFP's were received and Green Zone Herbicide Applicators was awarded the contract at \$42/km. This is a three year plus one year option contract.
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 324 wolf carcasses tagged. See attachment for details.
County Agricultural Land Leases	2018	The Fidler land lease was awarded to Ernie Driedger for \$75/ac. This is a five year lease. The Fort Vermilion Lagoon hay was awarded to Martin Wiens for \$1,200 per year for three years.
Roadside Mowing	August 26 <sup>th</sup> , 2017	Roadside Mowing commenced on July 10 <sup>th</sup> . All roads north of the Peace River will receive a full width cut, roads on the south side will receive a shoulder cut. Overall, the contractors did a very satisfactory job.



Water Pumping Program		The County rents an Irrigation Pump and one mile of pipe. Bookings usually take place in late fall to fill dugouts. The program runs from April to November. As of October 31 <sup>st</sup> there were a total of 27 rentals.
VSI Program	November 03, 2017	I attended the VSI Members meeting and AGM in Peace River on November 3 <sup>rd</sup> , along with Councillor Sarapuk. Main topics of discussion were: Approval of New Members, Director Nominations & Review of 2018 Fee schedule.

**Capital Projects**

Projects	Timeline	Comments
Fort Vermilion Erosion Repair (Rosenberger)		The contract was awarded to Frank Wiens. The project was completed August 23 <sup>rd</sup> .
Buffalo Head/Steephill Flood Control Project	2017	The County received the approval under the Water Act on March 19th. Still awaiting approval from Public Lands 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	1203	6	First Wabasca River	1
535	30	1721	1	100 KM north of Rainbow	2
534	35	205	14	North of High Level	12
540	2	2923	2	40 KM West of HL	1
<b>Total</b>	87	2722	2	Machesis Lake Area	4
Male	51	1246	7	Beaver Ranch Area	6
Female	54	1418	1	Fox Lake Reserve	1
		1203	3	South Tall Creee	1
		2419	5	Meander River	5
		1415	1	Rocky Lane Area	1
		2273	8	Town Of High Level	4
		2309	3	John Dor	3
		2505	1	8 Mile Corner	1
		2294	1	Chateh	1
		257	2	SE 14-110-15-W5	2
		2915	4	Steen River	5
		2314	1	Ptarmigan Flats	1
		572714	2	Heliport Road Area	3
		2402	10	Zama	5
		1366	1	Chinchaga River	1
		2292	16	Buffalo Head Prairie	1
		2807	6	Highway 88 Connector	5
		2299	5	3-103-18-W5	2
		2505	3	NW 8-106-10-W5	2
		241	1	Fort Vermilion Area	2
2017 Total	211	773	2	Atlas Landing	1
2018 Total	113	1707	3	Steep Hill Creek	1
Total Wolves	324	1278	1	Blue Hills Area	9
		1707	1	N 1/2 17-109-10-W5	2
		1375	1	TWP 101-18	4
		1403	6	E 1/2 32-109-12-W5	1
		<b>Total</b>	121	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
				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

## MONTHLY REPORT TO THE CAO

For the Month of March 2018

From: Don Roberts  
Zama Operations

Program/Activity/Project	Timeline	Comments
Snow and Ice Control (SNIC)	Ongoing	<ul style="list-style-type: none"> <li>Freezing rain has led to an extra amount of salt/sand usage.</li> <li>Looking at different sites for extra salt Storage for 2018-19 season</li> </ul>
Signs/Lights	February	<ul style="list-style-type: none"> <li>Replaced Solar light at end of Zama Road.</li> </ul>
Campground/Park	May 15	<ul style="list-style-type: none"> <li>Park/campground is closed for the season. Will be stalwart for the spring opening due to July 1 homecoming reunion.</li> <li>May look for extra resources and help internally.</li> </ul>
Unightly Premises		<ul style="list-style-type: none"> <li>No letters have been issued this year to date.</li> </ul>
Access Rd Maintenance	Ongoing	<ul style="list-style-type: none"> <li>No intensive haul program this year from Oil and Gas Industry</li> </ul>
OH&S	Ongoing	<ul style="list-style-type: none"> <li>Continue Monthly Safety Meetings</li> <li>Adverse Weather policy has been adopted by JH&amp;SC</li> </ul>
Fire Smart	April 2018	<ul style="list-style-type: none"> <li>With the exception of the Mitigation Study for Hutch Lake, all Fire Smart projects in Zama have been completed.</li> <li>Mackenzie County has been awarded \$500 by Firesmart Canada to hold a Wildfire Preparedness information session in Zama. This will be presented in the form of a BBQ to be held some time in June-July.</li> </ul>

### Capital Projects

Aspen Dr. Ditch Repair	Spring 2018	<ul style="list-style-type: none"> <li>Inspection of site has been conducted by CAO</li> <li>Waiting for resources.</li> </ul>
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**Personnel Update:**

Attended the following:

- Managers Meetings
- Strategic Planning
- Community Services
- Wild Fire meeting High Level
- Annual Mutual Aid meeting (A&F)
- Department of Transportation Drivers Course
- Elected Officials EM Course

**Other Comments:**

## **REPORT TO THE CAO**

For the Month of March, 2018

From: Carol Gabriel  
Director of Legislative & Support Services

### **Meetings Attended**

- 2018-03-01 Attended the Mackenzie Regional Charity Golf Tournament Committee meeting
- 2018-03-02 Attended the Office Safety Meeting
- 2018-03-02 Len and I met with Philip from LRT in La Crete and their new supply-ordering website will make it more convenient to order office supplies. They are now also able to offer direct shipping to our offices instead of having to pick-up in store.
- 2018-03-02 Managers Meeting
- 2018-03-06 Attended a meeting with Alberta Environment & Parks regarding the Buffalo Head drainage project.
- 2018-03-07 Intern Pre-Interviews via Skype
- 2018-03-09 Teleconference with Byron and Diana regarding the Strategic Planning Workshop.
- 2018-03-13 Council Meeting and Strategic Planning Workshop
- 2018-03-14 Strategic Planning Workshop
- 2018-03-15 Met with S/Sgt. Bill Mooney regarding upcoming meetings with the RCMP.
- 2018-03-19 Attended the Question Period at the Alberta Legislature where the caribou petition was tabled.
- 2018-03-19 Attended the Rural Municipalities of Alberta Convention (previously known as the AAMDC)
- 2018-03-20 Attended the meeting the Minister of Transportation, RCMP "K" Division, and the Rural Municipalities of Alberta Convention.
- 2018-03-21 Attended the meeting with the Minister of Agriculture and Forestry and conducted interviews with Len for the Municipal Intern position.
- 2018-03-27 Committee of the Whole meeting.
- 2018-03-28 Council Meeting
- Various other individual or departmental meetings.

### **Council**

- Preparing for various meetings of Council.
- Prepared briefings for Minister meetings during the RMA (AAMDC) Convention in Edmonton.

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

- Procedural Bylaw – update with additional guidelines for delegations and public hearings (in progress)

- Code of Conduct Bylaw – drafted as per new MGA requirements and is being presented for first reading on April 10, 2018 (deadline is July 23, 2018)
- Public Participation Policy – review existing and update as per new MGA requirements (Deadline is July 23, 2018)
- Drug & Alcohol Policy – drafting in progress
- Working on the 2017 Annual Report which is presented at the ratepayer meetings. Deadline for department submissions is April 27, 2018.

#### **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.
- Interviews were held for the Municipal Intern position in Edmonton during the AAMDC Conference. Chelsea Doi was the successful candidate and she will be starting on May 1, 2018.
- Received notice from Alberta Labour that the County was unsuccessful for funding under the Summer Temporary Employment Program (STEP) for 2018.

#### **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 was held on March 1, 2018 in High Level.
- Dates have been selected for the 2018 Ratepayer Meetings and planning is underway.

#### **Other:**

- Released the 2018 wearing apparel program. Deadline for ordering is April 20, 2018.
- Ongoing updates to the County website, Facebook, etc.
- Ongoing form review and updating.
- Preparing for various meetings.
- Travel and meeting coordination.
- Assisting other departments as required.

## MONTHLY REPORT TO THE CAO

For the Month of March 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. Also in discussions with Beaver FN re: partnerships.
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	May/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	Sept/18	Need to engage consultant for design and tender.
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:**

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**Other Comments:**

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Respectfully submitted,

Fred Wiebe  
 Director of Utilities  
 Mackenzie County



## **MONTHLY REPORT TO THE CAO**

### **For the Month of March 2018**

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

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#### **Meetings Attended in March**

- March 5 to 16, 2018 - Vacation – Director of Community Services vacation
- March 5, 2018 – Community Services Committee Meeting
- March 6, 2018 – Regional Spring Wildfire Meeting – Discuss fire season, Fire Smart Program and smoke issues.
- March 13, 2018 – Council Meeting
- March 19, 2018 – Annual Mutual Aid Meeting – Alberta Agriculture and Forestry
- March 20, 2018 – Tolko open house – High Level –
- March 21, 2018 – True North Health Advisory Council
- March 26, 2018 – Beaver First Nation
- March 27, 2018 – Committee of the Whole – Council
- March 27, 2018 – Municipal Elected Officials Emergency Management Workshop
- March 28, 2018 – Council Meeting

#### **Health and Safety**

- On March 23, 2018 we held a course to train all drivers on the National Safety Council Transportation regulations as required. We continue to work towards gaining compliance with all aspects of the program.
- Health and Safety Audit – The internal health and safety audit was started in March and it is anticipated to be completed by the second week in April.
- On March 20, 2018 I attended the True North Health Advisory Council meeting in La Crete. Approximately 50 members of the public attended and provided feedback to the Council. Topics of interest included the following:
  - Vaccinations report – Only 16% of the population in the La Crete area receive vaccinations as compared to 70% in Alberta. A campaign is underway to increase these numbers.
  - Nurse retention program – Efforts are being made to train RNs locally in order to increase retention rates
  - Doctor recruitment program - Doctors in Mackenzie County are mostly nearing retirement age and efforts are underway to recruit additional doctors.
  - There is a need for a medical care facility/birthing center in La Crete.

## Fire

- February Statistics:
  - 3 Alarm Calls (2 LC, 1 FV)
  - 10 Structure Fires (5 LC, 5 FV)
  - 8 Medical Co-response (MCR) (6 LC, 2 FV)
  - 3 Motor Vehicle Collisions (MVC) (1 LC, 2 FV)
    - All of FV fire calls were for Mutual Aid with either La Crete or High Level
    - In February one family lost their home, another family lost their workshop
- Completed certified in-house pump operator course
- Performed confined space standby for BlueWave Energy as a fundraising event
- Tolko Open House - On March 19, 2018 I attended a presentation from Tolko showcasing their new energy plant project. The \$40,000,000 project will gain thermal heat from the burning of bark to significantly reduce natural gas use in the lumber drying process. This project will be completed in 2019 but unfortunately this will not reduce the sawdust piles, however a second project is planned to create a pellet plant to use up these piles, which will be completed by 2020. The processes will not be importing any materials from other sources.

## Peace Officer

- 7 Tickets
  - 4 Gaming and Liquor Act
  - 3 Traffic Safety Act/Vehicle Equipment Reg. (one driver stopped doing 157 km/h in a 100 km/h zone)
  - 10 written warnings plus numerous verbal warnings
- 5 files
  - 2 files for provincial impaired suspensions by RCMP due to Peace Officer traffic stop
  - 1 Assist RCMP file
  - 1 Joint Force Operations files (Patrols with RCMP)
  - 1 Evade Peace Officer. Driver was travelling 140 km/h in 100 km/h zone
- Nightly parking lot checks
- More than 36 Traffic Stops – Most received verbal or written warnings for more minor violations
- Attended annual Alberta Association of Community Peace Officers conference.
  - Attended diversity training (First Nations and other minority groups)
  - Association AGM meeting
  - Marijuana legislation presentation

**Waste**

- Awarded contract for County Facility Waste Hauling to Jake's Disposal.

**Parks and Recreation**

- Awarded contracts for campground caretakers.

**Emergency Operations**

- Submitted the application for Disaster Relief Program through Alberta Emergency Management Agency. The deadline for this program is March 31, 2018
- Completed Council Training. Planning for a table top exercise and EOC Training in April.





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 10, 2018</b>
<b>Presented By:</b>	<b>Dave Fehr, Director of Operations</b>
<b>Title:</b>	<b>TENDERS Chip Seal</b>

## **BACKGROUND / PROPOSAL:**

Administration advertised the 'Chip Seal – Invitation to Tender' on Alberta Purchasing Connection (APC), the Echo / Pioneer, Mackenzie County Website and Mackenzie County Facebook Page. Submissions were due at Fort Vermilion County office April 9, 2018 at 4:30 p.m.

## **OPTIONS & BENEFITS:**

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

2018 Operating Budget 32, total of \$250,000

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION:**

Successful bidder will be notified and APC will be updated.

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

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That the Chip Seal Tenders – Envelope #1 be opened.

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That administration review the Chip Seal Tender – Envelope 1 submissions for qualification prior to opening Envelope 2.

Motion 3:

Simple Majority       Requires 2/3       Requires Unanimous

That the unqualified Chip Seal Tenders be returned to the senders without opening Envelope 2.

Motion 4:

Simple Majority       Requires 2/3       Requires Unanimous

That the Chip Seal Tenders - Envelope 2 be opened for the qualified bidders.

Motion 5:

Simple Majority       Requires 2/3       Requires Unanimous

That the 2018 Chip Seal contract be awarded to the lowest bidder while staying within budget.

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



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 10, 2018</b>
<b>Presented By:</b>	<b>Dave Fehr, Director of Operations</b>
<b>Title:</b>	<b>TENDERS Crack Filling</b>

## **BACKGROUND / PROPOSAL:**

Administration advertised the 'Crack Filling – Invitation to Tender' on Alberta Purchasing Connection (APC), in the Big Deal Bulletin, the Echo / Pioneer, Mackenzie County Website and Mackenzie County Facebook Page. Submissions were due at Fort Vermilion County office April 9, 2018 at 4:30 p.m.

## **OPTIONS & BENEFITS:**

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

2018 Operating Budgets 32 & 33, total of \$92,500

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION:**

Successful bidder will be notified and APC will be updated.

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

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That the Crack Filling Tenders – Envelope #1 be opened.

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That administration review the Crack Filling Tender – Envelope 1 submissions for qualification prior to opening Envelope 2.

Motion 3:

Simple Majority       Requires 2/3       Requires Unanimous

That the unqualified Crack Filling Tenders be returned to the senders without opening Envelope 2.

Motion 4:

Simple Majority       Requires 2/3       Requires Unanimous

That the Crack Filling Tenders - Envelope 2 be opened for the qualified bidders.

Motion 5:

Simple Majority       Requires 2/3       Requires Unanimous

That the 2018 Crack Filling contract be awarded to the lowest bidder while staying within budget.

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





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 10, 2018</b>
<b>Presented By:</b>	<b>Dave Fehr, Director of Operations</b>
<b>Title:</b>	<b>TENDERS Line Painting</b>

## **BACKGROUND / PROPOSAL:**

Administration advertised the ‘Line Painting – Invitation to Tender’ on Alberta Purchasing Connection (APC), in the Big Deal Bulletin, the Echo / Pioneer, Mackenzie County Website and Mackenzie County Facebook Page. Submissions were due at Fort Vermilion County office April 9, 2018 at 4:30 p.m.

## **OPTIONS & BENEFITS:**

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

2018 Operating Budgets 32 & 33 and Capital Budget, total of \$138,000

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION:**

Successful bidder will be notified and APC will be updated.

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

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That the Line Painting Tenders – Envelope #1 be opened.

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That administration review the Line Painting Tender – Envelope 1 submissions for qualification prior to opening Envelope 2.

Motion 3:

Simple Majority       Requires 2/3       Requires Unanimous

That the unqualified Line Painting Tenders be returned to the senders without opening Envelope 2.

Motion 4:

Simple Majority       Requires 2/3       Requires Unanimous

That the Line Painting Tenders - Envelope 2 be opened for the qualified bidders.

Motion 5:

Simple Majority       Requires 2/3       Requires Unanimous

That the 2018 Line Painting contract be awarded to the lowest bidder while staying within budget.

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



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 10, 2018</b>
<b>Presented By:</b>	<b>Byron Peters, Deputy Chief Administrative Officer</b>
<b>Title:</b>	<b>TENDERS Fort Vermilion Peace River Flood Risk Assessment – Request for Proposals</b>

## BACKGROUND / PROPOSAL:

Administration has advertised the Request for Proposals for the Fort Vermilion Peace River Flood Risk Assessment. The successful proponent will conduct a flood risk assessment which is partially funded by the National Disaster Mitigation Program (NDMP) – Stream 1: Risk Assessment.

The project is to conduct a Flood Risk Assessment (FRA) that will identify the following:

- potential hazards present within the Peace River – Fort Vermilion geographical area;
- an assessment of their likelihoods of occurrence;
- potential impact(s) to people, economy, structures and networks, the natural environment, etc.; and
- the community vulnerabilities with respect to each of the aforementioned elements.

Main objectives of the National Disaster Mitigation Program is to reduce the impacts of natural flooding disasters within flooding prone sites such as the Fort Vermilion area. This is performed by focusing investments on recurring flood incidences that result often in unbudgeted costs; and advancing work to facilitate the communications that will assist the public as it relates to all aspects and impacts on overland flooding.

The RFP will be evaluated using the following rubric:

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

Evaluation Criteria	Weight	Score
<p><b>Company/Project Team</b></p> <ul style="list-style-type: none"> <li>• <i>Flood Risk Assessment Planning and Evaluation;</i></li> <li>• <i>Associated Rules &amp; Regulations and Legislation;</i></li> <li>• <i>Knowledge of the provincial relevant Acts;</i></li> <li>• <i>Project Team Members and level of expert input;</i></li> <li>• <i>Demonstrated level of commitment to project;</i></li> <li>• <i>References/Testimonials for similar projects</i></li> </ul>	25%	
<p><b>Methodology/Proposal Thoroughness</b></p> <ul style="list-style-type: none"> <li>• <i>Project Understanding (scope)</i></li> <li>• <i>Level of Detail in Proposed Sequence of work;</i></li> <li>• <i>Project Schedule &amp; budgeting controls</i></li> </ul>	35%	
<p><b>Proposal Cost (Fees and Disbursements)</b></p>	40%	
<p><b>TOTAL</b></p>	<b>100%</b>	

**OPTIONS & BENEFITS:**

The Flood Risk Assessment is the fundamental building block for identifying: flood hazards, compounding hazards, community and infrastructure vulnerabilities, impact and for informing future non-structural and structural flood mitigation investments.

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

**COSTS & SOURCE OF FUNDING:**

The County has received a grant from the National Disaster Mitigation Program (NDMP) for \$50,000 and the municipality has allocated \$40,000 which will be carried forward from 2017.

**SUSTAINABILITY PLAN:**

**Strategy N1.3** Develop municipal policy to ensure that sound environmental protection, maintenance and utilization practices serve to preserve the health and safety of valleys (especially sound practices to guide the development of any future roadways that must be built over a river).

**Strategy N2.1** Identify and maintain an up-to-date inventory of Mackenzie County’s environmentally sensitive land areas or ones that are at risk of becoming environmentally sensitive.

**COMMUNICATION:**

The RFP was advertised in the local paper and the APC website.

Successful proponent will be notified.

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the Request for Proposals – Fort Vermilion Peace River Flood Risk Assessment (Envelope #1 – Technical Proposal) be opened.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That administration review the Fort Vermilion Peace River Flood Risk Assessment technical proposals and prepare a list of qualified proposals for later in the meeting.

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

Motion 3

Simple Majority       Requires 2/3       Requires Unanimous

That the Request for Proposal – Fort Vermilion Peace River Flood Risk Assessment (Envelope #2 – Fee Structure) be opened for the qualifying proposals only.

Motion 4

Simple Majority       Requires 2/3       Requires Unanimous

That the Fort Vermilion Peace River Flood Risk Assessment project be awarded to the most qualified bidder.

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



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 10, 2018</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer Carol Gabriel, Director of Legislative &amp; Support Services</b>
<b>Title:</b>	<b>Bylaw 1095-18 Councillor Code of Conduct</b>

## **BACKGROUND / PROPOSAL:**

Municipalities must establish a code of conduct bylaw as per the Code of Conduct for Elected Officials Regulation that governs the conduct of councillors and is applied to all councillors equally.

Municipalities must ensure that the established code of conduct bylaw meets the minimum standards established by the Code of Conduct for Elected Officials Regulation; which includes addressing the following items:

- Representing the municipality;
- Communicating on behalf of the municipality;
- Respecting the decision-making process;
- Adherence to policies, procedures and bylaws;
- Respectful interactions with councillors, staff, the public and others;
- Confidential information;
- Conflicts of interest;
- Improper use of influence;
- Use of municipal assets and services;
- Orientation and other training attendance; and
- Set out a complaint process and sanctions for breach of Code of Conduct.

Municipalities must review/update the code of conduct bylaw at least once every four (4) years.

A draft Bylaw is attached for Council review and discussion. Administration recommends passing of first reading as presented or amended.

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

**OPTIONS & BENEFITS:**

The Municipal Government Act establishes the general duties of all councillors and requires that councillors take the official oath prior to assuming office. It establishes rules regarding pecuniary interests and specifies what events or conduct will cause a councillor to be disqualified from holding office. The Municipal Government Act, however, does not address councillor conduct that falls short of being a disqualifying event. Instead, the Provincial Government has instated the Code of Conduct for Elected Officials Regulation requiring all municipalities to pass a bylaw in relation to the conduct of its Council and councillors.

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Bylaws are available on the County website.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1095-18 being the Councillor Code of Conduct Bylaw for Mackenzie County.

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



**BYLAW NO 1095-18**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO ESTABLISH A CODE OF CONDUCT**  
**FOR MEMBERS OF COUNCIL**

**WHEREAS**, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

**AND WHEREAS**, pursuant to section 146.1(3) of the *Municipal Government Act*, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors;

**AND WHEREAS**, pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by the council;

**AND WHEREAS**, the public is entitled to expect the highest standards of conduct from the members that it elects to council for Mackenzie County;

**AND WHEREAS**, the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

**AND WHEREAS**, a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

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

**1.     SHORT TITLE**

1.1     This Bylaw may be referred to as the “Council Code of Conduct Bylaw”.

**2.     DEFINITIONS**

2.1     In this Bylaw, words have the meanings set out in the Act, except that:

(a) “**Act**” means the *Municipal Government Act*, RSA 2000, c. M-26, and associated regulations, as amended;

(b) “**Administration**” means the administrative and operational arm of the Municipality, comprised of the various departments and business units and

- including all employees who operate under the leadership and supervision of the CAO;
- (c) “**CAO**” means the Chief Administrative Officer of the Municipality, or their delegate;
  - (d) “**FOIP**” means the Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
  - (e) “**Investigator**” means Council or the individual or body established by Council to investigate and report on complaints;
  - (f) “**Member**” means a member of Council and includes a councillor or the Reeve and includes members of council committees or other bodies established by Council who are not councillors or the Reeve;
  - (g) “**Municipality**” means the municipal corporation of Mackenzie County.

### **3. PURPOSE AND APPLICATION**

- 3.1 The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

### **4. REPRESENTING THE MUNICIPALITY**

- 4.1 Members shall:
  - (a) Act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
  - (b) Perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
  - (c) Conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
  - (d) Arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

### **5. COMMUNICATING ON BEHALF OF THE MUNICIPALITY**

- 5.1 A Member must not claim to speak on behalf of Council unless authorized to do so.
- 5.2 Unless Council directs otherwise, the Reeve is Council’s official spokesperson and in the absence of the Reeve it is the Deputy Reeve. All inquiries from the

media regarding the official Council position on an issue shall be referred to Council's official spokesperson.

5.3 A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.

5.4 No Member shall make a statement when they know that statement is false.

5.5 No Member shall make a statement with the intent to mislead Council or members of the public.

## **6. USE OF SOCIAL MEDIA**

6.1 No Member shall use personal social media networks for official municipal business.

6.2 Members shall adhere to the Social Media Policy as adopted by Council.

## **7. RESPECTING THE DECISION-MAKING PROCESS**

7.1 Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.

7.2 Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.

7.3 Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

## **8. ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS**

8.1 Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.

- 8.2 Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
- 8.3 A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

**9. RESPECTFUL INTERACTIONS WITH COUNCIL MEMBERS, STAFF, THE PUBLIC AND OTHERS**

- 9.1 Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 9.2 Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 9.3 No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 9.4 No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 9.5 Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 9.6 Members must not:
- (a) Involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
  - (b) Use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
  - (c) Maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.
- 9.7 Members shall adhere to the conduct of Members at meetings as identified in the municipalities Procedural Bylaw.

9.38 Members shall respect the framework established to clarify the roles and communication standards as identified in the Council/Administration Protocol Policy.

## **10. CONFIDENTIAL INFORMATION**

10.1 Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.

10.2 In the course of their duties, Members may also become privy to confidential information received outside of an “in-camera” meeting. Members must not:

(a) Disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;

(b) Access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member’s duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;

(c) Use confidential information for personal benefit or for the benefit of any other individual or organization.

10.3 No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.

10.4 Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:

(a) The security of the property of the Municipality;

(b) A proposed or pending acquisition or disposition of land or other property;

(c) A tender that has or will be issued but has not been awarded;

(d) Contract negotiations;

(e) Employment and labour relations;

- (f) Draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
- (g) Law enforcement matters;
- (h) Litigation or potential litigation, including matters before administrative tribunals; and
- (i) Advice that is subject to solicitor-client privilege.

## **11. CONFLICTS OF INTEREST**

- 11.1 Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 11.2 Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 11.3 Members shall approach decision-making with an open mind that is capable of persuasion.
- 11.4 It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

## **12. IMPROPER USE OF INFLUENCE**

- 12.1 No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
- 12.2 No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.
- 12.3 Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
- 12.4 Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

**13. USE OF MUNICIPAL ASSETS AND SERVICES**

- 13.1 Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.
- 13.2 Members shall use municipally owned electronic equipment according to the Electronic Access and Acceptable Use Policy.

**14. ORIENTATION AND OTHER TRAINING ATTENDANCE**

- 14.1 Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office. Attendance at additional training sessions throughout the Council term is discretionary.

**15. GIFTS AND HOSPITALITY**

- 15.1 Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 15.2 Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed fifty (\$50) dollars.

**16. ELECTION CAMPAIGNS**

- 16.1 No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

**17. INFORMAL COMPLAINT PROCESS**

- 17.1 Any person or any Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
  - (a) Advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
  - (b) Requesting the Reeve to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Reeve is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Reeve.

17.2 Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

## **18. FORMAL COMPLAINT PROCESS**

18.1 Any person or any Member who has identified or witnessed conduct by a member that the person or Member reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:

- (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
- (b) All complaints shall be addressed to the Investigator;
- (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
- (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
- (e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
- (f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- (g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
- (h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;



- (i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

## **19. COMPLIANCE AND ENFORCEMENT**

- 19.1 Members shall uphold the letter and the spirit and the intent of this Bylaw.
- 19.2 Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 19.3 No Member shall:
  - (a) Undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
  - (b) Obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 19.4 Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
  - (a) A letter of reprimand addressed to the Member;
  - (b) Requesting the Member to issue a letter of apology;
  - (c) Publication of a letter of reprimand or request for apology and the Member's response;
  - (d) Suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
  - (e) Suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
  - (f) Suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
  - (g) Suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
  - (h) Reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
  - (i) Any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

**20. REVIEW**

20.1 This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

**21. EFFECTIVE DATE**

21.1 The adoption of this bylaw is effective upon the date of the passing of the third and final reading thereof.

READ a first time this \_\_\_\_ day of \_\_\_\_\_, 2018.

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2018.

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

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Peter F. Braun  
Reeve



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Len Racher  
Chief Administrative Officer

# Implementation Fact Sheet

Amendments to the Municipal Government Act, 2015-17

## Code of Conduct for Elected Officials

Legislation	<a href="#">Municipal Government Act (MGA)</a> 
Regulation	Code of Conduct for Elected Officials Regulation 
Category	Governance
Section Numbers	s. 146, s. 153

### Previous MGA requirement:

No municipal code of conduct was required. Councillor conduct was addressed locally.

### What's changed?

- Municipalities must establish a code of conduct bylaw that governs the conduct of councillors. [s. 146.1\(1\)](#)
- The code must apply to all councillors equally. [s.146.1\(2\)](#)
- The council may establish a code of conduct to govern the conduct of members of council committees and other boards established by the council who are not councillors. [S.146.1\(3\)](#)
- The code must not allow councils to remove councillors from office. [s.146.1\(4\)](#)

### What do municipalities need to know?

- Ensure that the existing/newly established code of conduct bylaws meet the standards established by the Code of Conduct Regulation. [s.146.1\(5\)](#)
- If a matter required to be included in a code of conduct is already addressed in a separate bylaw, the contents of that bylaw can be incorporated by reference into the code of conduct.
- At a minimum, the following topics must be covered:

Topic	Intent / Rationale
<b>Representing the municipality</b>	To build and inspire public trust and confidence in local government by upholding high standards and ideals.
<b>Communicating on behalf of the municipality</b>	To promote public confidence by respecting the process established by council for communicating with the public on behalf of council or the municipality.
<b>Respecting the decision-making process</b>	To support effective decision-making through the processes set out in legislation and local bylaws for making decisions, including respect for the role of the chair.
<b>Adherence to policies, procedures and bylaws</b>	To promote service of the public interest and show leadership by upholding legislation, local bylaws, and policies adopted by council.

# Implementation Fact Sheet

*Amendments to the Municipal Government Act, 2015-17*

Topic	Intent / Rationale
<b>Respectful interactions with councillors, staff, the public and others</b>	To promote treatment of council members, municipal employees, and others with dignity, understanding and respect.
<b>Confidential information</b>	To promote public trust by refraining from using information in a way that would be detrimental to the public interest.
<b>Conflicts of interest</b>	To promote public trust by refraining from exploiting the position of councillor for private reasons or that would bring discredit to the office.  *Bylaw provisions do not diminish or change the effect of existing legislated pecuniary interest provisions.
<b>Improper use of influence</b>	To promote the priority of municipal interests over the individual interests of councillors, and to refrain from seeking to influence decisions for personal reasons.
<b>Use of municipal assets and services</b>	To promote stewardship and public trust by refraining from the use of municipal assets or resources for personal reasons.
<b>Orientation and other training attendance</b>	To promote effective leadership and personal development by accessing training opportunities.

- The code of conduct bylaw must set out a complaint system that addresses who may make a complaint; how a complaint is made; the process used to determine the validity of the complaint; and what sanctions may be imposed if a complaint is determined to be valid.
- Review and update the code of conduct bylaw at least once every four (4) years starting from the date when the code of conduct is passed. Municipalities could choose to align the review with the municipal election cycle, so that the code of conduct is reviewed following each municipal election.

### *What if a councillor does not comply?*

- If a councillor has failed to adhere to the code of conduct, a council may choose to impose a sanction that can include the following:
  - letter of reprimand for the councillor;
  - a request to the councillor to issue a letter of apology;
  - publication of a letter of reprimand or request for apology and the councillor’s response;
  - requirement to attend training;
  - suspension or removal of the appointment of a councillor as the Chief Elected Official/Mayor/Reeve, Deputy Chief Elected Official or Acting Chief Elected Official and presiding duties;

# Implementation Fact Sheet





Amendments to the Municipal Government Act, 2015-17

- suspension or removal from some or all council committees and bodies to which the council has a right to appoint members; and
- reduction or suspension of remuneration corresponding to a reduction in duties, excluding allowances for attendance at council meetings.
- The code of conduct and any sanctions imposed under a code of conduct cannot remove a councillor from council and must not prevent a councillor from fulfilling the legislated duties of a councillor, including the general duties of councillors outlined in s.153 of the Act.

## When does this change take place?

- These sections come into force October 26, 2017.
- Municipalities must establish a code of conduct bylaw by July 23, 2018 (270 days (9 months) from the date it came into force.

## What resources are/will there be available to assist?

- Sample Code of Conduct and Bylaws are under development (AUMA/AAMDC) 
- [Municipal Affairs Regional Training Sessions](#). 
- [Elected Officials Education Program](#) (EOEP) – [www.eoep.ca](http://www.eoep.ca) (AAMDC/AUMA) 
- Council Conflict Workshop. (schedule TBD)
- [Municipal Government Amendment Act, 2015](#) 



For more information:

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# Implementation Fact Sheet

*Amendments to the Municipal Government Act, 2015-17*



# Councillor Codes of Conduct

*A Guide for Municipalities*



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# Councillor Codes of Conduct: A Guide for Municipalities

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The following has been prepared by the Alberta Association of Municipal Districts and Counties (AAMDC), and the Alberta Urban Municipalities Association (AUMA), in partnership with Brownlee LLP.

***This Guidance Document is an educational tool that contains general information intended to assist municipalities in developing a Council Code of Conduct Bylaw. This information is NOT a substitute for legal advice and municipalities are encouraged to consult with their legal advisors.***



# Part 1: The Councillor Code of Conduct Guide

## I. What is a Code of Conduct?

A Code of Conduct sets standards to govern people's actions. Typically, a Code of Conduct will outline behaviour that is acceptable and behaviour that is prohibited; it may also include a statement of principles that set out an organization's values which can help guide decision making when the Code of Conduct is silent on a particular matter.

There is currently no set format or model for a Councillor Code of Conduct (Code). Some Codes are aspirational: setting out principled standards of conduct councillors ought to aspire to. Other Codes are prescriptive: laying out prohibitions and rules councillors must abide by or risk sanction. The most effective Codes are a hybrid of both, combining core values and key principles related to the holding of public office and outlining those behaviours and conduct councillors are obliged to model or avoid.

## II. Why adopt a Councillor Code of Conduct?

In Alberta, many municipalities have code of conduct policies that apply to their employees; however, it is less common to find a Code that applies to councillors. Although many issues addressed in an employee code may equally apply to councillors, councillors are not municipal employees.

The *Municipal Government Act* establishes the general duties of all councillors and requires that all councillors take the official oath prior to assuming office.<sup>1</sup> It establishes rules regarding pecuniary interests<sup>2</sup> and specifies what events/conduct will cause a councillor to be disqualified from holding office.<sup>3</sup> Despite this, the *Municipal Government Act* does not address councillor conduct that falls short of being a disqualifying event. Instead, the Legislature has seen fit to leave it to each Council to consider how it will govern itself and, accordingly, has delegated authority to a Council to pass bylaws in relation to the conduct of Council and councillors.<sup>4</sup>

## III. Why have Councillor Codes of Conduct become mandatory?

In recent years, there is an increased recognition that municipalities benefit from a more detailed and comprehensive Code that governs Council and which complements legislation. In some jurisdictions, such codes have been mandatory for some time.<sup>5</sup> A Code is one aspect of accountability and transparency both internally, among councillors and between Council and Administration, as well as externally, to the public at large.

In 2016, when the Government of Alberta sought feedback on the current *Municipal Government Act*, it received submissions about councillor conduct. These included submissions that Codes needed to be updated and enforced; that disciplinary sanctions, systems and tools to discourage inappropriate conduct needed to be considered in order

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<sup>1</sup> MGA, ss. 153, 155 and 156 respectively.

<sup>2</sup> MGA, ss. 169-173.

<sup>3</sup> MGA, ss. 174-179.

<sup>4</sup> MGA, s. 145.

<sup>5</sup> For example, Ontario and Saskatchewan.

to hold councillors accountable; and, that municipalities should have the power to determine the accountability of their councillors through the creation and enforcement of a Code. Submissions were also made about mechanisms to remove councillors and disallowing disqualified councillors from seeking re-election.

The result of these consultations led to the provisions in Bill 20, *Municipal Government Amendment Act, 2015.a*.

#### **IV. What do the new *Municipal Government Act* amendments require?**

Bill 20, *Municipal Government Amendment Act, 2015* came into force on October 26, 2017. It amends the *Municipal Government Act* to provide that Council must, by bylaw, establish a Code to govern all councillors equally, by **July 23, 2018**. It also provides that councillors cannot be disqualified or removed from office for a breach of the Code. Further, it amended the councillor duties listed in section 153 to include the duty that councillors adhere to the Code established by Council.

The *Code of Conduct for Elected Officials Regulation, AR 200/2017 (Regulation)* also came into force on October 26, 2017. The *Regulation* sets out the topics each municipality's Code must include.

According to the *Municipal Government Act* and the *Regulation*, Codes must, at minimum, address the following topics:

- a. representing the municipality;
- b. communicating on behalf of the municipality;
- c. respecting the decision-making process;
- d. adherence to policies, procedures and bylaws;
- e. respectful interactions with councillors, staff, the public and others;
- f. confidential information;
- g. conflicts of interest;
- h. improper use of influence;
- i. use of municipal assets and services; and,
- j. orientation and other training attendance.

Additionally, Codes must:

- a. adopt a complaint system outlining who can make complaints, the method by which complaints can be made, the process to determine a complaint's validity, and the process to determine how sanctions will be imposed for valid complaints;
- b. incorporate by reference any matter required in the Code that is in addressed or included in another bylaw; and

- c. include a provision for the review of the Code and any bylaws incorporated by reference at least once every four years from the date the Code was passed.

Council is to consider ss. 3 and 153 of the *Municipal Government Act* when drafting their Code, but Council is prohibited from including provisions or sanctions that prevent a councillor from fulfilling their legislated duties as a councillor.

### **What kinds of conduct should be addressed under each of the topics?**

The topics enumerated in the *Municipal Government Act* and the *Regulation* are purposefully broad, leaving it open to each Council to determine its values and prescribe conduct that will govern individual councillors. Alberta Municipal Affairs has developed an “Implementation Fact Sheet” for Codes which outlines the intent and rationale of each of the topics, as noted below.<sup>6</sup> However, there are a number of issues Council may want to consider in relation to each topic as it develops its Code.

**a. *Representing the municipality: to build and inspire public trust and confidence in local government by upholding high standards and ideals***

Council may want to consider its key values and principles under this topic. Council should consider the purposes of a municipality<sup>7</sup> and the general duties of councillors<sup>8</sup>, particularly the duty to consider the welfare and interests of the municipality as a whole and to bring to Council’s attention to anything that would promote the welfare or interests of the municipality. In addition, Council may want to provide that councillors should aspire to be good public role models by governing their public behaviours in accordance with Code and ensuring they conduct their personal affairs with integrity in accordance with the law.

**b. *Communicating on behalf of the municipality: to promote public confidence by respecting the process established by council for communicating with the public on behalf of council***

Council may want to consider establishing communication protocols in its Code to address a number of communication issues, including: which councillor or councillors speak on behalf of Council when a matter is decided upon (usually this would be the Mayor/Reeve), how Council and individual councillors address the media, and how Council and individual councillors address communications with third parties, particularly other levels of government.

Council may also want to clarify that communications concerning matters of a political nature should be directed through the Mayor/Reeve whereas matters of an administrative/operational nature are to be directed through the Chief Administrative Officer (CAO). With respect to political matters, the Code should set limits on the

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<sup>6</sup> See “Implementation Fact Sheet: Code for Elected Officials” at <https://open.alberta.ca/dataset/ab5db63d-302c-4c1b-b777-1eeb0fe23090/resource/7909d159-924a-4429-a3ea-062d1197e136/download/Code-of-Conduct-for-Elected-Officials.pdf>.

<sup>7</sup> MGA, s. 3.

<sup>8</sup> MGA, s. 153.

Mayor/Reeve's authority and confirm that the Mayor/Reeve must be careful to communicate only positions approved by Council as a whole.

***c. Respecting the decision-making process:*** *to support effective decision-making through the processes set out in legislation and local bylaws for making decisions*

The *Municipal Government Act* requires Council to conduct its deliberations and make its decisions in public, save for exceptions expressly set out in the *Municipal Government Act*. Therefore, Council may want to include provisions in its Code that require councillors to bring their issues, correspondence, secondary materials and information to the attention of all of Council by placing such matters on the agenda or presenting the information to Council in accordance with the process set out by Council. These types of provisions should be consistent with the Council Procedure Bylaw, specifically those provisions dealing with public meeting requirements and agenda processes.

Council may also want its Code to affirm that Council as a whole maintains the authority for all decision-making and that an individual councillor must not purport to bind Council, either by publicly expressing personal views on behalf of Council when not authorized to do so or by giving direction to Administration. Your Code may reinforce that Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum.<sup>9</sup> Your Code may confirm that once Council makes a decision, individual councillors should respect the decision and should not attempt to undermine it.

***d. Adherence to policies, procedures and bylaws:*** *to promote service of the public interest and show leadership up holding legislation, local bylaws and policies adopted by council*

Council should include provisions in its Code that require individual councillors to abide by and uphold legislation, local bylaws and policies adopted by Council. Council may also want to include provisions that disallow councillors from encouraging the public to disobey or disrespect laws, bylaws or council policies.

***e. Respectful interactions with councillors, staff, the public and others:*** *to promote treatment of council members, municipal employees, and others with dignity, understanding and respect*

The Code should recognize the different roles and responsibilities of Administration, Council and individual councillors. The *Municipal Government Act* provides that councillors are to obtain information about the operation or administration of the municipality from the CAO or someone designated by the CAO.<sup>10</sup> Moreover, councillors must avoid involving themselves in matters of Administration, which fall within the jurisdiction of the CAO.<sup>11</sup> The Code should be consistent with these statutory requirements.

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<sup>9</sup> MGA, ss. 180 and 181.

<sup>10</sup> MGA, s. 207(c).

<sup>11</sup> MGA, s. 201(2).

As such, Council may want to establish provisions in its Code for making inquiries of Administration outside of Council meetings. The Code may outline the manner in which inquiries are made of Administration and should stipulate that any information provided in response to a councillor inquiry is provided to all of Council.<sup>12</sup> The Code should be consistent with any existing Council Procedures Bylaw or any such Bylaw must be amended concurrently with the adoption of the Code.

Council may also want to include communication protocols when a member of the public makes an inquiry to a councillor and when a councillor, as a member of the public, makes an inquiry to Administration.

**f. Confidential information:** *to promote public trust by refraining from using information in a way that would be detrimental to the public interest*

The *Municipal Government Act* provides that a councillor must keep in confidence matters discussed in private at a Council or Council Committee meeting until discussed at a meeting held in public.<sup>13</sup> However, councillors may also be privy to confidential information received outside of an *in-camera* meeting. As such, Council may wish to broaden the definition of confidential information and prohibit disclosure unless such disclosure is required by law.

It should be noted that the determination of whether confidential information ought to be disclosed is not the decision of an individual councillor. In general, it is a decision that ought to be made by Council as a whole. In the case of information requests made under the *Freedom of Information and Protection of Privacy Act* (FOIP), the determination of whether such information should be released is made by the head of the municipality for the purposes of FOIP.

In order to reduce the risk of unauthorized disclosure of confidential information (inadvertent or otherwise), Council may want to include provisions in its Code that require councillors to return all confidential documents at the conclusion of an *in-camera* portion of a meeting. Further, your Code may remind councillors that it is an offence to willfully collect, use or disclose personal information in contravention of Part 2 of FOIP. A conviction for an offence under this legislation carries with it a fine of up to \$10,000.

**g. Conflicts of interest:** *to promote public trust by refraining from exploiting the position of councillor for private reasons or that would bring discredit to the office*

The *Municipal Government Act* addresses both the process by which a councillor must deal with pecuniary (i.e. financial) conflicts of interest and the sanctions.<sup>14</sup> Your Code may affirm the importance of abiding by these provisions and should confirm that the determination of whether a councillor has a pecuniary interest is a decision to be made by the individual councillor. Council cannot draft provisions in its Code that allow Council the discretion to dictate whether a councillor must recuse him or herself from discussion of a particular matter.

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<sup>12</sup> MGA, s. 153.1.

<sup>13</sup> MGA, s. 153(e).

<sup>14</sup> MGA, ss. 169-172.

Although councillors must make their own determination about conflicts of interest, a councillor may seek the advice of the CAO respecting a potential conflict prior to the matter coming before Council. Council may go further and include provisions in its Code that encourage a councillor to obtain *independent* legal advice on a potential conflict. If Council includes such provisions, it should address whether the municipality will pay for (or reimburse) a councillor for obtaining independent legal advice and under what circumstances, or whether such advice is obtained at the councillor's sole expense.

With respect to non-financial conflicts of interest, it is important to remember that the Code cannot include provisions or sanctions that prevent a councillor from fulfilling his or her legislated duties as a councillor<sup>15</sup>, including the duty to vote.<sup>16</sup> Therefore the Code cannot create additional duties that require councillors to abstain for non-financial conflicts of interest, but it may include value statements that guide councillor conduct in this regard including statements about acting in the interests of the municipality as a whole, keeping an open mind, allowing affected persons fair and reasonable opportunities to share their views and considering all arguments fairly and thoughtfully before making a decision.

***h. Improper use of influence:*** *to promote the priority of municipal interests over the individual interests of councillors, and to refrain from seeking to influence decisions for personal reasons*

Council should emphasize the importance of advocating for the municipality as a whole in its Code. It should also include statements that promote municipal interests over individual interests, including individual councillor interests. Council should also prohibit councillors from using their influence inappropriately, including to obtain employment with the municipality for themselves, close friends or family, to give individuals or organizations preferential treatment, to act as an agent or advocate of an individual or organization before Council or any of its committees, and to influence members of any adjudicative body whose members are appointed by Council, such as the Subdivision and Development Appeal Board or the Local or Composite Assessment Review Board.

Additionally, Council may want to reiterate the federal *Criminal Code* prohibitions against municipal corruption.<sup>17</sup> The *Criminal Code* states that councillors shall not use the influence of their office for any purpose other than the exercise of their official duties and shall not use their office for any private advantage, sell their vote or receive any preferential treatment from or provide any preferential treatment to another person or corporation.

***i. Use of municipal assets and services:*** *to promote stewardship and public trust by refraining from the use of municipal assets or resources for personal reasons*

Councillors may, by virtue of their office, have access to various municipal property, equipment and supplies. Council must include provisions in its Code addressing appropriate access and use. Council may want to limit use for municipal and council purposes and disallow business use, personal use or profit. Council may also want to

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<sup>15</sup> *Regulation*, s. 6.

<sup>16</sup> *MGA*, s. 174(1)(f).

<sup>17</sup> *Criminal Code of Canada*, s. 123.

address appropriate use of electronic devices (i.e. visiting appropriate sites, streaming and downloading limits, roaming charges).

***j. Orientation and other training attendance: to promote effective leadership and personal development by accessing training opportunities***

The amendments to the *Municipal Government Act* include a provision that municipalities must offer orientation to councillors within 90 days of the councillor taking the oath of office.<sup>18</sup> Council must draft provisions that address orientation and may want to require councillor attendance at orientation and other training as determined by Council.

**V. Are there sanctions for breaching the Code?**

Without an enforcement mechanism, a Code is merely a series of guidelines. A Code must establish procedures and consequences in the event a councillor fails to adhere to any provision contained in the Code. This will require designating a person or persons for overseeing compliance of the Code.

The *Regulation* provides that sanctions may be imposed if a councillor fails to adhere to the Code and it provides a list of possible sanctions. These include the following:

- a. a letter of reprimand addressed to the councillor;
- b. requesting the councillor to issue a letter of apology;
- c. publication of a letter of reprimand or request for apology and the councillor's response;
- d. a requirement to attend training;
- e. suspension or removal of the appointment of a councillor as the chief elected official under section 150(2) of the *Municipal Government Act*;
- f. suspension or removal of the appointment of a councillor as the deputy chief elected official or acting chief elected official under section 152 of the *Municipal Government Act*;
- g. suspension or removal of the chief elected official's presiding duties under section 154 of the *Municipal Government Act*;
- h. suspension or removal from some or all council committees and bodies to which council has the right to appoint members; and,
- i. reduction or suspension of remuneration as defined in section 275.1 of the *Municipal Government Act* corresponding to a reduction in duties, excluding allowances for attendance at council meetings.

Council may choose to adopt some or all the sanctions listed in the *Regulation*. Arguably, Council may also choose to adopt other sanctions more directly related to addressing the breach of the Code, such as limiting council related travel and/or expenses, requiring the return of certain municipal property, limiting access to certain municipal facilities or

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<sup>18</sup> MGA, s. 201.1(1).

restricting how documents are provided to the councillor. If Council decides to adopt any of these sanctions, it is important to remember that any sanctions that are imposed cannot have the effect of preventing a councillor from carrying out his or her legislated responsibilities under the *Municipal Government Act*. Additionally, Council does not have the authority to remove a councillor from office; only a Court or the Minister of Municipal Affairs can do so.<sup>19</sup>

## VI. Who should enforce the Code?

Although the recent amendments to the *Municipal Government Act* have made Codes mandatory, the provisions still respect the autonomy of Councils to govern themselves. Council, as a whole, is expected to enforce its Code. It is not appropriate for a member of Administration, such as the CAO, to enforce the Code or impose sanctions against a councillor.

Each Code must have a complaint system. Council must develop a system which considers the following:

- a. Who can make complaints? – Fellow Councillors? Administration? Ratepayers? The general public? Affected parties? All the above?
- b. How will complaints be made? - Do complaints have to be in writing? To whom must complaints be made or given? Will anonymous complaints be accepted?
- c. How will Council determine if a complaint is valid? - Who will conduct the investigation? Will all complaints require a formal investigation? Will there be a mechanism to address/dismiss invalid, frivolous or vexatious complaints?
- d. How will sanctions be imposed? – What will be considered in deciding which sanction to impose?

Your Code must specify who can make complaints and who will receive complaints. If complaints are to be handled internally by Council, complaints may be received by the Mayor/Reeve but there should be an alternate person, such as the Deputy Mayor/Reeve, if the complaint is about the Mayor/Reeve. Alternatively, complaints could be directed to a third party investigator or independent integrity commissioner (if Council creates such an office) but it is not appropriate for complaints to be directed to the CAO or staff in Administration for investigation.

Council may want to consider if it will have an initial informal complaint process which must be engaged prior to accessing a formal complaint process. Council should have a process to vet complaints to determine if a complaint is invalid, frivolous or vexatious and the Code should outline what it will do with such complaints.

The Code should also address who will investigate complaints and how they will be investigated. It may be Council as a whole, or authority may be delegated to the Mayor/Reeve to investigate complaints. Alternatively, Council may want to create a local or even an intermunicipal council committee comprised entirely of councillors or public members or a combination of both to investigate complaints. A further option would be to

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<sup>19</sup> MGA, ss. 175-178 and 572-574 respectively.



assign an independent third party to investigate complaints, either through retaining an external consultant on an ad hoc or standing basis or by establishing an office of the integrity commissioner. If Council chooses to tailor investigations to the nature of the complaint, the Code should identify the factors that would trigger a particular type of investigation (Mayor/Reeve versus council committee versus third party) and the process for setting up each investigation (how would the committee be formed or how would the third party be retained).

Although the *Municipal Government Act* and the *Regulation* require every Code to include a complaint process, neither imposes a specific process on Council. Therefore, in deciding what type of complaint process to adopt, Council should consider the following:

- Availability of resources and/or expertise;
- Costs;
- Formality of process;
- Seriousness of complaint; and
- Level of independence.

In enforcing the Code, Council must bear in mind that principles of natural justice and procedural fairness likely apply to Council sanctions. In other words, prior to imposing any sanction, the accused councillor should be provided with notice as to the nature of the alleged contravention of the Code and the potential sanction(s) as well as a right to respond to the allegation. Procedurally, after reviewing the results of the investigation and receiving the submissions from the accused councillor, Council should withdraw *in-camera* to consider whether a breach has been established. If there is no consensus then separate reasons can follow, but the decision of Council on whether to sanction the accused councillor must be delivered in public, as Council can only pass a resolution in the public portion of the meeting.

As noted above, some municipalities may choose to create an office of the integrity commissioner to receive complaints, investigate, and recommend sanctions. If you decide to pursue this option, it is important to note that the commissioner needs to be independent and that their mandate should only extend to investigating complaints and *recommending* sanctions. It is still up to Council to make a final determination about the enforcement of its Code and the imposition of sanctions. Establishing an independent office of the integrity commissioner is a significant undertaking which may involve the creation of a designated officer position by bylaw, with potentially significant cost implications, and a thorough discussion regarding this matter is beyond the scope of this Guidance Document.

## **VII. How do you develop, approve and communicate your new Code?**

The ideal time to consider adopting a Code is when there are no immediate or ongoing councillor conduct issues or disputes. That way, your Code can be developed in a calm environment and in a reasonable, principle-driven way. Developing a Code early in Council's term ensures that expectations are agreed upon at an early stage, setting the groundwork for good governance. **Your Code must be adopted by July 23, 2018.**

Developing a Code requires consideration of Council's values. These values will help formulate the ethical basis of the Code and they will help guide behaviour when the Code is unclear or silent. Your Code should not be driven by Administration – it should be driven by Council.

Workshopping with a facilitator can be an effective way to reflect on the values and behaviours Council wants to adopt. Council may also want to seek public input on the values and standards the public believes Council should abide by. Council should also seek legal advice prior to formally adopting the Code to ensure its Code is in line with relevant legislation and case law.

Council must adopt its Code by bylaw. This means the Code will be available for public review and comment. Once adopted, the Code should be made available to Council, Administration and the public. Council may also want to make an annual review and/or training about the Code a provision of the Code.

### **What are some other things to consider in your Code?**

The *Municipal Government Act* and the *Regulation* provide the minimum topics your Code must address. However, there are a number of other issues that are often included in Codes. We have addressed a few of these additional optional considerations below.

#### **a. A Statement of Values**

As discussed above, many Codes identify and elaborate on key principles and values that Council agrees are fundamental to the successful performance of a councillor's duties as an elected official. Common themes include, but are not limited to, integrity, accountability, leadership, responsibility, service, respect, and transparency.

#### **b. Councillor Conduct at Meetings**

If not already dealt with in a Council Procedure Bylaw, the Code could set out appropriate behaviours at meetings including prohibitions on inappropriate, foul or abusive language or limitations on the use of electronic devices.

#### **c. Election Campaigns**

The regulation of municipal election campaigns is governed by the *Local Authorities Election Act* (LAEA). Nevertheless, your Code may address campaign-related issues in a manner that complements the LAEA. For example, your Code may stipulate that councillors are not permitted to use the municipality's equipment and facilities for campaign-related activities. Similarly, the Code may provide that councillors may not engage municipal staff for any election-related purpose during working hours. It would also be prudent to prohibit the use of municipal websites, email and social media accounts for election campaigning, including restricting the linking of private campaign websites and social media accounts to the municipality's website. Further, your Code may stipulate that councillors are personally responsible for ensuring their compliance with all applicable election-related statutes, and therefore should not make inquiries of, or rely on municipal employees for advice and direction in this regard.

#### **d. Remuneration and Expense Claims**

Councillors inevitably incur a diverse array of expenses in the course of the official duties. Many Codes set out what expenses are reimbursable, including the imposition of any expense limits. Council may want to establish parameters for reimbursement in the following instances:

- Conference fees and any incidental costs including travel, meal and lodging expenses;
- Tickets to community and charitable functions;
- Expenses incurred while hosting third parties, including officials from other heads of government and out-of-town delegations;
- Meal expenses;
- Mileage;
- Cell phone charges;
- General out-of-pocket expenses; and
- Political fundraising events.

With respect to political fundraising events, it is important to note that a municipality is a “prohibited corporation” for the purposes of the *Election Finances and Contributions Disclosure Act*. A prohibited corporation must not reimburse a councillor for buying a ticket to a fund-raising event held by a Provincial political party, a constituency association or a candidate. Such reimbursement has been determined by Alberta’s Chief Electoral Officer to be an indirect contribution in violation of the *Act*.

Further, your Code may set out a process for the review and approval of expense claims, if such a process does not already exist elsewhere in policy.

#### **e. Gifts and Hospitality**

Council may want to include provisions about the acceptance of gifts, including prizes, and hospitality in its Code, which are items closely related to the topics of “conflict of interest” and “undue influence”. Councillors often received gifts or hospitality as an incidental benefit and as a genuine token of appreciation but if a gift or hospitality is given, *or perceived to be given*, in an effort to influence, or manipulate a councillor, it may be problematic. Council may want to include provisions in its Code to clarify when acceptance of a gift or offer of hospitality is acceptable, including protocols and parameters which address the following:

- circumstances where a councillor receives a benefit from a supplier and subsequently participates in a decision involving that supplier;
- the receipt of food, alcoholic beverages, lodging, transportation and/or entertainment from third parties;

- the entitlement of councillors to accept a complementary ticket or a reduced ticket rate for events such as fundraisers, golf tournaments, concerts, sporting events, etc., and if so when, and in what context;
- the use of property or facilities such as vehicles, office space, or vacation property from third parties;
- the maximum value of gifts which may be accepted by an individual councillor; and,
- the receipt of a gift for the municipality.

It is common for Codes to recognize certain exemptions for gifts and benefits received by a councillor that “normally accompany the responsibilities of office” and are received “as an incident of protocol or social obligation”. Food and beverages consumed by a councillor at events that serve “a legitimate business purpose” is another common exception to the rule against accepting gifts, although additional parameters may be established, such as requiring a representative of the organization extending the invitation to be in attendance and/or a stipulation that the value of the food/drink be “reasonable” and the invitations “infrequent”.

As noted above, your Code may also establish monetary limits respecting the receipt of gifts and benefits from any one person or organization over the course of a specified period. Further, or in the alternative, your Code might require that councillors file an annual disclosure statement listing the gifts and benefits received during a specified period, including an approximation of their monetary value.

Council may also want to address the receipt of “official gifts” received on behalf of the municipality by a councillor as a matter of protocol. The Code may, for example, clarify that such gifts are the property of the municipality and will remain with the municipality after the councillor ceases to hold office.

#### ***f. Use of Social Media***

Although Council is required to address a number of communication issues, Council may want to specifically address the appropriate use of social media. Council may want to adopt provisions that recognize that personal use of social media should be kept separate from a councillor’s professional use. Your Code may want to discourage councillors from opening up their personal social networks for official business as doing so can result in a blurring of the lines between a councillor’s official capacity and their personal capacity and potentially expose the councillor to unintended and undesirable consequences.

Councils may also consider adopting guidelines on responsible social media use by councillors to ensure that the reputation of Council and the municipality is not adversely affected by the social media activity of one councillor. Council may also want to develop protocols about how councillors should respond to comments from residents posted on social media sites, whether these are service requests, compliments or complaints.

## Part 2: Bylaw Template

The following is a sample bylaw for a councillor code of conduct. It is intended to be a template for municipalities in Alberta to assist in the drafting of a bylaw that establishes a code of conduct. It should be carefully reviewed and tailored to the specific needs of each municipality. Each municipality should use their respective bylaw review processes to ensure consistency and accuracy.

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**[INSERT NAME OF MUNICIPALITY]**

**[INSERT BYLAW NUMBER]**

A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

**[Optional provision if the Code is also to apply to non-elected members of Council Committees: AND WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act*, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors]; [NOTE: if this bylaw is to apply to non-elected members of council committees the definition of “Member” in Section 2 below will need to be updated accordingly.]**

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the **[insert name of municipality]**;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

NOW THEREFORE the Council of the **[insert name of municipality]**, in the Province of Alberta, duly assembled, enacts as follows:

### 1. Short Title

1.1. This Bylaw may be referred to as the “Council Code of Conduct Bylaw”.

### 2. Definitions

2.1. In this Bylaw, words have the meanings set out in the Act, except that:

- (a) “Act” means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- (b) “Administration” means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the [insert applicable title: e.g. CAO];
- (c) [Insert applicable title, e.g. “CAO”, “City Manager”, County Manager, “Town Manager”, etc] means the chief administrative officer of the Municipality, or their delegate;
- (d) “FOIP” means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
- (e) “Investigator” means Council or the individual or body established by Council to investigate and report on complaints;
- (f) “Member” means a member of Council and includes a councillor or the [insert as applicable: Mayor or Reeve];

-OR-

- (f) “Member” means a member of Council and includes a councillor or the [insert as applicable: Mayor or Reeve] and includes members of council committees or other bodies established by Council who are not councillors or the [insert as applicable: Mayor or Reeve];
- (g) “Municipality” means the municipal corporation of the [Insert name of municipality].

### **3. Purpose and Application**

3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

### **4. Representing the Municipality**

4.1. Members shall:

- (a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and

- (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

## **5. Communicating on Behalf of the Municipality**

- 5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.
- 5.2. Unless Council directs otherwise, the **[Insert as applicable: Mayor/Reeve]** is Council's official spokesperson and in the absence of the **[Insert as applicable: Mayor/Reeve]** it is the **[Insert as applicable: Deputy Mayor/Deputy Reeve]**. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 5.4. No Member shall make a statement when they know that statement is false.
- 5.5. No Member shall make a statement with the intent to mislead Council or members of the public.

## **6. Respecting the Decision-Making Process**

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.3. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

## **7. Adherence to Policies, Procedures and Bylaws**

- 7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.

- 7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

## **8. Respectful Interactions with Council Members, Staff, the Public and Others**

- 8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 8.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 8.6. Members must not:
  - (a) involve themselves in matters of Administration, which fall within the jurisdiction of the [Insert applicable title, e.g. "CAO", "City Manager", County Manager, "Town Manager", as defined above];
  - (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
  - (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

## **9. Confidential Information**

- 9.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- 9.2. Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.



- 9.3. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.
- 9.4. **[Alternative provision to section 9.2 above]:** In the course of their duties, Members may also become privy to confidential information received outside of an “in-camera” meeting. Members must not:
- (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
  - (b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member’s duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
  - (c) use confidential information for personal benefit or for the benefit of any other individual or organization.
- 9.5. **[Optional additional provision]:** Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:
- (a) the security of the property of the Municipality;
  - (b) a proposed or pending acquisition or disposition of land or other property;
  - (c) a tender that has or will be issued but has not been awarded;
  - (d) contract negotiations;
  - (e) employment and labour relations;
  - (f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
  - (g) law enforcement matters;
  - (h) litigation or potential litigation, including matters before administrative tribunals; and
  - (i) advice that is subject to solicitor-client privilege.

## 10. Conflicts of Interest

- 10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 10.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 10.3. Members shall approach decision-making with an open mind that is capable of persuasion.
- 10.4. **[Optional additional provision:]** It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

## 11. Improper Use of Influence

- 11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
- 11.2. **[Optional additional provision:]** No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.]
- 11.3. **[Optional additional provision:]** Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
- 11.4. **[Optional additional provision:]** Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

## 12. Use of Municipal Assets and Services

- 12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.
- 12.2. **[Alternative Provision:]** Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:
  - (a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
  - (b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the

Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

### **13. Orientation and Other Training Attendance**

- 13.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- 13.2. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

#### **[Alternate Provision]**

- 13.3. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office. Attendance at additional training sessions throughout the Council term is discretionary.

#### **[Alternate Provision]**

- 13.4. Every Member must attend all orientation and other training organized at the direction of Council for the benefit of Members throughout the Council term.

#### **[Optional Provision: Remuneration and Expenses]**

- 13.5. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 13.6. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

#### **[Optional Provision: Gifts and Hospitality]**

- 13.7. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 13.8. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed **[insert dollar limit]**.
- 13.9. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

#### **[Optional Provision: Election Campaigns]**

- 13.10. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

### **[Optional Provision: Informal Complaint Process**

- 13.11. **[Insert as applicable: Any person [or] Any Member]** who has identified or witnessed conduct by a Member that the **[Insert as applicable: person [or] Member]** reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
- (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
  - (b) requesting the [insert as applicable: Mayor/Reeve] to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the [insert as applicable: Mayor/Reeve] is the subject of, or is implicated in a complaint, the person may request the assistance of the [insert as applicable: Deputy Mayor/Deputy Reeve].
- 13.12. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

### **14. Formal Complaint Process**

- 14.1. **[Insert as applicable: Any person [or] Any Member]** who has identified or witnessed conduct by a Member that the **[Insert as applicable: person [or] Member]** reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
- (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
  - (b) All complaints shall be addressed to the Investigator;
  - (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
  - (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
  - (e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;

- (f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- (g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
- (h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- (i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

## **15. Compliance and Enforcement**

- 15.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 15.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 15.3. No Member shall:
  - (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
  - (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 15.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
  - (a) a letter of reprimand addressed to the Member;
  - (b) requesting the Member to issue a letter of apology;
  - (c) publication of a letter of reprimand or request for apology and the Member's response;
  - (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
  - (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
  - (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
  - (g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;

- (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- (i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

## 16. Review

16.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

READ a First time this \_\_\_ day of \_\_\_\_\_ 2018.

READ a Second time this \_\_\_ day of \_\_\_\_\_ 2018.

READ a Third time this \_\_\_ day of \_\_\_\_\_ 2018.

SIGNED AND PASSED this \_\_\_ day of \_\_\_\_\_ 2018.

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[INSERT: MAYOR/REEVE]

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[INSERT: CHIEF ADMINISTRATIVE  
OFFICER/OTHER]



**OPTIONS & BENEFITS:**

Option 1: Approve policy allowing management staff to use personal vehicles for work with reimbursement as per Canada Revenue Agency.

Benefit: Free more mechanics time, benefit to those employees that choose to use it, and public perception of County not owning so many vehicles.

Option 2: Deny the use of personal vehicles for county purposes.

Benefit: Would not require additional finance department time.

**COSTS & SOURCE OF FUNDING:**

Based on the administrative cost analysis attached, the costs seem to vary depending on the amount of kilometers and how long the vehicle is kept but ultimately are similar between county vehicle or the use of personal vehicle. The costs are analyzed over a 10 year period. Generally, we manage the fleet by passing down vehicles that are older or higher in kilometers to seasonal employees which allows us to get longer life out of them. The cost analysis does not consider this as it's difficult to follow the costs. The analysis reflects the estimated disposal values according to kilometers and age as we typically dispose of vehicles at 300,000kms.

Attached is Personal Vehicle Comparison Cost which shows costs broken down into different kilometer ranges starting at 20,000kms up to 50,000kms. The maintenance cost notes are included on the attached document outlining what is all considered in the costs. The cost calculations include materials and mechanic labour. For example, the regular service maintenance every 10,000kms it includes oil, oil filter and mechanic time. The costs do not account for unforeseen repairs but there is an estimated \$400 annual estimate included.

The Canada Revenue Agency allowance rates for 2018 are set at \$0.55/km for the first 5000 kilometers and \$0.49 per kilometer after that.

If the policy is approved, the truck budgeted for Utilities could be removed from the capital budget (\$42,000).

Funding from 2018 Capital Budget Truck - \$42,000 to be moved to the operating budget. Total amount would be determined depending how many individuals would apply to use their personal vehicle.

**SUSTAINABILITY PLAN:**

N/A

**Author:** F. Wiebe **Reviewed by:** \_\_\_\_\_ **CAO:** L. Racher



**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That Policy ADM033 Personal Vehicle Allowance be approved and reinstated as presented.

Motion 2 – if Motion 1 is approved

Simple Majority       Requires 2/3       Requires Unanimous

That the budget be amended to transfer the 2018 Capital Budget Truck - \$42,000 to the operating budget to cover the costs of the personal vehicle allowances (Total amount would be determined depending how many individuals apply to use their personal vehicle based on Policy ADM033).

Author: F. Wiebe      Reviewed by: \_\_\_\_\_      CAO: L. Racher

# Mackenzie County

<b>Title</b>	<b>PERSONAL VEHICLE ALLOWANCE</b> <b>RATE STRUCTURE</b>	<b>Policy No.</b>	<b>ADM033</b>
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<b>Legislature Reference</b>	<b>Municipal Government Act, Section 5</b>
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**PURPOSE**

To reimburse employees for the use of their personal vehicle for municipal use.

**POLICY STATEMENT**

Based upon the completion of a Vehicle Costing Analysis, it was determined that it would benefit the municipality to allow Managers, Directors, and the Chief Administrative Officer (CAO) with a minimum of one-year employment with Mackenzie County specific employees the option of using their personal vehicles for municipal business.

Related Policies: ADM001, ADM002, ADM032

**GUIDELINES**

1. Employees shall submit their written request to use their personal vehicle for municipal use, to the Chief Administrative Officer (CAO). The request should include proposed vehicle type, year, and condition along with estimated annual kilometers.
2. The Finance Committee shall review requests and authorize the CAO to enter into agreements with employees to use their personal vehicle for municipal use by using the following guidelines:
  - a) vehicle is legally insured and registered, deemed safe to operate and maintained as such;
  - ~~b) estimated kilometers shall be determined by the previous years kilometres incurred by the employee;~~
  - c) vehicle type required;
  - d) ~~authorize payment of fixed bi-weekly rates as follows:~~ reimburse the employee in accordance with Canada Revenue Agency (CRA) reasonable per kilometer allowance.

<del>Vehicle Description</del>	<del>Per km</del>	<del>Bi-weekly Rate</del>
<del>4x2 Regular Cab</del>		
<del>30,000 km</del>	<del>0.2624</del>	<del>302.38</del>
<del>40,000 km</del>	<del>0.2317</del>	<del>356.49</del>

50,000 km	0.2217	426.38
-	-	-
<b>4x4 Regular Cab</b>		
30,000 km	0.2841	327.85
40,000 km	0.2481	381.65
50,000 km	0.2371	459.90
-	-	-
<b>4x4 Quad Cab</b>		
30,000 km	0.3123	360.39
40,000 km	0.2743	422.01
50,000 km	0.2621	504.03

- e) bi-weekly rates paid to authorized employees shall be determined using the **employee's previous year's** estimated annual kilometers. ~~and vehicle type in accordance with the table above.~~
  - f) If the employee exceeds the annual pre-determined estimated kilometres range the employee shall be reimbursed the difference to the appropriate actual kilometres used.
  - g) If the employee incurs less kilometres than the pre-determined estimated kilometres the employee shall be dropped to the actual kilometres and the difference shall be taken off of the determined following years estimated kilometres to reconcile what the employee actually should have been paid **or reimburse Mackenzie County in full for the difference.**
  - h) A recalculation of the actual kilometers driven shall be done at a minimum frequency of every six-months with an adjustment to the pre-approved bi-weekly rate according to 2 e) or f).
3. The employee shall provide the municipality with a business use insurance policy with the following minimum requirements:
    - a) \$2,000,000 Public Liability and Disability
    - b) use for transporting passengers (6A Endorsement)
  4. The municipality shall ensure the Mackenzie County insurance policy includes "non-owned automobile insurance" for employees using another employee's personal vehicle for municipal use.
  5. **The employee will be responsible for documenting kilometers daily and submitting them monthly to the finance department.**
  6. **Personal vehicles may be reimbursed for travel between work and home and shall be a taxable benefit as per CRA guidelines.**
  - ~~7. The employee shall be responsible for all expenses incurred with the use of their personal vehicle for municipal use with the exception of fuel.~~
  - ~~8. The municipality shall provide the employee with a fuel card and cover the fuel expenses incurred by the use of the personal vehicle for municipal use.~~

9. The CAO shall review the rate structure and the pre-determined employee ranges prior to January of each year.
10. The CAO shall enter into agreements with the designated employees for the use of their personal vehicle for municipal use **as approved by the Finance Committee.**
11. **The agreement shall be deemed continuous until such time as one or both parties agree to terminate said agreement. If both parties agree to terminate, then a termination date shall be established with which both parties agree to. A minimum of three (3) year's notice shall be given when only one of either party should decide to terminate the agreement.**
12. **The agreement shall be terminated immediately should the employee's employment end with Mackenzie County or if the employee takes a leave of absence.**
13. **Any employee who is found to be in violation of this policy will be subject to corrective action, including immediate termination of this agreement, possible termination of employment, legal action, and criminal liability.**
- ~~14. Effective May 13, 2014, no additional employees will be eligible for a Personal Vehicle Allowance.~~
- ~~15. Employees currently receiving a Personal Vehicle Allowance shall be given three (3) years notice of the expiration of this policy.~~
- ~~16. This policy shall expire on May 13, 2017.~~

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	05-Dec-01	01-657
<b>Amended</b>	09-Mar-04	04-144
<b>Amended</b>	08-Mar-11	11-03-224
<b>Amended</b>	13-May-14	14-05-351
<b>Reinstated</b>		

Schedule "A"

**Personal Vehicle Allowance Agreement**

**I certify** that I have read, understand, and agree to the terms set forth in the Vehicle Usage Policy in its entirety.

**I further certify** that I have receive a copy of this Policy.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Cost comparison between County Owned Versus Leasing Personal

County Vehicle Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
20,000 Kms/Yr	20,000	40,000	60,000	80,000	100,000	120,000	140,000	160,000	180,000	200,000
Vehicle Purchase	42000	0	0	0	0	0	0	0	0	42000
Vehicle Disposal	0	0	0	0	0	0	0	0	0	-8500
Maintenance Cost	1780	1080	1430	3080	1080	1430	1080	3380	1430	1080
Insurance	200	200	200	200	200	200	200	200	200	200

#### Annual Cost

County Vehicle	43980	1280	1630	3280	1280	1630	1280	3580	1630	34780
Employee Leased	7200	7200	7200	7200	7200	7200	7200	7200	7200	7200

#### Accumulated Cost

County Vehicle	43980	45260	46890	50170	51450	53080	54360	57940	59570	94350
Employee Leased	7200	14400	21600	28800	36000	43200	50400	57600	64800	72000

County Vehicle Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
30,000 Kms/Yr	30,000	60,000	90,000	120,000	150,000	180,000	210,000	240,000	270,000	300,000
Vehicle Purchase	42000	0	0	0	0	0	0	0	0	42000
Vehicle Disposal	0	0	0	0	0	0	0	0	0	-6000
Maintenance Cost	1920	1570	2720	1570	1220	3370	1220	3070	1220	1570
Insurance	200	200	200	200	200	200	200	200	200	200

#### Annual Cost

County Vehicle	44120	1770	2920	1770	1420	3570	1420	3270	1420	37770
Employee Leased	9370	9370	9370	9370	9370	9370	9370	9370	9370	9370

#### Accumulated Cost

County Vehicle	44120	45890	48810	50580	52000	55570	56990	60260	61680	99450
Employee Leased	9370	18740	28110	37480	46850	56220	65590	74960	84330	93700

County Vehicle Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
40,000 Kms/Yr	40,000	80,000	120,000	160,000	200,000	240,000	280,000	320,000	360,000	400,000
Vehicle Purchase	42000	0	0	0	0	0	42000		0	0
Vehicle Disposal	0	0	0	0	0	0	-6000		0	0
Maintenance Cost	2060	3210	1710	3160	1710	3210	2060	3210	1710	3160
Insurance	200	200	200	200	200	200	200	200	200	200

**Annual Cost**

County Vehicle	44260	3410	1910	3360	1910	3410	38260	3410	1910	3360
Employee Leased	10972	10972	10972	10972	10972	10972	10972	10972	10972	10972

**Accumulated Cost**

County Vehicle	44260	47670	49580	52940	54850	58260	96520	99930	101840	105200
Employee Leased	10972	21944	32916	43888	54860	65832	76804	87776	98748	109720

County Vehicle Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
50,000 Kms/Yr	50,000	100,000	150,000	200,000	250,000	300,000	350,000	400,000	450,000	500,000
Vehicle Purchase	42000	0	0	0	0	42000	0	0	0	0
Vehicle Disposal	0	0	0	0	0	-6000	0	0	0	0
Maintenance Cost	2200	3350	1850	3650	3350	2200	3350	1850	3650	3350
Insurance	200	200	200	200	200	200	200	200	200	200

**Annual Cost**

County Vehicle	44400	3550	2050	3850	3550	38400	3550	2050	3850	3550
Employee Leased	13105	13105	13105	13105	13105	13105	13105	13105	13105	13105

**Accumulated Cost**

County Vehicle	44400	47950	50000	53850	57400	95800	99350	101400	105250	108800
Employee Leased	13105	26210	39315	52420	65525	78630	91735	104840	117945	131050

The following criteria was used for calculating costs. Mechanic time calculated at \$80/hour.

\*Fuel cost is based on 14 liters/100 kilometers at \$1.10/liter

1. New vehicle setup. \$700.

2. Service intervals.

10000km reg. service job \$140.

80000km power train service. \$500.

3. Inspections/repairs

Annual inspections. \$400.

Annual est. repairs. \$400.

4. Windshield @60000km \$350.

Brakes. @80000km \$300.

Brake rotors.@ 160000km \$300.

Tires.@ 80000km. \$1200.



# Personal Vehicle Daily Log

Year:

Month:

Unit #:

Date	Personal (Home to Work)			Personal			Work			TOTAL
	Start Km's	Stop Km's	Total	Start Km's	Stop Km's	Total	Start Km's	Stop Km's	Total	
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TOTAL: \_\_\_\_\_ 0

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TOTAL: \_\_\_\_\_ 0

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

MONTH TOTAL: \_\_\_\_\_ 0





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 10, 2018</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Policy FIN025 Purchasing Authority Directive and Tendering Process</b>

## BACKGROUND / PROPOSAL:

This policy was brought forward at the March 28, 2018 council meeting for further discussion and clarification regarding the Request for Tender Process and the two envelope submission requirement.

Discussion was held and subsequently the following motions were made:

**MOTION 18-03-235**

**MOVED** by Councillor Sarapuk

That Policy FIN025 Purchasing Authority Directive and Tendering Process be amended with the removal of the two envelope system requirement.

**MOTION 18-03-236**

**MOVED** by Councillor E. Peters

That consideration of Motion 18-03-235 be TABLED to the next meeting.

**CARRIED**

This item is being brought back for further consideration and for a vote on Motion 18-03-235.

## OPTIONS & BENEFITS:

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

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That Policy FIN025 Purchasing Authority Directive and Tendering Process be amended with the removal of the two envelope system requirement.

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

## Mackenzie County

<b>Title</b>	<b>Purchasing Authority Directive and Tendering Process</b>	<b>Policy No:</b>	<b>FIN025</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 209 and 248 (1) and Part 5</b>
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<p><b>Purpose</b></p> <ul style="list-style-type: none"><li>• To provide Council and municipal employees with a clear understanding of purchasing authority, what that purchasing authority is, and the process in which the municipality is committed to an expenditure, and approval for payment of such an expenditure.</li><li>• To establish a policy for the tendering for the supply of goods and services and the subsequent opening and award of contracts.</li><li>• Transparency of purchasing policy for all.</li></ul>
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### **Policy Statement, Definitions and General Guidelines**

#### **1. Policy Statement**

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

#### **2. Definitions**

**Bidder:**

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

**COR:**

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

**Council:**

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

**Designated Officer:**

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

**Local Supplier:**

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

**Recurring expenditure:**

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

**SECOR:**

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

**Security:**

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

**Tender:**

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

**3. Responsibilities**

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

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

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

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

**Director of Finance will:**

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

**CAO, Directors and Managers will:**

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

**4. Purchasing from Local Suppliers**

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

**Purchasing Authority**

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

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

b) Delegated Expenditure Authority:

Other municipal employees may make purchases under a written authorization of their respective directors, providing these expenditures have been approved in the current budget and they are not exceeding the maximum allowable commitment amounts for the respective department head positions. All written authorizations are to be approved (prior) by the CAO or by the Designated Officer. The Finance Department will receive the original approved written authorizations, and will maintain an up to date list of delegated expenditure authorities.

## 6. Spending Authority in a Disaster Situation

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

## 7. Regulations

Notwithstanding the above authorizations, the following regulations shall apply:

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



department head shall advise the CAO in writing of such requests identifying what recurring expenditures he/she wishes to review.

**8. Tendering Process and Proposal Call Process**

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

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

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

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

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

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

## **9. Request for Tender Process (excludes quotes)**

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

## **10. Information to Bidder**

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

## **11. Security, Bonding and Other Requirements**

- a) Prior to tender, bidder is required to have:
  - A current Mackenzie County business license and a copy is to be included in the tender submission documents.
  - COR/SECOR (subject to Subsection f))
  - WCB
  - Insurance
- b) Prior to execution of the contract, all security, insurance, naming the Municipality as an additional insured, and Workers Compensation Board requirements as required at the closing time of the tender, shall be in place.
- c) A bid deposit will be forfeited to the municipality if the successful bidder fails to accept the award of tender. Execution of the contract must be complete within 15 days after awarding of the tender.
- d) Equitable security is required at time of tender. The municipality shall retain the Security until the terms of the contract are complete. The Security will be forfeited to the municipality if the successful bidder fails to comply with the terms and conditions of the contract.

Security must be obtained for all projects per the following threshold:

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

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

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

The following guidelines shall apply:

**COR/SECOR required:**

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

**COR/SECOR may not be required:**

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

**The COR/SECOR exemption may be granted to a contractor under the following conditions:**

- The County is the sole employer of the contractor for the duration of the contract’s term.
- There are no employees working for the holder of the contract with the County (although an occasional substitute is permitted but must be granted by the County on a case by case basis).

- The individual's services under a contract are limited to labour services, and no or limited specialized equipment provided under the contract.
  - Municipal Campground Caretakers
  - Waste Transfer Station Operator

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

g) Administration will maintain an approved list of contractors.

## 12. Analysis of Tenders

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

## 13. Contingency Allowances

- a) Contingency allowances may only be spent to meet the costs of unexpected site conditions, which prevent the contractor from meeting the project specifications as approved by Council. Project contingency will be established at or before time

of tender awarding.

- b) Contingency allowances and unspent project funds may only be applied to changes in project specifications and approved by CAO or Council.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2007-12-11	07-12-1120
<b>Amended</b>	2008-12-09	08-12-979
<b>Amended</b>	2011-03-30	11-03-278
<b>Amended</b>	2011-12-12	11-12-970
<b>Amended</b>	2012-10-09	12-10-650
<b>Amended</b>	2015-01-30	15-01-058
<b>Amended</b>	2015-06-22	15-06-463
<b>Amended</b>	2015-12-21	15-12-970
<b>Amended</b>	2016-04-27	16-04-301
<b>Amended</b>	2018-02-13	18-02-121
<b>Amended</b>		



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 10, 2018</b>
<b>Presented By:</b>	<b>Carol Gabriel, Director of Legislative Services</b>
<b>Title:</b>	<b>Mackenzie Library Board Member at Large Resignation</b>

**BACKGROUND / PROPOSAL:**

Please see attached letter of resignation from Irene van der Kloet as a Member at Large on the Mackenzie Library Board effective May 8, 2018. Irene served as a County Rural position and was appointed for a two year term ending October 2019.

According to Policy ADM058 Appointment to Boards-Committees, vacancies which occur due to resignation may be filled from applications received to date for the said Committee or the vacancy may be advertised. Applications are retained on file for six (6) months for consideration when vacancies occur.

**OPTIONS & BENEFITS:**

As we are still within the six-month period from the date appointments were made at the October 2017 organizational meeting Council may consider appointing an application on file or advertise the vacancy. However, it should be noted that the applicants may not wish to let their name stand.

The appointment will be for the remainder of a two-year term ending October 2019.

Below is a list of applicants that applied for the Mackenzie Library Board in October 2017, however some may not qualify under the County Rural position requirements.

- Dawn Moberly (Fort Vermilion)
- Benj Peters (County Rural)
- Wally Schroeder (La Crete)
- Ray Toews (Fort Vermilion)

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

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That Irene van der Kloet's resignation on the Mackenzie Library Board be accepted with regret.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That the Mackenzie Library Board Member at Large vacancy be filled with an existing application OR be advertised.

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



Mackenzie County Council  
P.O. Box 640  
Fort Vermilion, AB T0H 1N0

Fort Vermilion, April 5, 2018

Re: My appointment with the Mackenzie County Library Board

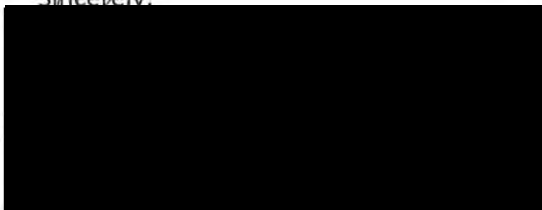
Dear Reeve and Council members,

In October 2014 I was appointed as a member of the Mackenzie County Library Board. At my request that appointment was renewed, the latest renewal being until October 2019.

Unfortunately, I am unable to fulfill that obligation due to my current workload. I am resigning from the Mackenzie County Library Board as per May 8, 2018 (the May 7 meeting will be my last meeting).

Thank you for this opportunity, it has been a great learning experience and I enjoyed working with the other Board members and the libraries in the communities.

Sincerely,

A large black rectangular redaction box covering the signature area.

Irene van der Kloet

Irene van der Kloet

A black rectangular redaction box covering contact information.

Fort Vermilion, AB T0H 1N0





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 10, 2018</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>2018-19 RCMP Policing Priorities</b>

## **BACKGROUND / PROPOSAL:**

Further to the RCMP delegation at the March 28, 2018 council meeting, Council requested that Administration bring forward previous year's policing priorities set by Council for the RCMP.

The following priorities have been set since 2014:

- |         |   |
|---------|---|
| 2014-15 | <ol style="list-style-type: none"> <li>1. Traffic</li> <li>2. Drug Trafficking</li> <li>3. Visibility/Education</li> </ol>      |
| 2015-16 | <ol style="list-style-type: none"> <li>1. Safe Roads</li> <li>2. Drugs</li> <li>3. Youth</li> <li>4. Crime Reduction</li> </ol> |
| 2016-17 | <ol style="list-style-type: none"> <li>1. Safe Roads</li> <li>2. Drugs</li> <li>3. Youth</li> <li>4. Crime Reduction</li> </ol> |

## **OPTIONS & BENEFITS:**

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

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Administration will notify the RCMP of Council's current priorities.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Council set the following RCMP policing priorities for 2018-19:

- 1.
- 2.
- 3.
- 4.

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



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 10, 2018</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Tri-Council Meeting</b>

## **BACKGROUND / PROPOSAL:**

The next Tri-Council meeting is scheduled for Wednesday, May 2, 2018. The CAO Secretariat is meeting during the week of April 16<sup>th</sup> to discuss the upcoming agenda.

Minutes of the February 7, 2018 meeting are not yet available.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION:**

## **RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the following agenda items be added to the Tri-Council meeting agenda for May 2, 2018:

- 
- 
- 
- 

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





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 10, 2018</b>
<b>Presented By:</b>	<b>Doug Munn, Director of Community Services</b>
<b>Title:</b>	<b>2017 Fort Vermilion &amp; La Crete Fire Department Honorariums</b>

**BACKGROUND / PROPOSAL:**

Administration has been working with the Fire Departments assisting them in consistent collection of honorariums and incident reports. Reminders went out prior to the yearend informing the fire departments to hand in their time sheets as per policy ADM013 otherwise administration requires Councils decision on how to precede with payment of the outstanding years honorariums, as Policy ADM013 section 6 states:

*No payment will be provided to any volunteer if they fail to provide the current year information after January 31 of the following year **unless** there is a Council resolution authorizing such payment.*

In February Administration received time requests for training taken in 2017.

The Fort Vermilion Fire Chief put in time from Jan – May for 1001 Instructors time totaling 175 hrs @\$23.00/hr + \$4,025.00

The La Crete Fire Department took Swift Water Training in August for three days. Totaling 240 hrs between 12 fire fighters. @ \$10.00/hr = \$2,400.00

Total of \$6,425.00

**OPTIONS & BENEFITS:**

**Option 1:**

Authorize payment of 2017 honorariums.

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

**Benefit:**

Keep volunteer spirits positive, and compensate them for the time spent.

**COSTS & SOURCE OF FUNDING:**

The costs can be absorbed within the 2018 Operating Budget

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

Administration will communicate with the Fire Chief's Councils decision.

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the 2017 honorariums for the Fort Vermilion Fire Department be approved and processed as submitted.

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the 2017 honorariums for the La Crete Fire Department be approved and processed as submitted.

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





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 10, 2018</b>
<b>Presented By:</b>	<b>Karen Huff, Director of Finance</b>
<b>Title:</b>	<b>Bylaw 1094-18 2018 Tax Rate Bylaw</b>

**BACKGROUND / PROPOSAL:**

According to the *Municipal Government Act* Division 2, each Council must set the tax rates and pass a property tax bylaw annually, subsequent to the budget approval for that year.

A copy of the bylaw will be presented on meeting day for review and discussion and passing of first reading. Second and third reading of the bylaw will be presented at the April 25, 2018 council meeting.

Please note that the requisition from the Boreal Housing Foundation has not yet been received and we anticipate preliminary numbers on Monday, April 9, 2018.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

Municipal taxation revenue is the major revenue source to fund the municipal operations and projects.

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

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1094-18 being the 2018 Tax Rate bylaw for Mackenzie County.

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



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 10, 2018</b>
<b>Presented By:</b>	<b>Karen Huff, Director of Finance</b>
<b>Title:</b>	<b>Policy FIN009 Payment, Refund and Cancellation of Taxes</b>

## **BACKGROUND / PROPOSAL:**

At the March 26, 2018 Finance Committee Meeting, Policy *FIN009 Payment, Refund and Cancellation of Taxes* was reviewed and updated to reflect current practices. Upon review, the following motion was made:

**MOTION FC-18-03-032**      That the Finance Committee recommends to Council that Policy FIN009 Payment, Refund and Cancellation of Taxes be amended as presented.

**CARRIED**

The amended Policy is attached for review.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION:**

Council policies are available on the County's website.

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy FIN009 Payment, Refund and Cancellation of Taxes be amended as presented.

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

## Municipal District of Mackenzie No. 23

Title	PAYMENT, REFUND AND CANCELLATION OF TAXES	Policy No:	FIN009
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Legislation Reference	Municipal Government Act, Part 10
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### Purpose

To provide for the payment and the refund, cancellation, reduction or deferment of taxes and arrears on taxes.

### Policy Statement and Guidelines

All tax notices are deemed to have been received 7 days after the tax notices were sent. (Section 337)

A tax payment that is sent by mail is deemed to have been received on the date post marked on the envelope. (Section 341) ~~If the envelope has not been post marked, the tax payment shall be deemed to have been received 5 working days before it was received.~~

All taxes and arrears of taxes are payable at the rates and times set out annually by bylaw. (Section 344)

Post dated cheques shall be accepted in payment of taxes and held by the municipality. On the date payable indicated on the cheque, the cheque shall be deposited and a receipt issued. Acceptance of a post dated cheque does not affect the due date for payment of taxes.

Payments received by Electronic Funds Transfer (EFT) shall be receipted for the day the funds were received by Mackenzie County.

Receipts shall be issued for all tax payments excepting the case of bulk payers, e.i. banks, in which case one (1) receipt shall be issued to the bulk payer for all tax payments covered by the same cheque.

The Chief Administrative Officer or designate shall authorize the cancellation, refund or reduction of taxes that have been determined and verified to have been levied and/or collected in error.

All other requests for refunds, cancellations, reductions or deferral of taxes shall be referred to Council for consideration and decision.

	<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>April 10, 2018</b>
<b>Presented By:</b>	<b>Karen Huff, Director of Finance</b>
<b>Title:</b>	<b>Policy Amendments - Municipal District of Mackenzie</b>

## **BACKGROUND / PROPOSAL:**

During the March 26, 2018 Finance Committee meeting the following motion was made:

**MOTION FC-18-03-033**      That the Finance Committee recommends to Council that the wording in all policies be updated from Municipal District of Mackenzie No. 23 to Mackenzie County.

**CARRIED**

The Finance Committee is requesting that all Policies be updated with Mackenzie County within the body/name of the Policies, without having to come back individually to have each approved by Council.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

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

**COMMUNICATION:**

Policies are available on Mackenzie County's website.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the wording in all Policies be updated from Municipal District of Mackenzie No. 23 to Mackenzie County.

**Author:** J.V. Batt      **Review Date:** Jenn Batt      **CAO** \_\_\_\_\_





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 10, 2018</b>
<b>Presented By:</b>	<b>Karen Huff, Director of Finance</b>
<b>Title:</b>	<b>Non Profit Organizations in Arrears</b>

## **BACKGROUND / PROPOSAL:**

During the March 26, 2018 Finance Committee Meeting, administration advised that some Non Profit Organizations that receive grants from the County have outstanding balances with the County.

The Finance Committee made the following motion:

**MOTION FC-18-03-030**      That the Finance Committee recommends to Council that all Non Profit Organizations who have a balance in arrears have this balance deducted from their organizations grant amounts or operating funds.

**CARRIED**

## **OPTIONS & BENEFITS:**

N/A

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

2018 Operating Budget

## **SUSTAINABILITY PLAN:**

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

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That all Non Profit Organizations who have a balance in arrears have this amount deducted from their organizations grant or operating funds.

**Author:** J.V. Batt      **Review Date:** Jenn Batt      **CAO** \_\_\_\_\_



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 10, 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
- 2018-02-01 Alberta Environment & Parks (PLS 120200 Purchase of SE 15-106-15-W5M)
- 2018-03-21 WCB (National Day of Mourning)
- 2018-03-22 Alberta Health (Meeting Follow-up)
- 2018-03-23 TransCanada (Update on 2017 Meter Stations and Laterals Abandonment Program)
- 2018-03-28 Northern Lights Forest Education Society (Donation Request)
- 2018-03-28 Town of High Level (Change to 2018 Capital Projects Request)
- 2018-03-29 Alberta Municipal Affairs (MSI Funding)
- 2018-03-30 FireSmart (Provincial Wildfire Community Preparedness Day Award)
- 2018-04-03 BC Hydro (Peace River Operations and River Fluctuations)
- Organic Alberta News Release – Mackenzie County Organic Success Program Supports Agricultural and Agri-Food Entrepreneurs
- Government of Canada – Memorial Grant Program for First Responders
- Provincial News Release – Province to Consult on Emergency Management Act
- 2018 Northern Ag Update
- 
- 
- 
- 

**OPTIONS & BENEFITS:**

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

**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 March 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>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.
<b>August 24, 2016 Regular Council Meeting</b>			
16-08-656	That administration draft an endeavor to assist policy for lateral water lines.	Fred	Draft Presentation to COW 2018-04-24

Motion	Action Required	Action By	Status
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 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	Len	Drafting Process  Meeting was held with Telus on 2018-03-12

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
	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  On hold until airport fees have been reviewed
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.
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.
<b>October 24, 2017 Council Meeting</b>			
17-10-809	That MLA Debbie Jabbour be invited to an upcoming	Carol	Request sent.

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
	council meeting.		
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	Letter drafted
<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
<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
<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
<b>January 24, 2018 Council Meeting</b>			
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.	Len	In progress
<b>February 12, 2018 Council Budget Meeting</b>			
18-02-081	That \$150,428 be added to the Teachers Loop Asphalt & Sidewalk Project with funding coming from the: <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:</li> </ul>	Karen Dave	Complete  Local Improvement Bylaw not complete



Motion	Action Required	Action By	Status
	<ul style="list-style-type: none"> <li>o \$6,477 – FV 43 Avenue East of 50th Street</li> <li>o \$6,717 – FV 45 Avenue Cul-de-sac East of 52nd Street</li> <li>o \$41,736 – LC 94th Avenue Asphalt Overlay</li> <li>o \$1,200 – LC Lagoon Access Paving</li> <li>o \$2,303 – LC Paving Raw Water Truckfill Station</li> <li>o \$11,995 – FV Paving for Water Treatment Plant</li> </ul> <p>and that a Local Improvement Bylaw be brought back to Council.</p>		
<b>February 13, 2018 Council Meeting</b>			
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	
18-02-123	That Mackenzie County request immediate payment for Invoice #13947 due to Mr. Henry Martens receiving payment for this invoice from the Disaster Recovery Program.	Karen	Removed portion from his invoice and sent another letter.
18-02-129	That Mackenzie County nominate the Northwest Species at Risk Committee for the Ministers Awards for Municipal Excellence – Partnership.	Byron	In progress
<b>February 27, 2018 Council Budget Meeting</b>			
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 Karen	Funding transfer complete.
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>			
18-02-171	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	Fred	Complete – Donation

Motion	Action Required	Action By	Status
	\$500.00 donation to cover the sewage lagoon disposal fees be approved.		Issued
<b>March 13, 2018 Council Meeting</b>			
18-03-194	That the Agricultural Service Board review the options of development of County owned lands for agricultural purposes.	Grant	In progress
18-03-204	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.	Doug	
<b>March 28, 2018 Council Meeting</b>			
18-03-225	That administration research the amount of funds/tickets issued by the Rainbow Lake Peace Officer west of Highway 35 (not within the Town of Rainbow Lake limits) and bring back to Council.	Doug Karen	
18-03-226	That administration contact the Town of Rainbow Lake regarding a Memorandum of Understanding for an enhanced policing position in Chateh.	Len Doug	
18-03-227	That administration bring forward the previous policing priorities for discussion at Council.	Carol	
18-03-229	That letters be sent to the various Ministries and the RCMP in follow-up to the meetings held in Edmonton during with week of March 19, 2018.	Len	In progress
18-03-236	That consideration of Motion 18-03-235 be TABLED to the next meeting.  Motion 18-03-235 That Policy FIN025 Purchasing Authority Directive and Tendering Process be amended with the removal of the two envelope system requirement.	Carol	2018-04-10
18-03-243	That the budget be amended to include an additional \$9,900 for the Intake Valve and Booster Reel Project (for a total project cost of \$18,500) with funds coming from the Vehicle and Equipment Replacement and Emergency Services Reserve.	Karen	
18-03-244	That the 2018 Operating Budget be amended to include \$200,000 for the Overburden Removal at Fidler Pit with funds coming from the General Operating Reserve.	Karen	
18-03-245	That administration be authorized to proceed with the gravel purchase from Alberta Transportation.	Dave	
18-03-248	That Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist Policy be TABLED to the April 24, 2018 Committee of the Whole Meeting.	Fred	2018-04-24 COW

Motion	Action Required	Action By	Status
18-03-253	That the budget be amended to include \$35,000 for a Water Diversion License Review project with the funds coming from the General Operating Reserve.	Karen	
18-03-254	That administration be authorized to proceed with advertising and hiring for the Environmental Planner position as identified on the approved Organizational Chart.	Byron	Complete



## Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0  
Phone (780) 927-3718 Fax (780) 927-4266  
www.mackenziecounty.com

February 1, 2018

Lennea Oseen  
Manager, Approvals & Disposition Services  
Alberta Environment and Parks  
5<sup>th</sup> Floor Petroleum Plaza ST  
9915-108 Street  
Edmonton AB T5K 2G8

Dear Ms. Oseen:

**RE: PLS 120200 Purchase of SE 15-106-15-W5M**

Since May 25, 2012 Mackenzie County has been working with the Government of Alberta to purchase PLS 120200 (SE 15-106-15-W5M) which was sent to Alberta Sustainable Resource Development Lands Division.

As of the writing of this letter we are still awaiting the land purchase that we applied for almost 6 years ago. There have been no responses to e-mails that have been sent or any communication from your department, verbal or written, since November 28, 2016 when we received an e-mail stating that you would be reviewing the file and responding to us by the end of the year. Due to no responses via e-mail our administration has tried calling but calls are unanswered and staff are unable to leave voicemails as the voicemail inbox is always full.

We have completed the required First Nations Consultation, and sent a cheque for the agreed purchase amount of \$36,171.50, which was received and deposited by your department.

We would appreciate final direction as to what is required to complete this land purchase, in order to complete the title transfer.

Sincerely,

Len Racher  
Chief Administrative Officer  
LR/sm

c: John Conrad A/Assistant Deputy Minister- Environment and Parks  
Dianna McQueen – DMC Consulting



March 21, 2018

Dear Mayors, Reeves and Councillors:

**RE: April 28 – National Day of Mourning**

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On April 28, we all come together to remember the workers who were killed, injured or disabled at work.

In 2017, we lost 166 men and women to workplace injury or illness in Alberta.

To remember them, we have developed a memorial poster (enclosed) in recognition of the day. This poster will appear at workplaces, public places and in ceremonies across the province as a remembrance and a tribute to the workers killed or injured on the job, and a reminder that we need to work together to make workplaces safer.

We have also included a small vinyl sticker to provide a tangible reminder of the significance of April 28. If you are interested in distributing them to visitors, we would be happy to provide you with a supply.

We ask that you display the poster and use it in any events marking Day of Mourning.

If you have any questions, need stickers or additional posters, please contact Dina DaSilva, WCB Corporate Communications at 780-498-8616 or [dina.dasilva@wcb.ab.ca](mailto:dina.dasilva@wcb.ab.ca).

We will be lowering our flags to half-mast on April 28. We invite you to join us in marking this important day by doing the same.

Sincerely,



Dayna Therien  
Director of Corporate Communications  
WCB-Alberta

Encl.



ALBERTA  
HEALTH

*Deputy Premier  
Office of the Minister  
MLA, Edmonton-Glenora*

AR 151139

March 22, 2018

Peter Braun  
Reeve  
Mackenzie County  
PO Box 640  
4511 46 Avenue  
Fort Vermillion AB T0H 1N0

RECEIVED  
MAR 28 2018

**MACKENZIE COUNTY  
FORT VERMILION OFFICE**

Dear Peter Braun:

Thank you for your letter regarding nursing positions in Mackenzie County. I want to assure you that our Government is committed to making workplaces fair and family-friendly and takes the well-being of employees very seriously. I am pleased to provide you with the following information.

I understand the importance of filling nursing vacancies as quickly as possible with qualified staff. Alberta Health Services (AHS) utilizes its North Zone RN Locum Program designed to address high staffing needs and assist in maintaining health care services. The RN Locum Program supports the North Zone and AHS local leadership to prioritize staffing needs, ensure safe, quality care for patients and families and staff safety. The RN Locum Program was initiated as a pilot and was specific to five communities north of the 57th parallel (Fort Vermillion, La Crete, High Level, Paddle Prairie and Rainbow Lake) with the intention to spread the program across the North Zone and to ensure equity among all United Nurses of Alberta (UNA) members. After a successful two year pilot north of the 57th parallel, AHS and the UNA reached an agreement to expand the program across the entire North Zone.

I understand the expansion may have resulted in some reduced flexibility to utilize locum nurses in the Mackenzie County. I would encourage staff to work with AHS management in the North Zone when planning their vacation and use the RN Locum program as effectively as possible. For more information, you may contact Sandra Herritt, Senior Operating Officer, AHS, Area 1 – 4 to discuss AHS vacancies, vacation planning and the Locum Program in the North Zone. Ms. Herritt can be contacted by calling 780-618-3432.

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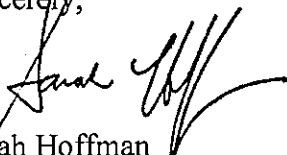
423 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3665 Fax 780-415-0961  
10996 - 124 Street, Edmonton, Alberta T5M 0H8 Canada Telephone 780-455-7979 Fax 780-455-2197

Peter Braun  
Page 2

To address the long-term vacancy challenges, AHS local leadership works closely with its Talent Management team on targeted recruitment for the northwest portion of the province. Relocation incentives are offered to employees to support recruitment and retention efforts. AHS, in partnership with the Northern Alberta Development Council, has a bursary program for students enrolled in post-secondary education with an emphasis on nursing recruitment, particularly in northern communities. Local leadership provides support to work with community members and local youth using student shadowing to provide an opportunity to high school students interested in a health related field of study to gain a sense of the different professions. This can help to retain workplace skills in the community.

Please be assured that, together with AHS, we are working to resolve these issues. Thank you for sharing your concerns with me and for the opportunity to meet with Mackenzie County representatives this past November.

Sincerely,



Sarah Hoffman  
Deputy Premier  
Minister of Health

cc: Debbie Jabbour, MLA- Peace River  
Verna Yiu, President & CEO, Alberta Health Services  
Sandra Herritt, Senior Operating Officer, Alberta Health Services  
Mark Cowan, Labour Relations Officer, United Nurses of Alberta



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Web: [www.transcanada.com](http://www.transcanada.com)

March 23, 2018

**Re: Update on 2017 Meter Stations and Laterals Abandonment Program (2017 Program)**

On April 19, 2017, NOVA Gas Transmission Ltd. (NGTL), a wholly owned subsidiary of TransCanada PipeLines Limited (TransCanada), sent you an information package regarding its Program. On August 28, 2017, NGTL advised that the 2017 Program Application had been filed with the National Energy Board (NEB or Board) and provide a link to the NEB Website. On November 9, 2017, NGTL notified you of an upcoming hearing process that was directed by the NEB or Board.

Upon completion of the hearing process, the NEB issued a Decision Letter and Order ZO-N081-002-2018, on February 16, 2018, granting NGTL approval to abandon the pipelines and associated facilities comprising of the 2017 Program.<sup>1</sup>

NGTL anticipates the first phase of abandonment activities under the 2017 Program, as detailed in the information package previously sent to you, to begin in the third quarter of 2018 and will proceed throughout 2019. NGTL anticipates this phase will take approximately two weeks to complete at each site. Please see the attached schedule for tentative timelines specific to each meter station and lateral involved in the 2017 Program.

If you are a directly affected party to one (or more) of the sites, a Land Agent or the Construction Manager will be in contact with you to provide further dates and scheduling.

The full cycle of abandonment, from the physical work abandoning the facility (removing or abandoning in-place) up to and including remediation and reclamation, can take an extended period. TransCanada will continue to provide updates to those directly affected, throughout the course of the 2017 Program.

Please do not hesitate to contact your Land Agent representative Jeff Dilling by phone at (780) 637-8518 or by email at [jeff\\_dilling@transcanada.com](mailto:jeff_dilling@transcanada.com) or call Stephen Bauer, Project Manager by phone at (403) 920-6553 or email [stephen\\_bauer@transcanada.com](mailto:stephen_bauer@transcanada.com), if you have any questions about the Program or schedule.

Sincerely,  
**NOVA Gas Transmission Ltd.**

Nicole Prince  
Regulatory Analyst  
Regulatory, Canadian Gas Pipelines

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<sup>1</sup> The NEB Approval may be accessed online in the NEB's Regulatory Document Index at the following link <https://apps.neb-one.gc.ca/REGDOCS/Item/Filing/A90052>





## 2017 Meter Stations and Laterals Abandonment Program Updated Schedule

Meter Station Name	Lateral Pipeline (Abandonment Method)	Meter Station Legal Description	Proposed Abandonment Date	Approximate Duration for Physical Abandonment
		Isolation Location Legal Description		
Acadia East Receipt	0.20 km of NPS 6 Acadia East Lateral (removed)	SE 15-026-03 W4M	May 2018	15 days
		NE 10-026-03 W4M		
Acadia North Receipt	4.58 km of NPS 6 Acadia North Lateral (in-place)	NE 30-026-03 W4M	May/June 2018	15 days
		NE 07-026-03 W4M		
Acadia Valley Receipt	16.96 km of NPS 6 Acadia Valley Lateral <sup>1</sup> (in-place)	NW 12-026-02 W4M	May 2018	15 days
		NW 07-026-03 W4M		
Bear Canyon West Receipt	0.24 km of NPS 8 Bear Canyon West Lateral (removed)	NE 07-084-12 W6M	March 2019	16 days
		NE 07-084-12 W6M		
Big Bend East Receipt	1.58 km of NPS 4 Big Bend East Lateral (in-place / removed) <sup>2</sup>	SW 07-067-26 W4M	October/November 2019	17 days
	1.5 km of NPS 8 Big Bend East Lateral Loop (in-place / removed) <sup>3</sup>	SW 06-067-26 W4M		
Blueberry Hill Receipt	4.36 km of NPS 4 Blueberry Hill Lateral (in-place)	NW 24-079-11 W6M	September 2018	16 days
		NW 01-079-11 W6M		
Blue Jay Receipt	7.97 km of NPS 4 Blue Jay Lateral (in-place)	SW 13-068-18 W4M	September 2019	16 days
		SE 32-067-17 W4M		
Donatville Receipt	6.03 km of NPS 6 Donatville Lateral (in-place)	SE 27-066-18 W4M	September/October 2019	15 days
		NE 31-066-18 W4M		
Hines Creek Receipt	24.32 km of NPS 6 Hines Creek Lateral (in-place)	SW 35-085-03 W6M	February/March 2019	18 days
	0.05 km of NPS 6 Hines Creek MS Piping (removed)	SE 36-086-01 W6M		
Hines Creek West Receipt	35.6 km of NPS 8 Hines Creek West Lateral (in-place)	NE 23-085-04 W6M	January/February 2019	17 days
		SE 36-086-01 W6M		
Last Lake Receipt	1.57 km of NPS 4 Last Lake Lateral (in-place)	SE 06-084-25 W5M	March/April 2019	15 days
		SW 05-084-25 W5M		
Lawrence Lake Receipt <sup>4</sup>	14.7 km of NPS 6 Lawrence Lake Lateral (in-place)	SE 21-068-26 W4M	October 2019	10 - 14 days
		NW 28-067-01-W5M		

*TransCanada periodically provides project information beginning at the early stages of project development, continuing throughout the life of the project. The information provided is intended to give people the opportunity for meaningful input. Please be aware that as projects progress, new information becomes available and details may change from the time of this printing. Please contact TransCanada with any questions.*

**2017 Meter Stations and Laterals Abandonment Program Updated Schedule (cont'd)**

Meter Station Name	Lateral Pipeline (Abandonment Method)	Meter Station Legal Description	Proposed Abandonment Date	Approximate Duration for Physical Abandonment
		Isolation Location Legal Description		
Manir Receipt	0.08 km of NPS 8 Manir Lateral (removed)	NE 36-076-04 W6M	July 2018	16 days
	0.035 km of NPS 4 Connecting Pipe (removed)	NE 36-076-04 W6M		
Mills Receipt	0.107 km of NPS 4 Mills Lateral <sup>5</sup> (removed)	SW 31-069-11 W4M	July 2018	16 days
		SW 31-069-11 W4M		
Tangent East Receipt	6.9 km of NPS 4 Tangent East Lateral (in-place)	SW 03-079-24 W5M	November/December 2019	16 days
		SE 02-079-25 W5M		

Ellnor Lake East Receipt	N/A	NW 22-065-11 W4M	June 2018	14 days
Mega River Receipt	N/A	SE 03-113-12 W6M	January 2019	20 days
Mega River No. 2 Receipt				
Rod Lake Receipt	N/A	SE 33-092-20 W4M	January 2019	16 days
Rod Lake Sales				
Rossbear Lake Receipt	N/A	NW 28-095-12 W5M	March 2019	16 days
Snowfall Creek Receipt	N/A	NW 06-104-12 W6M	January/February 2019	16 days
Squirrel Mountain Receipt	N/A	SE 18-086-01 W6M	February/March 2019	17 days

N/A	9.4 km of NPS 12 Alderson Lateral <sup>6</sup> (in-place)	NW 29-018-12 W4M	October 2018	16 days
		NE 23-019-13 W4M		
N/A	6.71 km NPS 16 Kaybob South Lateral (in-place)	SW 12-062-20 W5M	July/August 2018	14 days
		NW 10-062-19 W5M		
N/A	2.1 km of NPS 36 McNeill Crossover <sup>7</sup> (in-place)	SW 01-020-01 W4M	June 2018	20 days
		SE 12-020-01 W4M		

<sup>1</sup> NGTL is proposing to abandon approximately 16.96 km of the 24.96 km Acadia Valley Lateral. The remainder of the lateral will continue providing service to customers on the NGTL System.

<sup>2</sup> NGTL is proposing to abandon in-place approximately 1.4125 km of the Big Bend East Lateral from the south meter station boundary to the NGTL System mainline. The remaining approximate 167.5 m through the meter station yard to the producer tie-in will be removed.

<sup>3</sup> NGTL is proposing to abandon in-place approximately 1.44946 km of the Big Bend East Lateral Loop from the south meter station boundary to the NGTL System mainline. The remaining estimate 0.05054 km through the meter station yard will be removed.

<sup>4</sup> Lawrence Lake Receipt Meter Station was previously decommissioned in 2011 (NEB Filing ID: A40335). NGTL is proposing to remove the remaining components (approximately 40 m of NPS 4 yard pipe, piles, side valve and fencing), and abandon the meter station site.

<sup>5</sup> NGTL is proposing to abandon approximately 107 m of the estimate 110 m Mills Lateral. The remainder of the lateral will continue providing service to customers on the NGTL System.

<sup>6</sup> NGTL is proposing to abandon approximately 9.4 km of the estimate 42.45 km Alderson Lateral. The remainder of the lateral will continue providing service to customers on the NGTL System.

<sup>7</sup> NGTL is proposing to abandon approximately 2.1 km of the estimate 2.8 km McNeill Crossover. The remainder of the crossover will continue providing service to customers on the NGTL System.



FOREST EDUCATION SOCIETY  
Box 414, High Level, AB. T0H 1Z0

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March 28, 2018

Peter Braun,  
Mackenzie County  
Box 640

Fort Vermilion T0H 1N0

Re: Support for the Northern Lights Forest Education Society.

Dear Peter Braun,

The Northern Lights Forest Education Society (NLFES) is a non-profit organization committed to the enhancement of the value and knowledge of our forests for the benefit of the communities throughout Northwest Alberta. Through partnerships with schools, industry, local government, community organizations, individuals, First Nations and local Metis communities, the Northern Lights Forest Education Society works to create awareness of the importance and the value of forests and forestry across the region.

This past year our part time forest educator John Thurston has worked to promote forestry awareness in the surrounding communities. Over 400 grades four and six students from nine different schools across the region participated in these camps during May and June 2017. More than 2,000 students have participated in these science day camps at the different instruction camp locations throughout the region over the past 5 years alone.

In partnership with Spirit of the North Community School we continue to develop and improve additional walking trails adjacent to Footner Lake north of High Level. There are now over 3 km of maintained walking trails developed for the enjoyment of the public and these trails have seen a steady increase in public use throughout the years.

NLFES also sponsors an annual education bursary available to local high school graduates that are enrolled in a full time post-secondary education in forestry or an environmental related field of study. This bursary is designed to support local graduates in support of their educational pursuits in the field of environmental management.

The Northern Lights Forest Education Society needs continuous support from corporate and individual sponsors to continue offering the educational programs as well as our other public support and education opportunities. We are hoping that you will help us keep our society viable. Any amount of donation that you can provide would be greatly appreciated.

The NLFES is also a means for our community partners such as Mackenzie County to communicate with members of the public. Your involvement in this organization represents your desire to educate children & families about our forests and the importance of the forest Industry to the region.



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 28, 2018

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

ATTN: Reeve Braun

Dear Peter,

**RE: CHANGE TO 2018 CAPITAL PROJECTS REQUEST**

Council for the Town of High Level wishes to thank you for your consideration and approval of the Airport Pickup, Aquatic Centre Pool Pilot/Chemical controller (as well as the change to this project) and the Fire Breathing Apparatus projects. Each of these items represent critical infrastructure in three of our portfolios and we greatly appreciate the partnership of Mackenzie County in making these services available to both of our respective rate payers.

With regard to the denial of the Fire Command Vehicle project, understanding that this is an accepted project that has been planned for several years, Council also understands that these are trying economic times for both of our Municipalities. In recognition of our past and future cooperation, Council has decided to remove the request for the Fire Command Vehicle from our 2018 Capital Projects Request.

Please feel free to contact our CAO, Dan Fletcher, if you have any questions or concerns.

Sincerely,

Crystal McAteer  
Mayor

Cc: Town of High Level Council



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

AR93219

March 29, 2018

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

Dear Reeve Braun,

Our government is committed to supporting municipalities in providing quality infrastructure and services to Albertans. As part of that commitment, I am pleased to confirm that \$800 million has been made available to Alberta's municipalities through a 2017-18 Supplementary Estimate.

Your additional 2017 Municipal Sustainability Initiative (MSI) Capital funding is \$2,485,562. March 2018 allocations for all municipalities are also posted on the Municipal Affairs MSI website at [www.municipalaffairs.alberta.ca/msi](http://www.municipalaffairs.alberta.ca/msi). Details on the allocations, as well as the application process and payment requirements for these funds, are available on the MSI webpage in the *Addendum to 2017 MSI Capital Program Guidelines*. While this funding is intended to provide Alberta's municipalities with additional flexibility to plan for the future, it does not constitute an overall increase to anticipated MSI funding.

The government understands how important it is to ensure that municipalities are able to fund the infrastructure that Albertans use every day, now and into the future. I look forward to continuing our cooperative efforts to build strong and thriving communities for Albertans.

Sincerely,

A handwritten signature in blue ink that reads "Shaye Anderson".

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: Lenard Racher, Chief Administrative Officer, Mackenzie County



March 30<sup>th</sup>, 2018

D Roberts  
1025 Aspen Dr.  
P.O Box 11  
Zama City, AB T0H 4E0

Dear D Roberts,

***Subject: Fourth National Wildfire Community Preparedness Day – May 5<sup>th</sup>, 2018***

It is my pleasure to inform you that Zama City is a successful recipient of a \$500 Provincial Wildfire Community Preparedness Day award!

As sponsors of Preparedness Day, The Co-operators, the Institute for Catastrophic Loss Reduction (ICLR), and the National Fire Protection Association (NFPA) are committed to raising wildfire awareness, promoting collaboration and bringing neighbours together to work on projects that can help protect homes, neighbourhoods and entire communities from future wildfire risk or current post-fire impacts.

We encourage you to visit our Facebook page ([www.facebook.com/FireSmartCanada](http://www.facebook.com/FireSmartCanada)) to connect with other communities and share stories about your FireSmart event held by September 30<sup>th</sup>, 2018. Don't forget to also tweet and spread the exciting news with #IAMFireSmart!

In the coming weeks you will receive the \$500 award along with a resource kit to help make your event a success! We encourage you to invite media to the event as well as your local politicians. Please advise if you would like us to send a sample invitation and/or news release.

Moreover, upon request and subject to scheduling availability, an insurance advisor may be able to attend your event and demonstrate The Co-operators commitment to proactive wildfire safety education.

Attached is the consent and release form, and our award recipient information sheet. Please review and sign the consent and release form, as well as fill out the recipient information sheet and return them as soon as possible so we can release your reward.



Congratulations once again on your accomplishment in making your community safer from wildfire. We encourage you to continue working with your neighbours to FireSmart your community. To receive information about the FireSmart Canada Community Recognition program, please be sure to visit [www.firesmartcanada.ca/firesmart-communities](http://www.firesmartcanada.ca/firesmart-communities).

Sincerely yours,



Kelly Johnston, RPF  
Executive Director, FireSmart Canada

cc: The Co-operators  
Institute for Catastrophic Loss Reduction  
National Fire Protection Association

### **FireSmart Canada**

FireSmart Canada (FireSmart) is the go-to national program committed to helping Canadians reduce their wildfire risk and become fire adapted through community-based solutions. FireSmart is administered by Partners in Protection; a non-profit coalition of federal, provincial, first nations', private industry and municipal fire, emergency and land management experts. Through publications, programs, outreach training, and workshops, FireSmart provides tools for Canadians to become pro-active in reducing the risk of wildfire to their homes and communities. FireSmart programs and products are supported through membership and ongoing active support from organizations such as the Canadian Interagency Forest Fire Centre, the Institute for Catastrophic Loss Reduction, the National Fire Protection Association and The Co-operators. For more information on FireSmart visit [www.firesmartcanada.ca](http://www.firesmartcanada.ca).

### **The Co-operators:**

The Co-operators Group Limited is a Canadian-owned co-operative with more than \$37 billion in assets under administration. Through its group of companies it offers home, auto, life, group, travel, commercial and farm insurance, as well as investment products. The Co-operators is well known for its community involvement and its commitment to sustainability. The Co-operators is listed among the 50 Best Employers in Canada by Aon Hewitt; Corporate Knights' Best 50 Corporate Citizens in Canada; and the Top 50 Socially Responsible Corporations in Canada by Sustainalytics and Maclean's magazine. For more information please visit [www.cooperators.ca](http://www.cooperators.ca).



**The Institute for Catastrophic Loss Reduction:**

Established in 1998 by Canada's property and casualty insurers, ICLR is an independent, not-for-profit research institute based in Toronto and at the University of Western Ontario in London, Canada. ICLR is a centre of excellence for disaster loss prevention research and education. ICLR's research staff are internationally recognized for pioneering work in a number of fields including wind and seismic engineering, atmospheric sciences, water resources engineering and economics. Multi-disciplined research is a foundation for ICLR's work to build communities more resilient to disasters. Visit [www.iclr.org](http://www.iclr.org).

**The National Fire Protection Association:**

NFPA is a worldwide leader in fire, electrical, building, and life safety. The mission of the international non-profit organization founded in 1896 is to reduce the worldwide burden of fire and other hazards on the quality of life by providing and advocating consensus codes and standards, research, training, and education. NFPA develops more than 300 codes and standards to minimize the possibility and effects of fire and other hazards. All NFPA codes and standards can be viewed at no cost at [www.nfpa.org](http://www.nfpa.org).

Bob Gammer  
Community Relations Manager  
Northern Region  
Phone: 250 561-4858  
Cell: 250 961-0676  
Email: bob.gammer@bchydro.com

April 3, 2018

Mackenzie County Council  
4511 – 46 Avenue  
Box 640  
Fort Vermilion, AB  
T0H 1N0

Dear Reeve Braun and Council,

Re: Peace River operations and river fluctuations

Thank you for your email enquiring about our dams on the Peace River, our operations and seasonal flow fluctuations.

BC Hydro operates two dams for hydroelectric power production on the Peace River. The WAC Bennett Dam is the larger of the two and holds the water for seasonal storage in the Williston Reservoir. Downstream of WAC Bennett and closer to Alberta is the Peace Canyon Dam – this is the facility that may influence the release of water daily within our water licence limits under normal operations. Site C Dam, now under construction, will be our dam that is furthest downstream and closest to Alberta.

We understand that Mackenzie County's current interest relates to fluctuating Peace River water levels at the location of the La Crete ferry and ice bridge. River level forecasting in Alberta is the responsibility of Alberta Environment and Parks (AEP). BC Hydro works closely with AEP and shares real-time discharge information with them. We encourage you to contact their River Hydraulic and Ice Engineer, Stefan Emmer in Edmonton at tel. 780 427-0690. Stefan will advise you on possible causes of water level fluctuations, including the natural river ice formation process.

The following are some basic principles of how ice formation upstream can affect river levels downstream, but it's best to speak to AEP for more specific details. During winter, ice cover develops on the Peace River and the process of ice formation naturally reduces water flows in the river.

- During the coldest days of winter, ice production increases and conversely, when the air temperature rises, less ice is formed.

- When ice formation is increasing, less water is moving down the river and when ice formation slows down, or reverses, more water is flowing in the river.
- When the river is covered with ice, not only is more water stored as ice, but the water under the ice cover is moving more slowly due to the friction of the ice cover. This also decreases the amount of water flowing downstream causing water levels to drop downstream of the ice front. You may have noticed dropping water levels a few days after cold weather starts in the Peace River and Fort St. John area and increasing water levels a few days after the weather warms up.
- During a warm spell, ice may melt and with the release of that frozen water, flows in the river downstream will increase.

This process occurs regularly during all winters and residents downstream may witness changes in water levels that are caused naturally. The greater the temperature fluctuates, the more the river level will move up and down in response. In some years, this effect may be more noticeable than others.

I'd like to add some background regarding Peace Canyon Dam operations. Our water licence at the facility permits discharges ranging from a minimum of 283 m<sup>3</sup>/s to a maximum of 1,982 m<sup>3</sup>/s (10,000 to 70,000 cubic feet per second) for the purpose of power. Discharges in excess of this may be required when flood routing, or managing for high water years, although this is infrequent – the last spills at the dam were in 2012 and 2002. Peace Canyon may release water within this range at any hour of any day of the year depending on energy demand and system operating conditions. Since demand may change minute by minute, we cannot indicate ahead of time what discharge rates will be in use. It takes roughly five days for a change in Peace Canyon Dam discharge to reach Mackenzie County. The further away from Peace Canyon an observer is, the less the dam discharge will be seen to affect river levels, since there are many tributaries that flow, unregulated, into the Peace River.

Please let me know if you have any further questions about our operations on the Peace River.

Yours truly,

A handwritten signature in black ink, appearing to read 'Bob Gammer', written in a cursive style.

Bob Gammer

c. Stefan Emmer, AEP

**From:** [Andrew O'Rourke](#)  
**To:** [Byron Peters](#); [Len Racher](#); [Colleen Sarapuk](#); [Grant Smith](#)  
**Subject:** FW: \$330,000 Mackenzie County Organic Success Program Supports Agricultural and Agri-Food Entrepreneurs  
**Date:** April 5, 2018 2:39:25 PM

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See below press release from Organic Alberta

Andrew O'Rourke | **Economic Development Officer | Mackenzie County**

PO Box 640, 4511-46 Ave. | Fort Vermilion | AB | T0H 1N0

Main Line: 780.928.3983 | Fax: 780.928.3636

Toll Free: 1.877.927.0677 | Cell: 780.841.1636

[www.mackenziecounty.com](http://www.mackenziecounty.com)

---

**From:** Organic Alberta [mailto:info=organicalberta.org@mail158.atl61.mcsv.net] **On Behalf Of**

Organic Alberta

**Sent:** April 5, 2018 2:33 PM

**To:** Andrew O'Rourke <aorourke@mackenziecounty.com>

**Subject:** \$330,000 Mackenzie County Organic Success Program Supports Agricultural and Agri-Food Entrepreneurs

*FOR IMMEDIATE RELEASE*

**\$330,000 Mackenzie County Organic Success Program Supports  
Agricultural and Agri-Food Entrepreneurs**

Edmonton AB, April 4, 2018 – Commencing November 1, 2017 and running until October 31, 2019, The Mackenzie County Organic Success Program is a two-year, \$330,000 initiative which supports agricultural and agri-food entrepreneurs in the Mackenzie County region to diversify into organic production.

"The global organic market is now estimated at just under \$90 Billion, and

Mackenzie County farmers are working hard to fill that demand. In recognition of these efforts and the tremendous growth in the number of organic producers in the region over the past few years, Organic Alberta has launched the Mackenzie County Organic Success Program” says Becky Lipton, Organic Alberta’s Executive Director.

The program is a partnership between Organic Alberta and the Mackenzie Applied Research Association, with strong support from Mackenzie County and the Regional Economic Development Initiative for Northwest Alberta.

Currently, over half of Alberta’s organic producers live in the Mackenzie County region. Many producers are choosing organic production because it provides strong diversification options and economic returns, offering success without the need to expand land base. However, there are challenges associated with transitioning to organic production, therefore long-term agronomic and marketing support is needed to ensure success. A further challenge is posed by the relative remoteness of the Mackenzie County region, a 7-hour drive north of Edmonton.

The program will support two cohorts of producers – those in transition and new to organic growing, and experienced organic growers. The Transitioning and New Organic Grower Stream will focus on issues such as the certification process, finances, marketing, weeds, soil fertility, and more. The Organic Farmer Advancement Stream will assist farmers in designing sustainable crop rotations, managing weeds, building soil fertility, and maximizing grain quality. Each cohort will go through a two-year incremental learning program which will introduce key organic business and agronomy best practices, including workshops, farm discussion groups and access to resources. The program will also include a trade and marketing component, which will bring an annual buyers mission to the region.

James Thiessen, an organic producer in the region, believes the program “will help bring awareness to the diversity of organic products that can be grown here, and of the markets available for those products.” He also feels that through the work of the Transitioning and New Organic Grower Stream, “we may see more producers encouraged to go organic and increase profitability for those already producing organically”.

The Mackenzie County Organic Success Program is sponsored by REDI, Grain Millers, Richardson, Mackenzie County, ProCert, Pipeline Foods, Eco-Cert, FW Cobs, Hemp Genetics, Frontier Seed, Penergetic, Sunrise Foods, NutraSun Foods, AFSC and Westaqua.

“The Regional Economic Development Initiative for Northwest Alberta (REDI) is proud to be a supporter of the Mackenzie County Organic Success program. Mackenzie County has long been a leader in agriculture in Alberta and Canada. Organic producers and their products are an important element of Mackenzie County’s agricultural sector. REDI sees the value in supporting initiatives like this to help foster innovation and educate producers and consumers on the value of organic products” says Lisa Wardley, REDI Chair.

###

### **About Organic Alberta**

Organic Alberta is a membership driven non-profit association that represents, supports, and grows organics in Alberta through leadership, networking, education, communication and advocacy. It includes all stakeholders – from consumers to producers and all those in between.

### **Media Contact**

Cari Hartt, Communications Coordinator

Organic Alberta

587-514-2400

[cari.hartt@organicalberta.org](mailto:cari.hartt@organicalberta.org)



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You are receiving this email because you are a media contact.

**Our mailing address is:**

Organic Alberta

Unit #1, 10329 – 61 Ave



Government  
of Canada

Gouvernement  
du Canada

Canada

[Public Safety Canada \(/index-en.aspx\)](#)

[Home](#) → [About us](#) → [Memorial Grant Program for First Responders](#)

# Memorial Grant Program for First Responders



When firefighters, police officers and paramedics put their safety on the line, they are acting in service to all Canadians.



In recognition of the critical role of first responders in protecting Canadians, the Memorial Grant Program for First Responders will provide a one-time lump sum, tax-free direct maximum payment of \$300,000 to the families of first responders who have died as a result of their duties.

The Memorial Grant is a non-economic benefit and does not compensate families of first responders for monetary loss (income replacement) or serve as life insurance, but rather, is in recognition of their service and sacrifice.

## How do I know if I am eligible?

A surviving family member is considered an eligible recipient if they meet all of the following eligibility criteria:

- The first responder resided in a province or territory that has signed a Memorandum of Agreement in respect of this Grant with Canada (exception – those who work for an Indigenous emergency service).
- The first responder was an individual who was employed or formally engaged to carry out the duties of a police officer, firefighter or paramedic.
- The death resulted from:
  - A fatal injury while actively engaged in the duties of a first responder in Canada;
  - An occupational illness primarily resulting from employment as a first responder; or
  - A psychological impairment or operational stress injury (e.g., PTSD), specifically suicide.
- The date of death was on or after April 1, 2018.
- You are either (in order of priority):
  - i. The spouse or common law partner; or
  - ii. If there is no surviving spouse or common law partner, to a surviving child or children divided in equal amounts; or
  - iii. If there is no surviving child, to a surviving parent or parents divided in equal amounts; or
  - iv. If there is no surviving parent, to surviving brothers and sisters divided in equal amounts; or
  - v. If there are no surviving brothers and sisters, to the deceased's estate.

## How Can I Apply?

You can send your contact information to Public Safety Canada by sending an email to the following address: [ps.memorialgrant-subventioncommemorative.sp@canada.ca](mailto:ps.memorialgrant-subventioncommemorative.sp@canada.ca) (<mailto:ps.memorialgrant-subventioncommemorative.sp@canada.ca>). A unique tracking number will be issued to you.

Public Safety Canada is currently pursuing a competitive procurement process to select a Third-Party Service Provider to support the delivery of this initiative. The Third-Party Service Provider will review all the documentation required to assess eligibility.

Anyone who has asked for a call back and has been issued a unique identifier number will be contacted by the Service Provider as soon as the forms are ready for applicants to complete. Alternatively, as soon as it becomes possible to apply, a link to the services will be updated here.

Only those death events that have occurred on or after April 1, 2018 will be assessed to determine eligibility for the Memorial Grant Program.

## Resources

[Terms and Conditions of the Memorial Grant Program \(trms-cndtns-en.aspx\)](#)

**Date modified:**

2018-03-29

**From:** alberta.news@gov.ab.ca  
**To:** [Carol Gabriel](#)  
**Subject:** News Release: Province to consult on Emergency Management Act  
**Date:** April 3, 2018 4:13:34 PM

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# Province to consult on Emergency Management Act

April 03, 2018 [Media inquiries](#)

The draft bill would better protect Albertans during disasters and emergencies by strengthening collaboration and clarifying roles and responsibilities.



*L to R: Tom Sampson, chief, Calgary Emergency Management Agency, Minister Anderson and Ryna Brideau-Thombs, secretary, International Association of Emergency Managers Canada, after tabling amendments to the Emergency Management Act.*

In the past 10 years, Alberta has seen an increasing number of natural disasters. Proposed amendments to the *Emergency Management Act* would update rules and regulations to help communities improve their response to disasters. It would also provide the ability to create a new Local Authority Emergency Management Regulation that would give clear direction on emergency management practices for municipalities to follow.

Starting in June, first responders, local elected officials, municipal directors of emergency management, Metis settlements and First Nations communities will be invited to provide feedback on the proposed changes and suggested regulation.

Government intends to further discuss this bill in the fall legislative session.

“In the face of past disasters our first responders have shown courage and bravery and our municipalities have pulled together to respond. The best way to protect Albertans from disasters is to be sure all of us are better prepared. I look forward to consulting on these proposed

changes with the emergency management community to ensure that all levels of government are working together to protect Albertans.”

*Shaye Anderson, Minister of Municipal Affairs*

The Local Authority Emergency Management Regulation proposes additional direction for municipalities on training requirements, local emergency management plans and required use of the Incident Command System during emergencies. The regulation would also include mechanisms to support regional emergency management collaboration.

“Proposed updates to Alberta’s *Emergency Management Act* will help position emergency managers throughout the province to better prepare for, and respond to, emergencies and disasters. These changes recognize the necessity of regular training, which in turn builds capacity for local authorities, and enhances their ability to respond and promote community resilience.”

*Greg Solecki, president, International Association of Emergency Managers Canada*

“Disasters in Alberta are becoming more frequent, intense and costly. Albertans, municipalities and the province must continue to work together to build capability, capacity and resilience – this legislation provides the foundational building blocks to accomplish that.”

*Tom Sampson, chief, Calgary Emergency Management Agency*

After every major disaster, the province hires a third party to conduct an independent review of the emergency response. Recommendations made in these post-incident assessments, including the 2011 Slave Lake wildfires, the 2013 southern Alberta floods and the 2016 Wood Buffalo wildfires helped inform the proposed amendments, including the recommendations to improve and add to the *Emergency Management Act* made in the KMPG Fort McMurray wildfire report.

## **Other proposed changes to the act would:**

- Protect first responders by clarifying their liability if individuals refuse to comply with an evacuation order.

- Provide clarity on the lead person authorized to act on the minister's behalf during a state of emergency and include details on the power and authority given to the lead role.
- Clarify rules on how disputes over compensation are handled when property is damaged by the emergency response, not by the actual emergency.

The *Emergency Management Act* provides the legislative framework for local and provincial management and coordination efforts to prepare for, mitigate against, respond to and recover from emergencies and disasters.

## Related information

- [Emergency Management Amendment Act \(2018\)](#)
- [Emergency Management Act \(2013\) \(PDF\)](#)
- [May 2016 Wood Buffalo Wildfire Post-Incident Assessment Report \(KPMG Report\) \(PDF\)](#)

## Related news

- [Province acting on wildfire report recommendations](#) (June 8, 2017)

## Multimedia

- [Listen to the news conference](#)

## Media inquiries

**[Lauren Arscott](#)**

780-717-1438

Press Secretary, Municipal Affairs

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**From:** Dr. Jacob Marfo-MARA  
**To:** [Grant Smith](#); [Carol Gabriel](#)  
**Cc:** [Colleen Sarapuk](#); [Len Racher](#)  
**Subject:** Special Northern Agriculture Update 2018  
**Date:** April 5, 2018 11:48:04 AM

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Hello Carol and Grant,

MARA is proud to announce the hosting of the 2018 Northern Agriculture Update at the Fort Vermilion Community Complex on **April 12, 2018 from 9:00 AM to 2:30 PM**. We are extremely lucky to be bring back to town, Dr. George Clayton and all the grain commodity groups in the Province. As you may know already, Dr. Clayton was the last Agriculture & Agri-Food Canada Director stationed at Fort Vermilion. He worked selflessly with the County to ensure that the Fort Vermilion Experimental Farm remained with the County to be used for research and extension activities. He is returning to town to share his experiences on “Farming in the North, the Past, the Present and the Future”.

Also for the first time in our history, all the Grain Commissions Managers and Senior directors are joining the Northern Ag Update for a panel discussion on improving the grain market and farming in Northern Alberta. This is the first time all the commissions (**Alberta Barley, Alberta Canola, Alberta Pulse and Alberta Wheat Commissions**) are jointly meeting in Mackenzie County. They will be flying in to the Fort Vermilion Airport.

MARA would appreciate if you can share this information with all County Staff and Council Members. We encourage the County (staff and elected members) to join us for this historic day and to engage in discussions with the commissions. Registration fee is **WAIVED** for all County Employees and Council Members.

Feel free to share this information with your network.

Thank you.

Jacob

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**Join MARA and Farmers in Mackenzie County on April 12 2018 at the Fort Vermilion Complex, 9:00-2:30 PM**

**For presentations from Ag Safe Alberta, Dr. George Clayton, Alberta Barley, Canola, Pulse and Wheat Commissions. A must attend event for Farmers in Northern Alberta**

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# 2018 NORTHERN AG UPDATE



Featuring: **Dr. George Clayton**,  
Research Scientist, former Director of  
the AAFC Fort Vermilion Experimental  
Farm

**“ Farming in Northern  
Alberta: Past, Present,  
and Future”**



Grain Commission Panel: Learn more about all the ways Alberta's Crop Commissions are working to support Agriculture in the Peace Region.



Alberta  
Barley



THURSDAY APRIL 12, 2018, 9:00 AM - 2:30 PM  
FORT VERMILION COMMUNITY COMPLEX  
\$25 REGISTRATION - INCLUDES LUNCH  
CALL 780-927-3776 FOR REGISTRATION & MORE INFO

**Boreal Housing Foundation**  
**Regular Board Meeting**  
**January 25, 2018 at 10:00 am**  
**Hiemstaed Lodge – Fireside Room**

**In Attendance:** George Friesen – Via Teleconference 10:04 am  
Paul Driedger  
Michelle Farris  
Brooke Ahnassey  
Daphne Lizotte  
Clark McAskile  
Crystal McAteer  
Josh Knelsen  
Bill Neufeld  
Cameron Cardinal  
Wanda Beland - joined the meeting at 10:06 am

**Missing:** Wally Olorenshaw

**Administration:** Mary Mercredi, Chief Administrative Officer  
Evelyn Peters, Executive Assistant

**Call to Order:** Vice Chair Clark McAskile called the meeting to order at 10:04 am.

**Agenda:**

**Approval of Agenda**

18-01 Moved by Michelle Farris

That the agenda be approved as distributed

Carried



**New Business**

**Robyn Maddox & Sandra Herrit DSL- Options**

18-02 Moved by George Friesen

That the presentation via teleconference be accepted as information and tabled at next meeting.

Carried

**Housing Policy HSG-013**

18-03 Moved by Paul Driedger

That the Housing Policy HSG-013 be approved as presented

Carried

**Smoke Detectors**

18-04 Moved by Michelle Farris

That the weak smoke detectors be replaced, and that the capital lodge budget be adjusted to include the cost.

Carried

**Minutes: November 29, 2017 Organizational Meeting Minutes**

18-05 Moved by Bill Neufeld

That the Organizational Meeting Minutes from November 29, 2017 be approved as distributed.

Carried

18-06

**November 29, 2017 Regular Board Meeting**

Moved by Paul Driedger

That the Regular Board Meeting Minutes from November 29, 2017 be approved as distributed

Carried

**Reports:**

**CAO Report**

18-07

Moved by Crystal McAteer

That the Chief Administrative Officer report be received as information.

Carried

**Financial Reports**

**Lodge Financial Reports – December 31, 2017**

18-08

Moved by Paul Driedger

That the December 31, 2017 Lodge financial report be received for information.

Carried

**Housing Financial Reports – December 31, 2017**

18-09

Moved by Michelle Farris

That December 31, 2017 Housing financial report be received for information.

Carried

**Supportive Living Financial Reports – December 31, 2017**

18-10

Moved by Cameron Cardinal

That the December 31, 2017 Supportive Living financial report be received for information.

Carried

**High Level Lodge – December 31, 2017**

18-11 Moved by Brooke Ahnassey

That the December 31, 2017 High Level Lodge financial report be received for information.

Carried

**Arrears Report to December 31, 2017**

18-12 Moved by Josh Knelsen

That the arrears report to be received for information.

Carried

**Information:**

**Information items**

18-13 Moved by Bill Neufeld

That the following items be accepted for information

- 6.1 AHS letter regarding Funding for Designated Supportive Living (DSL) - Information
- 6.2 Food Safety Inspection Report – Approved Mackenzie House Kitchen
- 6.3 Mackenzie House Building Permit extended/approved

Carried

Vice Chair Clark McAskile called for recess at 11:22 am

Vice Chair Clark McAskile reconvened the meeting at 11:30 am

**In Camera:**

**Legal / Land / or Labor**

18-14 Moved by Michelle Farris

That the meeting moves to in camera at 11:30 am

Carried

Regular Board Meeting  
January 25, 2018

18-15

Moved by Paul Driedger

That meeting moves out of in camera at 11:35 am

Carried

**Next Meeting Date:**

That the next Regular Board Meeting – March 12, 2018 at  
10:00 am Fireside Room – Phase I Heimstaed Lodge.

**Adjournment:**

Vice Chair Clark McAskile declared the meeting of January 25,  
2018 be adjourned at 11:40 am.

Carried

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Vice Chair Clark McAskile

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Evelyn Peters, Executive Assistant