



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

JUNE 12, 2018

10:00 A.M.

COUNCIL CHAMBERS
FORT VERMILION, AB

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, June 12, 2018
10:00 a.m.**

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

AGENDA

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CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	3
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the May 23, 2018 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
DELEGATIONS:	4.	a) Audrey Randle – Regarding Agenda Item 14. a) (10:10 a.m.)	
		b) Aaron Steblyk, Compass Assessment Consultants Inc. (10:20 a.m.)	
		c)	
COUNCIL COMMITTEE REPORTS:	5.	a) Council Committee Reports (verbal)	
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CAO REPORT:	6.	a) CAO & Director Reports for May 2018	45
TENDERS:	7.	a) None	

PUBLIC HEARINGS:	8.	a)	None	
ADMINISTRATION:	9.	a)	Federation of Canadian Municipalities (FCM) Advocacy Fund	69
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PLANNING & DEVELOPMENT:	14.	a) Response from the Director of Surveys regarding issues with Plan 5999CL in Fort Vermilion	117
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INFORMATION / CORRESPONDENCE:	16.	a) Information/Correspondence	145
IN CAMERA SESSION:		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	17.	a) Debriefing of State of Local Emergencies (s. 24)	
		b) Staffing (s. 19, 24)	
		c)	
NOTICE OF MOTION:	18.	a)	
NEXT MEETING DATES:	19.	a) Committee of the Whole Meeting June 26, 2018 10:00 a.m. Fort Vermilion Council Chambers	
		b) Regular Council Meeting June 27, 2018 10:00 a.m. Fort Vermilion Council Chambers	

- c) Regular Council Meeting
July 25, 2018
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 12, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the May 23, 2018 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the May 23, 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 May 23, 2018 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**May 23, 2018
10:00 a.m.**

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

PRESENT: Peter F. Braun Reeve
Lisa Wardley Deputy Reeve
Jacquie Bateman Councillor
Cameron Cardinal Councillor
David Driedger Councillor
Josh Knelsen Councillor
Anthony Peters Councillor (left the meeting at 1:37 p.m.)
Ernest Peters Councillor

REGRETS: Eric Jorgensen Councillor
Walter Sarapuk 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
Don Roberts Zama Site Manager
Grant Smith Agricultural Fieldman
Chelsea Doi Municipal Intern

ALSO PRESENT: Members of the public.

Minutes of the Regular Council meeting for Mackenzie County held on May 23, 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 10:01 am.

AGENDA: 2. a) Adoption of Agenda

MOTION 18-05-361 MOVED by Deputy Reeve Wardley

That the agenda be approved with the following additions:

- 9. c) Hay-Zama Wood Bison
- 9. d) Request to Reduce Taxes
- 9. e) Canada Post

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

3. a) Minutes of the May 8, 2018 Regular Council Meeting

MOTION 18-05-362

MOVED by Councillor Bateman

That the minutes of the May 8, 2018 Regular Council Meeting be adopted as presented.

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

3. b) Business Arising out of the Minutes

None.

MOTION 18-05-363

MOVED by Councillor Driedger

That Council move in-camera at 10:04 a.m. to discuss the debriefing of state of local emergency.

CARRIED

MOTION 18-05-364

MOVED by Councillor E. Peters

That Council move out of camera at 10:34 a.m.

CARRIED

**COMMUNITY
SERVICES:**

**11. a) Mackenzie County Wellness Centre – Funding
Options and Project Outline Report**

MOTION 18-05-365

MOVED by Deputy Reeve Wardley

That Council support the Wellness Centre Project in principle and that administration be authorized to obtain architectural drawings and cost estimates for the project and bring back to Council for a funding commitment.

CARRIED

MOTION 18-05-366
Requires 2/3

MOVED by Councillor Driedger

That the budget be amended to include \$25,000 for the development of architectural drawings and cost estimates with fifty (50%) percent of the funding coming from the General Capital Reserve and the remaining fifty (50%) percent from the Mackenzie County Wellness Centre Society.

CARRIED

**COUNCIL COMMITTEE
REPORTS:**

5. a) Council Committee Reports (verbal)

MOTION 18-05-367

MOVED by Councillor E. Peters

That the Council Committee reports be received for information.

CARRIED

Reeve Braun recessed the meeting at 10:56 a.m. and reconvened the meeting at 11:08 a.m.

TENDERS:

7. a) 2018 Regraveling Program

Councillor Bateman declared herself in conflict and left her seat at the table at 11:08 a.m.

MOTION 18-05-368

MOVED by Deputy Reeve Wardley

That the 2018 Regraveling Program Tenders – Envelope #1 be opened.

CARRIED

Tenders Received:

Bateman Petroleum	All required documents enclosed.
B. Hinson Contracting	All required documents enclosed.
Knelsen Sand & Gravel	All required documents enclosed.
1203288 AB. Ltd.	All required documents

enclosed.

MOTION 18-05-369

MOVED by Councillor E. Peters

That the 2018 Regraveling Program Tenders - Envelope 2 be opened for the qualified bidders.

CARRIED

	Schedule A Assump.	Schedule B Zama	Schedule C LC Area/ Tompkins	Schedule D Watt Mountain	Schedule E Total
Bateman Petroleum	162,750	240,000	86,250 13,150	33,150	519,241
B. Hinson Contracting	162,750	240,000	86,625 13,200	33,000	
Knelsen Sand & Gravel	213,500	216,360	63,750 13,500	34,800	541,910
1203288 AB. Ltd.	157,892	203,604	74,250 12,430	27,690	475,000

MOTION 18-05-370

MOVED by Councillor Knelsen

That administration review the 2018 Regraveling Program contract tenders and bring back to Council later in the meeting.

CARRIED

Councillor Bateman resumed her seat at the table at 11:32 a.m.

COUNCIL COMMITTEE REPORTS:

5. b) Emergency Advisory Committee Meeting Minutes

MOTION 18-05-371

MOVED by Councillor A. Peters

That the Emergency Advisory Committee meeting minutes of April 28, May 12, and May 13, 2018 be received for information.

CARRIED

COUNCIL COMMITTEE REPORTS:

5. c) Community Services Committee Meeting Minutes

MOTION 18-05-372

MOVED by Councillor Knelsen

That the Community Services Committee meeting minutes of May 9, 2018 be received for information.

CARRIED

COUNCIL COMMITTEE REPORTS:

5. d) Municipal Planning Commission Meeting Minutes

MOTION 18-05-373

MOVED by Councillor Driedger

That the Municipal Planning Commission meeting minutes of May 9, 2018 be received for information.

CARRIED

CAO REPORT:

6. a) State of Local Emergency Reports

MOTION 18-05-374

MOVED by Councillor Cardinal

That the State of Local Emergency Report for the Peace River flooding and the wildfire events be received for information.

CARRIED

PUBLIC HEARINGS:

8. a) None

ADMINISTRATION:

9. a) Bylaw 1095-18 Councillor Code of Conduct

MOTION 18-05-375

MOVED by Deputy Reeve Wardley

That Bylaw 1095-18 being the Councillor Code of Conduct Bylaw for Mackenzie County be TABLED to the Committee of the Whole Meeting.

CARRIED

ADMINISTRATION:

9. b) Caribou Update (standing item)

MOTION 18-05-376

MOVED by Deputy Reeve Wardley

That the caribou update be received for information.

CARRIED

ADMINISTRATION:

9. c) Hay-Zama Wood Bison (ADDITION)

MOTION 18-05-377
Requires Unanimous

MOVED by Councillor Bateman

That a letter be sent to Alberta Environment & Parks regarding the Hay-Zama Wood Bison reporting system and that the information for the 2018-19 hunting season be shared on the County's social media.

CARRIED UNANIMOUSLY

ADMINISTRATION:

9. d) Request to Reduce Taxes (ADDITION)

MOTION 18-05-378
Requires Unanimous

MOVED by Councillor Bateman

That Tax Roll 084425 (Rainbow Lake Campground Association) be waived for 2017 and 2018 taxes and penalties and that administration bring forward options for tax exemption.

CARRIED UNANIMOUSLY

Councillor E. Peters stepped out of the meeting at 12:18 p.m.

MOTION 18-05-379
Requires Unanimous

MOVED by Councillor Knelsen

That administration research different taxation/assessment options/incentives for developers and bring back to Committee of the Whole for review and discussion.

CARRIED

Reeve Braun recessed the meeting at 12:20 p.m. and reconvened the meeting at 1:09 p.m. with all members present.

Councillor Bateman declared herself in conflict and left her seat at the table at 1:09 p.m.

MOTION 18-05-380

MOVED by Councillor Driedger

That the 2018 Regraveling Program contract be awarded to the lowest qualified bidder per schedule, while staying within budget.

CARRIED

Councillor Bateman resumed her seat at the table at 1:15 p.m.

ADMINISTRATION:

9. e) Canada Post (ADDITION)

MOTION 18-05-381
Requires Unanimous

MOVED by Councillor Driedger

That a letter be sent to Canada Post regarding the traffic and parking concerns with the proposed location and the public consultation process for the La Crete post office.

CARRIED UNANIMOUSLY

**AGRICULTURE
SERVICES:**

10. a) None

**COMMUNITY
SERVICES:**

**11. b) La Crete Recreation Board – Request for Assistance
with Utility Costs**

MOTION 18-05-382
Requires 2/3

MOVED by Deputy Reeve Wardley

That the request by the La Crete Recreation Board to cover the utility costs for the La Crete splash park and ball diamonds be approved.

CARRIED

Councillor A. Peters left the meeting at 1:37 p.m.

FINANCE:

**12. a) Financial Reports – January 1, 2018 to April 30,
2018**

MOTION 18-05-383

MOVED by Councillor Cardinal

That the financial reports for the period of January 1, 2018 to April 30, 2018 be received for information.

CARRIED

FINANCE:

**12. b) Northwest Species at Risk Committee Financial
Information**

MOTION 18-05-384

MOVED by Councillor Knelsen

That the Northwest Species at Risk Committee financial information be received for information and that administration work with the Town of High Level administration to review finances to date.

CARRIED

DELEGATIONS:

4. a) Henry Martens (2013 Overland Flooding Invoice dated February 4, 2014)

MOTION 18-05-385
Requires 2/3

MOVED by Councillor Knelsen

That Mr. Henry Martens be advised that Mackenzie County will not be paying the invoice received from him as a result of the 2013 overland flooding and that Mackenzie County's Invoice #13947 be written off.

CARRIED

OPERATIONS:

13. a) Bylaw 1100-18 – School Zones and Other Speed Zones

MOTION 18-05-386

MOVED by Councillor Driedger

That first reading be given to Bylaw 1100-18, being the School Zones and Other Speed Zones Bylaw as AMENDED.

CARRIED

Reeve Braun recessed the meeting at 2:20 p.m. and reconvened the meeting at 2:43 p.m. with all members present with the exception of Councillor E. Peters.

OPERATIONS:

13. b) Intersection at Range Road 154 and Township Road 1060

Councillor E. Peters rejoined the meeting at 2:46 p.m.

MOTION 18-05-387

MOVED by Councillor Driedger

That the School Zones and Other Speed Zones bylaw be amended to include the following:

Rural Speed Limits

That a maximum speed limit of 50 kilometers per hour be established 100 meters on each side of the east and west side of the intersection located on Township Road 1060 at Range Road 154.

CARRIED

MOTION 18-05-388

MOVED by Deputy Reeve Wardley

That second reading be given to Bylaw 1100-18, being the School Zones and Other Speed Zones Bylaw as AMENDED.

CARRIED

MOTION 18-05-389

Requires Unanimous

MOVED by Councillor Cardinal

That consideration be given to go to third reading of Bylaw 1100-18, being the School Zones and Other Speed Zones Bylaw at this meeting.

CARRIED UNANIMOUSLY

MOTION 18-05-390

MOVED by Councillor Driedger

That third reading be given to Bylaw 1100-18, being the School Zones and Other Speed Zones Bylaw.

CARRIED

OPERATIONS:

13. c) Calcium Chloride Dust Control – Product, Cost and Locations

MOTION 18-05-391

MOVED by Deputy Reeve Wardley

That administration be authorized to accept the three year proposal from Tiger Calcium, for Calcium Chloride product, as it has been a proven product and the application process is measurable.

CARRIED

MOTION 18-05-392

MOVED by Councillor Bateman

That the dust control maps and summary be approved as amended.

CARRIED

OPERATIONS:

13. d) Oil Dust Control Quote

MOTION 18-05-393

MOVED by Councillor Knelsen

That the quote from Sands Dust Control for the supply of oil

dust control be accepted.

CARRIED

OPERATIONS:

13. e) La Crete Airport – Grand Re-Opening

MOTION 18-05-394

MOVED by Councillor Driedger

That the La Crete airport grand re-opening be received for information.

CARRIED

**PLANNING &
DEVELOPMENT:**

**14. a) Bylaw 1101-18 Purchase of Government Road
Allowance South of Lot 1, Block 1, Plan 112 5121**

MOTION 18-05-395

MOVED by Deputy Reeve Wardley

That first reading be given to Bylaw 1101-18 being a partial road closure bylaw, should Council be in agreement to sell the government road allowance, for the purpose of it all being consolidated with Lot 1, Block 1, Plan 112 5121.

CARRIED

**PLANNING &
DEVELOPMENT:**

**14. b) Bylaw 1102-18 Partial Road Closure South of SE 15
104-18-W5M**

MOTION 18-05-396

MOVED by Councillor Bateman

That first reading be given to Bylaw 1102-18 being a partial road closure bylaw, should Council be in agreement to sell the road allowance, for the purpose of it all being consolidated with SE 15-104-18-W5M, subject to public hearing input.

CARRIED

**PLANNING &
DEVELOPMENT:**

**14. c) Bylaw 1103-18 Purchase of Government Road
Allowance South of SW 14-104-18-W5M**

MOTION 18-05-397

MOVED by Councillor Knelsen

That first reading be given to Bylaw 1103-18 being a partial road closure bylaw, should Council be in agreement to sell Part of the road allowance, for the purpose of it all being consolidated with SW 14-104-18-W5M.

CARRIED

UTILITIES:

15. a) Rural Potable Water Project

MOTION 18-05-398
Requires 2/3

MOVED by Deputy Reeve Wardley

That the budget be amended to include an additional \$30,200 for the Rural Potable Water Infrastructure Project with funds coming from the Rural Water Reserve.

CARRIED

UTILITIES:

15. b) Zama Sewage Forcemain Grant Application

MOTION 18-05-399
Requires 2/3

MOVED by Councillor E. Peters

That the County apply for funding under the Green Infrastructure Projects Grant and the Alberta Municipal Water and Wastewater Partnership Grant for the Zama Sewage Forcemain project.

CARRIED

**INFORMATION/
CORRESPONDENCE:**

16. a) Information/Correspondence

MOTION 18-05-400

MOVED by Councillor Knelsen

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

CARRIED

Reeve Braun recessed the meeting at 3:44 p.m. and reconvened the meeting at 3:55 p.m.

IN-CAMERA SESSION:

17. In-Camera Session

MOTION 18-05-401

MOVED by Councillor E. Peters

That Council move in-camera at 3:55 p.m. to discuss the following:

Request to Use Mackenzie County Raw Waterline for Irrigation Purposes (*FOIP, Div. 2, Part 1, s. 16*)
Organizational Chart (*FOIP, Div. 2, Part 1, s. 24*)

Debriefing of State of Local Emergencies (*FOIP, Div. 2,
Part 1, s. 24*)

CARRIED

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

MOTION 18-05-402

MOVED by Councillor Driedger

That Council move out of camera at 4:24 p.m.

CARRIED

IN-CAMERA SESSION:

17. a) Request to Use Mackenzie County Raw Waterline for Irrigation Purposes

MOTION 18-05-403

MOVED by Councillor Cardinal

That the request to use Mackenzie County abandoned raw waterline from Atlas for irrigation purposes be approved in principle.

CARRIED

IN-CAMERA SESSION:

17. b) Organizational Chart

MOTION 18-05-404

MOVED by Councillor Driedger

That the organizational chart be approved as presented.

CARRIED

IN-CAMERA SESSION:

17. c) Debriefing of State of Local Emergencies

MOTION 18-05-405

MOVED by Councillor Knelsen

That the debriefing of the state of local emergencies be TABLED to next council meeting.

CARRIED

NOTICE OF MOTION:

18. a) None

NEXT MEETING DATE:

19. a) Next Meeting Dates

Regular Council Meeting
June 12, 2018
10:00 a.m.
Fort Vermilion Council Chambers

Committee of the Whole Meeting
June 26, 2018
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
June 27, 2018
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

20. a) Adjournment

MOTION 18-05-406

MOVED by Councillor Driedger

That the Council meeting be adjourned at 4:26 p.m.

CARRIED

These minutes will be presented to Council for approval on June 12, 2018.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 12, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the May 24, 2018 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Municipal Planning Commission meeting minutes of May 24, 2018 be received for information.

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

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Thursday, May 24, 2018 @ 10:00 a.m.

PRESENT: Erick Carter Chair, MPC Member
David Driedger Councillor, MPC Member
Beth Kappelar MPC Member
Jacquie Bateman Councillor, MPC Member

REGRETS: Jack Eccles Vice Chair, MPC Member

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

MOTION 1. CALL TO ORDER

Erick Carter called the meeting to order at 10:03 a.m.

2. ADOPTION OF AGENDA

MPC-18-05-075 MOVED by Beth Kappelar

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC-18-05-076 MOVED by Jacquie Bateman

That the minutes of May 9, 2018 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

None.

4. **TERMS OF REFERENCE**

For information.

5. **DEVELOPMENT**

- a) **081-DP-18 Hotflash Electric Ltd.
Accessory Building (Tarp Shelter)
La Crete Highway Commercial "LC-HC"
Plan 962 1721, Block 18, Lot 06**

MPC-18-05-077 **MOVED** by Jacquie Bateman

That Development Permit 081-DP-18 on Plan 962 1721, Block 18, Lot 06 in the name of Hotflash Electric Inc. be APPROVED with the following conditions:

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

1. **This permit expires May 30th, 2020, should the Tarp Shelter need to remain on location, please contact Mackenzie County Planning and Development Department at (780) 928-3983 for a time extension.**
2. Minimum building setbacks;
 - a) 9.1 meters (30 feet) facing 101 Avenue(North) yard;
 - b) 3.1 meters (10 feet) rear (South) yard;
 - c) 9.1 meters (30 feet) exterior side (West) yard; from the property lines.
3. **The Tarp Shelter shall meet all Alberta Safety Code requirements and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
4. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
5. This permit may be revoked at any time if, in the opinion of the Development Officer, the proposed development has become detrimental, unsightly or otherwise incompatible with the amenities of the neighbourhood.

6. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
7. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
8. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
9. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- b) **084-DP-18 B Hinson Contracting Ltd.
Aggregate Resource Extraction (Gravel Pit)
Agricultural "A"
NW 36-109-15-W5M**

MPC-18-05-078 **MOVED** by Beth Kappelar

That Development Permit 084-DP-18 on NW 36-109-15-W5M in the name of Hinson Contracting Ltd. be APPROVED with the following conditions:

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

1. **This development permit is temporary and will expire on May 30, 2028, should you require a time extension contact the Planning and Development department at 780-928-3983.**
2. **The developer must adhere to the regulations of the Mackenzie County Noise Abatement Bylaw 590-06. Failure to comply will render this permit null and void.**
3. Developer shall obtain all applicable Provincial approvals prior to commencing development. Copies of all approvals shall be submitted to Mackenzie County.

4. The developer shall be responsible for the maintenance of their hauling and access roads which include dust control.
5. Minimum setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property lines.
6. The site, when depleted, must be reclaimed to Alberta Environmental Protection standards.
7. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at 928-3983. Access to be constructed to Mackenzie County standards and at the developers expense.
8. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

CARRIED

- c) **085-DP-18 B Hinson Contracting Ltd.
Aggregate Resource Extraction (Gravel Pit)
Agricultural "A"
Part of SE 36-109-15-W5M**

MPC-18-05-079 **MOVED** by Jacquie Bateman

That Development Permit 085-DP-18 on Part of SE 36-109-15-W5M in the name of Hinson Contracting Ltd. be APPROVED with the following conditions:

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

1. **This development permit is temporary and will expire on May 30, 2028, should you require a time extension contact the Planning and Development department at 780-928-3983.**
2. **The developer must adhere to the regulations of the Mackenzie County Noise Abatement Bylaw 590-06. Failure to comply will render this permit null and void.**
3. Developer shall obtain all applicable Provincial approvals prior to commencing development. Copies of all approvals shall be submitted to Mackenzie County.
4. The developer shall be responsible for the maintenance of their hauling and access roads which include dust control.

5. Minimum setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property lines.
6. The site, when depleted, must be reclaimed to Alberta Environmental Protection standards.
7. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at 928-3983. Access to be constructed to Mackenzie County standards and at the developers expense.
8. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

CARRIED

6. SUBDIVISION

- a) **14-SUB-18 David J. & Margaret Neustaeter
10.00 Acre Subdivision
NE 34-106-15-W5M**

MPC-18-05-080 **MOVED** by Beth Kappelar

That Subdivision Application 14-SUB-18 in the name of David J. and Margaret Neustaeter on NE 34-106-15-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10.00 acres (4.05 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.

- d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- f) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$7,450 per acre. Municipal reserve is charged at 10%, which is \$745 per subdivided acre. **10 acres times \$745 equals \$7,450.00.**
- g) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667(1)(a).**
- h) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- i) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- j) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

- b) **15-SUB-18 Peter & Marie Neufeld
3.14 Acre Subdivision
Plan 042 0507, Block 01, Lot 02**

MPC-18-05-081 **MOVED** by David Driedger

That Subdivision Application 15-SUB-18 in the name of Peter and Marie Neufeld on Plan 042 0507, Block 01, Lot 02 be APPROVED with the

following conditions:

1. This approval is for a **TYPE B** subdivision, 3.14 acres (1.27 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
 - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
 - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - f) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$26,666.67 per acre. Municipal reserve is charged at 10%, which is \$2,666.66 per subdivided acre. **3.14 acres times \$2,666.66 equals \$8,373.31.**
 - g) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667(1)(a).**
 - h) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
 - i) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

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

CARRIED

7. MISCELLANEOUS ITEMS

None.

8. IN CAMERA

None.

9. MEETING DATES

- ❖ Thursday, June 7, 2018 @ 10:00 a.m. in La Crete
- ❖ Thursday, June 21, 2018 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, July 5, 2018 @ 10:00 a.m. in La Crete
- ❖ Thursday, July 26, 2018 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, August 9, 2018 @ 10:00 a.m. in La Crete
- ❖ Thursday, August 23, 2018 @ 10:00 a.m. in Fort Vermilion

10. ADJOURNMENT

MPC-18-05-082 MOVED by David Driedger

That the Municipal Planning Commission Meeting be adjourned at 10:45 a.m.

CARRIED

These minutes were adopted this 7th day of June, 2018.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 12, 2018
Presented By:	Dave Fehr – Director of Operations
Title:	Tompkins Crossing Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the May 28, 2018 meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the Tompkins Crossing Committee unapproved minutes of the May 28, 2018 be received for information.

Author: S Wheeler Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
Tompkins Crossing Committee
May 28, 2018 11:00 a.m.
La Crete Conference Room**

PRESENT: Peter Braun Reeve
Josh Knelsen Councillor/Chair (arrived at 11:26)
Ernie Peters Councillor/Vice Chair
Anthony Peters Councillor

ADMINISTRATION: Dave Fehr Director of Operations
Sylvia Wheeler Public Works Admin Officer /
Recording Secretary

OTHERS: Rommel Directo Operations Manager – Peace River
District, Alberta Transportation
Mae Stewart Operations Engineer, Alberta
Transportation
Paul Catt Maintenance Contract Inspector,
Alberta Transportation
George Driedger Ice Bridge Sub-Contractor
Abe Driedger Ice Bridge Sub-Contractor

CALL TO ORDER: 1. a) **Call to Order**
Vice Chair Peters called the meeting to order at 11:06 a.m.

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

MOTION TC-18-05-006 **MOVED** by Reeve Braun
That the agenda be adopted as presented.

CARRIED

MINUTES: 3. a) **Adoption of Minutes from January 4, 2018**

MOTION TC-18-05-007 **MOVED** by Reeve Braun
That the minutes from January 4, 2018 be adopted as
presented.

CARRIED

DELEGATIONS: 4. a) **None**

NEW BUSINESS: 5. a) **Alberta Transportation – Post Construction Agenda**

Discussion about overall ice bridge operations for the season:

- Overall Tompkins Crossing Ice Bridge went very well! Despite the interrupted start and the need to begin again from scratch all went remarkably well!
- No negative comments from the public were received
- All were impressed with how long the ice bridge was able to stay open (even though it didn't break the record it was close)

MOTION TC-18-05-008 **MOVED** by Reeve Braun

That the Ice Bridge Historical Data comparison be included in the meeting minutes and circulated to meeting attendees.

CARRIED

- The approaches posed some concerns with the water fluctuation but it was handled well, but required extra work
- Looking at preparing an Ice Bridge Etiquette sign prior to next season (when to proceed across the ice, other vehicles and loaded trucks crossing, etc.)

Councillor Knelsen arrived at 11:26 a.m.

- Actively searching for an engineer to 'sign off' on increasing the maximum weight capacity to 65 tonnes
- It was recognized how great the GPR training session had been. This training was conducted February 27 and 28, 2018 at the La Crete office. Alberta Transportation and some Mackenzie County staff took the course
- At a previous meeting the idea of cameras at the Crossing was mentioned. Some research has gone into getting wifi service at the crossing but so far nothing has worked. More brainstorming about how to make this idea work! Will explore a couple new ideas
- The current contract between Alberta Transportation and Mackenzie County will expire April 30, 2019 as will the contract between Mackenzie County and George & Abe Driedger
- As well, the current Ferry contract that Alberta Transportation holds with La Prairie Group expires in 2022

- The Committee requested information from Alberta Transportation as to potentially contracting the ferry operations in the future

Vice-Chair Peters recessed the meeting at 12:04 p.m. for lunch and reconvened at 12:44 p.m. with Councillor Knelsen resuming his Chair position.

Discussion continued:

- In October/November of 2018 Alberta 511 will receive a new web interface. Hopefully this helps with ferry and ice bridge notifications
- Questions about lengthening the approaches to accommodate fluctuating water levels were discussed. It seems that sand bars pose the biggest problem
- We are hoping that with the proposal being done by MOST Engineering concerning ferry operations, many of the concerns will be alleviated

MOTION TC-18-05-009 **MOVED** by Councillor A. Peters

That the discussion be received for information.

CARRIED

**INFORMATION /
CORRESPONDANCE:** 6. a) None

NEXT MEETING: 7. a) At the Call of the Chair

ADJOURNMENT: 8. a) **Adjournment**

MOTION TC-18-05-010 **MOVED** by Reeve Braun

That the meeting be adjourned at 1:15 p.m.

CARRIED

These minutes were adopted at the _____ meeting.

Josh Knelsen, Chair

Dave Fehr,
Director of Operations

Tompkins Ice Bridge - Historical Data 2009-2018

2009-2010		2010-2011		2011-2012		2012-2013		2013-2014		2014-2015		2015-2016		2016-2017		2017-2018	
DATE	TONNES	DATE	TONNES	DATE	TONNES	DATE	TONNES	DATE	TONNES	DATE	TONNES	DATE	TONNES	DATE	TONNES	DATE	TONNES
		Dec. 10	3 Tonnes			Dec. 3	5 Tonnes			Dec. 12	5 Tonnes						
Dec. 17	10 Tonnes	Dec. 17	10 Tonnes	Dec. 13	5 Tonnes	Dec. 11	10 Tonnes	Dec. 17	4 Tonnes	Dec. 17	10 Tonnes						
		Dec. 21	CLOSED	Dec. 16	10 Tonnes	Dec. 14	14 Tonnes	Dec. 20	8 Tonnes	Dec. 30	18 Tonnes						
		Dec. 21	10 Tonnes	Dec. 21	10 Tonnes	Dec. 18	17 Tonnes	Dec. 30	19 Tonnes					Dec.28	5 Tonnes		
Dec. 23	15 Tonnes	Dec. 23	23 Tonnes			Dec. 21	23 Tonnes										
Dec. 29	20 Tonnes	Dec. 29	35 Tonnes			Dec. 28	31 Tonnes										
Jan. 10	35 Tonnes	Jan. 3	50 Tonnes	Jan. 3	6 Tonnes	Jan. 3	42 Tonnes	Jan. 2	23 Tonnes	Jan. 7	25 Tonnes	Jan. 4	5 Tonnes	Jan. 3	10 Tonnes		
Jan. 11	45 Tonnes			Jan. 13	10 Tonnes	Jan. 11	38 Tonnes	Jan. 8	32 Tonnes	Jan. 9	30 Tonnes	Jan. 13	10 Tonnes	Jan. 9	15 Tonnes		
Jan. 15	50 Tonnes			Jan. 17	16 Tonnes	Jan. 15	52 Tonnes	Jan. 17	40 Tonnes	Jan. 13	36 Tonnes	Jan. 19	15 Tonnes	Jan. 16	25 Tonnes	Jan. 15	5 Tonnes
Jan. 18	55 Tonnes			Jan. 20	22 Tonnes	Jan. 18	58 Tonnes	Jan. 21	45 Tonnes	Jan. 21	48 Tonnes	Jan. 22	20 Tonnes			Jan. 22	10 Tonnes
Jan. 22	60 Tonnes			Jan. 24	26 Tonnes	Jan. 25	63.5 Tonnes	Jan. 28	53 Tonnes					Jan. 24	40 Tonnes	Jan. 29	15 Tonnes
				Jan. 27	30 Tonnes			Jan. 31	60 Tonnes					Jan. 30	50 Tonnes		
				Jan. 31	35 Tonnes												
Feb. 1	65 Tonnes	Feb. 1	65 Tonnes	Feb. 3	40 Tonnes			Feb. 4	63.5 Tonnes	Feb.4	63.5 Tonnes	Feb.2	25 Tonnes			Feb. 5	30 Tonnes
				Feb. 10	45 Tonnes							Feb.9	35 Tonnes	Feb. 7	63.5 Tonnes	Feb. 12	45 Tonnes
				Feb. 14	51 Tonnes							Feb.12	45 Tonnes	Feb. 16	CLOSED	Feb. 19	63.5 Tonnes
				Feb. 17	56 Tonnes									Feb. 21	63.5 Tonnes		
				Feb. 23	62.5 Tonnes					Feb. 28	CLOSED						
		Mar. 30	62 Tonnes	Mar. 28	10 Tonnes					Mar. 3	63.5 Tonnes	Mar. 1	63.5 Tonnes				
				Mar. 31	CLOSED					Mar. 27	7 Tonnes	Mar. 28	5 Tonnes				
										Mar. 28	CLOSED	Mar. 30	CLOSED				
Apr. 1	40 Tonnes	Apr. 4	52 Tonnes			Apr. 3	30 Tonnes							Apr. 1	CLOSED		
Apr. 6	4 Tonnes	Apr. 6	40 Tonnes			Apr. 10	10 Tonnes	Apr. 7	20 Tonnes							Apr. 12	40 Tonnes
Apr. 9	CLOSED	Apr. 12	20 Tonnes			Apr. 11	5 Tonnes	Apr. 8	CLOSED							Apr. 14	CLOSED
		Apr. 14	CLOSED			Apr. 12	CLOSED										



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 12, 2018
Presented By:	Karen Huff, Director of Finance
Title:	Finance Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the May 24, 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 May 24, 2018 be received for information.

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

**MACKENZIE COUNTY
FINANCE COMMITTEE MEETING**

**May 24, 2018
1:00 p.m.**

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

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

REGRETS: Anthony Peters Councillor

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

CALL TO ORDER: 1. a) **Call to Order**
Reeve Braun called the meeting to order at 1:28 p.m.

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

MOTION FC-18-05-056 **MOVED** by Councillor Josh Knelsen
That the agenda be approved with the following addition:
6. h) Annual Report

CARRIED

**MINUTES FROM
PREVIOUS MEETING:** 3. a) **Minutes of the April 23, 2018 Finance
Committee Meeting**

MOTION FC-18-05-057 **MOVED** by Deputy Reeve Wardley

That the minutes of the April 23, 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

MOTION FC-18-05-058

MOVED by Councillor Bateman

That the Finance Committee recommends to Council that Policy ADM033 Personal Vehicle Allowance be amended to include "only when the vehicle has been budgeted to be replaced can the employee request to use their personal vehicle for municipal use".

CARRIED

MOTION FC-18-05-059

MOVED by Councillor Bateman

That Administration adjusts the 2018 Budget by moving the second vehicle into operating and remove another vehicle from the fleet so that three vehicles are disposed of at Year End.

CARRIED

MOTION FC-18-05-060

MOVED by Councillor Bateman

That the Finance Committee approves Byron Peters', Deputy CAO, request to use a personal vehicle for Municipal use.

CARRIED

MOTION FC-18-05-061

MOVED by Councillor Knelsen

That the Finance Committee approves Doug Munn's, Director of Community Services, request to use a personal vehicle for Municipal use.

CARRIED

MOTION FC-18-05-062

MOVED by Deputy Reeve Wardley

That the Finance Committee approves Fred Wiebe's, Director of Utilities, request to use a personal vehicle for Municipal use.

CARRIED

6. b) 2018 Bursary Applications

MOTION FC-18-05-063

MOVED by Councillor Bateman

That Policy ADM049 Bursaries be amended as discussed and be brought back to the next Council meeting for approval.

CARRIED

MOTION FC-18-05-064

MOVED by Councillor Bateman

That the Finance Committee recommends to Council that the remaining \$2,000 bursary awards be funded from the Bursary Reserve.

MOTION FC-18-05-065

MOVED by Councillor Bateman

That the Finance Committee awards 26 recipients as discussed for the total amount of \$27,000.

CARRIED

6. c) CAO Expense Claim

MOTION FC-18-05-066

MOVED by Councillor Bateman

That the CAO's expense claim for May 2018 be received for information.

CARRIED

6. d) Councillors' Honorariums and Expense Claims

MOTION FC-18-05-067

MOVED by Deputy Reeve Wardley

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

Councillor Expense Claims	Review Comments
1 – Councillor Knelsen	Reviewed April 2018
2 – Councillor A. Peters	Reviewed April 2018
3 – Reeve Braun	Reviewed April 2018
4 – Councillor D. Driedger	Reviewed April 2018

5 – Councillor E. Peters	Reviewed April 2018
6 – Councillor Jorgensen	None
7 – Councillor Cardinal	Reviewed April 2018
8 – Councillor Sarapuk	Reviewed April 2018
9 – Councillor Bateman	Reviewed April 2018
10 – Deputy Reeve Wardley	Reviewed April 2018

CARRIED

6. e) Members at Large Expense Claims

MOTION FC-18-05-068

MOVED by Councillor Bateman

That the February, March, April and May 2018 Members at Large Expense Claims be reviewed as follows:

Members at Large Expense Claims	Review Comments
1 – Terry Batt	Reviewed April 2018
2 – Beth Kappelar	Reviewed February 2018, Reviewed April 2018
3 – Joseph Peters	Reviewed April 2018
4 – Erick Carter	Reviewed May 2018
5 – Jack Eccles	Reviewed March 2018, Reviewed April 2018, Reviewed May 2018
6 – Dicky Driedger	none

CARRIED

6. f) Cheque Lists

MOTION FC-18-05-069

MOVED by Councillor Bateman

That the cheque lists and payments made online from April 21, 2018 to May 22, 2018 be received for information.

CARRIED

MOTION FC-18-05-070

6. g) MasterCard Statements

MOVED by Councillor Bateman

That the MasterCard statement for March 2018 be received for information.

CARRIED

MOTION FC-18-05-070

6. h) Annual Report

MOVED by Deputy Reeve Wardley

That the Finance Committee recommends that the Annual Report be amended as discussed.

CARRIED

**NEXT MEETING
DATE:**

9. a) June 18, 2018 at 3:00 p.m.
La Crete Office

ADJOURNMENT:

10. a) Adjournment

MOTION FC-18-05-071

MOVED by Councillor Knelsen

That the Finance Committee meeting be adjourned at 4:30 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

Meeting:	Regular Council Meeting
Meeting Date:	June 12, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	CAO & Directors Report for May 2018

BACKGROUND / PROPOSAL:

The CAO and Director reports for May 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 and Directors reports for May 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 May 2018

May Meetings

- 1 – 3 Participated in EOC
- 2 – Tri Council Meeting
- 2 – Golf Committee Meeting
- 4 - Teleconference with Minister Carlier (re: Natural Gas)
- 8 – Council Meeting
- 9 - Teleconference with Leema Brake (Case Manager, Municipal Recovery AEMA)
- 9 – Community Services Meeting
- 10 - Meeting with Minister of Transportation (RE: La Crete Ferry)
- 14 – Managers Meeting
- 23 - BHP Flood Mitigation Project - Startup Meeting
- 23 - Council Meeting
- 24 – Finance Committee Meeting
- 28 –30 CAMA Conference
- 31 – June 3 FCM Conference

June Meetings

- 5 – Golf Committee Meeting
- 8- AAMDC Member Visit
- 11 – Bluehills Ratepayer Meeting

All departments are still working through the Disaster Recovery Applications.

Respectfully,

Len Racher
Chief Administrative Officer

MONTHLY REPORT TO THE CAO

For the month of May, 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 comment suggested the process will officially start in 2020.
Community Infrastructure Master Plans	Q2 2018	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 and April 9 we discussed ICF's and Regional Service Sharing Agreements. The recent emergency (FV flooding) and fires has put a bit of a pause on developing the deliverable behind the scenes. Currently preparing documents to present to Council.

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. Finalized Council priorities will help dictate the economic planning direction.
Streetscape	Ongoing	La Crete has decided to focus on trees down main street this year. Fort Vermilion waiting on the railing for the viewing deck to be completed. Prioritizing the big lookout deck as the next project.
MGA Updates	Ongoing	Documented applicable MGA updates and are beginning to implement some of these changes through the planning department. Items include: transparency of planning

		documents, public participation policy, offsite levies, tax incentives, joint planning agreements with schools, and many more.
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Capital Projects

Projects	Timeline	Comments
Rural Addressing	Q2 2018	Project is considered complete, and invoicing was sent out. We encourage people to call in with any concerns with their signs or their billing to sort out any issues –less than 30 sign corrections needed at this time. Some ratepayers are concerned about the accuracy of their address signs after the census mail-out glitch. We are reassuring them it was a mailing glitch and not an addressing glitch – information and interaction will be provided at the ratepayers meetings as well. We are also working with 911 dispatch on the possibility of test calls to verify rural addressing accuracy in locating emergency calls.
Fort Vermilion Flood Risk Assessment	Q2 2019	Project startup meeting was May 3 rd . The ice jam related flooding provides a wealth of data to our consultant to utilize. It should allow for a more accurate and relevant assessment.
Airport Planning	2018	The process to review the AVPA was delayed, but are now working on project initiation. Additional development planning needs to be completed. Plan to engage with airport users Summer 2018. Airport user policies, response plans, etc. have a completion goal of end 2018.
Inter-municipal Collaboration Frameworks and Inter-municipal Development Plans	April 2020 completion deadline	May 2 nd we met with Rainbow Lake and MMSA to begin development discussions. Letters to be sent to surrounding municipalities in June requesting meetings and discussions that will inform our Inter-municipal plans. RFD regarding whether to re-open the RSSA with High Level will be brought to June COW(26)/Council(27) meeting for discussion and decision.

		Will continue to work with council on this file.
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Personnel Update:

We have conducted numerous interviews for both the intern GIS position as well as the Environmental Planner and are happy to say we have filled both positions.
 Krishna Karki – GIS intern – start date June 4, 2018
 Lesley Koopman – Environmental Resource Planner – start date June 1, 2018

Other Comments:

It has been a busy month starting off with the tail end of the flooding in Fort Vermilion and Buttertown and a few fires in the Ponton/Rocky Lane Areas. There are ongoing discussions with developers regarding potential sites and developments. Most of these discussions are with individuals wanting to invest in the La Crete area. With some of the tools provided in the new MGA, I believe there needs to be a discussion about how those tools may be used to spur additional growth in other areas of the County.

Finally had/took the time to create a detailed department action list. There is lots of work to be done, and this should help staff to stay on top of various tasks and projects. Still need to integrate Council’s strategic priorities into the department action list and update our economic development priorities.

Maintaining my sideline involvement in the caribou/NWSAR. The Town of High Level is continuing to take up more of the administrative tasks which enables me to be more involved in our county priorities and support the economic development and planning & development. Mid month worked on preparing the documentation for the resolution put forward at FCM (resolution, flyer, and quick facts postcard handouts).

Continue to learn how to better support other directors and staff with their operations and projects, and not simply work on planning & development projects. With several new and young staff in planning, it does take more time to mentor and teach them though. I’m really trying to focus on staff building confidence in themselves, and to teach them how to make decisions and to identify risks.

Canada Post has publicly advertised their new location. I have continued to be in correspondence with them, communicating our priorities, concerns and appreciation for progress on the project.

MONTHLY REPORT TO THE CAO

For the Month of May 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	Have initiated locates and repairs for week of June 4 th .
Rural Potable Water Infrastructure	Sept/18	Both truckfill pads will be replaced under warranty. Will schedule for when peak use is not affected.
Potable Water Supply North of the Peace River	Oct/19	Working on preliminary design 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	Consultant working on the plan which we will review then hold public meetings for input.
LC – Well #4	Oct/18	Sent in application for funding under the Alberta Municipal Water/Wastewater Partnership program. Awaiting approval.

LC – Sanitary Sewer Expansion	Oct/18	Received final report and currently working on off-site levy bylaw. Phase 2 design has begun.
FV – Storage Work	May/18	Completed.
FV – Main Lift Station Grinder	May/18	Complete.
ZA – Sewage Forcemain	Oct/19	Applying under grants as per council motion.
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 May

From: David Fehr
Director of Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Parks	ongoing	Docks are in place on the lakes. Some play ground equipment has been set up while waiting for parts on others.
Repairing potholes	ongoing	
Repair signs	ongoing	Fixing sign post where needed
Summer project planning	ongoing	
Park inspections	ongoing	Staff are inspecting playground equipment on an ongoing basis

Projects		Timeline	Comments
Blue Hills New Bridges		Ongoing	New bridge has been completed with only some guard railing that needs to be completed
La Crete overlays		completed	
Regraveling program.		ongoing	Contracts have been awarded with the haul to start after July 1
Walking trail		completed	Walking trail from base ball diamonds to main street La Crete has been paved.

May 8 Council meeting
May 9 Teleconference with AEMA
May 14 Managers meeting

May 15 Team Meeting
May 17 Meeting with AEP
May 23 Council meeting
May 28 Tompkins Crossing Committee meeting

Respectfully,

David Fehr
Director of Operations

REPORT TO CAO

May, 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. Roadside spraying is scheduled to begin June 10 th . Area to be sprayed is from TWP Rd 106-0 (Airport Rd) south to Buffalo Head/Tompkins/Bluehills. We've received a total of 100 Do Not Spray applications.
ASB Summer Tour	July 10 th -13 th .	The 2018 ASB Summer Tour is being hosted by Strathcona County.
Clubroot Information Session	January 26 th , 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 th & 7 th .	An Organic Conference was held at the La Crete Heritage Center. This was a very well organized conference with an excellent line of speakers.
Provincial ASB Conference	January 16 th -19 th .	The 2018 Provincial ASB Conference was held in Grande Prairie. There were a total of 12 resolutions presented. Attendance was very good.
Wolf Bounty	2018	To date there have been 341 wolf carcasses tagged.
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.

Shelterbelt Program	2018	<p>76 orders were received. A total of 17545 trees. 8665 trees were received. They were picked up in Fairview on May 29th and distributed at the Fort Vermilion office. Due to the enormity of the order some species such as Lilacs, Golden Larch and Northwest Poplar were unavailable.</p> <table border="1" data-bbox="786 449 1433 1224"> <thead> <tr> <th data-bbox="786 449 1010 527">Species</th> <th data-bbox="1010 449 1214 527">Amount ordered</th> <th data-bbox="1214 449 1433 527">Amount Received</th> </tr> </thead> <tbody> <tr> <td data-bbox="786 527 1010 604">White Spruce</td> <td data-bbox="1010 527 1214 604">3135</td> <td data-bbox="1214 527 1433 604">3135</td> </tr> <tr> <td data-bbox="786 604 1010 682">Lodgepole Pine</td> <td data-bbox="1010 604 1214 682">1140</td> <td data-bbox="1214 604 1433 682">1140</td> </tr> <tr> <td data-bbox="786 682 1010 760">Blue Spruce</td> <td data-bbox="1010 682 1214 760">2470</td> <td data-bbox="1214 682 1433 760">2470</td> </tr> <tr> <td data-bbox="786 760 1010 837">Lilac</td> <td data-bbox="1010 760 1214 837">4920</td> <td data-bbox="1214 760 1433 837">0</td> </tr> <tr> <td data-bbox="786 837 1010 915">Siberian Larch</td> <td data-bbox="1010 837 1214 915">1600</td> <td data-bbox="1214 837 1433 915">1600</td> </tr> <tr> <td data-bbox="786 915 1010 993">Golden Larch</td> <td data-bbox="1010 915 1214 993">870</td> <td data-bbox="1214 915 1433 993">0</td> </tr> <tr> <td data-bbox="786 993 1010 1071">Northwest Poplar</td> <td data-bbox="1010 993 1214 1071">2110</td> <td data-bbox="1214 993 1433 1071">0</td> </tr> <tr> <td data-bbox="786 1071 1010 1148">Green Ash</td> <td data-bbox="1010 1071 1214 1148">1300</td> <td data-bbox="1214 1071 1433 1148">320</td> </tr> <tr> <td data-bbox="786 1148 1010 1224">Total</td> <td data-bbox="1010 1148 1214 1224">17545</td> <td data-bbox="1214 1148 1433 1224">8665</td> </tr> </tbody> </table>	Species	Amount ordered	Amount Received	White Spruce	3135	3135	Lodgepole Pine	1140	1140	Blue Spruce	2470	2470	Lilac	4920	0	Siberian Larch	1600	1600	Golden Larch	870	0	Northwest Poplar	2110	0	Green Ash	1300	320	Total	17545	8665
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Water Pumping Program		<p>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 31st there were a total of 27 rentals.</p>																														
VSI Program	November 03, 2017	<p>I attended the VSI Members meeting and AGM in Peace River on November 3rd, along with Councillor Sarapuk. Main topics of discussion were: Approval of New Members, Director Nominations & Review of 2018 Fee schedule.</p>																														

Capital Projects

Projects	Timeline	Comments
Fort Vermilion Erosion Repair (Rosenberger)		The contract was awarded to Frank Wiens. The project was completed August 23 rd .
Buffalo Head/Steephill Flood Control Project	2017	The County received the approval under the Water Act on March 19th. Still awaiting approval from Public Lands on the outlet. Water from Spring runoff is being pumped out so construction can resume. Construction has resumed. Culverts have been line-bored through Hwy 697.

Personnel Update:

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Other Comments:

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REPORT TO THE CAO

For the Month of May, 2018

From: Karen Huff
Director of Finance

Meetings Attended

- May 1, 2018 ECC – FV River Flood.
- May 8, 2018 attended the Regular Council meeting.
- May 9, 2018 attended Teleconference with Case Manager for Disaster.
- May 12, 2018 ECC – Wildfires in various areas within the County.
- May 14, 2018 attended the Managers' meeting.
- May 23, 2018 attended the Regular Council meeting.
- May 24, 2018 attended the Finance Committee Meeting

In General

- Created, completed and submitted DRP application for the Peace River Flood
- Created and completed the DRP application - waiting for signatures to submit.
- We discussed what information we would like to present on our boards for the Ratepayers' meetings. We have decided to carry on with last year's theme of flowers, flower petals and water. On our board, Finance Department is a watering can and raindrops. The departments are represented by flowers, the water drops represent what we provide to the departments. We will also be having a few draws. One for all the ratepayers who sign up for pre-authorized payments for Utilities and one for Taxes – one draw for Taxes and one for Utilities. I have donated a potted arrangement for each ratepayer meeting (5). This will be drawn each night before the meeting is over. We have very creative ladies who had wonderful ideas for our presentations. We will have our brochure available to hand out and we will be there to answer any questions.
- Monthly Capital Projects were distributed to the Directors near the end of May. Operating Budget will be distributed first week of June.
- Rural Addresses are being input into the software. Once this is complete the ratepayers will be able to search on Virtual City Hall to get either their land location using the rural address or search with their legal land location to get their rural address.

Staffing & Miscellaneous:

- As of June 1 the Finance Department was up to full staff! We welcomed back Marissa from maternity leave. Marissa will receive training on various tasks including Accounts Receivable, TCA Projects and reporting, distributing fuel costs throughout the county based on the usage. We are looking forward to catching up on all our tasks and being proactive once again instead of reactive.

MONTHLY REPORT TO THE CAO

For the Month of May 2018

From: Don Roberts
Zama Operations

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	<ul style="list-style-type: none"> Re- Graveling and Dust control is planned for the first part of June. An intensive haul program may or may not take place this summer. Road use agreements are being put in place.
Signage	May	<ul style="list-style-type: none"> 100km/hr speed limit signs on the pavement part of the Zama road are changed out and all other signage will be inspected and repaired. Signage talks on Highway 35 continue with Alberta Transportation.
Campground/Park	May 15	<ul style="list-style-type: none"> The campground was opened on May 11th. Water was turned on the 24th of May. Spring cleanup and maintenance is ongoing. Water levels in the fish pond and other were increased by pumping water from winter run off source. Aprox.700m. Pumping operations have continued for 3 weeks.
Unightly Premises	June	<ul style="list-style-type: none"> We will have to determine and have decisions on the requirement of pursuing further clean up orders.
Chateh Access Rd Maintenance	June	<ul style="list-style-type: none"> Re-Graveling program will commence first part of June. Bridge repairs from fire may need to be conducted prior. Bridge assessment was conducted on the 30th
OH&S	Ongoing	<ul style="list-style-type: none"> Continue Monthly Safety Meetings. Changes to the Safety Handbook to include National Safety Code operations for commercial drivers.
Fire Smart	April 2018	<ul style="list-style-type: none"> All Fire Smart projects have been completed. Claims are being submitted.

Capital Projects

Aspen Dr. Ditch Repair	Spring 2018	<ul style="list-style-type: none">• Inspection of site has been conducted by CAO• Waiting for resources.
Tree Planting/Landscaping		<ul style="list-style-type: none">• A total of 20 trees have been ordered and planted in varies locations.

Attended Update:

Attended the following:

- Council/Managers Meetings
- Community Services
- OH&S Meetings
- Staff ECC for Flood
- Staff Zama Reception Center for Hutch Lake Fire
- Bridge Inspection on Chateh road due to Wildfire.

Other Comments:

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REPORT TO THE CAO

For the Month of May, 2018

From: Carol Gabriel
Director of Legislative & Support Services

Meetings Attended

- 2018-05-02 Mackenzie Charity Golf Committee Meeting
- 2018-05-02 Tri-Council Meeting
- 2018-05-04 Teleconference Meeting with Len, Reeve, and Minister Carlier (Natural Gas Situation)
- 2018-05-08 Council Meeting
- 2018-05-09 Teleconference with Alberta Emergency Management Agency Case Manager for municipal recovery
- 2018-05-11 Attended the MMSA/Brownlee LLP Planning & Development Seminar in Peace River
- 2018-05-23 Council Meeting
- 2018-05-27 to 2018-05-30 Attended the CAMA Conference along with the CAO
- 2018-05-31 to 2018-06-03 Attended the FCM Conference along with the CAO and Council
- Various other individual or departmental meetings.

Council

- Preparing for various meetings of Council, correspondence, Tri-Council meeting, RMA Site Visit, etc.
- Advertising the vacancy on the Mackenzie Library Board. Deadline for applications is June 20, 2018.

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. First reading was given on April 10, 2018 (deadline is July 23, 2018). Council requested additional review regarding the formal complaint processes to be further discussed at the Committee of the Whole Meeting on June 26, 2018.
- Public Participation Policy – review existing and update as per new MGA requirements. Policy has been redrafted and will be reviewed by the Management Team prior to presenting to Council. (Deadline is July 23, 2018)
- Drug & Alcohol Policy – policy has been drafted and will be reviewed by the Management Team prior to presenting to Council.
- Working on the 2017 Annual Report which is presented at the ratepayer meetings.

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. Policy and procedure will be reviewed by the Management Team prior to presenting to Council.
- Drafting of a Drug & Alcohol Policy is in progress. Once reviewed by the Management Team it will go to Council for review and approval.
- Conducted interviews for the front desk administrative position at the La Crete Office. Sheila Gibson was the successful candidate and started on June 1, 2018.

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 the 10th annual Mackenzie Regional Charity Golf Tournament being held on June 20, 2018.
- Preparing for the 2018 Ratepayer Meetings.
- Annual County Christmas Banquet & Long Service Awards has been scheduled for Friday, December 14, 2018 in Fort Vermilion.

Other:

- Completion of the 2018 wearing apparel program.
- Ongoing updates to the County website, Facebook, etc.
- Ongoing form review and updating.
- Preparing for various meetings.
- Travel and meeting coordination.
- Assisting other departments as required.

MONTHLY REPORT TO CAO

Month of May, 2018

From: Chelsea Doi
Municipal Intern

Meetings	2018-05-01	Teleconference with directors regarding flood status
	2018-05-02	Teleconference with directors regarding flood status Golf Committee Meeting in High Level Tri-Council Meeting in High Level
	2018-05-03	Teleconference with directors regarding flood status
	2018-05-08	Council Meeting
	2018-05-14	Managers Meeting
	2018-05-17	Meeting with Beaver First Nations Reeve and CAO in High Level
	2018-05-23	Council Meeting
	2018-05-24	Finance Committee Meeting – presented Annual Report draft for feedback
Seminars/Workshops	2018-05-11	Brownlee Planning & Development Seminar in Peace River
	2018-05-29-31	Internship Orientation in Edmonton

Projects

- Presentation for Internship Orientation
- ECC Report for 2018-05-23 Council Meeting
- Public Participation and Public Notification Policies
- Annual Report 2017 for Ratepayers Meetings

MONTHLY REPORT TO THE CAO

For the Month of May 2018

From: Doug Munn
Director of Community Services

Meetings Attended in May 2018

- May 2 - 4, 2018 - Vacation – Director of Community Services vacation
- May 8, 2018 – Council Meeting
- May 8, 2018 – Machesis Lake Campground Visit
- May 9, 2018 – Meeting with AEMA Municipal Recovery Branch
- May 9, 2018 – Community Services Committee Meeting
- May 10, 2018 – MC OH&S Committee Meeting
- May 12 - 14, 2018 – Ponton, Hutch, Buffalo Head Prairie, Child Lake Fires
- May 14, 2018 – Manager Meeting
- May 16, 2018 – La Crete Ferry Campground Visit – with AEP
- May 23, 2018 – Council Meeting
- May 25, 2018 – Rural Employers of Community Peace Officers Meeting (Strathcona County)
- May 29, 2018 – Wellness Centre Working Group Meeting

Fire

- Fort Vermilion and La Crete April Statistics:
 - 6 Alarm calls
 - 4 Fire Calls
 - 10 Peace River Flood Assists
 - 18 Medical Calls
 - 5 Motor Vehicle Incidents
- La Crete Report
 - Offered Pump Operator Course
 - Two members took airbrakes course and four took first aid course
 - Evacuated Atlas Landing, provided River updates and assisted Fort Fire with evacuations during the flooding event.

Peace Officer – April 2018

- 12 Tickets
 - 2 Gaming and Liquor Act, 4 Vehicle Equipment Registrations, 4 Fail to stop for Peace Officer, 2 Traffic Safety Act
- 6 files
 - 2 files for provincial impaired suspension by RCMP due to Peace Officer traffic stop

Peace Officer Continued..

- 1 Joint Force Operations files (Patrols with RCMP and RCMP Enhanced member in La Crete)
- 1 Evade Peace Officer
- 1 Drugs – RCMP attended
- Nightly/daily parking lot checks
- 58 Traffic Stops – Most received verbal or written warnings for more minor violations
- Training course attended in Rocky Mountain House

Bylaw Enforcement – April 2018

- Worked EOC Security and liaison between RCMP and DEM
- Dealt with 2 bylaw concerns in La Crete.
- Continuing to monitor garbage collections on Wednesday in La Crete.
- Worked with the roads department and Peace Officer on abandoned vehicle removal from the atlas gravel pit three in total.
- Dealt with Vehicle driving on the walking trails to Lake Tourangeau.

Health and Safety

- Complete organizational COR Audit.
- Reviewed and completed incident report investigations.
- Meetings and inspections held with National Safety Codes (NSC) auditor.
- Set up NSC training for handi-van and fire department drivers.

Waste

- Normal Operations

Parks and Recreation

- DA Thomas Boat Launch has sustained damage from the flood which will delay the installation of the dock this year. It is scheduled for installation by June 15, 2018.
- Dealing with flooding and insurance issues at Ferry Campground.
- Opening all campgrounds and ensuring they are ready for the season.
- Hiring and training of Campground Contractors

Emergency Operations

- May 1-3, 2018 – Garden River Ice Jams – Declared SOLE (Carried over from Fort Vermilion)
- May 12, 2018 - Ponton, Hutch, Buffalo Head Prairie, Child Lake Fires – Declared SOLE.

Building Maintenance April

- Complete events trailer
- Solar electrical system at Machesis Lake

General

La Crete Wellness Centre – Hired GEC Architecture to work on plans and costing for the La Crete Wellness Centre.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 12, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Federation of Canadian Municipalities (FCM) Advocacy Fund

BACKGROUND / PROPOSAL:

The Federation of Canadian Municipalities (FCM) sent an invoice to the municipality for their 2-Year Special Advocacy Fund.

Please refer to the attached brochure to find out more about the Fund and how it will be used.

Contribution to the Fund is on a voluntary basis.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Cost - \$525.00 per year for two years for a total amount of \$1050.00
Funding Source – General Operating Reserve

SUSTAINABILITY PLAN:

COMMUNICATION:

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

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: _____



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

Special Advocacy Fund

24, rue Clarence Street
Ottawa, Ontario K1N 5P3
T. 613-241-5221
F. 613-241-7440

Racher, Len
Mackenzie County
4511-46 Avenue P.O. Box 640
Fort Vermilion, Alberta T0H 1N0
Canada

INVOICE/FACTURE: ORD-18280-D6V8Z2

DATE: 05/04/2018

ACCOUNT/COMPTE: 32325

HST # / No. de TVH: 11891 3938 RT0001
QST # / No. de TVQ: 1202728231 TQ 0001

ITEM/DESCRIPTION	RATE/TAUX	TAX/TAXE	TOTAL
Contribution year 1 // année 1	\$500.00	\$25.00	\$525.00
Contribution year 2 // année 2	\$500.00	\$25.00	\$525.00
SUBTOTAL/SOUS-TOTAL:			\$1,000.00
GST/TPS:			\$50.00
TOTAL:			\$1,050.00

Learn all about FCM's Special Advocacy Fund and your voluntary contribution:
<http://fcm.ca/advocacyfund>

PAYMENT / PAIEMENT

By cheque payable to / Par chèque à l'ordre de

Federation of Canadian Municipalities
Fédération canadienne des municipalités

By Electronic Funds Transfer/
Par transfert de fonds électronique

Royal Bank of Canada (RBC)
90 Sparks St, Ottawa, ON K1P 5T7
Transit Number/Numéro de transit: 00006
Account Number/Numéro de compte: 1006063
accountsreceivable@fcm.ca

Choose your preferred payment option below / Veuillez choisir votre option de paiement:

Acct# 32325

Payment Amount / Montant Payé

Option 1 - Full payment / Paiement complet

OR / OU

Option 2 - Partial payment / paiement partiel

Due immediately - Year 1 - contribution /
Échéance immédiate - contribution - année 1

Due April 1st, 2019 - Year 2 - contribution /
Échéance le 1er avril 2019 - contribution - année 2



Dear Members

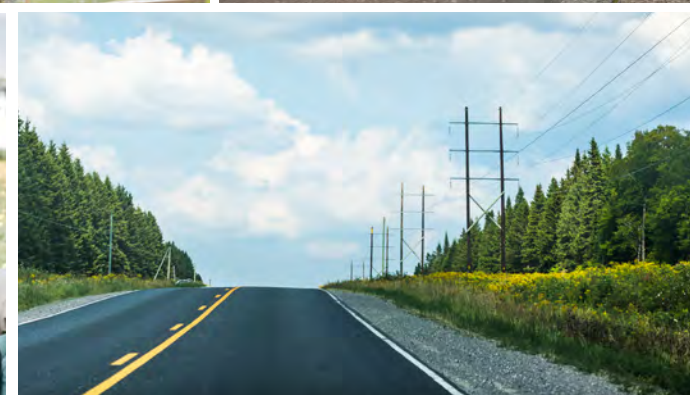
Your FCM Board of Directors is taking steps to propel local governments to new heights through Federal Election 2019, and the crucial months following. This needs to be our biggest effort ever. That's why, in March, your Board approved a Special Advocacy Fund to help make that happen.

As you know, FCM has a long track-record of delivering gains for municipalities, like the permanent Gas Tax Fund. Starting with Election 2015, we've shaped game-changing investments in local priorities like never before, and we've achieved new levels of influence for local governments. Now more than ever, all federal parties understand that local solutions tackle national challenges.

Our Election 2015 breakthrough has created new opportunities, and new expectations. To seize this moment — and to build on our historic gains — we need the right tools. We can't risk seeing federal parties move on from local priorities. Election 2019 is our vital opportunity to make municipal progress “the new normal,” and to keep our priorities front-and-centre for years to come.

As the order of government closest to daily life, Canadians count on us to build more vibrant and livable communities. This is our moment. Together, we can continue to deliver.

JENNY GERBASI
FCM President



Seizing Our Moment, Securing Our Future

FCM's Special Advocacy Fund



FCM delivers for municipalities

Starting with our Election 2015 breakthrough, FCM's hard work and influence has significantly shaped historic gains for local governments, including:

- ▶ The **Investing in Canada infrastructure plan** — a 12-year, \$180 billion federal investment in local infrastructure, from public transit to wastewater system upgrades.
- ▶ Canada's first-ever **national housing strategy**, including key commitments to repair and build affordable housing across the country.
- ▶ A strengthened **seat at the table**, including through unprecedented engagement with federal, provincial and territorial ministers, as well as with opposition leaders and the Prime Minister.
- ▶ A **predictable federal allocation model** for transit expansions that put municipalities in the driver's seat.
- ▶ A \$2 billion **rural and northern infrastructure fund** — the biggest investment of its kind in a generation.
- ▶ Better access to **high-speed broadband** through the federal Connect to Innovate program and the CRTC decision to mandate universal broadband access.
- ▶ New **capacity-building programs** on asset management and climate change — led by FCM — as well as a new \$125 million capital investment in FCM's Green Municipal Fund.

Now we need to take the next step

▶ What is the **Special Advocacy Fund**?

The last federal election was a turning point that propelled municipal priorities onto the national agenda like never before. The next election is a vital opportunity to build on those gains. To ensure we have the right tools to seize this moment, FCM's Board of Directors has approved a 2-year Special Advocacy Fund. This fund is supported by FCM members using a fee structure similar to how membership fees are determined.

▶ What will the fund be used for?

The Special Advocacy Fund will drive FCM's largest and most ambitious campaign ever, reaching out to every federal party. It means an intensive, multi-faceted strategy that integrates polling, detailed platform development, sustained outreach, and an innovative communications and media plan. It means an extended campaign that keeps municipal priorities front-and-centre heading into Election 2019, as well as in the crucial first months of a new government.

▶ Is the fund **mandatory**?

The Special Advocacy Fund is voluntary, and not tied to FCM membership. However, it's a vital opportunity for municipalities to take our historic progress to new heights and to continue to deliver for Canadians the same way we always have — together.



“Our choice in the next federal election is simple: either we continue to move forward as local governments, or we fall back. If we get this right, we'll see federal parties competing to support municipal priorities. We'll see a federal government that understands why full partnership with municipalities is the only way forward. Election 2019 is our opportunity to make that happen. We can't leave anything to chance.”

Don Iveson
Mayor, Edmonton, AB



“FCM has proven that it can deliver for communities of all sizes. We saw this in the last election, when our work put local issues on the federal map. We've seen it since then through the unprecedented federal investments that FCM has helped secure. Now we need to take this advocacy to the next level, to build our local priorities into the heart of the next government's mandate.”

Ray Orb
Reeve, Rural Municipality of Cupar No. 218, SK

To learn more about FCM's Special Advocacy Fund, visit fcm.ca/advocacyfund



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 12, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	Vehicle Donation – Fort Vermilion Fire

BACKGROUND / PROPOSAL:

We have been offered an opportunity for the Fort Vermilion Fire Department. Luke Umbel, owner of Western Air Rescue (WAR), the Air Ambulance provider out of Grande Prairie has made some changes to their business and WAR no longer has a contract. He has offered to donate an ambulance to Mackenzie County in return for a charitable receipt in the amount of \$12,000.

The unit is a 2006 Demers diesel 6.0L Ford with 377,000 km, still 73000 Km left as per AHS ambulance service requirements. We would need to pick it up from Grande Prairie and replace the existing decals in order to put it into service. Pictures are attached.

Fire Chief Steve McGean provided the following explanation as to how the unit could be used:

Our intent is to use the ambulance as a Squad unit for rehab and support. Rehab meaning Firefighter rehab; where members could go and down dress into an air conditioned space. There would be a mini fridge for cold water and of course snacks to build back up the energy and calories used doing whatever fire ground task they were on. The back of this unit has full air conditioning and heat capabilities so it will work for all seasons. It seats 4 in the rear then also a stretcher, then 2 seats in the front.

On the support side, this unit can be used to shuttle members or gear. We have 13 seats for personnel right now with a membership of 22. Not everyone makes every call, but there are times members are taking personal vehicles to scene due to no room on trucks. With the space in the unit, we could store some more specialize gear IE water rescue equipment and spare wild fire gear.

I know a concern may be that we are trying to grow our fleet but, this will serve only until our rescue unit here in Fort Vermilion is replaced with a unit similar to

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

La Crete, meaning that it can be a rescue truck, Command platform, and Firefighter Rehab centre.

End goal for this unit;

Once this ambulance has served its time with Fort Fire, we would like to donate it to the Firefighters Without Borders. This group sends fire and medical equipment and supplies to towns in Mexico where their aging equipment is barely making calls. I see this as a “pay it forward” moment where we can take a great opportunity that has been presented to us and then we present it to persons in need.

Attached are pictures of this unit. The only thing we would need to do is remove the WAR decals and put on new Fort Fire decals.

It is expected that the annual expense for this unit will be approximately \$2,000. We will also require \$2,000 to outfit the vehicle for Fire Department use as explained.



OPTIONS & BENEFITS:

Should Council decide to accept this donation there are several conditions that we would be willing to accept:

1. Should the unit require excessive repair (in excess of \$3,000) the unit would be removed from service and not be replaced.
2. The intent is that when the rescue unit at the Fort Vermilion Department is replaced it will have a cab that can be used for transporting fire fighters.

Author: _____ Reviewed by: _____ CAO: _____

COSTS & SOURCE OF FUNDING:

That \$3,000 be drawn from the Vehicle & Equipment Replacement and Emergency Service Reserve to outfit the vehicle.

The maintenance costs will be covered within the existing budget.

SUSTAINABILITY PLAN:

That the unit be used in operation until it becomes too costly to maintain and then donated to the Rotary Highway to Mexico Program”.

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the donation of a 2006 Ford Ambulance from Western Air Rescue be accepted and that the budget be amended to include \$3,000 for outfitting the unit with funding coming from the Vehicle & Equipment Replacement and Emergency Service Reserve.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 12, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	Surveying Cost for La Crete Walking Trail Disposition Amendment

BACKGROUND / PROPOSAL:

On April 25, 2018 Council made a motion for administration to proceed with the amendment application for the La Crete Walking Trail Disposition on SE 14-106-15-W5M. This amendment will include removing the portion of trail across County owned land and adding future trail expansion to the north.

In order to move forward with the application, this project requires a surveyed drawing to accompany the application.

Administration contacted a surveyor and the estimated cost to amend the La Crete Walking Trail lease would be about \$5,150.00 + GST.

Alberta Environment & Parks costs are = \$525.00

The Community Services Department did not include this project in the 2018 budget and therefore has no additional funding to cover the costs.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

There are funds available in the Recreation and Parks Reserve.

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

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the budget be amended to include an additional \$6,000 for the surveying and application fee for the amendment to the La Crete Walking Trail disposition, with funding coming from the Recreation and Parks Reserve.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 12, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	Reasons to Declare a State of Local Emergency (SOLE)

BACKGROUND / PROPOSAL:

At the May 23, 2018 Council meeting administration was requested to review and report to Council regarding the reasons to enact a State of Local Emergency. Attached is a chapter from the AEMA Basic Emergency Management Course Manual that discusses SOLE and includes the powers that come with the SOLE. Please refer to the section on page three titled “Declaration of a State of Local Emergency”. Whenever it is advantageous to have these extraordinary powers, or to cover the County for liability purposes, the municipality may declare a SOLE.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

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

That the information regarding the declaration of a State of Local Emergency (SOLE) be received for information.

Author: _____ **Reviewed by:** _____ **CAO:** _____

Chapter 6. Municipal Responsibilities



Alberta's *Emergency Management Act* mandates local authorities to prepare for and respond to disasters that occur within their boundaries. Local authority responsibilities are as follows:

Appoint members of council to an emergency advisory committee.

This committee consists of one or more members of council who serve in an advisory role to council. They advise council on emergency plans and programs and review emergency plans on an annual basis.

Appoint a Director of Emergency Management (DEM).

The position and role of the DEM is mandated by section 11(2)(2) of the *Emergency Management Act*, which states that the local authority of each municipality shall appoint a director of municipal emergency management, who shall:

- prepare and co-ordinate emergency plans and programs for the municipality;
- act as director of emergency operations on behalf of the municipal emergency management agency;
- co-ordinate all emergency services and other resources used in an emergency; and
- perform other duties as prescribed by the local authority.

The DEM is the key figure in the overall administration of a municipality's disaster preparedness program and has responsibility for the development and maintenance of the municipal emergency plan (MEP). It is also important for the DEM to ensure that someone is designated to assume the DEM's responsibilities in his or her absence.

Establish an Emergency Management Agency.

The agency acts as the agent of the local authority to carry out the local authority's statutory powers and obligations. The key role of the agency is to prepare and implement the municipal emergency plan.

The agency consists of the DEM, who chairs the agency, and senior members of core agencies and organizations in the community that have a key emergency response role. Typical membership includes:

- Communications
- Director of Emergency Management
- Disaster Social Services Manager

- Emergency Medical Services
- Fire
- Emergency Public Information
- Municipal Administration
- Police
- Public Works & Transportation
- Regional Health Authority
- School Board & School
- Utilities
- Others as required

It is highly recommended that a municipality pass a municipal emergency management by-law to establish authority for a local emergency management program. The by-law would describe the local structure, authorize the municipal emergency plan and outline any mutual aid arrangements with neighbouring local authorities. One of the key sections would be the delegation of power to declare a State of Local Emergency (SOLE) and who the power is delegated to. Otherwise, SOLE must be declared by a quorum of council by resolution.

ROLE OF ELECTED OFFICIALS PRIOR TO AND DURING AN EVENT

PRIOR TO AN EVENT

Elected officials must ensure they:

- understand legal responsibilities and authority regarding their role and legal powers in an emergency such as declaring a state of local emergency
- have reviewed their municipal emergency plan and are aware of their vulnerability to an emergency as identified in the municipality's risk assessment
- establish a good working relationship with the emergency management agency
- understand the procedures for notifying elected officials of a major emergency or disaster

DURING AN EVENT:

Elected officials must ensure they:

- obtain situation reports from the municipal Director of Emergency Management or designate
- if required, declare a state of local emergency and terminate the state of local emergency when it is no longer required
- approve expenditures to meet requirements of emergency response activity
- take necessary actions to meet emergency response requirements
- identify policy needs and options to meet the unique needs of the situation
- brief other elected officials on the emergency situation and provide regular status reports
- in conjunction with the emergency public information manager or designate, establish a schedule for news conferences, public service announcements, etc. In situations where the public perceives there is a threat, it is prudent to inform the public of what is being done to handle the event.

DECLARATION OF A STATE OF LOCAL EMERGENCY (SOLE)

Under the *Emergency Management Act section 21*, local authorities can declare a state of local emergency to create a legal state of affairs of a temporary nature so that the local authority may take extraordinary actions to deal with the situation at hand. Examples of extraordinary powers available under section 19 (1) of the Emergency Management Act include:

- acquire real or personal property (e.g. resources, equipment)
- conscript people to assist with the emergency
- enter land and buildings without a warrant
- control or prohibit travel
- remove structures, trees, crops
- fix prices for essential items, such as food, clothing, fuel, equipment, medical supplies
- evacuate people

Section 28 states "*No action lies against a local authority or a person acting under the local authority's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under this Act or the regulations during a state of local emergency*".

"Good Faith" requires decisions to be made openly and honestly.

A state of local emergency may be for all or any part of the municipality.

The declaration must identify the nature of the emergency and the area in which it exists.

The local authority is also required to notify the affected population.

A state of local emergency lapses after 7 days unless it is renewed or cancelled by the local authority or cancelled by the Minister. After a local authority declares a state of local emergency, they would monitor the situation and cancel the state of local emergency if it is no longer required.

A declaration of a state of local emergency is not a requirement in order for a local authority or citizens to be eligible for financial assistance through a disaster recovery program. The Disaster Recovery Regulation governs eligibility and criteria for a disaster recovery program. However, section 24 (2) of the *Act* says that the local authority of a municipality may borrow, within 60 days of declaring a SOLE, any money necessary to pay expenses caused by the emergency.

A local authority is not required to declare a state of local emergency in order to activate their emergency operations centre or their municipal emergency plan. Portions or the entire municipal emergency plan may be activated as required to manage an emergency or disaster.

The local authority must forward a copy of the official declaration of the state of local emergency to the Minister, Alberta Municipal Affairs via the AEMA.

A suggested format for a declaration follows.

The local authority is also required to notify the affected population. *A suggested format for a public announcement follows.*



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 12, 2018
Presented By:	Karen Huff, Director of Finance
Title:	Bylaw 1104-18 – Local Improvement Tax, Rolled Curb & Gutter and Monolithic Sidewalk (Teachers Loop)

BACKGROUND / PROPOSAL:

Council approved the Teachers Loop Asphalt & Sidewalk as a construction project in 2017. To offset some of the cost a Local Improvement Tax for the curb, gutter and sidewalk is proposed.

As part of the proposed construction, rolled curb & gutter and monolithic sidewalk will be installed.

As per Policy FIN018 – Local Improvement Tax Application the County is to impose a local improvement tax based on 30% cost recovery from the properties benefiting from the street improvement.

The estimated cost of construction, is \$153,675; with 30%, which is \$46,102, proposed to be recovered from the benefiting land owners over a ten year period.

Administration has prepared a bylaw for first reading (attached). Subsequent to receiving first reading, the bylaw will be advertised and appropriate documentation will be sent to the benefiting land owners.

OPTIONS & BENEFITS:

This area of the hamlet has been without curb, gutter and sidewalk. We have the opportunity to install the upgrade in conjunction with the street paving. As this is an upgrade, a local improvement tax is proposed.

Author: S Wheeler **Reviewed by:** K Huff **CAO:** _____

COSTS & SOURCE OF FUNDING:

Mackenzie County - 70% of the project from the 2018 Capital Budget \$107,572.85

Benefiting Owners – 30% of the project by way of Local Improvement Tax \$46,102.65

Mackenzie County	\$107,572.85	70%
Benefiting Owners	\$46,102.65	30%
Total Cost	\$153,675.50	100%

SUSTAINABILITY PLAN:

Goal S4 - The capacity of infrastructure in County hamlets and rural communities keeps pace with their growth and is planned in a way that ensures their sustainability.

COMMUNICATION:

Advertise bylaw in local newspaper.
Appropriate documentation to be sent to benefiting owners.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1104-18, being a bylaw authorizing imposition of a local improvement tax to the benefiting properties for construction of Rolled Curb & Gutter and Monolithic Sidewalk on 95th Avenue, 101st Street 96th Avenue (Teachers Loop) for; Plan 782 0147, Block 15, Lots 1-14 and Block 1, Lots 17-35 and Plan 122 0082, Block 1, Lot 39 in the Hamlet of La Crete.

Author: S Wheeler Reviewed by: K Huff CAO: _____

BYLAW NO. 1104-18

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

**TO IMPOSE A LOCAL IMPROVEMENT TAX
FOR THE INSTALLATION OF ROLLED CURB, GUTTER AND
MONOLITHIC SIDEWALK ON 95TH AVENUE, 101ST STREET, AND 96TH AVENUE
IN THE HAMLET OF LA CRETE**

This bylaw authorizes the Council of MACKENZIE COUNTY to impose a local improvement tax in respect of all the lands that directly benefit from the rolled curb & gutter and monolithic sidewalk on 95th Avenue, 101st Street, 96th Avenue (Teachers Loop). The benefiting properties are being described as; Plan 782 0147, Block 15, Lots 1-14 and Block 1, Lots 17-35 and Plan 122 0082, Block 1, Lot 39 in the Hamlet of La Crete.

WHEREAS, the Council of Mackenzie County in the Province of Alberta has deemed it advisable to charge a local improvement charge for construction of Rolled Curb & Gutter and Monolithic Sidewalk on 95th Avenue, 101st Street, 96th Avenue (Teachers Loop) for; Plan 782 0147, Block 15, Lots 1-14 and Block 1, Lots 17-35 and Plan 122 0082, Block 1, Lot 39 in the Hamlet of La Crete; and

WHEREAS, the Council of Mackenzie County in the Province of Alberta, duly assembled, has decided to issue a Bylaw pursuant to Section 397 of the Municipal Government Act to authorize a local improvement tax levy to pay for the Rolled Curb & Gutter and Monolithic Sidewalk on 95th Avenue, 101st Street, 96th Avenue (Teachers Loop) for; Plan 782 0147, Block 15, Lots 1-14 and Block 1, Lots 17-35 and Plan 122 0082, Block 1, Lot 39 in the Hamlet of La Crete; and

WHEREAS, the Local Improvement Plan has been prepared and the required notice of the project given to benefiting owners in accordance with the attached Schedule "A", and no sufficient objection to the construction of Rolled Curb & Gutter and Monolithic Sidewalk on 95th Avenue, 101st Street, 96th Avenue (Teachers Loop) for; Plan 782 0147, Block 15, Lots 1-14 and Block 1, Lots 17-35 and Plan 122 0082, Block 1, Lot 39 in the Hamlet of La Crete has been filed with the Chief Administrative Officer of Mackenzie County; and

WHEREAS, plans and specifications have been prepared and the estimated sum of One Hundred Fifty Three Thousand, Six Hundred Seventy Five Dollars and Fifty Cents (\$153,675.50) is required to construct Rolled Curb & Gutter and Monolithic Sidewalk on 95th Avenue, 101st Street, 96th Avenue (Teachers Loop) for; Plan 782 0147, Block 15, Lots 1-14 and Block 1, Lots 17-35 and Plan 122 0082, Block 1, Lot 39 in the Hamlet of La Crete. The said project is subject to the local improvement charge of which 70% will be paid by Mackenzie County and 30% will be collected by way of local improvement assessment as follows:

Mackenzie County	\$107,572.85	70%
Benefiting Owners	\$46,102.65	30%
Total Cost	\$153,675.50	100%

WHEREAS, all required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

NOW, THEREFORE, THE COUNCIL OF MACKENZIE COUNTY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That for the purpose of completing Rolled Curb & Gutter and Monolithic Sidewalk on 95th Avenue, 101st Street, 96th Avenue (Teachers Loop) for; Plan 782 0147, Block 15, Lots 1-14 and Block 1, Lots 17-35 and Plan 122 0082, Block 1, Lot 39 in the Hamlet of La Crete, the sum of Forty Six Thousand One Hundred Two Dollars and Sixty Five Cents (\$46,102.65); be collected by way of annual, uniform local improvement tax rate assessed against the benefiting owners as provided in **Schedule A** attached.
2. The local improvement tax will be collected for Ten (10) years and the total amount levied annually against the benefiting owners is Five Thousand Four Hundred Thirty Two Dollars and Eighty One Cents (\$5,432.81).
3. The net amount levied under the bylaw shall be applied only to the local improvement project specified by this bylaw.
4. This bylaw shall come into force and take effect upon receiving third and final reading thereof.

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

PUBLIC HEARING held this ____ day of _____, 2018.

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

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

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer

Schedule A
Bylaw No. 1104-18

Rolled Curb & Gutter and Monolithic Sidewalk on 95th Avenue, and 101st Street, 96th Avenue (Teachers Loop) in the Hamlet of La Crete.

Lot	Block	Plan	Front	Rear	Average
1	15	7820147	24.38	24.38	24.38
2	15	7820147	24.38	24.38	24.38
3	15	7820147	24.38	24.38	24.38
4	15	7820147	24.38	24.38	24.38
5	15	7820147	24.38	24.38	24.38
6	15	7820147	24.38	24.38	24.38
7	15	7820147	23.97	25.30	24.64
8	15	7820147	23.96	25.30	24.63
9	15	7820147	24.38	24.38	24.38
10	15	7820147	24.38	24.38	24.38
11	15	7820147	24.38	24.38	24.38
12	15	7820147	24.38	24.38	24.38
13	15	7820147	24.38	24.38	24.38
14	15	7820147	24.38	24.38	24.38
17	1	7820147	30.48	30.48	30.48
18	1	7820147	24.38	24.38	24.38
19	1	7820147	24.08	24.09	24.09
20	1	7820147	24.38	24.38	24.38
21	1	7820147	22.86	22.86	22.86
22	1	7820147	22.86	22.86	22.86
23	1	7820147	22.76	33.83	28.30
24	1	7820147	18.29	41.69	29.99
25	1	7820147	17.09	58.98	38.04
26	1	7820147	24.71	24.38	24.55
27	1	7820147	22.86	22.86	22.86
28	1	7820147	17.51	32.00	24.76
29	1	7820147	15.61	41.30	28.46
30	1	7820147	18.29	41.69	29.99
31	1	7820147	22.41	33.53	27.97
32	1	7820147	24.38	24.38	24.38
33	1	7820147	24.38	24.38	24.38
34	1	7820147	24.38	24.38	24.38
35	1	7820147	24.38	24.38	24.38
39	1	1220082	48.73	48.73	48.73
					892.02

Total Assessable Frontage (meters)	892.02m
Total Assessment per Front Meter of Frontage	\$51.68
Annual Unit Rate Per Front Meter of Frontage to be payable for a period of 10 years calculated at 3.102% interest rate	\$6.09
Total Yearly Assessment Against All Above Properties	\$5,432.81



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 12, 2018
Presented By:	Karen Huff, Director of Finance
Title:	Policy ADM033 Personal Vehicle Allowance

BACKGROUND / PROPOSAL:

At the May 24, 2018 Finance Committee Meeting the following motion was made:

MOTION FC-18-05-058

MOVED by Councillor Bateman

That the Finance Committee recommends to Council that Policy ADM033 Personal Vehicle Allowance be amended to include “only when the vehicle has been budgeted to be replaced can the employee request to use their personal vehicle for municipal use”.

CARRIED

Attached is the amended policy for review.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

Author: J.V. Batt **Reviewed by:** Karen Huff **CAO:** _____

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM033 Personal Vehicle Allowance be amended as presented.

Author: _____ Review Date: _____ CAO _____

Mackenzie County

Title	PERSONAL VEHICLE ALLOWANCE	Policy No.	ADM033
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Legislature Reference	Municipal Government Act, Section 5
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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 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. Only when a vehicle has been budgeted to be replaced can the employee request to use their personal vehicle for municipal use.
3. 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) vehicle type required;
 - c) reimburse the employee in accordance with Canada Revenue Agency (CRA) reasonable per kilometer allowance.
 - d) bi-weekly rates paid to authorized employees shall be determined using the employee's previous year's estimated annual kilometers.
 - e) If the employee exceeds the annual pre-determined estimated kilometres range the employee shall be reimbursed the difference to the appropriate actual kilometres used.

- f) 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.
 - g) 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).
4. 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)
 5. 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.
 6. The employee will be responsible for documenting kilometers daily and submitting them monthly to the finance department.
 7. Personal vehicles may be reimbursed for travel between work and home and shall be a taxable benefit as per CRA guidelines.
 8. The CAO shall review the rate structure and the pre-determined employee ranges prior to January of each year.
 9. 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.
 10. 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.
 11. The agreement shall be terminated immediately should the employee’s employment end with Mackenzie County or if the employee takes a leave of absence.
 12. 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.

	Date	Resolution Number
Approved	05-Dec-01	01-657
Amended	09-Mar-04	04-144
Amended	08-Mar-11	11-03-224

Amended	13-May-14	14-05-351
Reinstated	2018-04-10	18-04-279
Amended		

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 12, 2018
Presented By:	Karen Huff, Director of Finance
Title:	Policy ADM049 Bursaries

BACKGROUND / PROPOSAL:

At the May 24, 2018 Finance Committee Meeting the following motion was made:

MOTION FC-18-05-063

MOVED by Councillor Bateman

That Policy ADM049 Bursaries be amended as discussed and be brought back to the next Council meeting for approval.

CARRIED

Attached is the amended policy for review.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

Author: J.V. Batt **Reviewed by:** Karen Huff **CAO:** _____

COMMUNICATION:

RECOMMENDED ACTION:

✓ Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM049 Bursaries be amended as presented.

Author: _____ Review Date: _____ CAO _____

Mackenzie County

Title	Bursaries	Policy No:	ADM049
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Legislation Reference	MGA, Section 1 b)
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Purpose

To encourage and to afford an opportunity to Mackenzie County residents to pursue studying in priority fields which are critically appealing to the Mackenzie Region, and thereby enhance the residents' abilities to make a meaningful contribution to their communities.

Policy Statement and Guidelines

Statement:

Mackenzie County Council recognizes the need for a skilled and knowledgeable workforce in the Mackenzie Region and therefore encourages further learning. In order to provide financial assistance to qualified applicants/students, a bursary fund is established during an annual budgeting process.

Guidelines:

1. Student Eligibility

- 1.1 First time university/college students may receive a bursary within two years from their public school graduation date and either student or immediate family must be living in the County.
- 1.2 Students returning to their second to fourth year of studies may apply to receive a bursary. Student's immediate family must be living within Mackenzie County.
- 1.3 Mature students are eligible to receive a bursary at the discretion of the Finance Committee. The student's immediate family must be living within Mackenzie County. These students will be given third priority.
- 1.4 Students enrolled in part time studies will be eligible for a bursary prorated to the number of months studied compared to a full time program.
- 1.5 Must be enrolled in a **Canadian** post-secondary education or certified trade institution.
- 1.6 Must commit to live and work in the Mackenzie region upon graduation from a post-secondary institution. Work experience must be obtained in the field of study for which the bursary was received. The length of return service will be based on the amount awarded as follows:

- \$500 – 3 months
- \$1,000 – 6 months
- \$1,500 – 9 months
- \$2,000 – 12 months

1.7 Must be able to demonstrate commitment to community and education.

2. Return Service Agreement

Every student selected to receive a Mackenzie County Bursary must sign an agreement. The Agreement commits the student to live and work in the field of study the bursary was received for within the Mackenzie region. The length of return services is based on the total value of bursary support with three months of return service for each \$500 of total bursary support or any portion thereof. For example: a bursary of \$1000 has a return service agreement of six months.

Students not returning to work within the Mackenzie region may be expected to reimburse bursary grants received.

3. Bursary Amount

The amount of the bursary will be dependent on the length and field of study; the number and value of bursaries available each year may vary.

4. Bursary Cancellation

If a bursary is excluded or expelled from the institution or discontinues his/her studies on his/her own accord, the bursary shall be cancelled and the bursar shall have to repay the County the full bursary amount within one month of cancellation/discontinuation of studies. The bursar shall be responsible for notifying the County.

5. Bursary Awarding

The Finance Committee shall be responsible to review the applications and award the annual bursaries.

6. Administrative Process

6.1 The bursary applications (Schedule A) shall be advertised during the first two weeks of March with the closing date for applications being 4:30 p.m. on the last day of April.

6.2 Successful bursary recipients will receive notification within two weeks of the awards; however, the funds will not be provided until the Return Service

Agreement (Schedule B) has been signed and confirmations of acceptance from the post-secondary institution have been received. The deadline to receive required documentation for bursary payment will be September 30th of the year the bursary is awarded.

- 6.3 If not all annually allocated funds have been distributed, the Finance Committee may re-advertise the bursary applications.
- 6.4 Any unused funds in any given year shall be allocated to the Bursary Reserve established by Council.
- 6.5 County administration will follow up with bursary recipients, current and previous, at least once a year to update the recipient's status.
- 6.6 Upon extenuating circumstances, recipients unable to meet their commitments may request in writing to the Finance Committee for relief of their obligation because of the individual case.

7. Administrative Responsibilities

Chief Administrative Officer or Designate shall be responsible for monitoring compliance with this policy.

	Date	Resolution Number
Approved	2011-04-12	11-04-347
Amended	2014-03-26	14-03-197
Amended	2015-08-11	15-08-547
Amended	2016-08-09	16-08-580
Amended	2016-09-28	16-09-689
Amended	2017-01-09	17-01-015
Amended	2017-08-08	17-08-562
Amended		

MACKENZIE COUNTY BURSARY APPLICATION (SCHEDULE A)

General Guidelines

Student Eligibility

- First time university/college students may receive a bursary within two years from their public school graduation date and either student or immediate family must be living in the County.
- Students returning to their second to fourth year of studies may apply to receive a bursary. Student's immediate family must be living within Mackenzie County.
- Mature students are eligible to receive a bursary at the discretion of the Finance Committee. The student's immediate family must be living within Mackenzie County. These students will be given third priority.
- Students enrolled in part time studies will be eligible for a bursary prorated to the number of months studied compared to a full time program.
- Must be enrolled in a post-secondary education or certified trade institution.
- Must commit to live and work in the Mackenzie region for a six-month period upon graduation of post-secondary education for each bursary received.
- Must be able to demonstrate commitment to community and education.

Note: Bursary applications received after initial deadline will be awarded on a first come first served basis

Return Service Agreement

Every student selected to receive a Mackenzie County Bursary must sign an agreement. The Agreement commits the student to live and work within the Mackenzie region for a six-month period upon graduation of post-secondary studies for each bursary received. The length of return services is based on the total value of bursary support with three months of return service for each \$500 of total bursary support or any portion thereof. For example: a bursary of \$1000 has a return service agreement of six months.

Students not returning to work within the Mackenzie region may be expected to reimburse bursary grants received.

Bursary Amount

The usual amount of the bursary is \$1,000.00; however both the number and value of bursaries available each year may vary.

Successful Bursary recipients will receive notification in May; however, the funds will not be provided until the Return Service Agreement has been signed and you have provided us with confirmations of acceptance from the post-secondary institution of your choice and of tuition paid.

Application Must Include:

First time applicants

- A cover letter including reason for application, the field of study, career goal and date of graduation.
- 3 reference letters: 1 public school or college or university related, and 2 personal references.

Returning applicants

- A cover letter including reason for application, the field of study, career goal and date of graduation.
- Proof of course completion (academic transcript) (To be submitted as soon as available)
- Proof of course registration or Receipt of tuition paid (To be submitted as soon as available)

Application deadline

The deadline for **receipt** of application is _____ at **4:30 p.m.** at the following address:

Finance Committee, Mackenzie County
Box 640, Fort Vermilion, Alberta T0H 1N0
Fax: (780) 927-4266
Email: office@mackenziecounty.com

MACKENZIE COUNTY BURSARY APPLICATION FORM (SCHEDULE A)

CONTACT INFORMATION (please print)

Full Name: _____ Phone Number: _____

Mailing Address: _____

City/Town: _____ Postal Code: _____

Street Address or Land Location: _____

Number of Years Lived in Region: _____

Birthdate: _____

EDUCATIONAL INFORMATION

Name of Public School: _____ Graduation Date: _____

Provide a list of the grade twelve subjects, with final grade, that you are using as entry level for post-secondary or trade education. (Please provide a copy of your transcripts if available.)

Returning Students: Please provide a copy of your most recent transcripts.

Post-Secondary Institution: _____

Program of Study: _____

Length of Program Studies you plan to attend: 1yr. 2 yr. 3 yr. 4yr. more

Date you expect to graduate: _____ 20____

PERSONAL INFORMATION

Please explain how your choice of post-secondary education will benefit the Mackenzie County area?

Please list any community involvement and past work experiences.

Please list any extracurricular activities, hobbies and interests.

**Your application may not be considered if information is missing.
Have you answered all the questions?**

APPLICANT DECLARATION

I declare that:
to the best of my knowledge, the information given on this application is true.

I agree to:
provide any information needed to verify any statement made on this application.

I understand that:
I may have to repay my bursary if I do not fulfil my return service agreement.
I may be denied a bursary if I have made any false or misleading statements on this application.

I consent to:
The use of my name and/or photograph by Mackenzie County for the purposes of publicizing the Mackenzie County Bursary Program.

X

Signature of Applicant

Date Signed

RETURN SERVICE AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20_____.

BETWEEN

Mackenzie County
(referred to as the "Sponsor")

and

(referred to as the "Student")

of the _____ of _____, in the Province of Alberta

WHEREAS the Sponsor has established a bursary to provide assistance to eligible students and to promote the development of vocational or professional expertise within the Mackenzie region; and

WHEREAS the Student has applied to the Sponsor for a Bursary to assist him in his course of studies: and

WHEREAS a Bursary consists of a financial assistance award from the Sponsor; and

WHEREAS the Student has undertaken to work and provide services in the Sponsor region; now

THEREFORE the parties agree as follows:

1. For the purposes of this agreement, "sponsor region" means the area within the boundaries of the Mackenzie County.
2. Upon approval of the Student's application by the Sponsor and upon receipt of confirmations of the Student's registration in the course of studies and of tuition paid, the Sponsor will pay to the Student the sum of \$ _____ as an award in order for the Student to commence the course of studies as outlined in the Student's bursary application.
3. The Student
 - a) agrees and undertakes to obtain, within six (6) months from the last day of his/her studies, employment in the Mackenzie region for a continuous period of _____ months.

- b) agrees and acknowledges that his employment under (a) is to be in an occupation or field of endeavor which relates to his course of studies and is to be otherwise satisfactory to the Sponsor;
 - c) Must annually provide written information to the Sponsor regarding the status and location of employment; commencing on the date on which employment is obtained in accordance with this Agreement and until the completion of work commitments under this Agreement;
 - d) Must in writing notify the Sponsor within seven (7) days of the following events:
 - i) a withdrawal from the course of studies; or
 - ii) a failure to maintain a passing grade in his course of studies in any academic year; or
 - iii) a change of address.
4. The Sponsor may, in its absolute discretion, require repayment in full by the Student of the Bursary to the Sponsor for failure to comply with clause 3 of this Agreement or upon the occurrence of one or more of the events in clause 3(d). Repayment will occur according to the following schedule based on total value of awards received:
- ≤ \$500 repayment due within 3 months of invoice date
 - \$500-\$1000 repayment due within 6 months of invoice date
 - > \$1000 repayment due within 1 year of invoice date
5. If the Sponsor requires repayment of the financial assistance for failure to maintain employment in accordance with clause 3(a), the Sponsor may, in its absolute discretion, consider the employment commitment under clause 3(a), to be partially fulfilled and accordingly reduce the repayment obligations of the Student under this Agreement on a pro rata basis.
6. The Sponsor may waive a default of this Agreement only by written notice to the Student.
7. The Student agrees and acknowledges that he has the sole obligation to seek employment and lodging to fulfill his commitment under this Agreement and that there is no obligation upon the Sponsor to provide any employment position or lodging place to help fulfill this commitment.
8. The Student allows the Sponsor to release his name as a bursary recipient for advertising and recognition of the bursary.
9. All notices and other written communications required or permitted under this Agreement can be delivered by hand, or sent by registered mail or faxed to the addressee as follows:

To the Sponsor: c/o Mackenzie County
P.O. Box 640
Fort Vermilion, AB
T0H 1N0
Phone: (780) 927-3718
Fax: (780) 927-4266

To The Student _____

Phone: () _____
Fax: () _____

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the date first written above.

SIGNED IN THE PRESENCE OF

_____ Signature of Witness	_____ Signature of Student or Parent/Guardian if Student is under 18
Printed name of Witness:	_____
Address of Witness:	_____
Postal Code of Witness:	_____
Phone Number of Witness	_____

TO BE COMPLETED BY THE SPONSOR

_____ Witness	_____ Signature of Sponsor
------------------	-------------------------------



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 12, 2018
Presented By:	Karen Huff, Director of Finance
Title:	2018 Bursaries – Additional Funds Request

BACKGROUND / PROPOSAL:

During the May 24th, 2018 Finance Committee meeting, the committee reviewed all Bursary applications received.

Upon awarding, the following motion was made:

MOTION FC-18-05-064

MOVED by Councillor Bateman

That the Finance Committee recommends to Council that the remaining \$2,000 bursary awards be funded from the Bursary Reserve.

CARRIED

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Bursaries Reserve – 2018 balance \$13,350

SUSTAINABILITY PLAN:

N/A

Author: J. Batt Reviewed by: Karen Huff CAO: _____

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the operating budget be amended to include an additional \$2,000 to fund the 2018 bursaries with funding coming from the Bursaries Reserve.

Author: J. Batt Reviewed by: Karen Huff CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 12, 2018
Presented By:	Dave Fehr, Director of Operations
Title:	Pavement Strengthening – Highway 88 Connector & Range Road 153 (River Road)

BACKGROUND / PROPOSAL:

Administration received a proposal for pavement strengthening at Highway 88 Connector and Range Road 153. Administration then requested quotes from three other companies for the same locations. Only one additional quote was received.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2018 capital budget for Range Road 153 - \$880,000

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

For discussion.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 12, 2018
Presented By:	Dave Fehr, Director of Operations
Title:	Chip Seal Project Discussion

BACKGROUND / PROPOSAL:

Council approved ‘Chipseal North & South Accesses for \$275,000’ as a Capital Project for 2018. Administration advertised the Chip Seal Tender. Two submissions were received at \$314,127 and \$332,080. Both submissions were over the allotted budget.

Administration is requesting direction from Council concerning this project.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For Discussion.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 12, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Response from the Director of Surveys regarding issues with Plan 5999CL in Fort Vermilion

BACKGROUND / PROPOSAL:

In 2015, there was a concern brought forward from a landowner in Fort Vermilion who was informed that her yard site was not located on her own lot. The landowner asked that Council help her to correct the situation as her yard site is surrounded by pins which indicate she is within her own property. Council helped to pay the fee for an investigation conducted by Ross Metcalfe, ALS, with WSP.

Administration had received the preliminary investigation report from the surveyor (see attached). It clearly indicates that there are several issues with Plan 5999CL along with additional problems affecting Plan 5999CL. These additional problems resulted in extra inspections adding further costs. As of Feb 2, 2016, those additional costs have amounted to \$1,005.00 above the quoted \$13,000.00. Which the surveyor hopes the County will cover or try to recover from the Boundary Panel.

The surveyors report recommended that the Alberta Land Surveyors Boundary Panel be contacted regarding this issue and recommends that a resurvey of Plan 5999CL is undertaken to correct the issues. Should the ALS Boundary Panel deem it necessary to resolve this issue, it could be asked that the County be reimbursed for the entire costs.

In response, Council made the following motion at the February 22, 2016 Council meeting:

MOTION 16-02-135

MOVED by Councillor Bateman

That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and that administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.

CARRIED

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

Administration had the surveyor follow up with the Boundary Panel. The Boundary Panel could potentially pay for the re-survey depending on its place on the priority list; this also means that it may never be investigated if it is not considered a priority. The Boundary Panel did follow up and aren't expecting to reach a decision within the next few months.

The Boundary Panel has since passed the issue onto the Director of Surveys for comment.

According to the Director of Surveys, another investigation needs to take place in order to make a proper recommendation or to support a re-survey being done.

A re-survey may be conducted to correct the issues within the survey plan and would return the lot layout to the original monument plan.

A municipality can initiate a re-survey as stated in the Surveys Act:

Section 39(1) The council of a municipality may, on the application of 50% of the registered owners of land to be affected, or without an application, pass a resolution that it is desirable to re-survey and place monuments at the corners of parcels surveyed in accordance with 29 or 32.

OPTIONS & BENEFITS:

In order to move towards correcting the issue, the municipality has to initiate an additional investigation by a surveyor. Mr. Metcalfe has since retired and will not be engaged to complete the project. Jason Coates with Borderline Surveys, has expressed interest in the investigation.

Council has to decide whether or not to pursue correcting this issue or leaving the plan as is.

COSTS & SOURCE OF FUNDING:

Costs are dependent on the decision Council makes, should the municipality pursue an additional investigation it is estimated to cost up to \$8000. The cost would rise if a re-survey is needed, the municipality would be responsible for the surveying fees.

The Planning and Development department has a budget allocated to surveying fees, which would be sufficient to cover the investigation fee.

SUSTAINABILITY PLAN:

The sustainability plan does not apply to this situation.

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

COMMUNICATION:

The department has been in contact with the concerned party. All affected ratepayers will be notified of a secondary investigation.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

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

From: Al Flim
To: [Caitlin Smith](mailto:Caitlin.Smith@acknziecounty.com)
Cc: "westlund@alsa.ab.ca"; Ed Titanich; Tom Motyka
Subject: FW: Boundary Panel Issue
Date: May-15-18 8:46:12 AM
Attachments: [image002.png](#)
[image003.png](#)
[image007.png](#)
[Section 39 to 43 And 48 Resurveys Procedures V3.pdf](#)
[RE-SURVEY PROCESS FLOWCHART.PDF](#)

Hi Caitlin

Our office has discussed this particular issue internally and to assist you with understanding the process of a re-survey we have attached two documents on the re-survey process. The procedures document outlines the legislated steps and the responsibilities of both the municipality and the government. The flowchart is a step-by-step overview of the legislated process. I would draw your attention to the municipalities role in initiating and payment of a re-survey. It is the sole discretion of the Minister to permit the use of a re-survey if requested by a municipality, as well as to confirm the re-survey upon completion of the legislated process. A re-survey is meant to restore survey monuments to their original position as shown on Plan 5999 CL. A re-survey would not re-subdivide the area to accommodate the current as-built lines of occupation.

In our research of the information provided by the Alberta Land Surveyors' Association and Mr. Ross Metcalfe, ALS (retired) we feel more survey information needs to be collected before any option is considered to resolve the issue.

Please contact our office if you need further information or explanation.

[Al Flim, A.L.S.](mailto:Al.Flim@gov.ab.ca)

Manager, Land Surveys Unit
Operations Division, Alberta Environment and Parks
9820 – 106 Street | 15th Floor | Edmonton, AB | T5K 2J6
Phone: (780) 638-9535
Email: Al.Flim@gov.ab.ca

From: Caitlin Smith <csmith@mackenziecounty.com>
Sent: Tuesday, April 24, 2018 2:00 PM
To: Al Flim <Al.Flim@gov.ab.ca>
Subject: FW: Boundary Panel Issue
Good afternoon Al,

I was hoping you could give me some information regarding resurveying this plan? The municipality

would like to close this file sooner rather than later.

Thank you,

Caitlin Smith | Planner | 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: 780.841.5529

www.mackenziecounty.com



From: Scott Westlund <westlund@alsa.ab.ca>

Sent: April-23-18 12:31 PM

To: Caitlin Smith <csmith@mackenziecounty.com>; Kerry Barrett <barrett@alsa.ab.ca>

Cc: Al Flim <Al.Flim@gov.ab.ca>; Brian Munday <munday@alsa.ab.ca>;

Ross.Metcalf@wspgroup.com

Subject: RE: Boundary Panel Issue

Hello Caitlin,

Thanks for your email.

A possible problem with plan 5999CL was reported by Mr. Metcalfe to the Alberta Land Surveyors' Association Boundary Panel in late 2015 and we assigned it boundary panel case number 2015-16. According to his preliminary findings, Mr. Metcalfe suspects that there may have been a lot missed when Plan 5999CL was drafted and he also suspects there might be other problems with the original settlement plan. I've attached a copy of a report Mr. Metcalfe provided me in early 2016. I, seemingly incorrectly, assumed that he also provided this information to you because in this report he mentions action that Mackenzie County might take to potentially mitigate and ultimately solve the problem.

Based on his findings there does appear to be a problem(s) with Plan 5999CL. There are often several possible solutions to problems of this nature. These could include re-subdividing lots or obtaining a court order to correct plans. There is also the possibility that a survey error may have been made but we are unsure if the Director of Surveys Office has opened an investigation under Section 9(2) of the Surveys Act to determine this. In this case, Mr. Metcalf's preliminary findings seem to suggest that the best solution might be to conduct a re-survey of Plan 5999CL under Section 48 of the Surveys Act (see below for this section of the Surveys Act). A resurvey can only be initiated by a municipality and as such, if you would like to pursue this option you might consider contacting the Director of Surveys Office through Al Flim (I've copied him on this email) for information on what is required to initiate a resurvey. They have recent experience with a resurvey.

Re-survey of s45 land in municipality

48(1) The council of a municipality may, on the application of 50% of the registered owners of the land to be affected, or without an application, pass a resolution that it is desirable to re-survey and place monuments at the corners of parcels the boundary lines of which were established pursuant to section 45.

(2) Sections 39(2) to (6), 40(1), (2) and (4), 41, 42 and 43 apply to a re-survey under this section.

1987 cS-29.1 s44

The Director of Surveys Office is already aware of potential problems with plan 5999CL. As part of his initial investigation Mr. Metcalfe reported the existence of a problem with this plan to the Director of Surveys Office and they undertook a preliminary review of the situation. They were unable to reach any conclusions as to how to best solve the problem with the information available and recommended that additional investigation be completed. Mr. Metcalfe provided the boundary panel a preliminary estimate of up to \$8,000 to complete additional work that was requested by the Director of Surveys Office. However, the Boundary Panel operates independently of the Director of Surveys Office and at the time the estimate was received the boundary panel did not have any funding available to complete an investigation. Furthermore, since this time, the focus of the boundary panel has been to complete work for which financial commitments have already been made. As a result, no further investigation into problems on this plan have been undertaken by the Boundary Panel.

In the attached report Mr. Metcalfe suggests that the boundary panel be contacted about this with a recommendation that a resurvey be undertaken. In the coming weeks the boundary panel will be reviewing all unfunded/un-reviewed projects, prioritizing them and undertaking work on selected projects. This project is on the list of potential projects to look into but there is no guarantee that it will be identified as an immediate priority and further investigated. I will know more about this in the coming months. If this project is identified as a priority for the boundary panel the problems with Plan 5999CL will be discussed with the boundary panel and additional investigation might be done at that time. This might take up to six months to complete. However, Mr. Metcalfe is a very experienced, well-respected land surveyor and in the report he seems to suggest that a resurvey of Plan 5999CL might be the best solution to the problems that have been identified so far. Based on this it is possible that the Boundary Panel might come to a similar conclusion and request that I make this recommendation back to Mackenzie County.

Despite what Mr. Metcalfe notes in the Suggestions section of the report a resurvey can only be initiated by a Municipality (as per the Act). My suggestion at this time is to consider contacting the Director of Surveys Office for more information on how to pursue a resurvey under Section 48 of the Surveys Act or for Mackenzie County to request that the Director of Surveys undertakes an error investigation under Section 9(2) of the Surveys Act (see below for this section of the Act). Again, Mr. Flim will be able to provide you more information on both of these options.

Survey error investigation

9(1) In this section, “land owner” in respect of Metis patented land means a person who is registered in the Metis Settlements Land Registry as owner of Metis title, provisional Metis title or an allotment.

(2) The Director shall on receipt of a written notice from a land owner, the council of a municipality, the Council of the Alberta Land Surveyors' Association or a Registrar stating that the position of a corner or boundary is in question as the result of an alleged error in a survey or may, for any reason the Director considers sufficient, conduct an investigation and report the Director's findings to the Minister.

I hope this is what you are looking for in terms of an update and you find this information useful. I apologize for not advising you of some potential options sooner, I was not aware that Mr. Metcalfe did not discuss these options as part of the work that he completed directly for Mackenzie County and I did not follow up with him on this but obviously should have done so.

Please contact me if you have further questions or if you'd like me to provide some additional documentation about the problems found to you.

Regards,
Scott Westlund

SCOTT WESTLUND, M.ENV., P.ENG., ALS
BOUNDARY PANEL MANAGER

westlund@alsa.ab.ca



T. 403-452-7057 | 1-800-665-2572 | F. 1-888-459-1664
1000, Phipps McKinnon Building | 10020 - 101A Avenue | Edmonton, AB T5J 3G2

From: Caitlin Smith [<mailto:csmith@mackenziecounty.com>]

Sent: April 20, 2018 3:43 PM

To: Scott Westlund <westlund@alsa.ab.ca>; Kerry Barrett <barrett@alsa.ab.ca>

Subject: Boundary Panel Issue

Good afternoon,

Ross Metcalfe, ALS, was to submit a concern regarding Plan 5999CL located in Fort Vermilion, AB. to the Boundary Panel for consideration. This matter began in February 2016 and the municipality has yet to receive an update. Mr. Metcalfe has since retired and has been out of the office for some time.

To your knowledge, has there been any progress made with this issue? If so, could you provide a brief update?

If you have any additional questions please contact me.

Thank you,

Caitlin Smith | Planner | 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: 780.841.5529

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**SECTIONS 39 TO 43 AND 48 OF
THE *SURVEYS ACT*
RE-SURVEYS PROCEDURES**

Created: February 6, 2014
Updated: May 14, 2018

Table of Revisions

Version	Revision Date	Modified By	Description
2	March 5, 2014	Ed Titanich	Small editorial revisions.
3	November 28, 2016	Ed Titanich	Addition of Section 48 of the <i>Surveys Act</i>

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Legend



Important information



Take note

Purpose

These procedures were developed to assist the Director of Surveys of Alberta, the Director of Surveys staff and those involved in the execution of an official re-survey under Sections 39 to 43 and 48 of the *Surveys Act*, RSA 2000, c.s-26. Copies of Sections 39 to 43 and 48 are included in [Appendix A](#). A flowchart is available at the Director of Surveys office as well.

There has not been a large number of official re-surveys done over the last 10 to 20 years. The majority of the re-surveys were done to lands owned by the crown and therefore did not require the involvement of landowners. The last two re-surveys which did involve private landowners were:

- A re-survey completed July 1990 of Lot 1, Block 19, Plan 4637 AW within the City of Edmonton.
- The second re-survey was done between 1984 and 1987. This was a complex re-survey of Lots A, 2-10, Block 1, Lots 1-21, Block 2, as shown on Plan 959AA, within the SW ¼ 36, Township 40, Range 1, West of the 5th Meridian, Gull Lake.



Note that throughout the re-survey process all parties involved must ensure fairness is followed, transparency is displayed and documentation is maintained.

Steps Required to Initiate an Official Re-survey

A. Initial Stage - Sections 39(1) (2)

Sections 39(1) and 39(2) of the *Surveys Act*, RSA 2000, c.s-26 provides the regulation required to proceed with an official re-survey of Part 2 surveys.

39(1) The council of a municipality may, on the application of 50% of the registered owners of the parcels of land to be affected, or without an application, pass a resolution that it is desirable to re-survey and place monuments at the corners of parcels surveyed in accordance with section 29 or 32.

(2) On receipt of a resolution under subsection (1), the Minister may direct the Director or a surveyor appointed by the Director to re-survey the land in question and to place monuments of a style approved by the Minister for that purpose at the corners of the land.

Section 48 of the *Surveys Act*, RSA 2000, c.s-26 provides the regulation required to proceed with an official re-survey of Part 3 surveys.

48(1) The council of a municipality may, on the application of 50% of the registered owners of the land to be affected, or without an application, pass a resolution that it is desirable to re survey and place monuments at the corners of parcels the boundary lines of which were established pursuant to section 45.

(2) Sections 39(2) to (6), 40(1), (2) and (4), 41, 42 and 43 apply to a re survey under this section.

NOTE: There are only two differences between the two types of re-surveys:

1. Section 39 refers to re-surveys of Part 2 surveys; Section 48 refers to re-surveys of Part 3 surveys.
2. The amendment of an official plan is not required under Section 48 as stated in 40(3).

A landowner (or landowners), a surveyor (or surveyors) or a municipality will contact the Director of Surveys asking for assistance in resolving a land survey issue. The Director of Surveys will launch an investigation and reply with the best method to resolve the issue (i.e. re-survey).

Prior to an official resolution passed at a Municipal council meeting, discussions between the Director of Surveys and the Municipal council **should** be held. These discussions would identify what steps are required by all parties involved and which administrative tasks each party would be held responsible for.

These administrative tasks would include the following:

- The creation of a set of official instructions that must be followed by an Alberta Land Surveyor.
- Requesting and evaluation of technical and cost proposals from professional land surveyors.
- The arrangement of a Ministerial Order, ordering the re-survey to be made, monument(s) to be placed and the appointment of an Alberta Land Surveyor to make this re-survey.
- Arranging to give the re-survey public notice in the Alberta Gazette and local newspapers.
- A meeting regarding the re-survey as described in the public notice above may be required to hear evidence from parties who claim to have knowledge about the original position or who claim to be in possession of information whereby the position of monument(s) can be established.
- Examination of the survey returns.

- Arranging to give the re-survey returns public notice in the Alberta Gazette and local newspapers.
- Arranging to hold a hearing regarding the results of the re-survey as described in the public notice above.
- Filing the official plan in the Land Titles Office.
- Payment of the costs of the re-survey.

Note: This list of administrative tasks is not complete. A number of minor administrative tasks may be identified as the re-survey is conducted and these can be dealt with at that time.

Sections 39(1) and 39(2) as well as 48 clearly state a re-survey will be conducted upon receipt of a resolution by the Minister from the council of a municipality. Upon receipt of the resolution, the Minister “may” proceed with providing direction to the Director of Surveys to re-survey the land in question.

It is expected that prior to the Minister instructing the Director of Surveys to proceed with a re-survey, the Minister will call on the expertise of the Director of Surveys to provide an opinion on whether the re-survey is indeed required or if an alternative may be more appropriate to resolving the issue. As a result, the Director of Surveys will compile a report summarizing the investigation along with his recommendation to proceed or not to proceed with the re-survey. This report along with the recommendation of the Director of Surveys is then sent to the Minister for a review and decision.

If it is determined by the Minister that a re-survey is required, the Minister will instruct the Director of Surveys to proceed with the re-survey of the land in question. This will officially be done through a Ministerial Order.

Note: The previous Ministerial Orders identified the Alberta Land Surveyor who was to do the re-survey. Thus the instructions and bidding process should be completed in advance of the signing by the Minister. A contract should be prepared and be ready to sign as soon as the Ministerial Order is official.

B. Notification via Alberta Gazette and Newspaper - Section 39(3) (4)

39(3) Before beginning the re-survey, the Director shall publish notice of it in one issue of The Alberta Gazette and once each week for 2 consecutive weeks in a newspaper that circulates in the neighbourhood of the land to be re-surveyed .

- (4) Any person
- (a) who claims to know the position of any of the survey monuments defining the land to be re-surveyed , or
 - (b) who claims to be in possession of information whereby the position of monuments can be established, may, before the commencement of the re-survey, notify the Minister by registered mail of the information in that person's possession regarding the matters referred to in clauses (a) and (b).

As stated above, the Director of Surveys must prepare a notice to be published in one issue of the Alberta Gazette and at least once each week, for 2 consecutive weeks, in a newspaper that circulates in the neighbourhood of the land to be re-surveyed.

The Alberta Gazette is the "official newspaper" of the Government of Alberta. It consists of two parts, Part I and Part II, and is published twice a month by the Alberta Queen's Printer.

C. Review of Evidence Provided - Section 39(5)

Section 39(5) Before re-establishing a monument with respect to which notice has been given, the Director or a surveyor appointed by the Director shall, by registered letter or personal service, request the person who has given the notice under subsection (4) to appear before the Director at a time and place specified to show the position of the monument or to produce the evidence in the person's possession with regard to it.

If registered mail has been received by the Minister (or the Director of Surveys) as described in Section 39(4), the Director of Surveys (or an Alberta Land Surveyor appointed by the Director of Surveys) may meet with the individual(s) who sent the information to review the evidence they may have regarding the survey monument(s) in question.

The Director of Surveys (or Alberta Land Surveyor) may request a meeting be held at a time and place specified with the individual(s) presenting evidence.

D. Re-survey and Plan Preparation – Section 39(6)

Section 39(6) states:

- (6) *The Director, or a surveyor appointed by the Director, shall*

- (a) *commence the re-survey in accordance with this Act not less than 2 weeks after the last publication of the notice under subsection (3),*
- (b) *place monuments to mark the corners of the re-surveyed land, and*
- (c) *submit a plan and other records respecting the re-survey to the Minister.*

Once all the evidence has been obtained through Section 39(5), the Director of Surveys (or the ALS appointed by the Director) will proceed with the re-survey of the land in question. In almost all cases, the re-survey work itself will be done by an Alberta Land Surveyor through a contract administered by the Director of Surveys. Since this is considered an official survey, the Alberta Land Surveyor will be given detailed instructions by the Director of Surveys and will do the work in accordance with the *Surveys Act*.

Upon the completion of the re-survey, the Alberta Land Surveyor will submit a plan and all other records respecting the survey work done to the Director of Surveys. This will include all evidence that was submitted by persons under Section 39(5).

The Director of Surveys will then conduct a thorough review of the survey done by the Alberta Land Surveyor. Any corrections and/or additions will be communicated to the Alberta Land Surveyor and addressed. This will result in a final plan to be presented to the Minister and used in a hearing conducted under Section 40 of the *Surveys Act*.

Confirmation of Re-survey

Section 40, subsections (1), (2), (3) and (4) of the Surveys Act provides instructions regarding a hearing to be conducted and the Ministerial confirmation of a plan of re-survey.

A. Hearing to Review Plan of Re-survey – Section 40(1)

The formation of a hearing is described under Section 40(1).

40(1) On receipt of the plan and other records under section 39(6), the Minister

- (a) *shall publish notice of it in one issue of The Alberta Gazette and once each week for 2 consecutive weeks in a newspaper that circulates in the neighbourhood of the land re-surveyed , and*

- (b) *shall specify in the notice a day, not less than 2 weeks from the date of the last publication of the notice, on which the plan and other records will be considered and the parties affected by it may be heard.*

Note that these are the minimum requirements for Section 39. Notification could be sent to any person who has an interest or knowledge regarding the area of the re-survey. These could include former landowners, neighbours, government or non-government agencies that have been involved.

The hearing could be an opportunity for the Municipality to share in the administrative tasks of a re-survey. The Municipality may offer to provide the accommodation and other administrative tasks related to conducting a hearing.

B. Confirmation

Confirmation of the re-survey by the Minister proceeds as directed by Sections 40(2), (3) and (4).

(2) After the hearing under subsection (1), the Minister may either confirm the re-survey or direct that any amendments or corrections that the Minister considers necessary be made, and shall confirm the re-survey as amended or corrected.

(3) On confirmation by the Minister of the re-survey, the Director shall amend the official plan accordingly.

(4) The monuments established by the re-survey mark the boundary lines of the land re-surveyed for all purposes.

The hearing is conducted to provide the landowners and other affected persons the opportunity to see and understand the results of the re-survey. The hearing may result in the re-survey having to be amended or corrected.

If no amendments or corrections are required, then the Minister will proceed with the confirmation of the re-survey. Please note that all corrections or amendments are to adhere to the requirements of the *Surveys Act*.

If any amendments or corrections are required, the Director of Surveys will proceed with those corrections or amendments. Once these amendments or corrections are done, the resulting plan of re-survey may be distributed to all affected individuals for final approval. This approval should be in the form of a signed document.

Once all amendments or corrections have been reviewed and consented to, the Minister shall proceed with the confirmation of the re-survey.

C. Status of a Re-Survey

Section 41 states:

41 The order of the Minister confirming the re-survey is final and conclusive and shall not be questioned in any court, whether or not the monuments marking the original survey are subsequently found or their positions proved by other evidence.

This section is quite clear that the confirmed re-survey is final and cannot be questioned in any court. There has been no known case of this section being challenged in recent history.

D. Filing of a Re-Survey

Sections 42(1) and 42(2) state:

42 (1) The Director shall, forthwith after the confirmation under section 40(2), file one copy of the official plan of the re-survey with the Registrar.

(2) On receipt of the official plan of the re-survey, the Registrar may make corrections to the certificates of title or registers to reflect any changes effected by the re-survey.

The Director of Surveys is responsible for registration of the plan of re-survey along with any associated documents such as a confirmation letter with the Registrar at the Land Titles Office. The authority to register a plan of re-survey falls under Section 87 of the *Land Titles Act*. The Registrar may then proceed with amendments or corrections to the certificates of title or registers reflecting any changes caused by the re-survey.

F. Payment for a Re-Survey

Sections 43(1), (2), and (3) provide direction on the payment for a re-survey.

43 (1) All expenses for a re-survey shall be paid to the Minister by the municipality on whose resolution the re-survey was made, on receipt of an invoice from the Minister, which may be issued from time to time during the progress of the re-survey.

(2) The municipality on whose resolution the re-survey was made may pay the expenses out of the general funds of the municipality either in whole or in part, as it considers proper.

(3) If the municipality pays only a part of the expenses out of general funds, it may order that the remainder be placed on the tax roll as an additional tax against the property affected by the re-survey, in proportion to the assessed value of the property as shown on the last assessment roll and that amount shall be collected in the same manner as taxes on land.

The Alberta Government is not liable for the cost of a re-survey. This cost is to be borne by the municipality requesting the re-survey (and potentially the affected landowners). It is noted that the Alberta Government will have substantially contributed to the cost of a re-survey through the research, investigation and administration of the re-survey.

In some past re-surveys, the municipality has equally divided the cost of the re-survey among the landowners affected by the re-survey. If this is procedure adopted by the municipality it is highly recommended that the municipality collect signed applications from all affected landowners before passing a resolution. It is also obvious that before doing this a cost estimate be obtained so that the amount that each landowner would be held responsible for can be determined.

APPENDIX A – Sections 39 to 43 and 48 of the *Surveys Act*

Re-survey of s29 or 32 land in municipality

39(1) The council of a municipality may, on the application of 50% of the registered owners of the parcels of land to be affected, or without an application, pass a resolution that it is desirable to re-survey and place monuments at the corners of parcels surveyed in accordance with section 29 or 32.

(2) On receipt of a resolution under subsection (1), the Minister may direct the Director or a surveyor appointed by the Director to re-survey the land in question and to place monuments of a style approved by the Minister for that purpose at the corners of the land.

(3) Before beginning the re-survey, the Director shall publish notice of it in one issue of *The Alberta Gazette* and once each week for 2 consecutive weeks in a newspaper that circulates in the neighbourhood of the land to be re-surveyed .

(4) Any person

- (a) who claims to know the position of any of the survey monuments defining the land to be re-surveyed , or
- (b) who claims to be in possession of information whereby the position of monuments can be established,

may, before the commencement of the re-survey, notify the Minister by registered mail of the information in that person's possession regarding the matters referred to in clauses (a) and (b).

(5) Before re-establishing a monument with respect to which notice has been given, the Director or a surveyor appointed by the Director shall, by registered letter or personal service, request the person who has given the notice under subsection (4) to appear before the Director at a time and place specified to show the position of the monument or to produce the evidence in the person's possession with regard to it.

(6) The Director, or a surveyor appointed by the Director, shall

- (a) commence the re-survey in accordance with this Act not less than 2 weeks after the last publication of the notice under subsection (3),
- (b) place monuments to mark the corners of the re-surveyed land, and
- (c) submit a plan and other records respecting the re-survey to the Minister.

1987 cS-29.1 s35;1998 c22 s43

Confirmation of re-survey

40(1) On receipt of the plan and other records under section 39(6), the Minister

- (a) shall publish notice of it in one issue of *The Alberta Gazette* and once each week for 2 consecutive weeks in a newspaper that circulates in the neighbourhood of the land re-surveyed , and
- (b) shall specify in the notice a day, not less than 2 weeks from the date of the last publication of the notice, on which the plan and other records will be considered and the parties affected by it may be heard.

(2) After the hearing under subsection (1), the Minister may either confirm the re-survey or direct that any amendments or corrections that the Minister considers necessary be made, and shall confirm the re-survey as amended or corrected.

(3) On confirmation by the Minister of the re-survey, the Director shall amend the official plan accordingly.

(4) The monuments established by the re-survey mark the boundary lines of the land re-surveyed for all purposes.

1987 cS-29.1 s36

No review of re-survey

41 The order of the Minister confirming the re-survey is final and conclusive and shall not be questioned in any court, whether or not the monuments marking the original survey are subsequently found or their positions proved by other evidence.

1987 cS-29.1 s37

Filing of re-survey

42(1) The Director shall, forthwith after the confirmation under section 40(2), file one copy of the official plan of the re-survey with the Registrar.

(2) On receipt of the official plan of the re-survey, the Registrar may make corrections to the certificates of title or registers to reflect any changes effected by the re-survey.

1987 cS-29.1 s38;1996 c32 s5(48);1998 c22 s43

Payment for re-survey

43(1) All expenses for a re-survey shall be paid to the Minister by the municipality on whose resolution the re-survey was made, on receipt of an invoice from the Minister, which may be issued from time to time during the progress of the re-survey.

(2) The municipality on whose resolution the re-survey was made may pay the expenses out of the general funds of the municipality either in whole or in part, as it considers proper.

(3) If the municipality pays only a part of the expenses out of general funds, it may order that the remainder be placed on the tax roll as an additional tax against the property affected by the re-survey, in proportion to the assessed value of the property as shown on the last assessment roll and that amount shall be collected in the same manner as taxes on land.

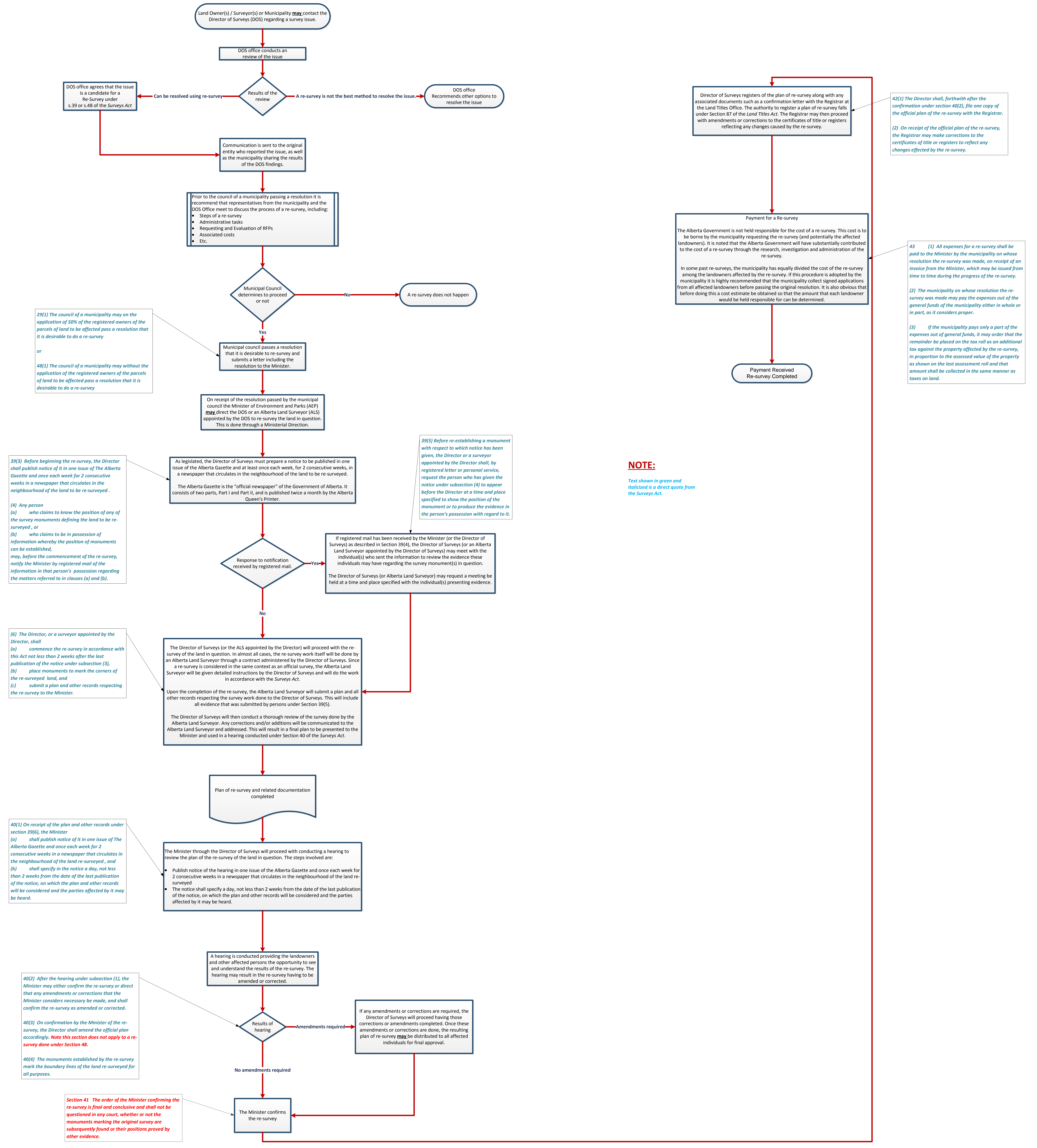
1987 cS-29.1 s39

Re-survey of s45 land in municipality

48(1) The council of a municipality may, on the application of 50% of the registered owners of the land to be affected, or without an application, pass a resolution that it is desirable to re-survey and place monuments at the corners of parcels the boundary lines of which were established pursuant to section 45.

(2) Sections 39(2) to (6), 40(1), (2) and (4), 41, 42 and 43 apply to a re-survey under this section.

Re-Survey Procedures Under Sections 39 - 43 and Section 48 of the *Surveys Act*



29(1) The council of a municipality may on the application of 50% of the registered owners of the parcels of land to be affected pass a resolution that it is desirable to do a re-survey

or

48(1) The council of a municipality may without the application of the registered owners of the parcels of land to be affected pass a resolution that it is desirable to do a re-survey

39(3) Before beginning the re-survey, the Director shall publish notice of it in one issue of The Alberta Gazette and once each week for 2 consecutive weeks in a newspaper that circulates in the neighbourhood of the land to be re-surveyed .

4) Any person
(a) who claims to know the position of any of the survey monuments defining the land to be re-surveyed, or
(b) who claims to be in possession of information whereby the position of monuments can be established, may, before the commencement of the re-survey, notify the Minister by registered mail of the information in that person's possession regarding the matters referred to in clauses (a) and (b).

6) The Director, or a surveyor appointed by the Director, shall
(a) commence the re-survey in accordance with this Act not less than 2 weeks after the last publication of the notice under subsection (3),
(b) place monuments to mark the corners of the re-surveyed land, and
(c) submit a plan and other records respecting the re-survey to the Minister.

40(1) On receipt of the plan and other records under section 39(6), the Minister
(a) shall publish notice of it in one issue of The Alberta Gazette and once each week for 2 consecutive weeks in a newspaper that circulates in the neighbourhood of the land re-surveyed, and
(b) shall specify in the notice a day, not less than 2 weeks from the date of the last publication of the notice, on which the plan and other records will be considered and the parties affected by it may be heard.

40(2) After the hearing under subsection (1), the Minister may either confirm the re-survey or direct that any amendments or corrections that the Minister considers necessary be made, and shall confirm the re-survey as amended or corrected.

40(3) On confirmation by the Minister of the re-survey, the Director shall amend the official plan accordingly. Note this section does not apply to a re-survey done under Section 48.

40(4) The monuments established by the re-survey mark the boundary lines of the land re-surveyed for all purposes.

Section 41 The order of the Minister confirming the re-survey is final and conclusive and shall not be questioned in any court, whether or not the monuments marking the original survey are subsequently found or their positions proved by other evidence.

39(5) Before re-establishing a monument with respect to which notice has been given, the Director or a surveyor appointed by the Director shall, by registered letter or personal service, request the person who has given the notice under subsection (4) to appear before the Director at a time and place specified to show the position of the monument or to produce the evidence in the person's possession with regard to it.

NOTE:
Text shown in green and italicized is a direct quote from the Surveys Act.

42(1) The Director shall, forthwith after the confirmation under section 40(2), file one copy of the official plan of the re-survey with the Registrar.

(2) On receipt of the official plan of the re-survey, the Registrar may make corrections to the certificates of title or registers to reflect any changes effected by the re-survey.

43 (1) All expenses for a re-survey shall be paid to the Minister by the municipality on whose resolution the re-survey was made, on receipt of an invoice from the Minister, which may be issued from time to time during the progress of the re-survey.

(2) The municipality on whose resolution the re-survey was made may pay the expenses out of the general funds of the municipality either in whole or in part, as it considers proper.

(3) If the municipality pays only a part of the expenses out of general funds, it may order that the remainder be placed on the tax roll as an additional tax against the property affected by the re-survey, in proportion to the assessed value of the property as shown on the last assessment roll and that amount shall be collected in the same manner as taxes on land.

File 010054512

INVESTIGATION OF SUBDIVISION SURVEY PLAN 5999CL WITHIN
FORT VERMILION SETTLEMENT

For: Mackenzie County

ATTACHMENTS: three sketch plans

Plan 1 showing Riverlots 5 and 6 with the Plan 5999CL

Plan 2 showing Plan 5999CL located as per the Plan information

Plan 3 showing Plan 5999CL and the lot lines as per the survey monuments found.

Background:

Date: Oct-Nov., 2014

Owner of Lot E, Plan 5999CL, contacted our office regarding a conflict between themselves and the owner of the rest of Riverlot 6, Range 2, of the Fort Vermilion Settlement and was advised that a legal survey would need to be done to clarify the issue of where their house was located and that they may need to proceed through the subdivision application process to obtain title to the area where the house was located if it was determined the house was, in fact, encroaching onto the adjacent property.

The owner was quite concerned as they were convinced there was no encroachment and did not believe they needed to proceed in this manner or need to pay the cost of the subdivision process and ALS fees. They had been shown survey monuments by an adjacent land owner (Lot D) and situated their house accordingly.

Our field crew was in the area at the time and were requested to do a survey to locate some survey information and to locate the house in question related to the legal survey monuments that were found. This was at no cost to the client and was done to obtain information that could be used for submission to the land owner to hopefully clarify the situation. It was discovered that there may be issues as survey monuments were found in locations that did not fit with the registered plan.

The owner of the property in question was informed that there were issues discovered and they would need to request a more in depth survey which would result in costs being charged. This was not acceptable to the land owner, therefore our office did not proceed further with any survey work on this site although they were informed that if it was determined there were registered plan errors, the ALS association Boundary Panel,

would be informed and may assume the costs of, part, if not all, of the survey to amend the issues.

Date: Sept. 3, 2015

We were contacted by Mackenzie County to complete the more in depth survey of Plan 5999CL, Lot E, in response to the land owners numerous requests to rectify the issue of the location of their property and a work order was set up. In addition to the first survey, two subsequent field surveys were undertaken, the third to obtain additional information and to try to confirm what was determined from the two previous field surveys.

Subsequent field work determined there are definite irregularities with this subdivision plan and searching for field notes for the plan and another subsequent survey Plan 2704RS (which tied to survey monuments within Plan 5999CL and also shows some of the survey monuments of which records were not found) were not successful. Checking with LTO did not result in any further information or clarification.

It has been also determined there is a possible error within the Settlement plan that affects the road allowance which is a common boundary with Plan 599CL.

Summary:

1. There are enough remaining original survey monuments from Plan 5999CL, Plan 2704RS and the Settlement Plan that were found to indicate there are definite problems with the location of Lot E and Lot D and most likely the remainder of the lots within the plan 5999CL
2. The survey plan 2704RS monuments, placed and found, appear to be in the positions the plan indicates and appear to confirm the issues with Plan 5999CL as well with the Settlement Plan.
3. The issue with the Settlement plan appears to have had an impact on Plan 5999CL, especially along the north boundary of the Plan which is the southerly limit of road right of way shown within the Settlement Plan
4. There are four survey monuments that were found by Plan 2704RS and by our survey that a record of which has not been found. It is suspected there may have been another version of Plan 5999CL, other than the one registered, that placed these monuments and the other monuments that created the current issues.

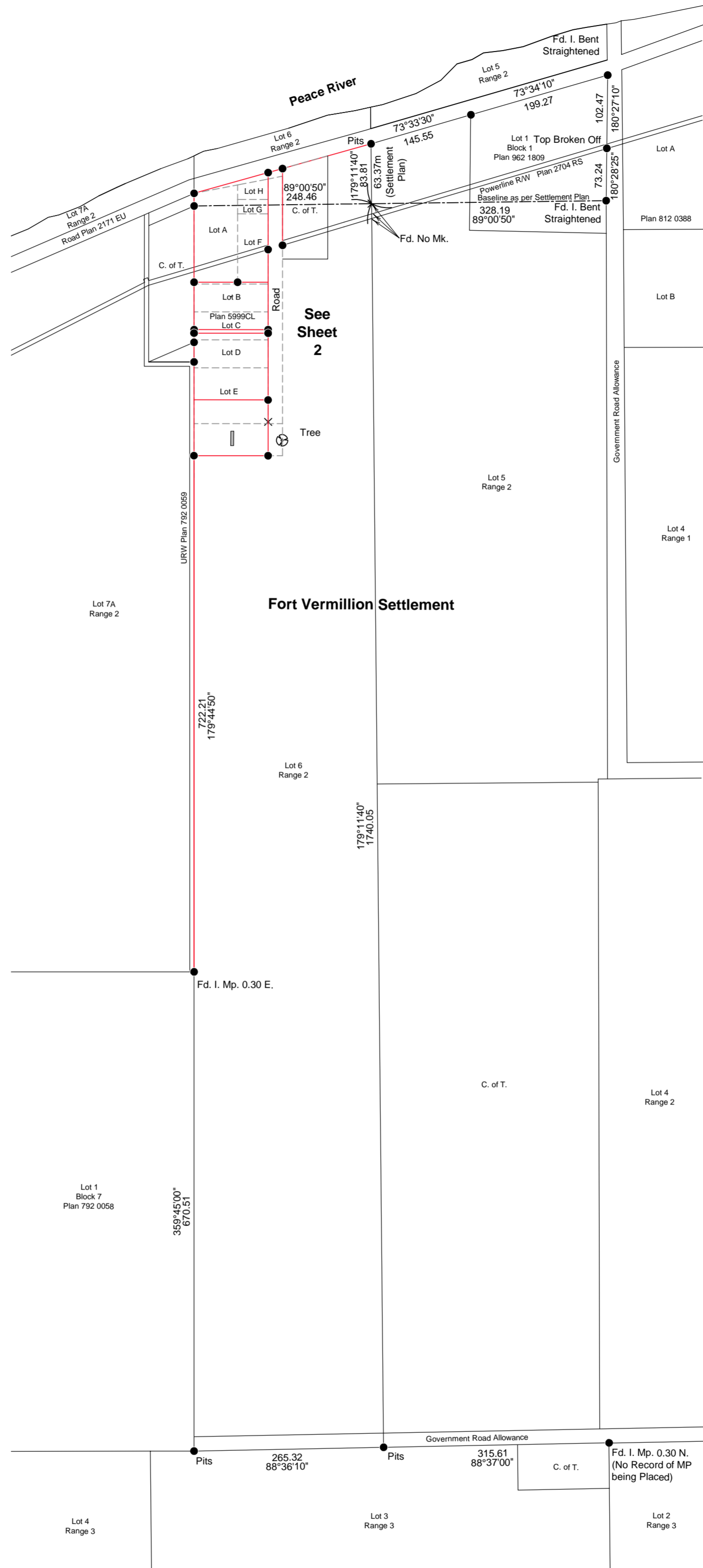
Suggestions:

The Boundary Panel of the ALS Association be contacted regarding the issues with the mentioned Plans with a recommendation a complete resurvey (replot) of Plan 5999CL be undertaken to correct the issues created by the apparent survey errors within Plan 599CL and the Settlement Plan.

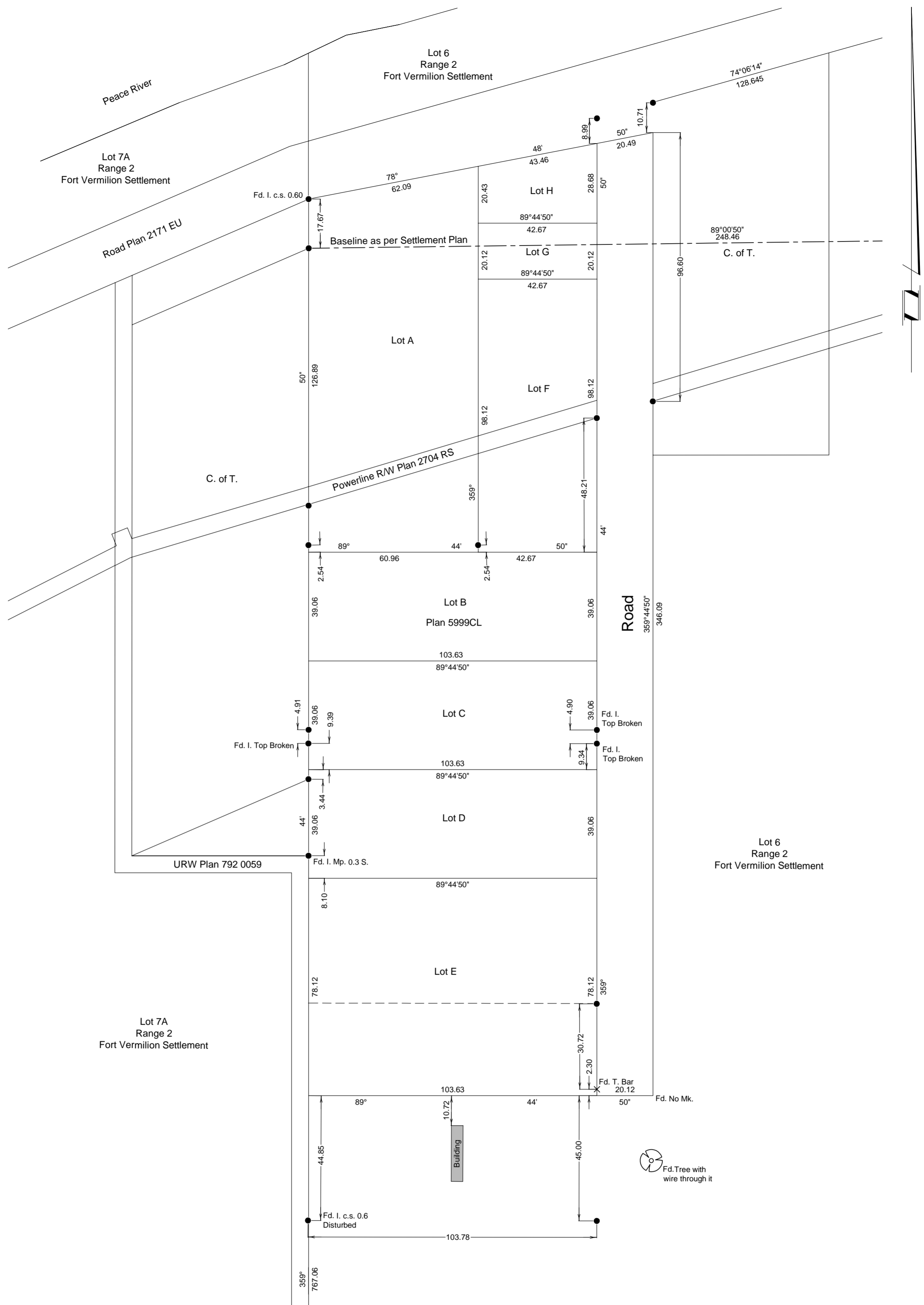
As it will most likely be a lengthy process, it is suggested that Mackenzie County facilitate a lease agreement (or some such agreement) registerable at Land Titles Office between the owner of Lot E Plan 5999CL and the adjacent owner of Riverlot 6, Range 2, Fort Vermilion Settlement to alleviate the concerns of the owner of Lot E until the issues with the possible errors with the affected registered plans are rectified.

Ross Metcalfe ALS

WSP Geomatics, Peace River Office, 780-624-5631



<p>SKETCH PLAN of parts of Lots A through H inclusive, Plan 5999CL Fort Vermillion Alberta</p> <p>0 50 100 200 300 meters Scale = 1:5000</p>		<p>LEGEND & NOTES</p> <p>1. Field survey date: October 25, 2014 September 9th & 10th, 2015 October 4th, 2015</p> <p>2. Statutory Iron Posts Found shown thus ●</p> <p>90°00'00" Ties between Field Found Evidence 100.00</p> <p>----- Linework as per Plan 5999CL</p>	
<p>WSP SURVEYS (AB) LIMITED PARTNERSHIP</p> <p>#3, 8909 - 96 Street, Peace River, AB. T8S 1G8 Phone: 780-624-5631 Fax: 780-624-3732</p>		<p>JOB No. 010054512</p> <p>DWG. NO. 010054512-SDSK01-R00</p> <p>Ckd By: DBC Dwn: LN</p> <p>A.L.S.: ROM</p>	



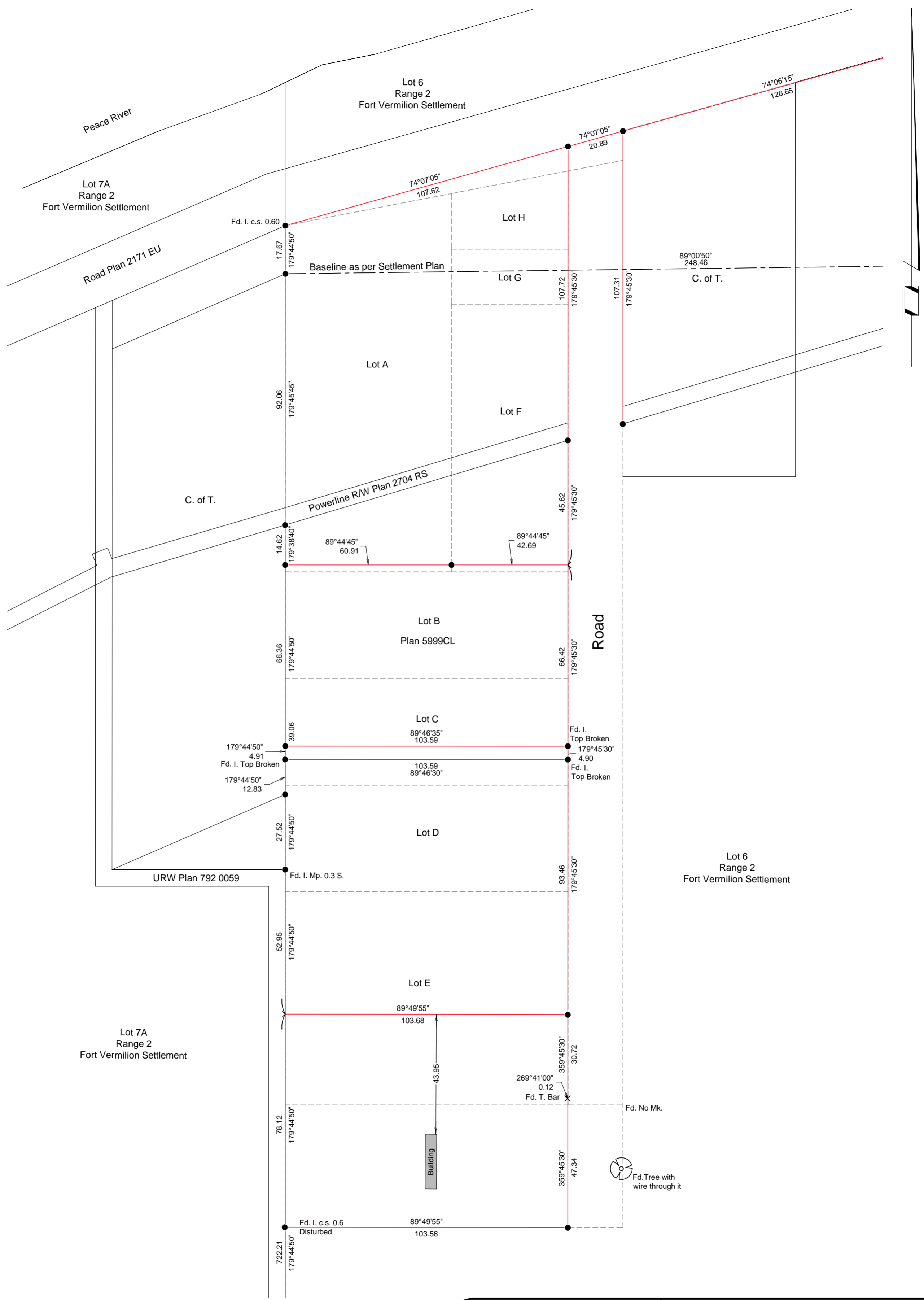
SKETCH PLAN
of parts of
Lots A through H inclusive, Plan 5999CL
Fort Vermilion
Alberta

0 10 20 40 60 meters
Scale = 1:1000

LEGEND & NOTES

- Field survey date: October 25, 2014
September 9th & 10th, 2015
October 4th, 2015
- Statutory Iron Posts Found shown thus●

WSP SURVEYS (AB) LIMITED PARTNERSHIP		JOB No. 010054512	
#3, 8909 - 96 Street, Peace River, AB. T8S 1G8 Phone: 780-624-5631 Fax: 780-624-3732		DWG. NO. 010054512-SDSK01-R00	Dwn: LN
A.L.S.: ROM			



Sheet 3 of 3

SKETCH PLAN
of parts of
Lots A through H inclusive, Plan 5999CL
Fort Vermilion
Alberta

Scale = 1:1000

LEGEND & NOTES

- Field survey date: October 25, 2014
September 9th & 10th, 2015
October 4th, 2015
- Statutory Iron Posts Found shown thus

Ties between Field Found Evidence
100.00

----- Linework as per Plan 5999CL

WSP SURVEYS (AB) LIMITED PARTNERSHIP		JOB No. 010054512	
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A.L.S.: ROM			



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 12, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Action List
- Correspondence – Alberta Municipal Affairs (Disaster Recovery – Natural Gas Shortage)
- Correspondence – CN (CN in your Community)
- Correspondence – Alberta Emergency Management Agency (Acknowledgment of Disaster Recovery Application for Ice Jam Event)
- Correspondence – Alberta Recreation & Parks (Annual Conference and Awards)
- Correspondence – Northern Lights Gas Co-op (Proposed Supplemental Bylaw)
- Correspondence – Alberta Municipal Affairs (Grant Funding Allocations)
- Correspondence – Alberta Transportation (STIP Funding Approval – Blue Hills Site 2 Culvert Crossing)
- Correspondence – Northern Sunrise County (Doug Griffiths Workshop Invitation)
- Correspondence – Alberta Municipal Affairs (Emergency Management Legislative Framework Engagement Sessions)
- Tree Time Archaeology Roadshow (Fort Vermilion Heritage Centre)
- CBC News – Northern Alberta County Grapples with Natural Gas Shortage
- AUMA – Open Letter to Municipalities (Trans Mountain Pipeline)
- Boreal Housing Foundation Meeting Minutes
- Water North Coalition Meeting Minutes
- May 2018 High Level RCMP Policing Highlights
-
-

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

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

Mackenzie County Action List as of May 23, 2018

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
February 22, 2016 Council Meeting			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Initial report received, still awaiting final report Investigated by Director of Surveys. Anticipating a couple year deadline.
May 10, 2016 Regular Council Meeting			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> • cancel PLS 080023; • pursue acquisition of land parcels as identified on the map presented in red; • identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator. 	Don	<p>PLS Cancelled.</p> <p>Asset list with all leases, caveats, dispositions, easements, etc.</p> <p>Response Received from AEP 2017-11-27.</p> <p>Application submitted.</p> <p>RFD to Council once response is received to our application.</p>
July 12, 2016 Regular Council Meeting			
16-07-526	That the County pursue purchasing the leased lands at the Hutch Lake campground.	Doug Len	Application for purchase of Hutch Lake has been processed.
August 9, 2016 Regular Council Meeting			
16-08-599	That administration proceed with registering the utility right of way on NE 3-106-15-W5M and NW 3-106-15-W5M. (La Crete SE Drainage Ditch)	Byron	Re-negotiating with landowners.
August 24, 2016 Regular Council Meeting			
16-08-656	That administration draft an endeavor to assist policy for lateral water lines.	Fred	Draft Presented to COW 2018-04-24.
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

Motion	Action Required	Action By	Status
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
February 14, 2017 Regular Council Meeting			
17-02-113	That third reading of Bylaw 1050-16 being a Land Use Bylaw Amendment to rezone part of SE 16-106-15-W5M from La Crete General Commercial District "GC1" to Manufactured Home Subdivision 1 "MHS1" to accommodate the development of residential lots be TABLED until the area structure plan and servicing requirements have been reviewed for the area.	Byron	Developers are not actively pursuing, however they have not withdrawn their application. <i>(Bylaw will expire January 9, 2019 if not passed)</i>
March 14, 2017 Regular Council Meeting			
17-03-192	That administration apply for federal grant funding for the following projects: <ul style="list-style-type: none"> Blue Hills Waterline Waterline north of the Peace River 	Fred	Proceeding with designs, preparing for application. Meeting Thursday, May 17
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			
17-06-439	That administration look at options for a future fire hall in the Hamlet of Fort Vermilion, outside of the downtown core.	Byron Doug	Long term discussion for 5 year plan. Proposed locations being assessed.
June 28, 2017 Council Meeting			
17-06-445	That administration be directed to enter into an agreement with CanWest Air for the lease of a new terminal at the Fort Vermilion airport, with the terms and conditions as discussed.	Byron	Developing an agreement with CanWest. <i>On hold until airport fees have been reviewed.</i>
August 23, 2017 Council Meeting			
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.
September 25, 2017 Council Meeting			
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.
October 30, 2017 Council Meeting			

Motion	Action Required	Action By	Status
17-10-824	That weed notices be issued on public lands starting in the 2018 year.	Grant	Letter has been drafted to the Minister. <i>Scheduling a meeting with Darcy Beach, Glen Gache, and Camille Ducharme.</i>
November 7, 2017 Council Meeting			
17-11-828	That Bylaw 1083-17 being the organizational and procedural bylaw for Mackenzie County be brought back to include additional information on delegations and public hearings.	Carol	In progress.
17-11-851	That the County proceed with negotiations for a new post office facility in La Crete as discussed.	Len Byron	In Progress.
November 29, 2017 Council Meeting			
17-11-872	That administration investigate the status of the companies with uncollectable Education Property Taxes on oil and gas properties and verify the write-offs versus allowances.	Karen	In Progress.
December 11, 2017 Budget Council Meeting			
17-12-897	That administration review the need for the changes/additions to the Fort Vermilion Shop and consider the need for a new fire hall in Fort Vermilion and investigate other building options.	Doug	In Progress. <i>Administration recommend this be removed.</i>
January 24, 2018 Council Meeting			
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.
February 12, 2018 Council Budget Meeting			
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"> • \$80,000 from the Roads Reserve • \$70,428 be transferred from the following completed 2017 Carry-Forward Projects: <ul style="list-style-type: none"> ○ \$6,477 – FV 43 Avenue East of 50th Street ○ \$6,717 – FV 45 Avenue Cul-de-sac East of 52nd Street ○ \$41,736 – LC 94th Avenue Asphalt Overlay ○ \$1,200 – LC Lagoon Access Paving ○ \$2,303 – LC Paving Raw Water Truckfill Station ○ \$11,995 – FV Paving for Water Treatment Plant and that a Local Improvement Bylaw be brought back to Council.	Karen Dave	Complete. Local Improvement Bylaw not complete.
February 13, 2018 Council Meeting			

Motion	Action Required	Action By	Status
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	In progress. <i>Clarification needed from council.</i>
February 27, 2018 Council Budget Meeting			
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	In progress.
18-02-148	That administration investigate the option of partnering with another municipality for an emergency vehicle buy-back program.	Doug	In progress.
March 13, 2018 Council Meeting			
18-03-194	That the Agricultural Service Board review the options of development of County owned lands for agricultural purposes.	Grant	Next ASB Meeting.
March 28, 2018 Council Meeting			
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	In progress.
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	In progress.
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	Ministers – Complete. RCMP – In progress.
April 10, 2018 Council Meeting			
18-04-280	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).	Karen	Budget will be moved as agreements are signed.
18-04-286	That a letter be sent to the Federal Minister of Environment and Climate Change and Minister of Natural Resources regarding the Species at Risk legislation and its impact on communities in northern Alberta.	Byron	In progress.
18-04-294	That a letter of support be sent to the Northern Lights	Len	In progress.

Motion	Action Required	Action By	Status
	Forest Education Society and that two loads of gravel be provided for their walking trails and a donation of \$1,000.	Dave	
April 25, 2018 Council Meeting			
18-04-314	That administration be authorized to proceed with a Department License of Occupation (DLO) for existing and future walking trail expansion on SE 14-106-15-W5 once the title transfer has been completed for SE 15-106-15-W5.	Doug	In progress.
18-04-315	That administration move forward in purchasing more land north of the existing Hutch Lake Cabins and that final costs be brought back to Council for decision.	Doug	In progress.
18-04-326	That the old Fort Vermilion Airport Terminal building be sold on public auction.	Doug	To be auctioned June 2018.
18-04-330	That the application to purchase Wadlin Lake leased land be suspended and that an application be made for a 25 year lease on the land.	Doug	In progress.
May 8, 2018 Council Meeting			
18-05-340	That funding considerations for the Mackenzie Aquatics Society in their grant application for a wellness centre be TABLED to the next meeting and that administration bring back additional information and funding options.	Doug Karen	To be discussed at next council meeting.
18-05-342	That the Mackenzie Library Board Member at Large vacancy, be advertised as a county at large position and with a secretarial requirement, and that the Mackenzie Library Board be authorized to review applications and make a recommendation for appointment to Council on June 27, 2018.	Carol	Deadline for application is June 20, 2018
18-05-344	That administration provide the financial information as requested by the Northwest Species at Risk Committee.	Karen	In progress.
18-05-346	That Mackenzie County request a meeting with the President of CN and extend an invitation to the Town of High Level.	Len	Meeting held with CN representatives on June 2, 2018 during FCM
18-05-347	That administration send a letter of support for the Trans Mountain Pipeline Expansion Project.	Len	In progress.
18-05-352	That the budget be amended to transfer \$135,000 from the operating budget to the 2018 Oil Dust Control Non-TCA Budget.	Dave Karen	In progress.
18-05-353	That first reading be given to Bylaw 1097-18 being a Land Use Bylaw Amendment to Add the Definition and Interpretation of Cannabis Grower and Cannabis Retailer/Distributor and to add Cannabis Grower as a discretionary use to the Rural Industrial Light (RIL) district and to add Cannabis Retailer/Distributor as a discretionary use to the Direct Control 1 "DC1" district, the	Byron	Public Hearing Scheduled for June 27, 2018

Motion	Action Required	Action By	Status
	Fort Vermilion Commercial Centre "FV-CC" district, and the Zama City Mixed Use "Z-MU" district, subject to public hearing input.		
18-05-354	That first reading be given to Bylaw 1098-18 being a Land Use Bylaw Amendment to rezone all existing rural parcels that contain a Place of Worship and/or an Educational Facility from the Agricultural "A" district to Institutional "I" district, subject to public hearing input.	Byron	Public Hearing Scheduled for June 27, 2018
18-05-355	That the budget be amended to transfer \$35,000 from the General Operating Reserve to the Rural Addressing Signs project (7-61-30-09) to pay the final invoice.	Karen	In progress.
18-05-357	That administration forward an information package to the Little Red River Cree Nation regarding the County's lobbying efforts for Fox Lake court services.	Carol Len	In progress.
May 23, 2018 Council Meeting			
18-05-365	That Council support the Wellness Centre Project in principle and that administration be authorized to obtain architectural drawings and cost estimates for the project and bring back to Council for a funding commitment.	Doug	In progress
18-05-366	That the budget be amended to include \$25,000 for the development of architectural drawings and cost estimates with fifty (50%) percent of the funding coming from the General Capital Reserve and the remaining fifty (50%) percent from the Mackenzie County Wellness Centre Society.	Karen	In progress
18-05-375	That Bylaw 1095-18 being the Councillor Code of Conduct Bylaw for Mackenzie County be TABLED to the Committee of the Whole Meeting.	Len Carol	2018-06-26 COW Meeting
18-05-377	That a letter be sent to Alberta Environment & Parks regarding the Hay-Zama Wood Bison reporting system and that the information for the 2018-19 hunting season be shared on the County's social media.		
18-05-378	That Tax Roll 084425 (Rainbow Lake Campground Association) be waived for 2017 and 2018 taxes and penalties and that administration bring forward options for tax exemption.	Karen	
18-05-379	That administration research different taxation/assessment options/incentives for developers and bring back to Committee of the Whole for review and discussion.	Karen Byron	
18-05-381	That a letter be sent to Canada Post regarding the traffic and parking concerns with the proposed location and the public consultation process for the La Crete post office.	Byron	Completed
18-05-382	That the request by the La Crete Recreation Board to	Doug	

Motion	Action Required	Action By	Status
	cover the utility costs for the La Crete splash park and ball diamonds be approved.		
18-05-384	That the Northwest Species at Risk Committee financial information be received for information and that administration work with the Town of High Level administration to review finances to date.	Karen Byron	
18-05-385	That Mr. Henry Martens be advised that Mackenzie County will not be paying the invoice received from him as a result of the 2013 overland flooding and that Mackenzie County's Invoice #13947 be written off.	Karen	
18-05-391	That administration be authorized to accept the three year proposal from Tiger Calcium, for Calcium Chloride product, as it has been a proven product and the application process is measurable.	Dave	
18-05-398	That the budget be amended to include an additional \$30,200 for the Rural Potable Water Infrastructure Project with funds coming from the Rural Water Reserve.	Karen	
18-05-399	That the County apply for funding under the Green Infrastructure Projects Grant and the Alberta Municipal Water and Wastewater Partnership Grant for the Zama Sewage Forcemain project.	Fred	



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR93586

MAY 10 2018

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

Dear Reeve Braun,

Thank you for your letter of March 28, 2018, regarding the gas shortages that affected Mackenzie County earlier this year. I have noted the excellent work by your county's officials to ensure the safety of Albertans, and the efforts to restore the natural gas supplies.

The application from the county for disaster recovery assistance is under review. Alberta Emergency Management Agency staff will be in contact to request additional information required to support application.

If you have any questions, I encourage you to contact Eric Winterburn, Manager, Municipal Recovery, at eric.winterburn@gov.ab.ca or 780-638-3292.

Thank you again for your efforts on behalf of your community and for your timely response during the natural gas shortage.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Eric Winterburn, Manager, Municipal Recovery

RECEIVED
MAY 22 2018

MACKENZIE COUNTY
FORT VERMILION OFFICE



www.cn.ca

Corporate Services

Sean Finn
Executive Vice-President
Corporate Services
and Chief Legal Officer

935 de La Gauchetière Street West
16th Floor
Montreal, Quebec H3B 2M9
Canada
T 514-399-7091
F 514-399-4854

Services corporatifs

Vice-président exécutif
Services corporatifs et chef de la
direction des Affaires juridiques

935 rue de La Gauchetière Ouest
16^e étage
Montréal (Québec) H3B 2M9
Canada
T 514-399-7091
Tc 514-399-4854

May 11, 2018

His Worship Bill Neufeld
Reeve
Mackenzie County
4511 - 46 Avenue
PO. Box. 640
Fort Vermillion AB T0H 1N0

Dear Reeve Neufeld:

At CN, we are committed to maintaining a strong connection with all of the communities across our network, spanning from coast to coast through eight provinces in Canada and stretching across sixteen states down to the Gulf of Mexico. As a backbone of the North American economy, we pride ourselves on moving goods safely, creating and supporting quality jobs, and investing in the many communities we serve.

We also have our sights set on becoming the safest railway in North America. In addition to reinforcing safety as a core value amongst our 25,000 employees, we collaborate with communities and local authorities to help prevent accidents and ensure everyone's safety.

As such, we are pleased to share our 2018 edition of our *CN in your Community* publication. In reading this report, you will find information about our different initiatives in your region, including our positive economic impact, our capital investments as well as our community partnerships.

This year will see record spending in capital investments, with a planned \$3.4 billion to ensure we are serving customers and communities safely and efficiently. As part of our largest-ever infrastructure program, we will invest in new track and increased yard capacity, which will benefit grain, forest products, intermodal, coal and potash business.

His Worship Bill Neufeld
May 11, 2018
Page 2

Finally, as part of our commitment to making communities better places to live and work, we look forward to building impactful partnerships with organizations across our network through the *CN Stronger Communities Fund*, and to supporting employees, retirees and their families who volunteer for worthy causes through our *Railroaders in the Community* program.

Should you have any questions or concerns, please do not hesitate to contact Thomas Smith at (780) 472 4083 or thomas.smith@cn.ca. We look forward to collaborating with you in 2018 towards a brighter future.

Yours sincerely,



Sean Finn

Encl.

MAY 15 2018



Alberta Emergency Management Agency
5th Floor Terrace Building
9515 – 107 Street NW
Edmonton AB T5K 2C1
Tel: 780-289-3368

May 15, 2018

Peter Braun, Reeve
Mackenzie County
P.O. Box 640
Fort Vermilion AB T0H 1N0

Dear Reeve Braun:

RE: Acknowledgment of Application for Disaster Recovery Assistance

Thank you for your application dated May 9, 2018, requesting disaster recovery assistance following the ice jam event experienced by your municipality from April 27, 2018 to May 3, 2018.

Per the Disaster Recovery Regulation, in order for a Disaster Recovery Program (DRP) to be approved the following criteria must be met:

- damage or loss is widespread, or event has threatened economic viability;
- the event is considered extraordinary; and
- insurance is not reasonably or readily available to cover the damage and loss.

The Alberta Emergency Management Agency (AEMA) will advance your application through the review process. Once a determination is made, you will be notified of the outcome. If a DRP is approved, AEMA will help you with program administration.

If you require further information, please contact your regional AEMA Field Officers or DRP Team Lead listed below.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jennifer Dolecki".

Jennifer Dolecki
Director, Community Recovery Services

cc: Brice Daly, AEMA Field Officer, 780-538-5295
Ken Hawrylenko, AEMA Field Officer, 780-292-1155
Sean Pettie, Municipal Recovery, Team Lead, 780-691-6167

May 22, 2018

Reeve Braun and Councillors
Mackenzie County
PO Box 640
Fort Vermilion Alberta, T0H 1N0



Dear Reeve Braun and all Members of Council;

Subject: 2018 Alberta Recreation & Parks Association (ARPA) Annual Conference & Energize Workshop "Partners in Progress"

I am writing to you on behalf of the Alberta Recreation & Parks Association (ARPA) to invite you to our Annual Conference and Energize Workshop, held at the Fairmont Jasper Park Lodge from Thursday, October 25, 2018 to Saturday, October 27, 2018.

In 2016, our conference was also held in Jasper and it was attended by 525 delegates, of which more than 100 were mayors, reeves and councillors from across Alberta. Our conference program includes the Energize Workshop, which is a series of sessions on topical issues designed to provide you, as an elected official, with innovative ideas, solutions and opportunities in recreation, parks and community development. This will be the Energize Workshop's twenty-third year.

It is broadly recognized that recreation and parks are essential public services that create enhanced quality of life for your citizens and strongly aid in your community's economic growth and sustainability. Your presence at our conference makes a significant contribution to the dialogue and your ongoing support of our organization is much appreciated.

Our 2018 conference program has been informed and influenced by comments and suggestions from the 2017 attendees, and our continual scan of the issues and trends in Alberta and across Canada.. The event also provides a great networking opportunity in a welcoming, spirited and healthy environment, as attendees connect with friends and colleagues from across the province in a beautiful, natural setting. The detailed conference program will be available on our website later this spring at www.arpaonline.ca/events/energize-conference.

The program in will reflect the goals of the **Framework for Recreation in Canada - Pathway to Wellbeing** that has been endorsed by every province and FCM and supported by the Government of Canada as well as active Alberta and the **Parks for All** framework document that was released in January 2018.

Our experience is that municipalities typically book their rooms well in advance of the conference, so we would encourage you to book your rooms soon. We look forward to seeing you there.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Susan Laurin", with a long horizontal flourish extending to the right.

Susan Laurin
President

11759 Groat Road NW • Edmonton • Alberta • T5M 3K6
ph: 780-415-1745 • fax: 780-451-7915 • arpa@arpaonline.ca • www.arpaonline.ca

May 22, 2018

Reeve Braun and Councillors
Mackenzie County
PO Box 640
Fort Vermilion Alberta, T0H 1N0



Dear Reeve Braun and all Members of Council;

**Subject: Alberta Recreation and Parks Association and the Government of Alberta
Honour Outstanding Work in your Community**

The Alberta Recreation and Parks Association (ARPA), alongside the Government of Alberta, are pleased to present a variety of awards that celebrate leadership and excellence in the province's recreation and parks sector.

Award recipients will be honoured in front of 500 delegates at the President's Awards Banquet on Saturday, October 27th, 2018, as the concluding event of our annual Conference and Energize Workshop, held at the Fairmont Jasper Park Lodge. We believe this formal recognition inspires Albertans to further outstanding work, and we ask that you consider nominating deserving members of your community for one of the following prestigious awards.

Lieutenant Governor's Leadership for Active Communities Award program

These awards honour the achievements of groups and individuals who are leading their communities to increase citizen participation in active living, recreation, and sport, resulting in healthier people and communities. This year, the program is presenting the Group Spirit of Community Leadership, Professional Leadership and Elected Community Leader. The Lieutenant Governor will be in attendance at the President's Awards Banquet to present these three awards.

Alberta Recreation and Parks Association's Award

The A.V. Pettigrew Award honours communities or organizations that have made a significant impact on improving the quality of life of their citizens through recreation and parks.

Government of Alberta's Recreation Volunteer Recognition Awards

The Government of Alberta Volunteer Recognition Awards honour volunteers who have made significant contributions to recreation development at the community level.

Please visit the ARPA website at www.arpaonline.ca/awards/main to view more details on any of the above awards and to submit a digital nomination form.

We look forward to hearing about and recognizing the devoted individuals and groups working to improve your community, our province and the lives of Albertans.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Susan Laurin".

Susan Laurin
President

11759 Groat Road NW • Edmonton • Alberta • T5M 3K6
ph: 780-415-1745 • fax: 780-451-7915 • arpa@arpaonline.ca • www.arpaonline.ca



10002-113 Avenue., P.O. Box 1600
La Crete, Alberta T0H 2H0
Phone: (780) 928-3881
Fax: (780) 928-2166
E-Mail: nlgc@telusplanet.net

May 23, 2018

Dear Member:

Re: Proposed Supplemental By-Law

Northern Lights Gas Co-op Ltd. invites you to attend a general membership meeting to be held June 11, 2018 at the La Crete Heritage Centre at 7:30PM.

The Board of Directors and management of the Co-op with the support of our auditors are proposing a supplemental by-law for approval by the membership.

Many Natural Gas Co-operatives currently hold not-for-profit status under the Income Tax Act and do not pay corporate income taxes. A condition of this status is that none of the co-op's earnings can be distributed directly or indirectly to any member and that the organization cannot have the power to declare and pay any dividends.

The proposed supplemental by-law attached to this letter has been drafted to ensure these requirements are met by the co-op.

The practice of the Co-op is to reinvest its earnings for system construction, replacement and maintenance. The needs of the co-op for future funding are substantial due to the need to construct an alternative supply line. Funds raised for this purpose as well as all other earnings of the co-op are currently being assessed corporate income taxes and therefore reducing the amount of funds available.

We hope to see you at the meeting to discuss any concerns that you may have.

Yours truly,

John Fehr – Chairman

Northern Lights Gas Co-op Ltd.

SUPPLEMENTAL BY-LAW OF NORTHERN LIGHTS GAS CO-OP

SUPPLEMENTAL BY-LAW # _____

Section 19 of the *Rural Utilities Act*: Distributing Earnings:

Whereas it is the position of the Northern Lights Gas Co-op Ltd. that it is, and always has been, a non-profit organization

And whereas Canada Revenue Agency has requested an amendment of the By-Law for greater certainty;

And whereas the amendment in of the By-Law is meant to confirm, not change the tax status of the organization,

Therefore be it resolved that:

The Co-op shall use any surplus earnings of the Co-op for the attainment of the objects of the Co-op and no distribution shall be made to the Co-op's members.

CERTIFICATION

I, _____, Secretary of Northern Lights Gas Co-op Ltd., hereby certify that the foregoing was truly passed as a resolution of the corporation on _____ day of _____, 2018.

DATED at the Hamlet of La Crete, the Province of Alberta, this _____th day of _____.

Sign _____
Secretary

Print _____



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR93652

May 29, 2018

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

Dear Reeve Braun,

Our government remains committed to supporting municipalities in providing quality infrastructure and services to Albertans. In keeping with that commitment, I am pleased to confirm that Budget 2018 includes \$668 million in Municipal Sustainability Initiative (MSI) funding. This funding, when combined with the \$800 million in MSI funding made available through a 2017-18 Supplementary Estimate, will provide close to \$1.5 billion in the 2018 calendar year to help Alberta's municipalities address local infrastructure priorities. In addition, \$229 million is being provided under the federal Gas Tax Fund (GTF) and \$17 million under the federal Small Communities Fund (SCF) as the fourth funding installment for projects approved in 2015.

Your municipality's 2018 MSI, GTF and SCF allocations are listed in Appendix A (attached). Funding amounts for all municipalities are also posted on the Municipal Affairs grant program website at: municipalaffairs.alberta.ca/municipal-grants.

I look forward to working with you and our federal partners to ensure Albertans continue to have access to the essential infrastructure they need.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

Attachment

cc: Lenard Racher, Chief Administrative Officer, Mackenzie County

Appendix A

Mackenzie County

Program	Components	2018 Funding
Municipal Sustainability Initiative (MSI)	Capital Funding	\$1,941,552
	MSI Capital Component	\$1,332,858
	BMTG Component	\$608,694
	Operating Funding	\$112,630
	Total MSI	\$2,054,182
Gas Tax Fund (GTF)		\$616,126
Small Communities Fund (SCF)	Rural Potable Water Infrastructure	\$317,251

Notes:

- The allocations for the MSI capital component and operating funding are based primarily on the 2017 Municipal Affairs Population List, 2017 education tax requisitions, and 2016 kilometres of local road.
- The allocations for the Basic Municipal Transportation Grant (BMTG) component are based on municipal status:
 - Calgary and Edmonton receive funding based on litres of road-use gas and diesel fuel sold;
 - other cities and urban service areas receive funding based on a combination of population and length of primary highways;
 - towns, villages, summer villages, improvement districts and the Townsite of Redwood Meadows receive funding based on population; and
 - rural municipalities and Métis Settlements receive funding based on a formula which takes into account kilometres of open road, population, equalized assessment, and terrain.
- The GTF allocations are based on the 2017 Municipal Affairs Population List.
- SCF funding represents the combined federal and provincial funding contribution.
- Staging and financial management of SCF projects are the responsibility of the municipality and must be managed in a manner which recognizes the cash flow available under the SCF.



ALBERTA
TRANSPORTATION

Office of the Minister

May 31, 2018

AR 73216

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

Dear Reeve Braun:

I am pleased to advise your council that your project, Blue Hills Site 2 - Culvert Crossing, will be funded under the Strategic Transportation Infrastructure Program (STIP) – Local Municipal Initiatives Component.

Based on your submission/application, Mackenzie County will receive a grant of 50 per cent of the estimated eligible project costs, or up to \$533,500 for the project under this program. The final grant amount will be based on the actual eligible costs at the time of the project completion.

Through Budget 2018, our government has made a historic investment in hospitals, schools, roads, bridges, transit, and water infrastructure. This investment will help stimulate Alberta's economic recovery and get Albertans back to work.

Alberta Transportation staff will be in contact with your administration to formalize the funding agreement to undertake this work.

Sincerely,

Brian Mason
Minister



NORTHERN SUNRISE COUNTY

www.northernsunrise.net

Bag 1300
Peace River, AB T8S 1Y9
Office: 780-624-0013
Fax: 780-624-0023

May 31, 2018

Dear Mayor/Reeve and Council,

At the May 22, 2018 regular Council meeting of Northern Sunrise County, Council discussed facilitating a presentation, *13 Ways to Kill a Community*, by Doug Griffiths. Council feels that hosting a workshop by Mr. Griffiths will provide great value to not only our councillors but our region as a whole. However, they have requested that surrounding municipalities commit to sending at least 50% of your council to attend the presentation..

The booking of the presentation, and the date when it will be held, will be decided after we have confirmation of attendance by local municipalities. Tentatively we are looking into September/October for the workshop.

Please reply by June 19, 2018 as to whether you will commit to at least 50% of your council spending a day with Doug Griffiths.

Sincerely,

**Carolyn Kolebaba,
Reeve
Northern Sunrise County**

c: Big Lakes County
 Birch Hills County
 Clear Hills County
 County of Northern Lights
 Mackenzie County
 MD of Fairview
 MD of Greenview
 MD of Opportunity
 MD of Peace
 MD of Smoky River
 MD of Spirit River
 Saddle Hills County
 Town of Fairview
 Town of Falher

 Town of Grimshaw
 Town of High Level
 Town of Manning
 Town of McLennan
 Town of Peace River
 Town of Rainbow Lake
 Town of Spirit River
 Town of Valleyview
 Village of Berwyn
 Village of Donnelly
 Village of Girouxville
 Village of Hines Creek
 Village of Nampa
 Village of Rycroft

A vibrant and dynamic County, reflecting strong values and progressive attitudes, while balancing nature and economic growth in a global environment.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR94114

June 6, 2018

Dear Municipal Elected Official,

I am pleased to invite you to provide input on the upcoming changes to Alberta's emergency management legislative framework.

Bill 8, the *Emergency Management Amendment Act*, was introduced in the Legislature on April 3, 2018. Debate on Bill 8 was held over until the fall sitting of the Legislature to allow the Government of Alberta to engage with stakeholders. The changes in Bill 8 will help Alberta better address the risks posed by the increasing frequency and severity of disasters. These changes were identified through post-incident assessment reports, cross-jurisdictional scans of legislation and regulations, and through working with Alberta's communities.

Your input on the proposed changes to the *Emergency Management Act* and on the development of the new Local Authority Emergency Management Regulation is being sought so the resulting legislation and regulation work for both the province and communities.

You can provide your input in two ways, either in person by attending one of the upcoming engagement sessions, or online by completing the discussion guide and submitting your input by email. The discussion guide is available at: www.aema.alberta.ca and can be submitted to ma.aemabill8input@gov.ab.ca.

The engagement sessions will start with a brief overview of the amendments in Bill 8 and the proposed requirements for the new Local Authority Emergency Management Regulation. Following this presentation, there will be an opportunity for session attendees to circulate between stations where they will learn more about proposed changes by topic and have an opportunity to provide their input.

To help prepare for these engagement sessions, I encourage you to review the discussion guide prior to your session. This preparation will allow us to effectively capture your input at the session.

.../2

Each engagement session is structured so the morning (8:15 a.m. to 12 p.m.) is available for elected officials and the afternoon (1 to 4:30 p.m.) is for municipal administration representatives. The engagement sessions will be held at:

- Fort McMurray: June 18, 2018 at the Radisson Hotel & Suites (435 Gregoire Drive)
- Grande Prairie: June 20, 2018 at the Podollan Inn & Spa (10612 99 Avenue)
- Lethbridge: June 25, 2018 at the Coast Lethbridge Hotel (526 Mayor Magrath Drive S)
- Calgary: June 26, 2018 at the Executive Royal Hotel Calgary (2828 23 Street NE)
- Edmonton: June 28, 2018 at the Chateau Nova Yellowhead (13920 Yellowhead Trail)

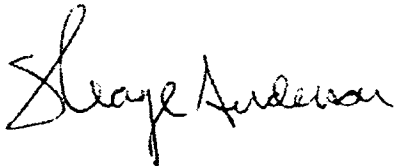
To register for an engagement session, please visit:

www.municipalaffairs.alberta.ca/online-event-registration, select "Emergency Management Amendment Act Engagement" and complete the online registration form.

If you have any questions about the upcoming engagement sessions, please contact ma.aemabill8input@gov.ab.ca.

Thank you for your continued dedication to keeping Albertans safe.

Sincerely,



Hon. Shaye Anderson
Minister of Municipal Affairs

From: Melanie Plantinga
Subject: FW: Public Event
Date: May 28, 2018 9:34:26 AM

The Tree Time Archaeology Roadshow will be at the Fort Vermilion Heritage Centre on June 16. At the event the local community will be encouraged to bring in their local artifact collections to have our archaeologists identify and document the finds. The local community will also get to try their hand at atlatl throwing and other ancient technologies. Dr. Shawn Bubel be present to talk about the research being conducted at the Fort Vermilion Field School.

More information can be found on their Facebook Event page:
<https://www.facebook.com/events/241562089919636/>

Thank you,

Melanie Plantinga

Administrative Assistant | **Tolko Industries Ltd.**

T (780) 926-8947 | **F** (780) 926-4773

Melanie.Plantinga@tolko.com | www.tolko.com

11401 - 92nd Street | High Level, AB | T0H 1Z0

This message may contain confidential information and is intended only for the addressee(s). If I sent you this message in error, please notify me and delete it. Thank you!



VIDEO

Northern Alberta county grapples with natural gas shortage

Steady growth outstripping natural gas capacity in Mackenzie County communities, county officials say

Zoe Todd · CBC News · Posted: Jun 02, 2018 6:00 AM MT | Last Updated: June 2



The remote northwest Alberta hamlet of La Crete, surrounded by farmland and forest, is one of the communities in Mackenzie County struggling with a natural gas shortage. (Zoe Todd/CBC)

When families in the remote northern Alberta communities of Mackenzie County build homes, many insist on wood stoves and propane tanks.

Steady population growth over the past decade is outstripping the capacity of the natural gas system to heat homes and businesses, and the shortage has become so severe county officials are considering bylaws to prevent new buildings from connecting to the grid.

To solve the problem, Mackenzie County is calling for a new pipeline to connect another source of natural gas to its system.

"It's not reasonable and we really need to see this happening very soon because otherwise we're not going to continue to grow," said Reeve Peter Braun.

The project is estimated to cost \$45 million. A new 65-kilometre pipeline would connect the existing grid to the Wolverine meter station, a natural gas source south of the Mackenzie County hamlet of La Crete.

Northern Lights Gas Co-op, the not-for-profit distributor that supplies the affected area, owns the grid that connects homes, businesses, schools and health centres to natural gas.

The grid includes communities such as La Crete, Buffalo Head Prairie, Paddle Prairie, Keg River and Carcajou. People in those communities faced a state of emergency last winter triggered by outages during a -40 C cold snap.

- [Northern Alberta county under state of emergency due to natural gas disruption](#)
- [State of emergency continues in Mackenzie County, gripped by extreme cold and natural gas disruptions](#)
- [Natural gas restored in northwestern Alberta community, more outages feared](#)

"Heat in the home is, in our mind, an essential service," John Klassen, vice-chair of the gas co-op, told CBC News. "These projects are large dollar-value projects which a small co-op like ours just can't seem to handle on its own."

Klassen said the co-op is saving for the new pipeline by charging each user an additional \$20-per-month fee, and levying a small tax on every kilojoule of natural gas used.

Klassen estimated it will take his company 10 years to save enough money for the proposed pipeline, by which time he said its price tag may have increased.

'It's not a frivolous thing'

Census data shows the county's population has nearly doubled over the past two decades, surpassing 11,000 in 2016.

Northern Lights Gas Co-op connects an average of 73 new homes to its grid every year.

Waiting a decade for a pipeline crucial to growth and development in northwest Alberta is unacceptable, said Mackenzie County's chief administrative officer Lenard Racher.

The county is now advocating for provincial funding on behalf of the gas co-op, asking the Alberta government to help pay for the project.

"We're not naive, we know that every community has challenges but we're fighting for our little piece of the pie," Racher said. "If we get this pipeline built here, we're destined to succeed, but without it we're destined to fail."

Mackenzie County wants the province to cover half the pipeline's \$45-million cost with a grant and the other half with a low-interest loan.

"It's not a frivolous thing," Racher said. "If we don't act now, we will be in trouble in two to three years. That is an absolute given."

Lenard Racher, chief administrative officer for Mackenzie County, explains why remote northern Alberta communities can't afford to wait any longer for a provincial investment in a new natural gas pipeline. 1:47

Agriculture and Forestry Minister Oneil Carlier said he is aware of the natural gas shortage and has had conversations with Mackenzie County officials about short-term and long-term solutions.

"It's a challenge, but the opportunity also is quite great for that area," Carlier told CBC News.

Carlier said he outlined several options in a May 4 teleconference with Racher and Braun, including federal and provincial grant programs, low-interest loans, and investments from agriculture and financial services corporations.

He added the province is focusing on short-term solutions that will ease the shortage for another five to 10 years, before committing to long-term projects such as a new pipeline.

"In that time we'll have an opportunity to continue looking for solutions," Carlier said. "We've got some breathing room in order to do so, but I'm always looking forward to ensure that we can do what we can do."

Industry stagnating

Mackenzie County will likely be passed over for industry opportunities until it can solve its natural gas shortage, said deputy chief administrative officer Byron Peters, who handles the county's economic development projects.

"A bunch of other rural regions are fighting more for improved broadband internet and so forth — we're looking for some of the more fundamentals still, at this point," Peters said.

"That really hampers economic development, especially the ability to attract some of the bigger types of industry."

Peters said he has been forced to turn down business proposals because there is not enough natural gas to support the demands of major development.

Byron Peters, deputy chief administrative officer for Mackenzie County, talks about the challenges of a natural gas shortage faced by remote communities in northwest Alberta. 1:35

Jobs will become scarce as the population continues to boom without a proportional growth in industry, Peters said.

"If the community stagnates it will shrink," Peters said. "If you hamper the growth of rural communities there's a lot of incentive to move to the city."

"If it comes to the point where you're not confident that your house is going to stay warm, some of those pretty fundamental things, it's pretty easy for people to say why would I live here? Why am I committed to this area? Let's go where it's easy."

Population keeps growing

A study released by the county in 2011 concluded communities connected to the maxed-out natural gas grid will continue to grow.

For instance, the number of people living in the hamlet of La Crete and on its surrounding farmland showed an annual growth of nearly six per cent from 1981 to 2011.

The population in 2011 was 2,400. Based on the average annual rate of growth, the population was predicted to increase by about 1,400 over 20 years, hitting 3,800 by 2031.

Braun said the county wants to keep those people in northwest Alberta.

"If we can't get the support from our provincial government to move this ahead, our young people are going to start moving away because we can't attract any economic development," he said.

"They need to make a living and so they'll start moving away and spread out and then our growth would be slowed down extremely."

Peter Braun, Reeve for Mackenzie County, is calling on the province to help pay for a natural gas pipeline to ease a shortage of the resource in remote northern Alberta communities. 1:27

Northern Lights Gas Co-op is adding two compressors to its grid to increase pressure in the system, which will boost capacity.

The compressors, which are scheduled to be running by the end of the year, are meant to prevent life-threatening outages during northern Alberta's bitterly cold winters, Braun said.

"That will buy us a couple of years of heat so we don't get into these problems again when it gets cold," he said.

But the compressors are a short-term fix, Braun added. By the mid 2020s, Mackenzie County will again face a severe natural gas shortage if it does not find a long-term solution in the meantime.

"Now's the time to work on that gas line to come in and loop the system because it will be three to five years to get it built and by that time we're going to be in real trouble again," Braun said.

"Real trouble means no heat when it turns to -40 in January."

[@ZoeHTodd](#)

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Carol Gabriel

From: AUMA <communications@auma.ca>
Sent: May 25, 2018 9:00 AM
To: Carol Gabriel
Subject: Open letter to municipalities re: Trans Mountain Pipeline

May 25, 2018



Open letter to municipalities from AUMA **President Barry Morishita**



To my fellow community leaders:

For months now, we have been following with interest, concern, and consternation the debate between Alberta and B.C. about the Trans Mountain pipeline. We have heard much about how the project will benefit residents of Alberta, of B.C., of Canadians overall. We have heard much about the potential environmental impacts and the economic benefits, and why one doesn't take precedence over the other.

The voice missing in this discussion, though, is our voice. It is time to speak out because, as municipal leaders, we know the true impacts of energy development.

We know firsthand the disruption a project of this scope and scale can have to the communities all along the route.

We know that, as municipalities, we are the first responders to emergency events and have to always keep the safety of our communities in mind.

We know the challenge making sound decisions in land use planning to balance growth and protecting the environment.

Simply put, we have a lot of experience making these tough decisions.

What we also know is that many of our friends and neighbours in our own communities are still struggling to get back to work.

We know that our residents are tapped out and simply cannot afford to pay more in property taxes to build and maintain the roads, water and sewer treatment plants, and recreation needs of our communities.

We know the dangers of shipping materials by road and by rail compared to a pipeline.

We know that fear cannot impede progress, and as leaders, we must often make decisions that may not always be supported by everyone, but are important ones that will help move our communities forward.

It is because of all this that AUMA members voted strongly in favour of a [resolution put forward by the City of Spruce Grove supporting the Trans Mountain Pipeline](#). We recognize the money that pays for

health care, roads, policing, and other critical services our residents rely on, all comes from one taxpayer, and that taxpayer lives in our communities. The increased taxes and royalties from the Trans Mountain Pipeline – federally, provincially, and locally - means less money coming out of the pockets of our residents.

Supporting the Trans Mountain Pipeline doesn't mean looking away while reaping the economic benefits. As municipal leaders, we are the ones who will be on the ground to ensure that our communities are respected as the pipeline is constructed, that the needs of the environment are honoured, and that the appropriate safety measures are put in place to protect our citizens.

This pipeline project is bigger than all of us, yet it can mean so much to our communities. For this reason, I invite all municipal leaders and their communities to step up and lend our voice in support of the Trans Mountain Pipeline.

Barry Morishita
AUMA President
Mayor, City of Brooks

About the AUMA

Founded in 1905, the Alberta Urban Municipalities Association represents more than 260 of Alberta's urban municipalities, including cities, towns, villages, summer villages and specialized municipalities. Our goal is to develop a strong partnership between all three levels of government through a shared vision, with long-term planning that facilitates social and economic growth, a strategic and stable funding matrix for capital projects, vital emergency and social services, and implementation and coordination in the delivery of services to ensure the long-term sustainability of Alberta's municipalities.

For more information:

Jackie Sargent, SCMP
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Boreal Housing Foundation

Regular Board Meeting

April 26, 2018 at 10:00 am

Hiemstaed Lodge – Fireside Room

In Attendance: George Friesen
Paul Driedger
Clark McAskile
Crystal McAteer
Josh Knelsen
Bill Neufeld
Cameron Cardinal
Wally Olorenshaw
Michelle Farris

Missing: Brooke Ahnassey
Wanda Beland
Daphne Lizotte

Administration: Mary Mercredi, Chief Administrative Officer
Evelyn Peters, Executive Assistant

Call to Order: Chair George Friesen called the meeting to order at 10:00 am.

Agenda:

Approval of Agenda

18-27 Moved by Bill Neufeld
That the agenda be approved as distributed
Carried

Minutes: March 29, 2018 Regular Meeting Minutes

18-28 Moved by Clark McAskile
That the Regular Meeting Minutes from March 29, 2018
be approved as distributed.
Carried

New Business

Policy GOV-001 Roles & Responsibilities

18-29 Moved by Crystal McAteer

That the Policy GOV-001 Roles & Responsibilities be amended as presented.

Carried

Policy HSG-014 Pest Control Policy

18-30 Moved by Paul Driedger

That the Policy HSG-014 Pest Control be approved as presented

Carried

Policy ADM-014 Tobacco & Cannabis Use

18-31 Moved by Crystal McAteer

That the Policy ADM-014 Tobacco & Cannabis Use, be tabled until more information is handed over by the government to ensure BHF policy aligns with the Municipalities.

Carried

Decision on “Provider for Health Care in High Level Lodge”

18-32 Moved by Paul Driedger

That Alberta Health Services be the Health Care Provider for the High Level Lodge.

Carried

3 Year Business Plan

That the working copy of the draft 3-year business plan be emailed to the Board Members for editing.

Reports:

Financial Reports

CAO Report

18-33 Moved by Josh Knelsen

That the CAO report be accepted as presented.

Carried

Lodge Financial Reports – March 31, 2018

18-34 Moved by Michelle Farris

That the March 31, 2018 Lodge financial report be received for information.

Carried

High Level Lodge – March 31, 2018

18-35 Moved by Clark McAskile

That the March 31, 2018 High Level Lodge financial report be received for information.

Carried

Supportive Living Financial Reports – March 31, 2018

18-36 Moved by Wally Olorenshaw

That the March 31, 2018 Supportive Living financial report be received for information.

Carried

Housing Financial Reports – March 31, 2018

18-37 Moved by Josh Knelsen

That the March 31, 2018 Housing financial report be received for information.

Carried

Grants & Reserves – March 31, 2018

18-38 Moved by Cameron Cardinal

That the March 31, 2018 Grants & Reserves report be received for information

Carried

Arrears Report to March 31, 2018

18-39 Moved by Wally Olorenshaw

That the arrears report to be received for information.

Carried

Information items

Mackenzie House Update

18-40 Moved by Crystal McAteer

That the Mackenzie House update be accepted for information

Carried

18-41 Moved by Michelle Farris

That Crystal McAteer hold a regional challenge to rename Mackenzie House, New Lodge in High Level.

Carried

18-42

Moved by Josh Knelsen

That the information item changes to B3 Building Status be accepted for information

Carried

Next Meeting Date:

That the next Regular Board Meeting be changed to May 24, 2018 at 10:00 am Fireside Room – Phase I Heimstaed Lodge.

Adjournment:

18-43

Moved by Crystal McAteer

That the meeting of April 26, 2018 be adjourned at 11:10 am.

Carried

Chair George Friesen

Evelyn Peters, Executive Assistant

*Minutes Approved at April 26, 2018 Meeting in
Fairview, AB*

Minutes
Water North Coalition (WNC)
Thursday, January 25, 2018
Beaverlodge, AB

Attendees

Bob Marshall – County of Grande Prairie
Ray Skrepnek – MD of Fairview
Cody Bearisto, NADC Council Member
Jennifer Besinger – County of Grande Prairie
Kamryn Smith – County of Grande Prairie
Teresa Souliere – Aquatera
Cal Mosher – Town of Beaverlodge
Gena Jones – Town of Beaverlodge
Gary Rycroft – Town of Beaverlodge
Cindy Corbett – Town of Beaverlodge
Steve Rawlyk – Village of Hythe
Okey Obiajulu – Alberta Environment and Parks
Dion Hynes – Birch Hills County
Garry Leathem – Town of Fairview
Sean McCallum – Town of Wembley
Keith Straub – Town of High Level
Duane Lay – City of Cold Lake
Bob Buckle - City of Cold Lake
Willis Fitzsimmons – Saddle Hills County
Ian Penner – Town of Sexsmith
Richard Simard – Big Lakes County
Ken Shaw – Gift Lake Metis Settlement
Natalie Rose – Northern Lakes College
Rachel Ouellette – Northern Lakes College
Tom Burton – AAMDC/MD of Greenview
Kaylyn Jackson – Lesser Slave Lake Watershed Council
Marcel Auger – MD of Opportunity
Brendan Powell – MD of Opportunity
Barry Schmidt – MD of Opportunity
Johannes Zwart – Town of Grande Cache
Corrina Williams – Northern Sunrise County
Sandra Eastman – MD of Peace
Vern Lymburner – Town of Valleyview
Reuel Thomas – Portage College
Leslie Burke – Regional Municipality of Wood Buffalo
Ian Willier – Big Lakes County
Andre Trudeau – MD of Smoky River No. 130
Rhonda Clarke-Gauthier – Mighty Peace Watershed Alliance
Dianne Potrebenko – Village of Rycroft

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Administration

Susan Shave, NADC Manager

Melonie Doucette, NADC Senior Northern Development Officer

Brittany Bingham, NADC Research Officer

Presenters

Luke Beaudry, Spartan Controls

Paul Naphin, Spartan Controls

Welcome, Introductions, and Housekeeping: 10:01AM

Bob Marshall, Chair called the meeting to order at 10:01AM and introduced Gary Rycroft, Mayor of Beaverlodge.

Gary Rycroft delivered greetings on behalf of the Town of Beaverlodge.

Bob Marshall gave housekeeping information regarding the meeting location and the day's events.

Review and Adoption of Agenda

Moved by Andre Trudeau from M.D. of Smoky River to accept the agenda as presented at 10:04am

MOTION CARRIED

Adoption of Minutes of the Wabasca, September 14, 2017 meeting

Moved by Sandra Eastman of M.D. of Peace that the minutes be accepted as presented at 10:05am

MOTION CARRIED

Presentation: Spartan Controls

Water Efficiency: Luke Beaudry and Paul Naphin

Spartan Controls facilitated a presentation on improving energy efficiency in water and wastewater operations; how energy is consumed in water utilities and where the largest opportunities exist to reduce the electric power bill in municipal water treatment. As well as, potential sources of funding to address energy efficiency projects in the water utilities.

No questions from the membership at the meeting.

Roundtable of Introductions

Bob Marshall delivered background information on the Water North Coalition, as this is the first meeting since the municipal elections in October 2017.

Members did a roundtable of introductions to clarify which members were new, which members were voting and non-voting.

Subcommittee Working Session

Subcommittee Update

Public Education: Attended Water Week North in Grande Prairie in October, 2017. Aquatera has created a pull-up banner for the WNC, which is stored at their Edmonton office. The digital Water Resource Library document has been finalized and uploaded to the WNC webpage. Public Education is currently searching for a chair as well as actively recruiting for more members

Advocacy: The Grants Brochure is currently a work in progress. The Advocacy subcommittee is currently searching for a chair, as well as actively recruiting for more members.

Recruitment and Retention: Mutual Aid Templates are in current state of finalization and will be ready to be brought to the communications committee for review. Also interested in developing a survey to try and find service area gaps. New members welcome.

Training: The digital Training in the North document has been finalized and uploaded to the WNC webpage. It is a resource designed primarily for operators, and includes all training courses available; and who the providers are and what the mode of delivery is.

Subcommittee Roundtables

Subcommittee members break out session to work on plans.

Resume from lunch at 12:49pm

Business Arising From Minutes

Action List Update

Advocacy has completed the success stories; as well as the distribution plan.

Public Education has completed and published their Resource Library, as well as hosted the Water Week North Booth and had a pull-up banner created.

Recruitment and Retention has completed their review of the Mutual Aid templates, and the creation of a survey is ongoing.

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Training has completed their booklet and shared it on the WNC webpage.

There has been no update on Bill S-8.

Information on models for funding to become a self-sustaining organization will be on the agenda for the April Strategic Planning Session.

No members have submitted additional questions for presentation panels.

Municipal Internship Program Update

Bob Marshall – WNC is not eligible for internship sponsoring. If we were to pursue this option, it would have to be sponsored by a member municipality, and WNC would be piggybacked onto the duties of the municipal intern. If a municipality is interested, please come forward and we can discuss how to make this work.

Agriculture and Industry Representative Update

Reuel Thomas, Portage College – links and information about the WNC has been sent out but there has not been much uptake or activity, indicating that we need to explore with this more.

INAC Presentation Request

A request has been to INAC but we have not received a response; it is time to follow up again.

The meeting with the DM of Environment and Parks has occurred; see notes further on in minutes.

The follow-up between the WNC representative and the Metis Settlement General Council is ongoing.

The County of Grande Prairie request to present on the “Beast” pilot technology is completed and ready for vetting at the appropriate time in this meeting.

The Spartan Controls presentation was delivered earlier today.

Going forward we will be moving the WNC Operations and Administration to the protocol document, as they are processes not action items.

The updated member list is living document and is always ongoing.

The current response to the reappointment/renewal letter that were distributed in the fall is at approximately 90%.

Water Week North

The Water Week North WNC Booth highlighted what we do at the WNC and how.

The volunteers at the booth reported receiving positive feedback, and talked to approximately 16 -20 organizations. Most people they spoke with were not aware of WNC. This demonstrated

that the original intent of the WNC, which was to provide both operator as well as council representation, to ensure dialogue from both sides was present, is an important thing to keep in mind as we move forward. Many people took the brochures on offer, and neighboring exhibitors expressed interest in either presenting at a future meeting, or meeting with us to explore potential collaboration.

The success of the Water Week North booth gives way to the question of where else can we host a booth and provide a presence?

Answer:

Growing the North is a good avenue to consider. There will be lots of exposure, and lots of individuals attend. It may be possible to reach out to the Chamber and see if there is space available, possibly for free as we are non-profit. Growing the North is on Feb 20, 2018.

Membership Fee

The discussion and decision regarding the membership fee has been tabled until the April Strategic Planning Session.

Meeting with the DM of Environment and Parks

Before we could have the meeting, an announcement came out regarding exactly what our meeting was hoping to focus on.

Discussion arising from this agenda item:

There is a bacteriological testing issue; as operators understand that when the system goes down and then comes back up, you have to perform testing to make sure that there is no need for a boil-water advisory. It is currently taking a long time to get test results back in northern Alberta. There used to be labs in the north but not anymore, so testing has to go to Edmonton. It technically falls under the domain of Health, so is there anything AEP can do to advocate on the behalf of WNC municipalities to advocate for us to get faster results?

Bob has made the suggestion to Minister Hoffman that it may be beneficial to arrange a meeting between Alberta Health and WNC. Perhaps we can use this opportunity to push that item? This will be addressed later on in the meeting.

Deputy Minister Corbould confirmed the development of the database is underway and is to be up and running by December 31, 2018.

During the development of database, AEP expressed that they may consult with the WNC individuals who were on the call. The lines of communication are open.

Update on Tri-Council Presentation

The Tri-Council has been spoken with (consists of the Town of Slave Lake, MD of Lesser Slave River and Sawridge First Nation.) They would like to present to WNC next time we are near Slave Lake. It is important that we facilitate this opportunity, because although the WNC is open to First Nations and Metis, we would like to have increased representation from those groups at this table.

New Business and Updates 1:09PM

WNC Membership Renewal

Please speak with the NADC Secretariat if you are unaware of your status as a WNC member.

AAMDC Conference Update

Bob Marshall - It was during the AAMDC Conference that I had the conversation with the Minister of Health. Is the Coalition interested in advocating for bacteriological testing in the north?

Response:

Keith Straub, Town of High Level – It is the turnaround for actual results that is slow. If the testing is not part of regular sampling, it takes longer to receive the results. We are more so requesting to have a communication line established between lab and operator. Currently, we can be waiting up to 3 – 4 days, which is too long and just not working for our communities. There is a disconnect between the testing process and the operators. As soon as something is sent in that is marked as non-compliance, it takes much longer.

Reuel Thomas, Portage College – Is the big concern the access to lab results or the timeline? Is about the level of responsiveness or availability of labs to perform testing?

Keith Straub, High Level: It is the responsiveness.

Bob Marshall – Obtaining results around holidays can be even more difficult.

Bob Marshall proposed a motion to pursue a conversation with Minister Hoffman of Alberta Health for changing the reporting timeframe.

Keith Straub of Town of High Level: MOTIONED at 1:15pm

Jennifer Besinger of County of Grande Prairie SECONDED

Leslie Burke, Regional Municipality of Wood Buffalo – The window of time for results is just not working. The lack of confirmation that the samples have been received can also be an issue.

Vern Lymburner, Town of Valleyview – There was a lab in Fox Creek that did water sampling. It may be something to look into.

Keith Straub, Town of High Level – Independent labs cannot be used to meet regulatory lab requirements, only a provincial lab can do that.

MOTION CARRIED 1:19PM

Current State of Water and Wastewater in the North Report

We have distributed a survey to attempt to identify what are the top challenges and opportunities regarding water and wastewater in the north. Please complete and allow the NADC to collect these surveys at end of the day.

Member Round Table and Topics for Discussion

- Ray Skrepnek, MD of Fairview
 - The Grimshaw source water protection plan has been started, and they are hoping for results by April or May.
- Reuel Thomas, Portage College.
 - Update on the Water Initiative Introductory Program. Level 1 has been approved by Alberta Environment and Parks and will launch next month.
 - A partnership was launched with Technical Development for a stimulation lab for new operators. A proposal has been made to the government and Alberta Environment and Parks with regards the use of simulation training in lieu of onsite training. This is moving forward with the County of Lac La Biche and partners. The vision is to include a bunch of different facilities in simulation so operators will experience a wide variety of plants and processes within the simulation. Hope to do some skill development and personal development assessments.
- Leslie Burke, Regional Municipality of Wood Buffalo.
 - Focused on asset division for water and wastewater, and looking to address the asset management gap, the proper labelling of the assets, clear understanding of the state of assets, etc., in order to develop budgets. They will be engaging the operations staff for this.
 - Council has agreed to look at what it will take to get cost recovery and full cost recovery for utility service provision. Looking to go to council at some point this year with proposals to achieve direct cost recovery.
- Dianne Potrebenko, Village of Rycroft.
 - Have had challenges in past with water, and the 2010 infrastructure study identified wastewater lines. Part of going forward will be doing a study of water delivery lines, which is currently in progress. Things are improving and they are pleased to have drinkable water. They are excited about the mutual aid possibility going forward.
- Andre Trudeau, MD of Smoky River
 - Currently looking for help to acquire funding for all water coops in rural Alberta.
- Vern Lymburner, Town of Valleyview
 - Pleased to see everyone working together. Efficiencies upgrades have been done to water treatment plants. An infrastructure assessment is being done by the MD. A plan for maintenance in the future will be under development. The Valleyview Multiplex is opening on February 10 and has a swimming pool.
- Carina Williams, Northern Sunrise County
 - Building a new lagoon, 2.6 million. Currently in progress building a connection to the water system to Nampa, should be finalized next year.

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- Sandra Eastman, MD of Peace
 - Currently working on a waterline from Peace River through the industrial farm to the airport. The study has been done, and was quoted at \$25 million, which is out of budget. The County of Northern Lights has gotten funding for a line and hoping to tap into it. Funding is an issue.
- Rhonda Clarke-Gauthier, Mighty Peace Watershed Alliance
 - Finalizing the water plan to be released in March and hope municipalities will look at the plan and use it to make changes and move forward. Taking the lead position on Grimshaw Aquifer Source Water Protection Plan, as ground water deserves more respect. Would be keen to help other municipalities with source water protection planning. Have an established wetlands protection agency, as education is key for wetlands. Their AGM is on May 25 in Peace River, feel free to attend.
- Johannes Zwart, Town of Grande Cache
 - Halfway through implementing a water source protection plan. The treatment plant has been completed, and should be running by the end of the month. Completed a water study to see where water is being lost in the distribution system, and had some interesting findings. A cost recovery plan has been done with regards to water line and they are working to slowly increase the rates.
- Marcel Auger, MD of Opportunity
 - All 3 of the representatives from MD of Opportunity are attending their first meeting. Happy to see that the WNC is ongoing with good success. The MD of Opportunity is currently finalizing their 2018 budget, with a priority to add additional dollars to providing student placements in order to add operators. Also want to incorporate Bigstone Cree, Loon River, Peerless Trout etc. The MD of Opportunity is currently providing the water to these places, and they are looking to help First Nations to run their own water operations. There has been a water plant upgrade in Sandy Lake, and a sewage lagoon added in Calling Lake. Currently, they are researching a new water source in Red Earth Creek and looking at the viable water source for that community.
- Kaylyn Jackson, Lesser Slave Watershed Council
 - They are planning a lakeside living information day for April –topics to include septic, water run off, etc. She will distribute event information amongst the membership at a later date.
- Tom Burton, MD of Greenview/AAMDC
 - They are looking at water treatment options in the Grovedale area, and are finishing up lagoon north of Fox Creek area. The MD, in conjunction with Grande Cache, Valleyview and Fox Creek, are set to do an infrastructure study. Would like to note that the AAMDC and the AUMA are not merging. Has a question for the Training Subcommittee: Is there an opportunity for an internship program? Why isn't there an internship opportunity for water operators? Is there a chance to look into this, and have WNC advocate for an internship opportunity? It could be a way to have the province work with municipalities and educational facilities to address gaps in the training side of water operations. Would like to discuss this at a future meeting.
 - The AAMDC district meeting is on the 9th of February. Minister Hoffman is on the invite list, can he add the topic of the lab results for water testing as

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something to bring up as an issue? He is set to meet with her on Feb 26, could he possibly advocate on behalf of the WNC? Additionally there is an upcoming FCM webinar about asset management; contact him for more details.

- Rachel Ouellette, Northern Lakes College.
 - If there are any municipalities ready and willing to take on students who need hours for Level 1, please contact her. The NLC Level 1 Operator Program is starting next week, and Level 2 starts in April. They currently have 4 CEU courses available online.
- Ken Shaw, Gift Lake Metis Settlement
 - Working on a raw water intake project. Their water plant update project is about 20 -30% complete. They have secured funding for a booster station project, to proceed in May or June. They currently have a young beginner operator working with them to get his Level 1.
- Ian Willier, Big Lakes County
 - Their pumphouse is to be commissioned within the next month, and a new plant is being built, with two other reservoirs in progress.
- Ian Penner, Town of Sexsmith
 - Recently became a stakeholder of Aquatera. They are building a sewer trunk from the City of Grande Prairie to Clairmont.
- Willis Fitzsimmons, Saddle Hills County
 - Has two new water treatment plants, and are looking to develop a third. 2 of their operators recently achieved level 2 certification.
- Bob Buckle, City of Cold Lake
 - Cold Lake is now a designated regional water source. Currently in the process of developing a regional water line to Bonnyville. They require some treatment plant expansion, which will require about 4 phases, and will be going to go for tender in the next few months. Wastewater treatment and lagoon system requires an update and expansion, as the discharge needs to improve. They are currently working with Environment Canada and the province on the issue of where to redirect the discharge, as the Beaver River is at capacity for discharge.
- Keith Straub, Town of High Level
 - The Dene Tha First Nations are being supplied water by High Level, and they are looking to collaborate on wastewater issues. They have migrated to asset management platform. Their current biggest issue is the Northwest Species at Risk Project.
- Sean McCallum, Town of Wembley
 - They are getting on the Aquatera water line. Looking at expansion for industrial and private owned parts of the community, and are looking for some upgrades from start to finish on different projects.
- Garry Leathem, Town of Fairview
 - Currently working on an infrastructure assessment and reservoir upgrades.
- Steve Rawlyk, Village of Hythe
 - Completing a water upgrade to level 2. Likes the WNC webpage, hopes to see it continue to grow.
- Okey Obiajulu, Alberta Environment and Parks
 - Has some updates from regional programs up to provincial programs. The database with AEP has assigned the contract to companies. There are new

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online computer based exams now live at Grande Prairie Regional College and Lakeland College in Lloydminster. Hoping that the spread of online courses and exams will provide increased opportunity. ESI provides the exams (6 times a year in GP). As of Dec 2017, certificates are due for renewal, 230 people did not renew, but 214 got their certificates for the first time, so it is consistent. They can provide free information on Water Canada to those who are interested.

- Cal Mosher, Town of Beaverlodge
 - Has an understanding that there is use of AGT labs in Grande Prairie for testing? (not bacteriological labs). Their water plant upgrade is just about completed. The City of Dawson Creek had a grey water facility built that they utilize for the oil and gas industry. This could be a financial gain to the community, and may be something to look at down the road.
- Teresa Souliere, Aquatera
 - Are collaborating on a regional waterline to Wembley. Water Week North will be held Nov 6, 7, 8 in 2018 and will be an opportunity for operators to come and obtain CEUs. Aquatera does sponsor summer students programs and would be willing to connect further with post-secondary institutions on this.
- Jennifer Besinger, County of Grande Prairie
 - The County is also in collaboration with regional waterline to Wembley. Upgrades are underway to the water plant, and lagoon rehab is underway, to continue in the spring. They are looking at putting a truck fill in Bezanson. They have created a succession planning position for their utility position. Would like to propose a coordinated effort between the Training and the Recruitment and Retention subcommittees for a WNC survey.

Next Meeting

April (Strategic Planning Session) – Fairview

July- Northern Sunrise County (potential)

October – To be determined

Requests to Present

The WNC has received and reviewed requests to present from Elkan Environment and Engineering; Sapphire Water; and Swirltex at upcoming meetings.

MOTION to approve presentations from Elkan Environment and Engineering, Sapphire Water, and Swirltex made by Corina Williams of Northern Sunrise County at 2:05pm

MOTION CARRIED 2:06PM

Organizational Meeting

Called to order at 2:06pm

CHAIR ELECTIONS

Minutes Approved at April 26, 2018 Meeting in Fairview, AB

The Chair appointment is a 1 year term, lasting from January 2018 – 2019, to take effect at the next quarterly meeting.

First call for nominations:

Ray Skrepnek, MD of Fairview nominates Bob Marshall, County of Grande Prairie

Bob Marshall accepts the nomination

Second call for nominations:

No response

Third call for nominations:

No response

MOTION to cease nominations for chair made by Marcel Auger, MD of Opportunity at 2:07pm

Bob Marshall appointed Chair for the 2018 – 2019 term

VICE-CHAIR ELECTIONS

The Vice-Chair appointment is a 1 year term, lasting from January 2018 – 2019, to take effect at the next quarterly meeting.

First call for nominations:

Andre Trudeau, MD of Smoky River nominates Ray Skrepnek, MD of Fairview 2:08pm

Ray Skrepnek accepts the nomination

Second call for nominations:

No response

Third call for nominations:

No response

MOTION to cease nominations for vice-chair made by Sandra Eastman, MD of Peace at 2:09pm

Ray Skrepnek appointed Vice-Chair for the 2018 -2019 term.

Motion to adjourn at 2:10pm Corina Williams, Northern Sunrise County

MOTION CARRIED, MEETING ADJOURNED

Draft Minutes for Approval at July 2018 Meeting

Minutes
Water North Coalition (WNC)
Thursday, April 26, 2018
Fairview, AB

Attendees

Bob Marshall – County of Grande Prairie
Ray Skrepnek – M.D. of Fairview
Alden Armstrong - NADC Council Member
Tom Burton – RMA/M.D. of Greenview
Travais Johnson - Athabasca County
Richard Simard - Big Lakes County
Bob Buckle - City of Cold Lake
Duane Lay - City of Cold Lake
Jennifer Besinger – County of Grande Prairie
Sterling Johnson - Lac La Biche County
Colin Cote - Lac La Biche County
Kaylyn Jackson - Lesser Slave Lake Watershed Council
Brendan Powell – M.D. of Opportunity
Barry Schmidt – M.D. of Opportunity
Sandra Eastman – M.D. of Peace
Andre Trudeau – M.D. of Smoky River No. 130
Rhonda Clarke-Gauthier – Mighty Peace Watershed Alliance
Natalie Rose – Northern Lakes College
Corrina Williams – Northern Sunrise County
Reuel Thomas – Portage College
John Moen – Saddle Hills County
Cal Mosher – Town of Beaverlodge
Garry Leathem – Town of Fairview
Johannes Zwart – Town of Grande Cache
Keith Straub – Town of High Level
Randy Dupuis – Town of Peace River
Sean McCallum – Town of Wembley
Dianne Potrebenko – Village of Rycroft

Administration

Susan Shave, NADC Manager
Melonie Doucette, NADC Senior Northern Development Officer

Presenters

Alberta Environment and Parks – Tanya Hunter
Alberta Culture and Tourism – Jasmin Greavett

Welcome, Introductions, and Housekeeping: 9:01AM

Bob Marshall, Chair called the meeting to order at 9:01AM and introduced Peggy Johnson, Reeve of the M.D. of Fairview.

Draft Minutes for Approval at July 2018 Meeting

Reeve Peggy Johnson delivered greetings on behalf of the M.D. of Fairview.

Bob Marshall gave housekeeping information regarding the meeting location and the day's events.

Review and Adoption of Agenda

Moved by Sean McCallum of the Town of Wembley to accept the agenda as presented at 9:09am

MOTION CARRIED

Adoption of Minutes of the Beaverlodge, January 25, 2018 meeting

Ray Skrepnek noted that his name was incorrectly spelled in the minutes.

Andre Trudeau noted a change to his roundtable update, re: misuse of the word little and funding for the region.

Moved by Sandra Eastman of M.D. of Peace that the minutes be accepted with requested changes at 9:15am

MOTION CARRIED

Subcommittee Update

The Chair spoke of the subcommittees need to have more engagement and leadership within the groups.

Public Education:

The Resource Library is complete

The WNC banner is complete

There was some discussion about social media but it will be managed by WNC communications and the Research Officer, rather than through the subcommittee

Will have new priorities and projects with the new strategic plan

Advocacy:

Still in need of a chair

Hosted a teleconference in April

Working on completing the grants brochure

City of Cold lake is writing a letter on the inter basin water transfer and will be bringing it back to the WNC for input

Recruitment and Retention:

Working on finalizing the templates for operator sharing

Should have something to bring to the July meeting to discuss

Will be doing a gaps assessment to find out where the gaps are in operators across the region and who has the ability to share resources

Training:

Feeling the waters to find solutions for operator candidates who cannot obtain placements

Draft Minutes for Approval at July 2018 Meeting

Teleconference held on March 2nd, discussed opportunities to encourage and provide funding for work placements for individuals who have completed the W&WW mandatory entry level training

Tom Burton brought up the idea of having “internships” and approaching government for funding for such a program. Tom had some contacts that would be helpful in getting this process started through RMA

Potential of Alberta Works contacts for financial support

This idea needs some refinement as to the proper channels to take it to the next level

Discussion items on subcommittee updates:

Look into Municipal Affairs and the internship program

Tanya Hunter mentioned that NAIT has similar programs and that she has a contact there

Funding programs available may include:

STEP program

CAJG

Federal programs through INAC

Business Arising From Minutes

Action List Update

In the interest of time, only Action items that had updates were addressed.

WNC fee letter – we will reevaluate the funding structure of the WNC after the strategic plan for 2018-2021 is complete.

The NADC has contacted Elkan Engineering, Sapphire Water and Swirltex to present at the next meeting.

A follow-up letter to the Deputy Minister of Alberta Environment and Parks was sent and copied to Tanya Hunter. The letter thanked the Deputy Minister for the meeting and reinforced that the participating members wish to offer continued support throughout the process of developing the database.

The NADC has sent an email to members requesting a list of events/conferences etc. that the WNC can exhibit at, and will follow up with a reminder after the meeting.

The NADC has drafted a letter to the Minister of Health to request a meeting regarding the issue of bacteriological testing in the north. The NADC will follow up with a few members for feedback and will send the letter once finalized.

The NADC has sent an email to members asking for testimonials for marketing material and will send a reminder after the meeting.

The NADC has composed a letter to WNC members to extend an invitation to technical staff/water operators to attend WNC meetings with their elected official. This letter will also be sent following the meeting.

New Business and Updates

WNC Progress Report

Please email the NADC Secretariat if you have any changes or additions to the progress report. This report will be used to present to the NADC Council for continued support through the next strategic planning term.

Letter to the Minister of Health.

If you have any feedback on the issue at hand please contact the NADC secretariat to provide those details to be included in the letter.

Presentation: Tanya Hunter



WNC_April 26.ppt

If anyone has follow-up questions regarding this presentation please email NADC secretariat for follow-up.

Facilitated Strategic Planning session by Alberta Culture and Tourism

The new strategic plan will be available and presented at the July 2018 meeting.

Discussion on WNC Organizational Plan

The WNC Chair and the NADC secretariat facilitated a discussion on the organizational needs of the WNC. A survey will be conducted to determine the preferences of WNC members on the organizational structure. This will be conducted and reported back at the July 2018 meeting to coincide with the presentation of the new strategic plan.

NADC council member, Alden Armstrong, expressed his support of the WNC and suggested that WNC could benefit from bringing in an established and successful Coalition to speak on their strategy and how they made it work. The NADC secretariat will follow up on this item.

Members discussed the four subcommittees and felt that a merger of Training and Recruitment and Retention would be the best route moving forward in the new strategic term.

There was a **MOTION** to merge the Training and Recruitment and Retention subcommittees into a newly titled Recruitment, Training, and Retention subcommittee made by Sandra Eastman of the M.D. of Peace at 1:51.

MOTION CARRIED 1:52

There was a **MOTION** to rename the Public Education subcommittee to Education and Awareness by Keith Straub of the Town of High Level at 1:54

MOTION CARRIED 1:55

These changes will be reflected in the new strategic plan.

Draft Minutes for Approval at July 2018 Meeting

Next Meeting

July 2018 - Cold Lake – July 19 (potential date)

October 2018 – Northern Sunrise County

January 2019 – Lac La Biche

There was discussion on the lack of ability to plan ahead for quarterly meetings due to the process currently in place to volunteer to host the next meeting at the end of the current meeting. It is difficult to plan ahead and book presenters etc. with such a short timeframe.

A **MOTION** was made to develop a database for hosting meetings along with a meeting host protocol form by Corrina Williams of Northern Sunrise County at 2:05

MOTION CARRIED 2:06

Requests to Present

The WNC has received and reviewed requests to present from Remote Group, The University of Calgary, and Aquatera.

MOTION to approve presentations from:

Remote Group made by Bob Buckle of the City of Cold Lake at 2:10pm

The University of Calgary made by Travais Johnson of Athabasca County at 2:11

Aquatera made by Corina Williams of Northern Sunrise County at 2:12pm

MOTION CARRIED 2:13PM

MOTION to adjourn at 2:16pm Colin Cote of Lac La Biche County

MOTION CARRIED, MEETING ADJOURNED



May 2018 High Level RCMP Policing Highlights

1. We had an 8% total overall decrease over January to May 2017 Criminal Code investigations for the entire High Level RCMP region, investigating a total of 1144 Criminal Code investigations to date.
2. Our decreases continued with regards to Spousal Abuse incidents as we started the year at a 23% decrease over January to May 2017. (174 YTD for 2017, 142 YTD for 2018).
 - a. We have gone from 3rd highest per capita ranking in 2015, to 4th highest in 2016, and then 5th highest in 2017. The progress is slow but it is heading in the right direction. There is no doubt that our local clients need pro-active, ongoing trauma care in order to reduce this violent crime.
 - b. We are in the process of security clearing our new Domestic Violence Therapist at this time as we have a 1 year extension on our grant.
 - c. Our biggest challenges continue to be dealing with repeat clients suffering from Addictions and Mental Health issues. Any assistance from Council in lobbying for readily accessible Mental Health and/or Addiction workers through Alberta Health Services or Health Canada would be greatly appreciated.
3. We laid a total of 7 drug charges in May, with a YTD total of 49 continuing with our new CRU team's work in this area, and again at the highest levels we've ever seen for charges.
 - a. Although there had been some dissatisfaction with the previous Crime Reduction Unit Enhanced Position paid for by the County which ended in 2014, we have shown that with the right direction and right members in place we can see incredible work done, specifically with Drug offences which bring violent crime including firearms incidents and Child Exploitation for drug trafficking. At the end of 2017 we were up 100% over 2013 Drug charges, and we keep increasing these numbers. Should the County wish to ever re-visit the idea of another Crime Reduction member for the County, we would be more than happy to discuss options with you and explain how our current program works.
4. Our total Motor Vehicle Collisions are at a 5 year low at 70 YTD.
5. We have been approved to switch one of the Constable positions into a Corporal position. This will allow High Level to have 3 supervisors, running 3 watches. Essentially, there should be a supervisor on shift at all times, allowing for close supervision as calls come in. This will also ensure that another serviced member applies to work in High Level as they need a minimum of 7 years service to apply as a Corporal.
6. We have been approved to lease 2 additional residences. This has been completed in order to allow for us to more easily recruit serviced members, and members with families due to some of our current housing not being suitable for families.
7. Cpl. Sam Holm has arrived and is fitting in very well. We are waiting on the selection of the Corporal who will be back-filling Cpl. Harvey's Maternity Leave. The third Corporal position will be advertised shortly.
8. The S/Sgt. Detachment Commander job posting closed and a validation committee is being selected to review the applicants' resumes. S/Sgt. GILES remains in place assisting with the Detachment Commander duties along with his District Advisory Duties.
9. Sgt. Michael Bourguignon will be arriving on June 28th to replace Sgt. Cody Willoughby, who moves out on July 5.
10. Cpl. Scott Ritchie has just departed to take on his new role and promotion as the Sgt Detachment Commander in Red Earth Creek. He did an excellent job here and will take his passion and determination to succeed to his new adventure.
11. Cst. Chris McSavage continues to lead the local Royal Canadian Army Cadets as their Commanding Officer. There are currently 12 Cadets enrolled. S/Sgt. GILES was honoured to be their Reviewing Officer during the Awards Ceremony on June 2nd. Several of the Cadets receiving recognition travel in from La Crete.
 - a. Cst. McSavage would love to see more kids involved in this very worthwhile program and would be willing to discuss ideas on how to get more kids into the program from the County. Transportation as always is a significant factor for the kids.
12. We've held 967 prisoners to date.
13. Attached is the May monthly reports.

Prepared by:

S/Sgt. Brad GILES
DANCO – Western Alberta District

High Level Provincial Detachment Crime Statistics (Actual) January to May: 2014 - 2018

All categories contain "Attempted" and/or "Completed"

June-04-18

CATEGORY	Trend	2014	2015	2016	2017	2018
Homicides & Offences Related to Death		2	0	0	1	0
Robbery		3	3	0	3	2
Sexual Assaults		6	11	14	14	9
Other Sexual Offences		1	2	2	2	10
Assault		173	208	196	222	204
Kidnapping/Hostage/Abduction		3	2	4	6	17
Extortion		0	0	1	1	0
Criminal Harassment		18	23	23	31	16
Uttering Threats		51	50	51	61	53
Other Persons		1	2	0	2	0
TOTAL PERSONS		258	301	291	343	311
Break & Enter		31	36	34	32	25
Theft of Motor Vehicle		16	13	19	15	13
Theft Over \$5,000		4	3	3	0	0
Theft Under \$5,000		51	63	68	81	54
Possn Stn Goods		10	7	10	12	10
Fraud		7	12	21	21	15
Arson		2	1	3	2	1
Mischief To Property		322	508	334	332	306
TOTAL PROPERTY		443	643	492	495	424
Offensive Weapons		11	8	16	14	26
Disturbing the peace		126	108	122	79	85
OTHER CRIMINAL CODE		127	149	174	305	298
TOTAL OTHER CRIMINAL CODE		264	265	312	398	409
TOTAL CRIMINAL CODE		965	1,209	1,095	1,236	1,144

Crime Statistics (Actual)

January to May: 2014 - 2018

All categories contain "Attempted" and/or "Completed"

June-04-18

CATEGORY	Trend	2014	2015	2016	2017	2018
Drug Enforcement - Production		0	1	0	0	0
Drug Enforcement - Possession		21	20	12	23	36
Drug Enforcement - Trafficking		17	18	15	22	13
Drug Enforcement - Other		0	0	0	1	0
Total Drugs		38	39	27	46	49
Federal - General		4	11	6	5	9
TOTAL FEDERAL		42	50	33	51	58
Liquor Act		286	300	304	494	310
Other Provincial Stats		130	129	98	107	117
Total Provincial Stats		416	429	402	601	427
Municipal By-laws Traffic		3	0	0	1	0
Municipal By-laws		22	20	27	20	11
Total Municipal		25	20	27	21	11
Fatals		0	0	0	1	1
Injury MVC		2	3	10	4	7
Property Damage MVC (Reportable)		49	82	63	63	48
Property Damage MVC (Non Reportable)		28	20	11	11	14
TOTAL MVC		79	105	84	79	70
Provincial Traffic		560	274	291	244	595
Other Traffic		6	2	0	3	4
Criminal Code Traffic		68	71	67	57	53
Common Police Activities						
False Alarms		74	55	57	59	52
False/Abandoned 911 Call and 911 Act		225	162	154	60	62
Suspicious Person/Vehicle/Property		19	15	23	39	29
Persons Reported Missing		19	26	25	36	20
Spousal Abuse - Survey Code		154	140	175	174	142

High Level Provincial Detachment Crime Statistics (Actual) May: 2014 - 2018

All categories contain "Attempted" and/or "Completed"

June-04-18

CATEGORY	Trend	2014	2015	2016	2017	2018
Homicides & Offences Related to Death		0	0	0	1	0
Robbery		0	0	0	1	1
Sexual Assaults		1	4	4	1	3
Other Sexual Offences		0	0	1	0	0
Assault		35	53	43	42	43
Kidnapping/Hostage/Abduction		0	0	2	0	2
Extortion		0	0	0	0	0
Criminal Harassment		3	7	3	8	6
Uttering Threats		12	10	5	15	4
Other Persons		0	2	0	0	0
TOTAL PERSONS		51	76	58	68	59
Break & Enter		9	22	8	9	5
Theft of Motor Vehicle		6	3	6	3	2
Theft Over \$5,000		0	2	2	0	0
Theft Under \$5,000		19	19	24	26	14
Possn Stn Goods		1	5	4	2	2
Fraud		3	1	5	7	2
Arson		1	1	0	0	0
Mischief To Property		76	120	85	64	58
TOTAL PROPERTY		115	173	134	111	83
Offensive Weapons		1	4	0	2	7
Disturbing the peace		28	29	24	11	15
OTHER CRIMINAL CODE		23	34	45	55	68
TOTAL OTHER CRIMINAL CODE		52	67	69	68	90
TOTAL CRIMINAL CODE		218	316	261	247	232

Crime Statistics (Actual)

May: 2014 - 2018

All categories contain "Attempted" and/or "Completed"

June-04-18

CATEGORY	Trend	2014	2015	2016	2017	2018
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		3	8	4	3	3
Drug Enforcement - Trafficking		1	3	3	4	4
Drug Enforcement - Other		0	0	0	0	0
Total Drugs		4	11	7	7	7
Federal - General		2	4	1	1	2
TOTAL FEDERAL		6	15	8	8	9
Liquor Act		96	54	98	69	66
Other Provincial Stats		21	25	24	19	32
Total Provincial Stats		117	79	122	88	98
Municipal By-laws Traffic		1	0	0	0	0
Municipal By-laws		4	6	5	7	6
Total Municipal		5	6	5	7	6
Fatals		0	0	0	0	0
Injury MVC		0	0	2	1	0
Property Damage MVC (Reportable)		9	0	12	7	7
Property Damage MVC (Non Reportable)		4	2	1	2	1
TOTAL MVC		13	2	15	10	8
Provincial Traffic		186	54	73	43	36
Other Traffic		2	1	0	0	0
Criminal Code Traffic		16	20	22	10	18
Common Police Activities						
False Alarms		13	9	15	22	5
False/Abandoned 911 Call and 911 Act		50	26	66	14	17
Suspicious Person/Vehicle/Property		7	6	7	7	8
Persons Reported Missing		5	5	7	2	2
Spousal Abuse - Survey Code		28	32	31	34	25