


MACKENZIE COUNTY

REGULAR COUNCIL MEETING

**JANUARY 16, 2019
10:00 AM**

**FORT VERMILION COUNCIL
CHAMBERS**

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

 office@mackenziecounty.com



Mackenzie County

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, January 16, 2019
10:00 a.m.**

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

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	3
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the December 11, 2018 Regular Council Meeting	7
		b) Minutes of the January 14, 2019 Budget Council Meeting	27
		c) Business Arising out of the Minutes	
DELEGATIONS:	4.	a) Blaine Barody, Manager of Medical First Response Program (1:00 p.m.) – Fire Department Medical Co-Response (Item. 9. c))	
		b)	
TENDERS:	5.	a) None	
PUBLIC HEARINGS:	6.	a) None	
GENERAL REPORTS:	7.	a) CAO & Directors Reports for December 2018	29
		b) Disaster Recovery Program (DRP) Updates (Standing Item)	
ADMINISTRATION:	8.	a) Bylaw 1105-18 Council Code of Conduct and Councillor Responsibilities	49

		b)	Appointment of Member at Large – Subdivision & Development Appeal Board	69
		c)	Tri-Council Meeting	71
		d)	Public Consumption of Cannabis Survey - Draft	75
		e)	Economic Development for Elected Officials Course	81
		f)	Caribou Update (Standing Item)	83
		g)		
		h)		
AGRICULTURE SERVICES:	9.	a)		
		b)		
COMMUNITY SERVICES:	10.	a)	Appointment of La Crete Fire Chief and Deputy Fire Chief	85
		b)	Appointment of Zama Fire Chief and Deputy Fire Chief	87
		c)	Fire Department Medical Co-Response	93
		d)		
		e)		
FINANCE:	11.	a)	Options for Property Tax Exemption – Non Profit Organizations	97
		b)	Tax Roll 071107 – Tax Write Off Request	101
		c)	Financial Reports – January 1, 2018 to December 31, 2018	105
		d)		
		e)		

OPERATIONS:	12.	a)	Intersection Lighting – Highway 58 and Highway 88	111
		b)		
UTILITIES:	13.	a)		
		b)		
PLANNING & DEVELOPMENT:	14.	a)	Inter-municipal Development Plan Exemption with Northern Sunrise County	115
		b)	Development Statistics Report – January to December 2018	119
		c)	Zama Aerodrome – Lease Update	127
		d)		
		e)		
COUNCIL COMMITTEE REPORTS:	15.	a)	Council Committee Reports (verbal)	
		b)	Municipal Planning Commission Meeting Minutes	131
		c)	Subdivision & Development Appeal Board	143
		d)		
INFORMATION / CORRESPONDENCE:	16.	a)	Information/Correspondence	149
CLOSED MEETING:			<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	17.	a)	Union Negotiations (Standing Item) (s. 23, 24)	
		b)	Town of Rainbow Lake – Revenue Sharing Agreement Negotiations (s. 21, 24)	
		c)	Tax Forfeiture Property at 4720–49 Avenue (s. 17)	

NOTICE OF MOTION: 18. a)

NEXT MEETING DATES: 19. a) Regular Council Meeting
February 12, 2019
10:00 a.m.
Fort Vermilion Council Chambers

b) Committee of the Whole Meeting
February 26, 2019
10:00 a.m.
Fort Vermilion Council Chambers

c) Regular Council Meeting
February 27, 2019
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2019
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the December 11, 2018 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the December 11, 2018, Regular Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Approved Council Meeting minutes are posted on the County website.

POLICY REFERENCES:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the December 11, 2018 Regular Council Meeting be adopted as presented.

Author: _____ Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**December 11, 2018
10:00 a.m.**

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

PRESENT:

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve (arrived at 10:03 a.m.)
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Cameron Cardinal	Councillor (left the meeting at 12:06 p.m.)
David Driedger	Councillor
Eric Jorgensen	Councillor
Anthony Peters	Councillor (left the meeting at 12:06 p.m.)
Ernest Peters	Councillor
Lisa Wardley	Councillor

REGRETS:

ADMINISTRATION:

Len Racher	Chief Administrative Officer
Byron Peters	Deputy CAO
Doug Munn	Director of Community Services
Bill McKennan	Director of Finance
Carol Gabriel	Director of Legislative & Support Services/Recording Secretary
Grant Smith	Agricultural Fieldman

ALSO PRESENT: Members of the public and the media.

Minutes of the Regular Council meeting for Mackenzie County held on December 11, 2018 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

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

AGENDA: 2. a) Adoption of Agenda

Deputy Reeve Sarapuk arrived at 10:03 a.m.

MOTION 18-12-1001 MOVED by Councillor Driedger

That the agenda be approved with the following additions:

- 3. d) Report to Council
- 7. c) Wood Buffalo National Park World Heritage Site
Draft Action Plan Response
- 8. a) Managing TB and Brucellosis Disease Risk in Wood
Buffalo National Park – Teleconference Update
- 14. c) FarmTech Conference

CARRIED

**MINUTES FROM
PREVIOUS
MEETING:**

- 3. a) Minutes of the November 28, 2018 Regular Council Meeting**

MOTION 18-12-1002

MOVED by Councillor Braun

That the minutes of the November 28, 2018 Regular Council Meeting be adopted as presented.

CARRIED

- 3. b) Minutes of the December 10, 2018 Budget Council Meeting**

MOTION 18-12-1003

MOVED by Councillor Wardley

That the minutes of the December 10, 2018 Budget Council Meeting be adopted as presented.

CARRIED

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

None.

- 3. d) Report to Council (ADDITION)**

MOTION 18-12-1004
Requires Unanimous

MOVED by Councillor Jorgensen

That the Report to Council by Councillor Bateman be received for information.

CARRIED

**GENERAL
REPORTS:**

- 7. a) CAO & Directors Report for November 2018**

MOTION 18-12-1005 **MOVED** by Councillor Wardley

That the CAO and Directors reports for November 2018 be received for information.

CARRIED

**GENERAL
REPORTS:**

7. b) Disaster Recovery Program (DRP) Updates (Standing Item)

MOTION 18-12-1006 **MOVED** by Councillor Driedger

That the Disaster Recovery Program update be received for information.

CARRIED

**GENERAL
REPORTS:**

7. c) Wood Buffalo National Park World Heritage Site Draft Action Plan Response (ADDITION)

MOTION 18-12-1007
Requires Unanimous

MOVED by Councillor Jorgensen

That the Wood Buffalo National Park World Heritage Site Draft Action Plan Response update be received for information.

CARRIED

**AGRICULTURE
SERVICES:**

8. a) Managing TB and Brucellosis Disease Risk in Wood Buffalo National Park – Teleconference Update (ADDITION)

MOTION 18-12-1008 **MOVED** by Councillor Cardinal

That the Managing TB and Brucellosis Disease Risk in Wood Buffalo National Park – Teleconference Update be received for information.

CARRIED

**COMMUNITY
SERVICES:**

9. a) La Crete Recreation Board – Request for Operational Funds

MOTION 18-12-1009
Requires 2/3

MOVED by Councillor Braun

That the La Crete Recreation Board be reimbursed for the

operational items that were overspent in the amount of \$14,279.37 with funding coming from the La Crete Recreation Board's 2018 previously approved capital funds.

- Review Engagement Bill (\$4,371.25)
- Artificial Ice Plant Start-up (\$4,908.12)
- VRA Natural Gas Filler (\$2,000.00)
- Gas Detector and Exhaust Fan (\$3,000.00)

CARRIED

Reeve Knelsen recessed the meeting at 10:53 a.m. and reconvened the meeting at 11:09 a.m.

TENDERS:

5. a) La Crete Residential Waste Pickup Contract – Request for Proposals

MOTION 18-12-1010 **MOVED** by Councillor Braun

That the La Crete Residential Waste Pickup Contract – Request for Proposals Envelope #1 be opened and that administration review the proposals for qualification prior to opening Envelope #2.

CARRIED

Proposals Received

L & P Disposal	All required documents enclosed
D & E Ventures	All required documents enclosed
JL Waste	All required documents enclosed

MOTION 18-12-1011 **MOVED** by Councillor Braun

That the La Crete Residential Waste Pickup Contract – Request for Proposals Envelope #2 be opened for the qualified bidders.

CARRIED

Proposals Received

	Option 1 (LC Waste Transfer Station)	Option 2 (Regional Landfill)
L & P Disposal	N/A	\$10.25 per site \$118,203.00/yr

D & E Ventures	\$5.80 per site \$66,885.60/yr	\$9.20 per site \$106,044.00/yr
JL Waste	\$7.00 per site \$80,724.00/yr	\$9.00 per site \$103,788.00/yr

MOTION 18-12-1012 **MOVED** by Councillor Driedger

That administration reviews the La Crete Residential Waste Pickup Contract – Request for Proposals and brings back a recommendation to Council later in the meeting.

CARRIED

TENDERS: **5. b) Bluehills Waste Transfer Station Caretaker Contract – Request for Proposals**

MOTION 18-12-1013 **MOVED** by Councillor Bateman

That the Bluehills Waste Transfer Station Contract – Request for Proposals Envelope #1 be opened and that administration review the proposals for qualification prior to opening Envelope #2.

CARRIED

Proposals Received

Sarah Driedger All required documents enclosed

MOTION 18-12-1014 **MOVED** by Councillor A. Peters

That the Bluehills Waste Transfer Station Contract – Request for Proposals Envelope #2 be opened for the qualified bidders.

CARRIED

Proposals Received

Sarah Driedger \$1,350.00 per month
\$52,650.00 39 month contract period

MOTION 18-12-1015 **MOVED** by Councillor E. Peters

That administration reviews the Bluehills Waste Transfer Station Contract – Request for Proposals and brings back a recommendation to Council later in the meeting.

CARRIED

TENDERS: 5. c) Proposals for Farm Land Development

MOTION 18-12-1016 MOVED by Deputy Reeve Sarapuk

That the Proposals for Farm Land Development be opened.

CARRIED

Proposals Received

John T. Wall 15 year free lease proposal, including a charge of \$350/acre for land clearing.

Peter Banman 11 year proposal, including three years for clearing and development. No money exchange.

MOTION 18-12-1017 MOVED by Councillor E. Peters

That the Proposals for Farm Land Development be forwarded to the Agricultural Service Board for review and recommendation to Council for awarding.

CARRIED

COMMUNITY SERVICES: 9. b) Fort Vermilion Recreation Board – Hot Water Tanks

MOTION 18-12-1018 MOVED by Councillor Bateman
Requires 2/3

That the Fort Vermilion Recreation Board be authorized to proceed with the removal and installation of three (3) Hot Water Tanks (as per Option 3) up to a maximum of \$21,000.00 with funding coming from the 2018 Operating Budget – Emergent Funding Account.

CARRIED

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

Gord Hughes, Assumption (Chateh) RCMP – Crime Mapping

MOTION 18-12-1019 **MOVED** by Councillor Braun

That the RCMP Crime Mapping be linked to the Mackenzie County website.

CARRIED

COMMUNITY SERVICES:

9. d) Appointment of Fort Vermilion Fire Chief and Deputy Fire Chief

MOTION 18-12-1020 **MOVED** by Councillor Wardley

That Neil Simpson be appointed as the Fort Vermilion Fire Chief for a two year term effective December 11, 2018.

CARRIED

MOTION 18-12-1021 **MOVED** by Councillor Braun

That Frank Fehr be appointed as Fort Vermilion Deputy Fire Chief for a two year term effective December 11, 2018.

CARRIED

Reeve Knelsen recessed the meeting at 12:06 p.m. and reconvened the meeting at 1:00 p.m.

Councillor Cardinal and Councillor A. Peters left the meeting at 12:06 p.m.

PUBLIC HEARINGS: **6. a) Bylaw 1123-18 Land Use Bylaw Amendment to Amend the Development Permit Appeal Periods to Reflect the MGA Changes**

Reeve Knelsen called the public hearing for Bylaw 1123-18 to order at 1:00 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1123-18 was properly advertised. Byron Peters, Deputy CAO, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Mackenzie County administration needs to change the appeal

period for development permits in the Land Use Bylaw to reflect the changes in the Municipal Government Act. The appeal times have been extended from 14 days to 21 days. This change has been in effect since June, 2018 but hasn't been changed in the Land Use Bylaw.

Reeve Knelsen asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Deputy CAO, presented the Bylaw and indicated that first reading was given on November 13, 2018.

Reeve Knelsen asked if Council has any questions of the proposed Land Use Bylaw Amendment. There were no questions.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1123-18. No submissions were received.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1123-18. There was no one was present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1123-18 at 1:01 p.m.

MOTION 18-12-1022 **MOVED** by Councillor Braun

That second reading be given to Bylaw 1123-18 being a Land Use Bylaw Amendment to amend Sections 5.8.5, 5.15.4 and 6.3.2 to reflect the MGA changes increasing the appeal period for development permits from 14 days to 21 days.

CARRIED

MOTION 18-12-1023 **MOVED** by Deputy Reeve Sarapuk

That third reading be given to Bylaw 1123-18 being a Land Use Bylaw Amendment to amend Sections 5.8.5, 5.15.4 and 6.3.2 to reflect the MGA changes increasing the appeal period for development permits from 14 days to 21 days.

CARRIED

PUBLIC HEARINGS: 6. b) **Bylaw 1126-18 Land Use Bylaw Amendment to Rezone SW 5-110-13-W5M from Agriculture "A" to**

Rural Industrial – General “RIG” (12 Mile Corner)

Reeve Knelsen called the public hearing for Bylaw 1126-18 to order at 1:02 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1126-18 was properly advertised. Byron Peters, Deputy CAO, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Deputy CAO, presented the Bylaw and indicated that first reading was given on November 28, 2018.

Mackenzie County has received a request to rezone SW 5-110-13-W5M from Agriculture “A” to Rural Industrial – General “RIG” in order to permit a truck stop with retail fuel/gas bar, convenience store, and quick serve restaurant. The Agricultural “A” district does not allow for this type of commercial development.

The Municipal Development Plan has commercial objectives to guide development. Two applicable objectives are:

- *Provide suitable and appropriately located areas for urban and rural commercial activities;*
- *broaden the County’s economic base by taking advantage of retail opportunities*

This quarter section currently does not have an Area Structure Plan in place to guide development in this area.

The applicant needs to rezone in time for the deadline of their grant application, which is in the beginning of December.

Reeve Knelsen asked if Council has any questions of the proposed Land Use Bylaw Amendment.

Council had the following questions:

- *Does the applicant have the intent to rezone to “Reserve” as they can’t sell tax exempt items off reserve.*
- *Does the County have a say? It is private land.*
- *The County has not received a proposal to change.*

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1126-18. No submissions were

received.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1126-18.

Michelle Shesterniak was present to speak to the proposed bylaw. Concerns with access and traffic associated with the proposed rezoning as her mother lives 1.5 miles away. Might have additional concerns based on the use. Does the public get to comment on the Development Permit?

Byron Peters commented that notification to affected parties depends on the use and whether it is a permitted or discretionary use under the Land Use Bylaw for that zoning. For example, fuel sales is discretionary and a service station would be a permitted use.

What about a feedlot? Approvals are through the Natural Resources Conservation Board, however the County has some influence.

Reeve Knelsen closed the public hearing for Bylaw 1126-18 at 1:09 p.m.

MOTION 18-12-1024 **MOVED** by Councillor Wardley

That second reading be given to Bylaw 1126-18 being a Land Use Bylaw Amendment to Rezone SW 5-110-13-W5M from Agriculture "A" to Rural Industrial – General "RIG" to accommodate Commercial/Industrial development.

CARRIED

MOTION 18-12-1025 **MOVED** by Councillor Braun

That third reading be given to Bylaw 1126-18 being a Land Use Bylaw Amendment to Rezone SW 5-110-13-W5M from Agriculture "A" to Rural Industrial – General "RIG" to accommodate Commercial/Industrial development.

CARRIED

MOTION 18-12-1026 **MOVED** by Councillor Braun

That the La Crete Residential Waste Pickup Contract be awarded to D & E Ventures (as per Option 1) while staying within budget.

CARRIED

MOTION 18-12-1027 **MOVED** by Councillor Braun

That the Bluehills Waste Transfer Station Contract be awarded to Sarah Driedger, subject to providing the required letter of insurance, while staying within budget.

CARRIED

COMMUNITY SERVICES: **9. c) Mackenzie County Insurance Appraisal and Condition Report**

MOTION 18-12-1028 **MOVED** by Deputy Reeve Sarapuk

That the Mackenzie County Insurance Appraisal and Condition Report be received for information.

CARRIED

FINANCE: **10. a) 2019 Interim Operating Budget**

MOTION 18-12-1029 **MOVED** by Deputy Reeve Sarapuk

That the 2019 Interim Operating as detailed in Appendix I - 2019 Interim Operating Budget be approved.

Appendix I – 2019 Interim Operating Budget

Expenditures By Department	2018 Budget	2019 Interim Budget
Council	\$874,650	\$437,325
Administration	\$8,912,974	\$4,456,487
Fire Services	\$869,900	\$434,950
Ambulance	\$10,000	\$5,000
Enforcement Services	\$765,250	\$382,625
Public Works	\$13,809,799	\$5,800,000
Airports	\$341,265	\$170,633
Water Distribution	\$2,739,892	\$1,369,946
Sewer Disposal	\$882,150	\$441,075
Waste Management	\$883,750	\$441,875
Non Profit Organizations	\$823,850	\$411,925
Planning & Development	\$1,755,109	\$877,555

Agriculture	\$1,478,310	\$739,155
Subdivisions	\$352,650	\$176,325
Recreation Boards	\$1,208,487	\$604,243
Parks & Playgrounds	\$554,700	\$277,350
Tourism	\$38,250	\$19,125
Library	\$248,250	\$124,125
TOTAL EXPENDITURES	\$36,549,236	\$17,169,718

CARRIED

FINANCE:

10. b) Tax Recovery Auction – Set Auction Date

MOTION 18-12-1030
 Requires 2/3

MOVED by Councillor Braun

That the Tax Recovery Auction for properties under tax arrears be set for February 12, 2019 at 1:00 p.m.

CARRIED

MOTION 18-12-1031
 Requires 2/3

MOVED by Councillor Jorgensen

That the reserve bid for the properties being sold by public auction be set at the assessed value or the minimum outstanding balance, whichever is higher.

CARRIED

OPERATIONS:

11. a) None

UTILITIES:

12. a) None

**PLANNING &
 DEVELOPMENT:**

**13. a) Bylaw 1129-18 Inter-municipal Collaboration
 Framework with Municipal District of Opportunity**

MOTION 18-12-1032

MOVED by Councillor Bateman

That first reading be given to Bylaw 1129-18, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the Municipal District of Opportunity.

CARRIED

MOTION 18-12-1033

MOVED by Councillor Braun

That second reading be given to Bylaw 1129-18, being a bylaw of

Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the Municipal District of Opportunity.

CARRIED

MOTION 18-12-1034
Requires Unanimous

MOVED by Councillor Wardley

That consideration be given to go to third reading of Bylaw 1129-18, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the Municipal District of Opportunity.

CARRIED UNANIMOUSLY

MOTION 18-12-1035

MOVED by Councillor E. Peters

That third reading be given to Bylaw 1129-18, being a bylaw of Mackenzie County to establish the Inter-municipal Collaboration Framework (ICF) with the Municipal District of Opportunity.

CARRIED

**PLANNING &
DEVELOPMENT:**

**13. b) Inter-municipal Development Plan Exemption with the
Regional Municipality of Wood Buffalo**

MOTION 18-12-1036

MOVED by Councillor Bateman

That based on the fact that the entire joint boundary of the Regional Municipality of Wood Buffalo and Mackenzie County is composed entirely of federal and/or provincial crown land, the Reeve requests on behalf of Council that the Minister exempt Mackenzie County from the requirement of Section 631 of the MGA that requires Mackenzie County to have an Inter-municipal Development Plan (IDP) together with the Regional Municipality of Wood Buffalo.

CARRIED

ADMINISTRATION:

**14. a) La Crete Agricultural Society – Request for Letter of
Support**

MOTION 18-12-1037

MOVED by Councillor Braun

That a letter of support be provided to the La Crete Agricultural Society for their Community Facility Enhancement Program grant application for enhancements to the La Crete Mennonite Heritage

Village.

CARRIED

ADMINISTRATION: 14. b) Caribou (Standing Item)

MOTION 18-12-1038 MOVED by Councillor Jorgensen

That the caribou update be received for information.

CARRIED

ADMINISTRATION: 14. c) FarmTech Conference (ADDITION)

MOTION 18-12-1039 MOVED by Councillor E. Peters

Requires Unanimous

That Deputy Reeve Sarapuk be authorized to attend the FarmTech Conference in Edmonton from January 29 – 31, 2019.

CARRIED UNANIMOUSLY

**COUNCIL
COMMITTEE
REPORTS:**

15. a) Council Committee Reports (verbal)

MOTION 18-12-1040 MOVED by Councillor Jorgensen

That the Council Committee reports be received for information.

CARRIED

Reeve Knelsen recessed the meeting at 2:18 p.m. and reconvened the meeting at 2:29 p.m.

**COUNCIL
COMMITTEE
REPORTS:**

15. b) Finance Committee Meeting Minutes

MOTION 18-12-1041 MOVED by Councillor Driedger

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

CARRIED

COUNCIL

15. c) La Crete Streetscape Implementation Committee

**COMMITTEE
REPORTS:**

Meeting Minutes

MOTION 18-12-1042 **MOVED** by Councillor Bateman

That the La Crete Streetscape Implementation Committee meeting minutes of June 28, 2018 and November 26, 2018 be received for information.

CARRIED

**INFORMATION /
CORRESPONDENCE:**

16. a) Information/Correspondence

MOTION 18-12-1043 **MOVED** by Councillor Wardley

That a letter be sent to MP Chris Warkentin, MP Arnold Viersen and The Honourable Amarjeet Sohi, Minister of Natural Resources Canada, to support federal funding to contain the Mountain Pine Beetle.

CARRIED

MOTION 18-12-1044 **MOVED** by Councillor Bateman

That a letter be sent to the Minister of Transportation requesting assistance in undertaking and financing the required repairs to the light weight concrete girders.

CARRIED

MOTION 18-12-1045 **MOVED** by Councillor Braun

That a letter be sent to Husky Energy in response to their concern letter to the Minister of Agriculture and Forestry regarding reduced visibility on public highways due to smoke from brush burning.

CARRIED

MOTION 18-12-1046 **MOVED** by Deputy Reeve Sarapuk

That the information/correspondence items be received for information.

CARRIED

CLOSED MEETING: 17. Closed Meeting

MOTION 18-12-1047 MOVED by Deputy Reeve Sarapuk

That Council move into a closed meeting at 2:45 p.m. to discuss the following:

- 17. a) Union Negotiations (Standing Item) (s. 23, 24)
- 17. b) Town of Rainbow Lake – Revenue Sharing Agreement Negotiations (s. 21, 24)

CARRIED

The following individuals were present during the closed meeting discussion. (MGA Section 602.08(1)(6))

- All Councillors
- Len Racher, Chief Administrative Officer
- Byron Peters, Deputy Chief Administrative Officer
- Carol Gabriel, Director of Legislative & Support Services

MOTION 18-12-1048 MOVED by Councillor Braun

That Council move out of a closed meeting at 3:09 p.m.

CARRIED

17. a) Union Negotiations

MOTION 18-12-1049 MOVED by Councillor Bateman

That the union negotiations update be received for information.

CARRIED

17. b) Town of Rainbow Lake – Revenue Sharing Agreement Negotiations

MOTION 18-12-1050 MOVED by Councillor Bateman

That administration proceed with the inter-municipal negotiations with the Town of Rainbow Lake as discussed.

CARRIED

NOTICE OF MOTION: 18. a) None

**NEXT MEETING
DATE:**

19. a) Next Meeting Dates

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

Budget Council Meeting
January 14, 2019
10:00 a.m.
Fort Vermilion Council Chambers

Committee of the Whole Meeting
January 15, 2019
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
January 16, 2019
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

20. a) Adjournment

MOTION 18-12-1051

MOVED by Councillor Jorgensen

That the Council meeting be adjourned at 3:10 p.m.

CARRIED

These minutes will be presented to Council for approval on January 16, 2019.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2019
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the January 14, 2019 Budget Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the January 14, 2019, Budget Council Meeting will be presented on meeting day.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Approved Council Meeting minutes are posted on the County website.

POLICY REFERENCES:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the January 14, 2019 Budget Council Meeting be adopted as presented.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	CAO & Directors Report for December 2018

BACKGROUND / PROPOSAL:

The CAO and Director reports for December 2018 are attached for information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the CAO and Directors reports for December 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 December, 2018

December Meetings

- 3 – Budget Council Meeting
- 5 – Managers Meeting
- 10 - Budget Council Meeting
- 11- Council Meeting
- 12- Budget Council Meeting
- 13 – La Crete Ag Society Christmas
- 14 – Bison Stakeholders Teleconference
- 14- County Christmas Banquet and Service Awards
- 17 – Cannabis Consumption Open House

Meetings

Respectfully,

2018 was very challenging, the year forward will be even more challenging for our Staff and Council but we are here to work through the problems. Thank you for your support.

Len Racher
Chief Administrative Officer

Monthly Report To The CAO

For the month of December, 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 2020, but I believe this can be accelerated.
Community Infrastructure Master Plans	Q1 2019	Received second draft of offsite levies for review. Administration currently reviewing, will need to complete a level of engagement with the development community.
Strategic Planning Session	Q1 2019	Strategic Plan to be presented at the Committee of the Whole meeting on January 15 th .

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Economic Development Strategy	Ongoing	Internal ec dev meeting late September. Investment ready industrial lands need to be 2019 priority. CARES grant submitted to coordinate marketing research and strategies. ICCIP grant approved. Work with REDI to create Foreign Direct Investment strategies – particularly in value-added agriculture.
Streetscape	Ongoing	La Crete- Nov 26 th streetscape meeting held to prioritize 2019 projects. Decision made to continue tree planting in La Crete - looking for solutions for areas that are affected by the fibre optic cables (planter boxes etc.)

		Fort Vermilion -Met Dec 17 th . Waiting on railing of viewing deck to be completed. Prioritizing the big lookout deck as the next project and finding matching grant. Deck design is still in discussions.
MGA Updates	Ongoing	Documented applicable MGA updates and implementing these changes through the planning department. Items include: transparency of planning documents (published), public participation policy, offsite levies, tax incentives, joint planning agreements with schools and many more.
Fort Vermilion Flood Risk Assessment	Q2 2019	Project start was May 3 rd . Draft report to be presented on January 15 th , with final report for February.
Airport Planning	2019	WSP has finalized the review of the AVPA and has noted deficiencies and made recommendations. Final report has been submitted to High Level and Rainbow Lake and we are awaiting their feedback. Additional development planning needs to be completed and further discussion with airport users regarding future development plans. Airport user policies, response plans, etc. have a completion goal within 2019.
Inter-municipal Collaboration Frameworks and Inter-municipal Development Plans	April 2020 completion deadline	Rainbow Lake: Admin drafted MOU agreement and it was presented to council December 11 th . High Level: preliminary discussions started at administrative level. No discussions recently. Northern Lights: ICF agreement to be drafted. Time extension has been applied for by CNL on the ICF. MD Opportunity: IDP exemption will be sent to their consultant for submission to the Minister of Municipal Affairs. ICF will be brought to this council meeting. Northern Sunrise:

		<p>IDP exemption to be presented at this meeting.</p> <p>RM Wood Buffalo: Council to council meeting during the RMA convention with Regional Municipality of Wood Buffalo (four council members, mayor and CAO) to discuss ICF and IDP. Agreed on IDP exemption.</p>
--	--	--

Personnel Update:

Ryleigh-Raye Wolfe Environmental Planner started December 3rd. Krishna Karki accepted the GIS technician position and started January 2nd. Nicole Friesen accepted the temporary admin assistant position and started January 2nd.

Other Comments:

Currently awaiting surveyor’s recommendations/additional information to present to land owners in order to reconcile issues between the property lines of the lots north of the gravel pit in Fort Vermilion.

Letter sent to the Minister of Environment and Parks regarding the Hay-Zama Bison hunt.

Letter sent to the Minister of Municipal Affairs re: May 2018 Wildfire.

Response received from Environment and Parks on December 21st re: Wood Buffalo National Park Draft Action Plan. Federal Government will be submitting the final action plan to the World Heritage Committee on Feb 1, 2019.

ICCI grant was approved. Starting discussion with REDI to move forward. Still awaiting response from other grant applications.

NWSAR meeting on December 4th, next one on December 10th.

Met with local ISP to evaluate roll out plans for improved service.

Several conversations with a variety of AEP staff to better understand what’s happening on the WBNP front. Attended a webinar on the Canada Nature Fund

Attended a portion of the Northern Leaders Summit in Slave Lake, before going to Edmonton to attend a meeting with Tolko’s Stewardship Table to discuss the Bistcho caribou range.

Contacted several engineering/mapping firms to see if they could advise on how to update Google, Apple, etc. maps. No one has a solution.

Plan to attend LC Chamber AGM Gala on February 16th and made arrangements for myself and Andrew to speak about economic development in the region.

Continue to receive pressure from local AEP staff to close and reclaim the Sandhills road (lease expired in 2016 and was in our name). We will pursue the process of having it designated as a historical trail – see if that’s a better solution for us. But this still wouldn’t solve the problem of three residences that cross crown land from the road to their property.

MONTHLY REPORT TO THE CAO

For the Month of December 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	Complete.

Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Nov/19	Completed 6 repairs in 2018.
Rural Potable Water Infrastructure	Jan/19	Concrete pads have been replaced. Deficiencies have been corrected aside from some remaining landscaping.
Potable Water Supply North of the Peace River	Oct/19	Working with BFN to see if there is still interest in a partnership with a waterline.
Waterline Blue Hills	Oct/19	Expressions of interest sent in to Investing in Canada Infrastructure grant. This was submitted as a part of the project above.
Diversion Licence Review	Dec/19	Proceeding as discussed at October Council Meeting.
La Crete Future Water Supply Concept	Dec/19	Have begun with RFP scope details.
LC – Main Lift Station Meter	Jan/19	Meter has been installed, ran into some issues between meter and PLC. Minor work required for completion.
LC Future Utility Servicing Plan	Mar/19	Helix will be meeting with us this week and will also be a delegation at future council meeting to present.
LC – Well #4	Nov/19	Sent in application for funding under the Alberta Municipal Water/Wastewater Partnership program. Awaiting approval.

LC – Sanitary Sewer Expansion	Mar/19	Received final report and currently working on off-site levy bylaw. Phase 2 design is well under way.
FV – Storage Work	May/18	Complete.
FV – Main Lift Station Grinder	May/18	Complete.
ZA – Sewage Forcemain	Oct/19	Applied under the Investing in Canada Infrastructure Program.
ZA- Distribution Pump House Upgrades	Dec/19	Working on change of project scope to get project closer to budgeted estimate.
ZA- Lift Station Upgrades	Mar/19	Will apply for grant funding in a future year as per council motion.

Personnel Update:

--

Other Comments:

--

Respectfully submitted,

Fred Wiebe
 Director of Utilities
 Mackenzie County

MONTHLY REPORT TO THE CAO

For the Month Ending December 2018

From: Bill McKennan
Director of Finance

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Gas Tax Reporting	Complete	Annual reporting to Province on 2016 and 2017 projects.
Provincial MSI Reporting - Capital	Complete January	Minister has signed-off on prior year projects. Updating of program funding will be required, numerous prior projects were not approved by Ministry i.e. not meeting program criteria. Will require further report to Council to “swap” funding and restating project funding.
2019 Operating & Capital Budget	Ongoing	Additional materials being discussed at budget deliberations.
Preparation of 2019 Accounts Structure	January	New expenditure codes being promoted in financial system to enhance reporting to Council and departments.
Financial Systems Upgrades	Ongoing	Reporting framework for variance report to upcoming Finance Committee meeting for feedback.
Other Activities	Ongoing	Tax Sale preparation. 2018 Year-End undertakings. Completed compliance reporting on external grants and assisted on new funding applications. Reviewed external billing processes. Updating remittance processes related to Revenue Canada. Staff undertook training on year-end processes related to payroll and general accounting.

Respectfully,

Bill McKennan

Director of Finance

MONTHLY REPORT TO THE CAO

For the Month of December 2018

From: David Fehr
Director of Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Ice Bridge	Ongoing	Ice bridge open to 5 tonne capacity with flooding ongoing
Snow Removal	Ongoing	Snow removal is ongoing and quite busy
Airport Operations Manual	Ongoing	Creating a Operations Manual for the Fort Vermilion and La Crete Airports.

Projects	Timeline	Comments
Meander Pit CRBP	Ongoing	Moving forward with CRBP

Meeting Schedule

- December 03 – Budget Council
- December 05 – Manager’s Meeting
- December 06 – Team Meeting
- December 10 - Budget Council
- December 11 - Council Meeting
- December 12 - Budget Council

Respectfully,

David Fehr
Director of Operations

REPORT TO ASB

December 2018

From: Grant Smith
Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	2019	Roadside spraying is complete, except for spot spraying on Provincial Hwys. The County signed a service agreement with AT to spot spray patches. Spot spraying is complete.
ASB Summer Tour	July 10 th -13 th .	The 2018 ASB Summer Tour was hosted by Strathcona County. Highlights of the tour were a Hutterite Colony, Delaney Vet Clinic, Seed Cleaning Plant.
Weed Inspection	2019	Warning letters have been sent to 25 locations. We are currently developing a computer weed program for use in spring of 2019.
Roadside Mowing	2019	Roadside Mowing will be tendered in March 2019.
2018 Regional ASB Conference	October 30 th , 2018	The 2018 Regional ASB Conference was hosted by Clear Hills County. Agenda items included: Farm Energy, Solar update, CAP update, Antimicrobial Prescription Drugs, PC Beef and Forage. There was one resolution, sponsored by Clear Hills County: Wildlife Predator Compensation Program Enhancement. This resolution passed.
Wolf Bounty	2019	To date there have been 421 wolf carcasses tagged. See attached.
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	2019	All counties in the Peace Region that are participating in the program have submitted estimated 2019 numbers to Woodmere Nurseries. They will be replying with availability and numbers of species.
Water Pumping Program	2019	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. There were at total of 20 rentals in 2018.
VSI Program	November 09, 2018	The annual VSI AGM is scheduled for November 9 th in Peace River. 16 Municipalities participate in the program.

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	2018	Phase 1 and Phase 2 were completed in October, 2018. All culvert gates are locked.

Personnel Update:

Assistant Fieldman Landon Driedger resigned effective October 31 st . Dave Schellenberg has been hired to fill the position.

Other Comments:

--

Wolf Count by Area

WMU	Wolf Count	Trapline Number	Wolf Count	General Area	Wolf Count
528	10	251	1	Hay Bay	1
536	27	1203	6	West End Rd Rainbow	1
535	39	1533	3	First Wabasca River	1
534	38	1721	1	100 KM north of Rainbow	3
540	2	205	14	North of High Level	12
Total	116	582425	3	40 KM West of HL	1
Male	89	2923	2	Machesis Lake Area	4
Female	91	2722	2	Beaver Ranch Area	7
		1246	10	Fox Lake Reserve	1
		1796	1	South Tall Creee	1
		1418	2	Meander River	5
		1203	3	Rocky Lane Area	1
		2419	5	Town Of High Level	11
		1415	1	John Dor	3
		2273	10	8 Mile Corner	1
		1566	2	Chateh	1
		2309	3	SE 14-110-15-W5	2
		2505	1	Steen River	6
		2294	1	Ptarmigan Flats	1
		257	2	Heliport Road Area	3
		2915	5	Zama	5
		2314	1	Chinchaga River	2
		572714	2	Buffalo Head Prairie	1
		2395	3	Highway 88 Connector	5
		2402	12	SW 4-103-18-W5	1
		2291	1	3-103-18-W5	2
		1366	1	NW 8-106-10-W5	2
		2292	16	Fort Vermilion Area	2
		2807	6	Atlas Landing	1
		2299	5	Steep Hill Creek	1
		2505	3	Blue Hills Area	11
		241	1	NE 33-103-14-W5	2
		773	2	SE 24-107-12-W5	1
		1707	4	NE 26-108-13-W5	1
		1278	1	7-110-12-W5	1
		1707	1	NE 17-105-13-W5	1
		1375	1	SW 28-109-13-W5	1
		1403	6	NE 7-106-15-W5	1
		Total	144	16-18-116-3	1
				NE 8-111-19-W5	1
				SW 7-104-14-W5	1
				N 1/2 17-109-10-W5	2
				TWP 101-18	4
				E 1/2 32-109-12-W5	3
				SW 9-109-17-W5	1
				17-111-19-W5	1
				S 1/2 2-107-12-W5	4
				SE 6-109-10-W5	1
				NE 1-107-13-W5	1
				NW 4-106-12-W5	1
				SW 12-110-15-W5	1
				SW 33-108-16-W5	3
				25-101-18-W5	1
				3-104-14-W5	3
				33-104-18	4
				NE 26-108-12-W5	1
				NE 28-108-14-W5	1
				NE 11-113-21-W5	1

Total Wolves 421

MONTHLY REPORT TO THE CAO
 For the Month of December 2018
 From: Don Roberts
 Zama Operations

Program/Activity/Project	Timeline	Comments
Zama Road Maintenance Chateh Access Rd Maintenance Zama Public Works	Ongoing	<ul style="list-style-type: none"> • Bridge Repair was completed Dec 19th. • Zama grader operator is back to work. The grading of the Zama Road resumes as regular maintenance. • Christmas road maintenance was kept to a minimal. No public complaints.
OH&S	Ongoing	<ul style="list-style-type: none"> • Continue Monthly Safety Meetings. • Changes to the JH&SC may have to change to keep in line with new legislation. Submitted letter requesting variance. More information has been requested by OH&S Director. • Attended OH&S seminar in December and return with information. Information session to be set with Council.
Fire Smart	Ongoing	<ul style="list-style-type: none"> • FRIAA grant applications were approved Grant amounts. <ul style="list-style-type: none"> ○ Hutch Lake – \$152,800 ○ Zama - \$148,720 • Will be requesting three quotes from individual contractors in accordance with policy.
Zama Airstrip	Ongoing	<ul style="list-style-type: none"> • RFD to Council.
Zama Fire Department	Dec	<ul style="list-style-type: none"> • RFD to Council

Capital Projects

2019 Budget		<ul style="list-style-type: none"> • Waiting Budget deliberations
-------------	--	--

Attended Update:

Attended the following:

- Council/Managers Meetings
- Community Services
- OH&S Meetings
- Meeting with AA&F

Other Comments:

-

MONTHLY REPORT TO THE CAO

For the Month of December 2018

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

Meetings Attended in December 2018

Dec 3-5 - Attended the Alberta Emergency Management Summit Conference
Dec 7 - Attended First Nation Consultation Meeting with Paddle Prairie and Planning Department
Dec 10 - Council Budget Meeting
Dec 11 - Council Meeting
Dec 12 - Council Budget Meeting
Dec 14 - Waste Transfer Station Safety Meeting
Dec 24-31- Vacation

Fort Vermilion and La Crete Fire Department for December, 2018

Fire Calls

2 - Alarm Calls
8 - Fire Calls
11 - Medical Co Response Calls
11 - Motor Vehicle Incident Calls

Neil Simpson was appointed as the Fort Vermilion Fire Chief for a two year term effective December 11, 2018.

Peace Officer – December 2018

On December 27, 2018 we received approval from the Solicitor General's Office for the appointment of Robb Hartlen to the position of Peace Officer II. He signed his oath on January 3, 2019.

Bylaw Enforcement – December 2018

- Three dog concerns
- Continued patrols for dogs in La Crete, Fort Vermilion and Rocky Lane School.
- Removed one abandoned vehicle on 98st La Crete.

Communications

- Everything is business as usual and has been working fine.
- Site inspection was performed for the Buffalo Head Tower Site, the addition of another propane tank and the new power generator has worked out well.

Health and Safety

- Normal Operations
- Planning for an External Audit this spring

Waste

- Normal Operations
- Sarah Driedger was appointed as the WTS attendant for Blue Hills effective January 1, 2019.
- D & E Ventures was awarded the La Crete Residential Waste Pickup contract effective January 1, 2019.

Parks and Recreation

Emergency Operations

- All the residents in Buttertown have now moved into their homes. We will continue to assist them with their applications for DRP funding.
- Residents and the La Crete Ferry Campground Society are working with DRP to settle their claims.

Building Maintenance

- Repair overhead heater-Zama Water Treatment Plant
- Completed 1 DRP house repair, 2nd DRP house nearing completion
- Repair multiple lights- LC fire hall, lift station, raw water truck fill, Water Plant
- Assemble office furniture-LC office
- Install electric heater at the Buffalo Head Waste Transfer Station office
- Troubleshoot leaking boiler in Zama shop
- Numerous minor repairs- mount fire extinguishers, repair heaters, repair pressure washer, misc.

REPORT TO THE CAO

For the Month of December, 2018

From: Carol Gabriel
Director of Legislative & Support Services

Meetings Attended

- 2018-12-03 Budget Council Meeting
- 2018-12-06 Managers Meeting
- 2018-12-10 Budget Council Meeting
- 2018-12-11 Regular Council Meeting
- 2018-12-12 Budget Council Meeting
- 2018-12-13 Setup for County Christmas Banquet
- 2018-12-14 Setup, attend, and cleanup following the County Christmas Banquet
- 2018-12-17 Cannabis Open House Planning Meeting
- 2018-12-18 Subdivision & Development Appeal Board Hearing
- Various other individual or departmental meetings.

Council

- Preparing for various meetings of Council, correspondence, etc.
- Travel arrangements for various meetings and conferences.

Bylaws/Policies/Reports/Publications:

- Drug & Alcohol Policy – draft policy was reviewed by Council. Once policy has been amended with the changes discussed by Council it will be forwarded to the Union for review and comment prior to approval.
- Published the list of planning policies, in collaboration with the Planning Department, as required under the Municipal Government Act prior to the January 1st deadline. <http://www.mackenziecounty.com/planning-documents-and-policies>
- Assisting with the preparation for the Public Consumption of Cannabis open houses scheduled for January 14 & 15.

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.
- Working on AUPE negotiations file.
- HR attended a Career Fair hosted by the La Crete Public School on December 5, 2018.
- Working on application for Summer Temporary Employment Program (STEP) funding.
- All advertised positions have been filled.

Records Management:

- Ongoing requests for access to information.

Subdivision & Development Appeal Board:

- Appeal hearing was held on December 18, 2018 for a subdivision appeal.
- A development appeal has been received. The Hearing has been scheduled for January 17, 2019.
- Member at Large, John W Driedger, completed his mandatory training on December 12, 2018 in order to sit on the appeal board as legislated under the Municipal Government Act.

Events:

- Discussion will be required at the Tri-Council Meeting regarding the 2019 charity tournament in regards to date, event coordination and charities.
- Annual County Christmas Banquet & Long Service Awards was held on December 14th in Fort Vermilion.

Other:

- Weekly advertisements to the newspaper.
- Ongoing updates to the County's Social Media including the website, Facebook, etc.
- Ongoing form review and updating.
- Preparing for various meetings.
- Travel and meeting coordination.
- Assisting other departments as required.
- County offices were closed for the holidays on December 24 – 26. I worked with a skeleton crew at the office on December 27, 28, and the 31.

MONTHLY REPORT TO THE CAO

Month: December, 2018

From: Chelsea Doi, Municipal Intern

Meetings/Events

La Crete Public School Career Fair	2018-12-05
Land Stewardship Committee Meeting	2018-12-06
Cannabis Consumption Open House Planning Meeting	2018-12-17
Zama Site Visit	2018-12-18
Office Safety Meeting	2018-12-21
La Crete Public Consumption of Cannabis Open House	2018-01-14
Fort Vermilion Public Consumption of Cannabis Open House	2018-01-15

Training/Courses

Local Government Course for NACLAA Level I Certificate	Completed 2018-12-07
Incident Command System I-100	Completed 2018-12-03

Projects/Tasks

- Work in Operations Department from January 14th – 25th
- Draft Strategic Plan
- Draft TFA application for Wadlin Lake Wood Compound
- Prepare PowerPoint presentation for the Cannabis Consumption Open Houses
- Prepare Public Consumption of Cannabis Survey
- Work with the Peace Officer to review and edit Exhibit Handling Report
- Prepare display board for the La Crete Public School Career Fair
- Edit the Hutch Lake 10 Year Plan for Community Services Committee Meeting
- Prepare RFD for Community Services Committee Meeting



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	Bylaw 1105-18 Council Code of Conduct and Councillor Responsibilities

BACKGROUND / PROPOSAL:

A copy of the Council Code of Conduct Bylaw is attached for Council discussion.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

For discussion.

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

BYLAW NO 1105-18
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO ESTABLISH A CODE OF CONDUCT
FOR MEMBERS OF COUNCIL, COUNCIL COMMITTEES
AND OTHER BODIES ESTABLISHED BY COUNCIL

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

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

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

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

1. SHORT TITLE

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

2. PURPOSE AND APPLICATION

2.1 The citizens of Mackenzie County expect high standards of conduct from their municipal government officials. The quality of Mackenzie County’s public administration and governance, as well as its reputation and integrity, depend on the highest standards of conduct from its elected representatives

2.2 Ethics and integrity are at the core of public confidence in municipal government. The purpose of this Code of Conduct is to provide standards for Members of Council relating to their roles and obligations, and a procedure for the investigation and enforcement of those standards.

2.3 The interpretation of the Code of Conduct will be at the discretion of Council.

2.4 At no time is it the intent of this Bylaw to create undue strictness of adherence to cause intimidation or limit participation.

- 2.5 Council Members shall at all times conduct themselves and commit to ethical, businesslike, and lawful conduct, including the appropriate use of authority vested in them and appropriate decorum when acting as a Council Member.
- 2.6 The Code of Conduct is to:
- a. Set out clear expectations on the behaviour of Council Members;
 - b. To provide information to the public as to the behaviour they can expect from their Council;
 - c. To provide guidance to Members of Council in the conduct of their duties as elected officials; and
 - d. To provide a mechanism for responding to alleged breaches of this Code of Conduct.
- 2.7 The key statements of principle that underline the Code of Conduct are as follows:
- a. Members of Council shall serve and be seen to serve their rate payers in a conscientious and diligent manner;
 - b. Members of Council shall be committed to performing their functions with integrity and recognizing the influence they wield as a Council Member and avoiding the abuse of that influence;
 - c. Members of Council are expected to perform their duties in office in a manner that promotes public confidence and will bear close public scrutiny; and
 - d. Members of Council shall seek to be stewards of public interest by upholding both the letter and the spirit of the laws of the Federal Parliament and Alberta Legislature, and the laws and policies adopted by County Council.
 - e. Members of Council shall not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability;
 - f. Members of Council shall not harass any person.
- 2.8 Council Members will treat fellow Council Members, County staff, residents, visitors and all other parties which they interact with in the process of carrying out their duties with respect, professionalism and dignity.
- 2.9 Council Members who breach this Bylaw shall be subject to sanctions as specified herein.

3. DEFINITIONS

- 3.1 In this Bylaw, words have the meanings set out unless the context otherwise requires:
- a. “Administration” means the employees of Mackenzie County;
 - b. “CAO” means Chief Administrative Officer;
 - c. “Chief Elected Official” means the person elected or appointed as Reeve under the *Municipal Government Act*;
 - d. “Committee” means a Council Committee, Board, Commission or other body established by Council under the *Municipal Government Act*;
 - e. “Confidential Information” includes but is not limited to:
 - i. In the possession of the County that the County is either prohibited from disclosing, is required to refuse to disclose or exercises its discretion to refuse to disclose under the FOIP Act or other legislation;
 - ii. Concerning matters that have been discussed in an “in-camera” meeting pursuant to the MGA, but not yet made public.
 - f. “Council” means the Reeve and Council Members duly elected in Mackenzie County and who continue to hold office;
 - g. “Council Member” means a Member duly elected as a Council Member under the *Local Authorities Election Act* to represent a ward of Mackenzie County who continues to hold office;
 - h. “County” means the geographic area contained within the boundaries of the municipality of Mackenzie County;
 - i. “FOIP” means *Freedom of Information and Protection of Privacy Act*;
 - j. “In-Camera” means a portion of the Meeting which is closed to the public in accordance with the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*;
 - k. “Harassment” means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. Every person has the right to respect equality and the right to an environment that is safe and free from harassment and discrimination;
 - l. “Member” means a Member of Council duly elected and continuing to hold office, or a Member of a Committee duly appointed by Council;
 - m. “Municipal Government Act” means *Municipal Government Act, RSA 2000, c. M-26* and amendments thereto, also known as the MGA;
 - n. “Reeve” is the Council Member appointed by Council, pursuant to the *Municipal Government Act* to act as the Chief Elected Official;
 - o. “Relative” means the Council Members spouse or adult interdependent partner, the Council Members children, the parents of the Councillor and the parents of

- the Council Member's spouse or adult interdependent partner and shall include any others who are reasonably perceived by Council, staff or the rate payer to be family and includes cousins, uncles aunts, brothers, sisters, sons- or daughters-in-law;
- p. "Spouse" means the husband or wife of a married person or interdependent partner but does not include a spouse who is living separate and apart from the person if the person and spouse have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by a court order;
 - q. "The County" means the municipal corporation of Mackenzie County having jurisdiction under the *Municipal Government Act* and other applicable legislation.

PART TWO – ACCOUNTABILITY AND PRINCIPLES

4. ACCOUNTABILITY AND PRINCIPLES

4.1 Council Members shall:

- a. Govern their conduct in accordance with the requirements and obligations set out in the MGA;
- b. Commit to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as Council Members;
- c. Council Members shall not take action beyond the powers granted by the MGA without having the necessary authority from Council to do so;
- d. Represent the best interests of the County;
- e. Participate when appointed as a member of committees or boards and to inform Council as a whole of the activities of that committee or board;
- f. Avoid conflict of interest, by refraining from self-dealing or any conduct of private business or personal services between any Council Members and the County, except as provided by the MGA;
- g. Disclose pecuniary interests as outlined in the MGA;
- h. Disclose their affiliations or interest with an organization that may affect their decision making on matters before Council regarding that organization;
- i. Debate in a manner that is respectful, considerate and healthy and will be limited to the topic that is directly related to the motion on the table;
- j. Shall take all points of view into account when making decisions;
- k. Will, when interacting with the public and the media, support decisions of Council by way of motions in a positive holistic manner;

- l. Acknowledge that official information related to decisions and resolutions made by Council will normally be communicated to the public and the media by the Reeve as the Chief Elected Officer or the CAO;
- m. Have the option to respectfully disagree with other Members of Council;
- n. When expressing their personal opinion or position shall explicitly state that those opinions do not represent the Council or the County;
- o. Preserve the integrity and impartiality of Council;
- p. Direct comments or opinions regarding County staff to the CAO;
- q. Avoid public comments regarding County staff/CAO and their performance;
- r. Think independently and refrain from forming allegiances or factions within Council.

PART THREE – STATUTORY REGULATIONS

5. STATUTORY PROVISIONS REGULATING THE CODE OF CONDUCT

- 5.1 This Code of Conduct operates along with and as a supplement to the existing statutes governing the conduct of Council Members. The following Provincial legislation governs the conduct of Members of Council:
 - a. The *Municipal Government Act* and amendments thereto;
 - b. The *Alberta Freedom of Information and Protection of Privacy Act* and amendments thereto;
 - c. The *Local Authorities Election Act* and amendments thereto; and
 - d. Other Provincial or Federal Legislation as it applies.

6. STATUTORY OFFENCES WITH PENALTIES

- 6.1 Part 5 Division 6 of the *Municipal Government Act* governs the disqualification of Council Members of a municipality.
- 6.2 Sections 22-23 of the *Local Authorities Election Act* governs the ineligibility to be nominate.

7. STATUTORY DUTIES OF COUNCIL MEMBERS AND THE REEVE

- 7.1 Part 5 Division 3 of the *Municipal Government Act* governs the duties of Council Members and the Chief Elected Official of a municipality.

PART FOUR – CONFIDENTIAL INFORMATION

8. CONFIDENTIAL INFORMATION

- 8.1 In addition to the statutory duties set out in the MGA and FOIP Act, Council Members shall:
- a. Refrain from disclosing or releasing by any means to any member of the public or the media, any confidential information acquired by virtue of their office in either oral, written or electronic form, except when required by law or authorized by Council to do so;
 - b. Refrain from use of confidential information for personal or private gain, or for the gain of relatives or any person or corporation; and
 - c. Refrain from accessing or attempting to gain access to confidential information in the custody of the County unless it is necessary for the performance of their duties and not prohibited by Council policy, bylaw or prevailing legislation.
- 8.2 Particular care should be exercised in ensuring confidentiality of the following:
- a. Information relating to the security of the property of the organization;
 - b. Personal matters about an identifiable individual, including municipal employees;
 - c. A proposed or pending acquisition or disposition of land by the municipality;
 - d. Labour relations or employee negotiations;
 - e. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality;
 - f. Advice that is subject to solicitor-client privilege, including communication necessary for that purpose;
 - g. Sources of complaints where the identity of the complainant is given in confidence;
 - h. Information about suppliers provided for evaluation which is of a proprietary nature or might be useful to other suppliers;
 - i. Any information in relation to a tender that has or will be issued but that has not been awarded; and
 - j. Schedules of prices in contract tenders.

PART FIVE – GIFTS AND BENEFITS

9. GIFTS AND BENEFITS

- 9.1 No Member of Council shall accept a fee, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties of office, unless permitted by the exceptions listed below. For these purposes, a fee or gift of benefit that is paid to or provided with the Council Member's knowledge to the Council Member's spouse, partner, child or parent that is connected directly or indirectly to the performance of the Council Member's duties is deemed to be a gift to that Council Member.
- 9.2 The following are recognized as exceptions:
- a. Such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the gift or benefit does not exceed \$350.00;
 - b. A suitable memento from a function honouring a Council Member;
 - c. Food, lodging, transportation, event tickets or entertainment provided by provincial, regional and local governments, by the Federal government, foreign government or by the conference, seminar or event organizer where the member is either speaking or attending in an official capacity; and
 - d. Food and beverages consumed at banquets, receptions, business lunches or similar events, if attendance serves a legitimate business purpose, the person extending the invitation or a representative of the organization is in attendance, and the value is reasonable and the invitations infrequent.

PART SIX – MUNICIPAL ELECTIONS

10. ACTIONS DURING MUNICIPAL ELECTION PERIODS

- 10.1 No member of Council shall use the facilities, equipment, supplies, services or other resources of the County (including County newsletters, the County's website and websites linked through the County's website) for any election campaign-related activities.
- 10.2 Any campaign-related activities that occur in County buildings or any municipal facility must take place in a location that is normally available for rental to the public and which has been arranged through the normal rental process.
- 10.3 No Council Member shall use the services of municipal staff for election-related purposes during hours in which those municipal staff members receive any compensation from the County.

- 10.4 For greater clarity and to ensure that Members of Council do not receive any undue benefit by virtue of being an incumbent, during the period Nomination Day and the date of the election, Council members shall:
- a. Refrain from using County postage or other resources for mass mailings of any kind;
 - b. Refrain from referring to themselves in campaign advertisements as “Councillor X”;
 - c. Refrain from organizing activities such as formal openings of facilities or public spaces or similar events; and
 - d. Strictly adhere to all of the rules that govern candidates in local elections as defined in the Local Authorities Election Act or any other legislation as it relates.

PART SEVEN – LEAVE OF ABSENCE

11. LEAVE OF ABSENCE

- 11.1 Occasionally a Council Member will take a leave of absence in order to run for elected office of another level of government. During the period of the leave the Council Member:
- a. Will not receive any confidential agendas, communications or documents from the County;
 - b. Will receive copies of all public information;
 - c. Will not be required to return their County-issued material or electronic devices during the period of the unpaid leave, but will not use if for any non-municipal purpose; and
 - d. Will not be reimbursed for any mileage or telephone or similar expenses.

PART EIGHT – COMPLIANCE

12. COMPLIANCE

- 12.1 All Council Members shall cooperate in any investigation made pursuant to this Section.
- 12.2 All Council motions on offences and penalties will be resolved with two-thirds (2/3) majority vote of the total number of Councillors, excluding the offending Council Member.

13. STATUTORY OFFENCES WITH PENALTIES

- 13.1 A complaint under this Section of the Code of Conduct must be in writing and must be made either:
- a. By a Member of Council; or
 - b. By the CAO except where the matter relates to Part 5, Division 6 of the *Municipal Government Act* (Pecuniary Interest of Councillors).
- 13.2 Such complaints will relate to alleged breaches of statutory provisions.
- 13.2 The CAO shall forward all complaints, including the name of the complainant, to all Council Members (“in confidence”), including the Council Member(s) about whom the complaint is made.
- 13.3 The Council Member who is subject of complaint is to provide a written response to complaint, to be provided to Council.
- 13.4 Upon receipt of a complaint under this Section of the Code of Conduct, Council shall meet, “in-camera”, excluding the member of Council concerned, review the Complaint and written response of the Council Member, and decide whether to proceed to investigate the complaint or not. Council, in its sole discretion, may decide to take no action on the complaint. The Council Member(s) concerned shall be notified of the Council decision.
- 13.5 If Council decides to investigate the complaint, it shall take such steps as it may consider appropriate, which may include hiring an independent investigator, seeking legal advice, etc. All proceedings of Council regarding the investigation shall be “in-camera”.
- 13.6 If Council believes, following the investigation, that the Council Member(s) concerned may have breached the statutory regulations, it shall advise the Council Member(s) of this, and give them an opportunity to make oral or written submissions to Council.
- 13.7 If Council concludes that the Council Member(s) concerned has breached the statutory regulations, it may, in its sole discretion, decide to advise the Council Member(s) concerned of its conclusion and approve moving forward with the appropriate proceedings pursuant to the *Municipal Government Act*.
- 13.8 The Municipal Government Act provides that a member who is disqualified must resign immediately. If the Council Member(s) does not resign as required, the Council or an elector may apply to a judge of the court for:

- a. An order determining whether the person was never qualified to be or has ceased to be qualified to remain a Member of Council; or
- b. An order declaring the person to be disqualified from Council.

13.9 Should the Council Member(s) concerned not resign immediately, Council may, in its sole discretion, take the appropriate proceedings pursuant to the Municipal Government Act be commenced against the Council Member(s) who is subject of complaint.

14. BREACH OF CONFIDENTIALITY REGARDING THE CONFIDENTIAL INFORMATION SECTION OF THIS BYLAW

14.1 Where a Council Member(s) or member(s) of the County's Senior Administration has a reason to believe that a breach of confidentiality has occurred, the facts, as they are known, shall be reported in writing to the CAO ("in confidence") including the name of the complainant. The CAO shall forward all complaint reports including the name of the complainant, to all Council Members including the Council Member(s) about whom the complaint is made.

14.2 The Council Member who is subject of complaint is to provide a written response to complaint, to be provided to Council.

14.3 If Council decides to investigate the complaint, it shall appoint an independent investigator to conduct the investigation. All proceedings of Council regarding the investigation shall be "in-camera".

14.4 Upon receipt of the report of the independent investigator, Council shall meet to consider the matter "in-camera". If one or more Council Member(s) are named in the investigative report as being potentially responsible for the breach of confidentiality, that Council Member(s) shall be excluded from the meeting.

14.5 If Council concludes that the Council Member(s) names are responsible for a breach of confidentiality, it may, in its sole discretion, decide that sanctions be imposed. The Council Member(s) concerned shall be advised of Council's conclusion and decisions.

15. ALL OTHER BREACHES OF THIS BYLAW

15.1 A complaint under this Section must be in writing and must be made either:

- a. By Council Members; or
- b. By the CAO; or
- c. By municipal employees; or
- d. By the public.

- 15.2 The CAO shall forward all complaints to Council “in confidence” including the Council Member(s) about whom the complaint is made.
- 15.3 The Council Member who is subject of complaint is to provide a written response to complaint, to be provided to Council.
- 15.4 Upon receipt of a complaint under this Section, Council shall meet “in-camera” excluding the Council Member(s) concerned, and decide whether to proceed to investigate the complaint or not. Council, in its sole discretion, may decide to take no action on the complaint. The Council Member(s) concerned shall be notified of Council’s decision.
- 15.5 The Council Member who is subject of complaint is to provide a written response to complaint, to be provided to Council.
- 15.6 If Council decides to investigate the complaint, it shall appoint an independent investigator to conduct the investigation. All proceedings of Council regarding the investigation shall be “in-camera”.
- 15.7 If, after receipt of the report of the independent investigator, Council believes that the Council Member(s) concerned may have breached a provision of this Bylaw, it shall advise the Member(s) of this, and give them an opportunity to make oral or written submission to Council.
- 15.8 If Council concludes that the Council Member(s) concerned has breached a provision of this Bylaw, it may, in its sole discretion, decide the sanctions to be imposed. The Council Member(s) concerned shall be advised by Council of their conclusion and decision.

PART NINE – SANCTIONS

16. SANCTIONS

- 16.1 If Council determines that a complaint reviewed under this Bylaw is valid then Council, by resolution, may impose one or more of the following sanctions against the offending Councillor:
 - a. Written apology from the offender;
 - b. Verbal reprimand to be provided by the Reeve or Deputy Reeve if the Reeve is the offender;
 - c. Written censure to be provided by the Reeve or Deputy Reeve if the Reeve is the offender;
 - d. Termination or suspension to a defined date of the Council Member’s appointment to one or more committees or boards;

- e. Restriction of access to municipal owned buildings except for Council or Committee meetings;
- f. Restriction of access to electronic devices provided by the County;
- g. Request for an inquiry under Part 14 of the *Municipal Government Act*;
- h. Initiation of legal action under Part 5 Division 8 of the *Municipal Government Act*;
- i. Other measures as determined by Council in order to restore the accountability of Council.

16.2 Any costs or inconveniences, legal or otherwise from a breach or sanction imposed are solely at the cost of the offending Council Member.

17. COMPLAINT PROCESS

17.1 Council Members, CAO, municipal employees or the public that have:

- a. Identified or witnessed any prohibited activity by a Council Member which is prohibited under this Code of Conduct or is a contravention of Legislation or Procedural Bylaw; or
- b. Witnessed or been subject to discriminatory treatment by a Council Member contrary to this Code of Conduct or prevailing legislation; or
- c. Witnessed or been subject to harassment by a Council member contrary to this Code of Conduct or prevailing legislation;

17.2 May address the prohibited conduct or activity as set out in Schedule “A” and “B” of this Bylaw.

17.3 Any complaint or disclosure of alleged prohibited conduct or activity that is reported by a County employee and is identified by the CAO to be knowingly false or vexatious will be reprimanded through policies and procedures in place by County Human Resources that can be up to and including termination of employment, and, a formal apology from the complainant to the alleged offending Council member as the CAO deems appropriate.

17.4 Any complaint or disclosure of alleged prohibited conduct or activity that is reported by a Council Member and is identified by the Reeve or the CAO to be knowingly false or vexatious will be reprimanded by Council by means of sanctions listed in the Code of Conduct as Council deems appropriate and a formal apology from the complainant to the alleged offending Council Member as Council deems appropriate.

18. RESPONSIBILITIES OF COUNCIL

- 18.1 If any Council Member becomes aware of breach of this Code of Conduct by, or an allegation of breach of this Code of Conduct against, any other Council Member, it is the Council Member's responsibility to report the breach of this Code of Conduct or the allegation to the Reeve or CAO.
- 18.2 It is the responsibility of the Reeve and CAO to ensure implementation of this Bylaw with all Members of Council and Council Committees.
- 18.3 Members of Council shall not assume that any unethical activity or activity that is not in the best interest of the County, not covered by or specifically prohibited by this Code of Conduct, or any legislation, are therefore condoned.

19. DISPUTE RESOLUTION

- 19.1 Council Members will work to resolve conflict between one another, using one or more of the options as outlined in Schedule "C".

20. PROCEDURAL BYLAW

- 20.1 Council Members shall adhere to the Procedural Bylaw and failure to do so may be addressed under this Code of Conduct as Council deems necessary.

21. AUTHORITY

- 21.1 Council will have the authority to amend the Code of Conduct from time to time to keep current, enforceable and compliant with statutes and legislation in the Province of Alberta.

22. EFFECTIVE DATE

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

READ a first time this 27th day of June, 2018.

READ a second time this 27th day of June, 2018.

READ a third time and finally passed this 27th day of June, 2018.

(original signed)

Peter F. Braun
Reeve

(original signed)

Len Racher
Chief Administrative Officer

SCHEDULE "A"
COMPLAINT PROCESS FOR
MUNICIPAL EMPLOYEES AND PUBLIC

Municipal staff and the public are encouraged to utilize the County's internal procedures to resolve complaints but may at any time contact the Human Resources Commission or the RCMP depending on the nature of the complaint.

Complaints made by municipal employees of discrimination or harassment by a Council Member;

- a. Shall be made in writing, dated and signed by the person making it; and
- b. Shall contain all of the facts available at the time it is made, including how the complainant became aware of the alleged discrimination or harassment, the nature of the alleged discrimination or harassment, names of witnesses, and the date, time and location of the alleged breach of this Code of Conduct; and
- c. The written allegation of breach of this Code of Conduct must be delivered, or directed to the CAO in a confidential manner; and
- d. Where a municipal employee makes a complaint of harassment or discriminatory treatment by a Council Member, the Council Member may participate in the resolution and or mediation processes under the General Safety Policy – Harassment/Violence Directive No. 0.05, and the *Occupational Health and Safety Act and Code* and *Alberta Human Rights Act*; or
- e. If the Council Member does not participate in these processes or if the complaint is not resolved through these processes, the complainant may lodge a complaint to the Alberta Human Rights Commission.

Other allegations of breach of this Code of Conduct may follow these subsequent steps;

- a. Shall be made in writing, dated and signed by the person making it; and
- b. Shall contain all of the facts available at the time it is made, including how the complainant became aware of the alleged breach of this Code of Conduct, the nature of the alleged breach of this Code of Conduct, names and witnesses, and the date, time and location of the alleged breach of this Code of Conduct; and
- c. The written allegation of breach of this Code of Conduct must be delivered, or directed to the CAO in a confidential manner.

A complainant may contact the RCMP with respect to an investigation under s. 122 of the *Criminal Code of Canada*, where the allegation is that a Council Member, in a matter connected to the duties of office allegedly commits fraud or a breach of trust; or

A complainant may contact the RCMP with respect to an investigation under s. 123 of the *Criminal Code of Canada*, where the allegation is that a Council Member, in a matter connected to the duties of office, demands, accepts, offers or agrees to accept from any person, a loan, reward, advantage or benefit of any kind; or

A complainant may advise the Council Member verbally or in writing that the alleged activity contravenes this Bylaw and encourage the Council Member to stop the alleged prohibited activity. A complainant should keep written record of the incidents including dates, times, locations, other persons present, and any other relevant information.

Notwithstanding these procedures, any municipal employee or member of the public may make an allegation of breach of this Code of Conduct against a Council Member(s) directly to the Human Rights Commission, the RCMP, Municipal Affairs or the Court of Queen's Bench.

**SCHEDULE “B”
COMPLAINT PROCESS FOR
COUNCIL MEMBERS AND THE CHIEF ADMINISTRATIVE OFFICER**

Municipal Council or the CAO are encourage to utilize the County’s internal procedures to resolve complaints but may at any time contact the Human Rights Commission, RCMP or Municipal Affairs depending on the nature of the complaint or allegation.

In the interest of fairness to all concerned parties, the following procedures are to be followed in reporting of allegations of breach of this Code of Conduct;

- a. An allegation must be made in writing, dated and signed by the person making it; and
- b. An allegation must contain all of the facts available at the time it is made, including how the Council Member or CAO became aware of the alleged breach of this Code of Conduct, the nature of the alleged breach of this Code of Conduct, names and witnesses, and the date, time and location of the alleged breach of this Code of Conduct; and
- c. The written allegation of breach of this Code of Conduct must be delivered, or directed to the Reeve or the CAO of the County in a confidential manner; and
- d. If the allegation of breach of this Code of Conduct is against the Reeve of the County, it is to be delivered or directed to the Deputy Reeve or CAO of the County.

Within thirty (30) days, the Reeve, or Deputy Reeve as the case may be, shall deal with the allegation at a Council meeting as an “in-camera” item.

A complainant may contact the RCMP with respect to an investigation under s. 122 of the *Criminal Code of Canada*, where the allegation is that a Council Member, in a matter connected to the duties of office allegedly commits fraud or a breach of trust.

A complainant may contact the RCMP with respect to an investigation under s. 123 of the *Criminal Code of Canada*, where the allegation is that a Council Member, in a matter connected to the duties of office, demands, accepts, offers or agrees to accept from any person, a loan, reward, advantage or benefit of any kind.

**SCHEDULE “C”
DISPUTE RESOLUTION PROCESS**

Council Members will establish and model respectful workplace where they will not speak disrespectfully about the organization, staff or other Members of Council.

Council Members will work to resolve conflict between one another using one or more of the following options:

- a. Council Members may first attempt to speak directly with the Council Member with whom they perceive to have a conflict/issue; or
- b. Council Members may seek assistance from the Reeve or Deputy Reeve or CAO as appropriate. The Reeve or Deputy Reeve or CAO may hold a meeting with those parties directly involved in the conflict/issue to seek resolution; or
- c. As a last option, Council Members may document and submit the issue for discussion with the whole of Council. Council shall consider the facts surrounding the conflict/issue, discuss the findings and make recommendations in an “in-camera” meeting of Council. If required, a formal motion on the recommendations/decision can be made on the conflict/issue after coming “out of camera”.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2019
Presented By:	Carol Gabriel, Director of Legislative Services
Title:	Appointment of Member at Large – Subdivision & Development Appeal Board

BACKGROUND / PROPOSAL:

Mackenzie County Council appoints Members at Large annually at the Organizational Meeting. Currently three (3) Members at Large are appointed to the Subdivision & Development Appeal Board (SDAB). The municipality’s SDAB Bylaw allows for a membership of five (5) Members at Large.

Due to the lack of member availability for the next hearing scheduled for January 17, 2019 administration is recommending that John W. Driedger be appointed to the Subdivision & Development Appeal Board.

John W. Driedger is currently appointed to the Inter-municipal Subdivision & Development Appeal Board and completed the mandatory training in December 2018 as required by the Municipal Government Act.

OPTIONS & BENEFITS:

Appointment is required to fulfill the membership required to conduct the upcoming hearing.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

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

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Bylaw 1096-18 Subdivision & Development Appeal Board

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That John W. Driedger be appointed to the Subdivision & Development Appeal Board for a three year term ending October 2021.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	Tri-Council Meeting

BACKGROUND / PROPOSAL:

The Tri-Council meeting scheduled for Wednesday, November 7, 2018 was cancelled. The next meeting is scheduled for February 6, 2019. A copy of the agenda prepared for the November meeting is attached for review and discussion. The CAO Secretariat will be meeting in the next couple of weeks to discuss the February agenda.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Tri-Council and CAO Secretariat Governance Protocol

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

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

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



**TRI-COUNCIL MEETING
MACKENZIE COUNTY, TOWN OF HIGH LEVEL,
AND TOWN OF RAINBOW LAKE**

November 7, 2018
5:30 p.m.

Council Chambers – Town of High Level

1.	Call to Order	1
2.	Adoption of Agenda	1
3.	Adoption of Minutes	
3.1	August 1, 2018 Tri-Council Meeting Minutes	3
4.	Business Arising	
4.1		
5.	Delegations	
5.1	CN Rail - Tom Smith Manager, Alberta, Public Affairs Corporate Services	
6.	Old Business	
6.1		
7.	New Business	
7.1	Joint Subdivision Appeal Board	
7.2	Joint Assessment Appeal Board	
7.3	Charity Golf Tournament (MC)	
7.4	Host Blanket Exercise on Indigenous History and Culture	8
7.5	Emergency Management Regional Committee - Set a date to start meetings	
7.6	Boreal Housing Foundation – Update (HL/MC/RL)	



Tri-Council Meeting Agenda
May 3, 2017

7.7 Northwest Species at Risk Committee – Update
(HL/MC/RL)

8. Correspondence

8.1

9. Next Meeting Dates & Host

9.1 Wednesday, February 6, 2019
Host – Town of High Level

9.2 Wednesday, May 1, 2019
Host – Mackenzie County

10. Adjournment





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2019
Presented By:	Chelsea Doi, Municipal Intern
Title:	Public Consumption of Cannabis Survey – Draft

BACKGROUND / PROPOSAL:

Prior to second reading of Bylaw 1124-18 being the Cannabis Consumption Bylaw, Mackenzie County is hosting open houses in La Crete and Fort Vermilion on January 14th and 15th respectively as per Council’s request. As per Mackenzie County’s Public Participation Policy, consultation is necessary when a decision will affect the lifestyle of citizens. To allow for ratepayers’ input regarding the public consumption of cannabis, it is recommended that an online survey be made available at some point between the open houses and the second reading of the Cannabis Consumption Bylaw.

OPTIONS & BENEFITS:

Online surveys allow for anonymity and therefore a likely higher chance of participation and honesty. Ratepayers that are unable to attend the open houses for whatever reason will still have the chance to participate.

COSTS & SOURCE OF FUNDING:

Costs associated with public participation will be funded through the operating budget.

SUSTAINABILITY PLAN:

Public participation is not specifically mentioned in the Sustainability Plan; however, the overall focus of the Plan is to develop strategies to strengthen relations between communities that will strengthen the County’s capacity to make its decisions and to move forward with its initiatives.

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

COMMUNICATION / PUBLIC PARTICIPATION:

As per the Public Participation Policy, open houses and surveys are tools of consultation with the public.

POLICY REFERENCES:

Policy ADM056 Public Participation

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Public Consumption of Cannabis Survey be received for information.

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

Mackenzie County

Public Consumption of Cannabis Open House

Please answer all of the questions in the survey, reading each question or statement carefully and selecting the response that best represents your point of view. While some of these questions may or may not be applicable to you, please base your responses on information you may have heard, seen, or read and your overall views.

Cannabis refers to products made from the leaves and flowers of the cannabis plant. You may have also heard it called marijuana or pot. Cannabis can be smoked, used with a vaporizer (vaping), or added to food or drinks. To help identify future needs for information and services, Mackenzie County would like to understand your overall opinion of cannabis legalization and the potential impact on the community.

1. Which of the following do you represent? Please select the responses that best apply:

- Resident of Mackenzie County
- Business owner or Manager
- Municipal employee (i.e., employed by Mackenzie County)
- Not-for-profit or charitable organization
- A community association or committee

2. How concerned are you with each of the following aspects of cannabis legalization?

	1 Not at all concerned	2	3	4	5 Very concerned
Educational information regarding the effects of cannabis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Education for youth and families	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Where you can consume cannabis in the County	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Services for counseling available in the County	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Impaired driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cannabis-related crime	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Workplace safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Business opportunities related to cannabis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The Government of Alberta has stated that the smoking and vaping of cannabis in public will be restricted to spaces where tobacco smoking is also prohibited. The County could decide to allow smoking of cannabis where smoking of tobacco is allowed, or to ban it in public altogether.

Mackenzie County will be responsible for enforcing smoking and vaping of cannabis in public. This would likely be done by issuing warnings and tickets to individuals who are smoking and vaping in public where they are not allowed to.

3. How strongly do you agree or disagree with the following statements?

- a.) Adults should be able to smoke and vape cannabis in the same places you can smoke tobacco.

Strongly agree Agree Neutral Disagree Strongly disagree

- b.) Smoking and vaping cannabis should be banned in all public places.

Strongly agree Agree Neutral Disagree Strongly disagree

4. Please select from the following list any places you feel are acceptable for people to smoke and vape cannabis (check all that apply):

- On their front porch or balcony (condominium)
- At an outdoor festival or event (e.g., rodeo)
- While walking down the street
- In a public park
- On a restaurant or bar patio
- Campground and/or campsites
- Any outdoor public space

5. Please select from the following list any places you feel are not acceptable for people to smoke and vape cannabis (check all that apply):

- On their front porch or balcony (condominium)
- At an outdoor festival or event (e.g., rodeo)
- While walking down the street
- In a public park
- On a restaurant or bar patio
- Campground and/or campsites
- Any outdoor public space

6. How should Mackenzie County approach cannabis use at outdoor events?

- Cannabis use should only be allowed in designated areas at these events
- Cannabis use should be allowed anywhere at these events
- Cannabis use should be banned entirely at these events

7. Should smoking medical cannabis be treated the same as smoking recreational cannabis?

- Yes, smoking medical cannabis should be treated the same
- No, smoking medical cannabis should be treated differently (please specify):

8. How concerned are you regarding the following issues of cannabis consumption?

	1 Not at all concerned	2	3 Neutral/ Unsure	4	5 Very concerned
Secondhand smoke from smoking cannabis in public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Odours from smoking cannabis in public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public smoking and vaping of cannabis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. How important is it to you that the County has the resources to enforce smoking cannabis in public? This could mean hiring additional enforcement officers.

Very important	Not at all important
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

10. How strongly would you support or oppose a tax increase to accommodate additional enforcement?

Strongly support	Somewhat support	Neutral/Unsure	Somewhat oppose	Strongly oppose
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Venues specific for consuming cannabis are not permitted; however, the Government of Alberta has the authority to permit these types of establishments in the future.

11. How strongly would you support or oppose venues which allow for smoking or vaping of cannabis in Mackenzie County?

Strongly support	Somewhat support	Neutral/Unsure	Somewhat oppose	Strongly oppose
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. Do you agree or disagree that legalizing cannabis and having legitimate business related to cannabis will be positive for Mackenzie County's economy?

Strongly agree

Agree

Neutral

Disagree

Strongly disagree

13. Are you interested in starting a cannabis related business?

- Yes
- No
- Maybe
- Prefer not to say

14. Where do you reside in Mackenzie County?

- La Crete
- Rural La Crete
- Fort Vermilion
- Rural Fort Vermilion
- Rocky Lane
- Rural High Level
- Zama

15. Do you have any final comments, suggestions, or concerns for Mackenzie County regarding the topics in this survey? If so, please specify:



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2019
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Economic Development for Elected Officials Course

BACKGROUND / PROPOSAL:

The Economic Developers of Alberta is offering an Economic Development for Elected Officials training course as post conference training after the Growing the North Conference on February 22, 2019 in Grande Prairie.

Councillor Cardinal has expressed interest in attending the course. A motion of Council is required for his attendance.

Post Conference Training

Following the conclusion of Growing the North (February 20-21, 2019), the **County of Grande Prairie** is pleased to offer two additional training opportunities for Elected Officials and Economic Development Practitioners:

Foreign Direct Investment (FDI) Training Masterclass

Limited seats. Cut off - February 14th at noon

Friday, February 22, 2019

8:30 a.m. - 4:15 p.m.

Cost: \$250/person for EDA Members*

\$300/person for Non-Members*

(*includes refreshments and lunch)

Presented by:

Andrew Clutz

Guillermo Mazier

Laura Martin

To register and for more information, please visit:

www.edaalberta.ca/event-3146915

Economic Development for Elected Officials

Limited seats. Cut off - February 14th at noon

Friday, February 22, 2019

9:00 a.m. - 4:00 p.m.

Cost: \$100/per person*

(includes refreshments and lunch)

Presented by:

Mark Morrisey

To register and for more information, please contact Hetti Huls

by email at: hhuls@countygp.ab.ca.

All post-conference training sessions will be facilitated by

Economic Developers of Alberta at the TARA Centre at

Evergreen Park.

Post Conference Accommodations - Please click on the **Hospitality** tab at the top of this page.

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

Operating Budget
Registration Fee - \$100
Additional night accommodation following the Growing the North Conference.

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Councillor Cardinal be authorized to attend the Economic Development for Elected Officials training course on February 22, 2019 in Grande Prairie, AB.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2019
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Caribou Update

BACKGROUND / PROPOSAL:

See attached caribou update as of January 8, 2019.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the Caribou update be received for information.

Author: _____ Reviewed by: _____ CAO: _____

Caribou update as of January 8, 2019:

Even when proceedings seem slow on the caribou front, there is still fundamental discussions and occurrences taking place. The federal government (ECCC) released a status update report on December 21st. On December 13th, I attended a meeting with the Tolko stewardship table. I continue to have regular communications with a variety of people in the public and private sectors, which ranges from local trappers to senior policy advisors. In an effort to understand local context, political pressures, local and political expectations, expected outcomes, etc.

I have been informed that the next six months will be a prominent time in Alberta concerning caribou recovery. Due to the requirements of SARA, which requires a progress update every six months; the ECCC can only publish one or two more status updates before a provincial plan needs to be finalized.

A provincial election is also projected to occur within the next six months. It is coincidental that the upcoming provincial election and the ECCC report timeline are so closely aligned. These circumstances will provide various opportunities and threats, many of which will likely only be applicable for the next few months.

Senior provincial officials have advised me that Mackenzie County needs to submit a proposal to the government. We were advised early on in our caribou battle that if we defined a 'win' as being no new parks in our region then we would not be successful, as this does not align with the provincial government plan. The sentiment on this matter has not changed and it is important to remember that we are not the only locally elected body that represents residents from this region and be mindful that there are diverse viewpoints on some items.

I strongly feel that we need to acknowledge the variety of pressures the government faces as it develops the caribou range plans. Mackenzie County needs to have discussions with the provincial government that are independent of NWSAR. In doing so, we would have a better understanding on potential losses to our region and how they can be mitigated. This information would also be beneficial to identify and negotiate other wins for our region.

The role of NWSAR remains vital to our overall communication with the government. NWSAR is also a valuable political lobbying entity and has achieved some unprecedented wins (within Canada) in shaping how the conversation occurs regarding caribou recovery. However, entities that are viewed as lobbyists are not typically seen as solution seekers and in that regard we are no exception. I expect that diversifying our efforts will help to reduce the posturing that is currently occurring regarding our region and allow solution based conversations to be able to occur within the current 6 month timeframe.

Respectfully submitted,

Byron Peters



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2019
Presented By:	Doug Munn, Director of Community Services
Title:	Appointment of La Crete Fire Chief and Deputy Fire Chief

BACKGROUND / PROPOSAL:

The La Crete Fire department held elections for the nomination of Fire Chief and Deputy Fire Chief as per section 5.3 of the Fire By-Law 985-15.

5.3 The Fire Chief and Deputy Chief shall be appointed by Council for each Fire Service upon recommendation of the CAO, and from the Members of the Fire Service for a two year term.

After the nominations were completed the La Crete Fire Fighters made two recommendations as follows:

1. That Peter Wiebe be appointed as the La Crete Fire Chief.
2. That Ed Froese be appointed as La Crete Deputy Fire Chief.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

Author: Doug Munn Reviewed by: _____ CAO: _____

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That Peter Wiebe be appointed as the La Crete Fire Chief for a two year term effective January 16, 2019.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That Ed Froese be appointed as the La Crete Deputy Fire Chief for a two year term effective January 16, 2019.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2019
Presented By:	Don Roberts, Zama Site Manager
Title:	Appointment of Zama Fire Chief and Deputy Fire Chief

BACKGROUND / PROPOSAL:

The Zama Fire department held elections for the Fire Chief and Deputy Fire Chief on November 15, 2018 (see attached minutes)

Although the two year term was not due until March 2019, the Zama Fire department expressed a change in leadership.

Their recent election, and in turn the recommendations to council, indicate a switch between Fire Chief to Deputy and Deputy to Fire Chief.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

By-Law 985-15.

5.3 The Fire Chief and Deputy Chief shall be appointed by Council for each Fire Service upon recommendation of the CAO, and from the Members of the Fire Service for a two year term.

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That Mathew Davis be appointed as the Zama City Fire Chief for a two year term effective January 16, 2019.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That Mike Kettle be appointed as Zama City Deputy Fire Chief for a two year term effective January 16, 2019.

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

**MACKENZIE COUNTY
Zama Fire Department Election Meeting**

**Nov 15, 2018
07:00pm**

**Zama Fire Hall
Zama City, AB**

PRESENT: Mike Kettle Fire Chief
Mathew Davis Deputy Chief
Nichole Lindsey Firefighter
Daniel Saunders Firefighter
Kris Penny Firefighter
Bryan Smith Firefighter

REGRETS: Bryan Gibb Firefighter
Andrew Lawler Firefighter
Logan Boyle Firefighter

ADMINISTRATION: Don Roberts Zama Site Manager

ALSO PRESENT: Nil

CALL TO ORDER: 1. a) Call to Order

Don Roberts called the meeting to order at 07:40 P.M.

AGENDA: 2. a) Adoption of Agenda

MOTION 18-15-001 **MOVED** by Kris Penny

That the agenda be approved as presented:

CARRIED

VOTING PROCEDURE 3. a) Voting Procedure was discussed

**Election of Fire Chief &
Deputy Fire Chief**

4. a) Election of Fire Chief

First call:

Daniel Saunders nominated Mathew Davis for the position of Fire Chief for the Zama Fire Department for the period of January 16, 2019 to January 16, 2021

Accepted Mathew Davis accepted the nomination.

Second call for nominations: Nil

MOTION 18-15-002

MOVED by Nichol Lindsay

That nominations cease for the position of Fire Chief

CARRIED

Mathew Davis was acclaimed as Fire Chief for the period January 16, 2019 to January 16, 2021

4. b) Election of Deputy Fire Chief

First call:

Kris Penny nominated Mike Kettle for the position of Deputy Fire Chief for the Zama Fire department for the period of January 16, 2019 to January 16, 2021

Accepted Mike Kettle accepted the nomination.

Second call for nominations: Nil

MOTION 18-15-003

MOVED by Bryan Smith

That nominations cease for the position of Deputy Fire Chief

CARRIED

Mike Kettle was acclaimed as Deputy Fire Chief for the Zama Fire department for the period January 16, 2019 to January 16, 2021

These minutes will be presented to Council for approval on January 16, 2019.

Mathew Davis
Acclaimed Fire Chief

Don Roberts
Zama Site Manager



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2019
Presented By:	Doug Munn, Director of Community Services
Title:	Fire Department Medical Co-Response

BACKGROUND / PROPOSAL:

At the November 29, 2018 Budget Council meeting Council requested that administration consider reducing costs by reducing the number of Medical Co Responses (MCR).

In 2018 Fort Vermillion and La Crete combined for a total of 170 MCRs. This number is up from 2017 when they combined for 136. We also learned that the types of calls that Fort Vermillion were requested to attend changed and this could account for the increased calls in that location. This will be discussed more further on in this report.

The cost of these calls is difficult to track but a rough estimate places a cost of \$14,000 for manpower and approximately \$6,000 for vehicles and equipment to date in 2018. Total costs of MCRs are estimated at \$20,000 in 2018. (Note: To calculate vehicle and equipment costs a method was used that only uses actual consumable costs.)

On December 13, 2018 administration met with Jason Gabriel, Manager for North Zone NW EMS Clinical Operations, to review the implications that stopping the service would have on AHS. Mr. Gabriel pointed out the services that were required of the Fire Service as follows:

- Responding to time Sensitive Events – When it is critical that response needs to be provided quickly Fire may be called when AHS is detained or it is suspected that Fire may be able to arrive sooner they will be called out. Examples would include choking or allergic reaction victims.
- Equipment – Assisting with the moving of a patient from difficult situations often requires equipment from the Fire department. Examples would include removing doors or other obstructions.
- Miscellaneous manpower assistance – lifting patients, miscellaneous care of a patient, driving ambulance if two EMTs are required to be with a patient, protection from exposure.

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

- Securing Scene – During an event there is a need to manage the scene in a variety of ways. This may include crowd control, safety factors, traffic, dealing with emotional bystanders, etc.

Fire Fighters are only called out to events that meet a certain criterion as provided to dispatch services. It is possible to reduce the number of MCRs by changing the dispatch criterion so that Fire Fighters respond only to the more serious events. Administration estimates that it is possible to reduce the number of MCR calls by approximately 30 to 50 percent if this were implemented. AHS has agreed to work with the County in order to minimize the negative effects to residents.

In the past Fire Fighters have been sending between two to four fire fighters to MCRs and on occasion, up to six. It is possible for Mackenzie County to change the standard operating procedure so that, depending on the severity of the call, only two fire fighters are dispatched for a MCR.

One of the advantages to sending fire fighters on MCR calls is that it provides them with training opportunities. The interaction with paramedics, on scene organization and the process of mobilizing equipment provides an excellent learning opportunity for young fire fighters. Reducing calls would be a disadvantage for this purpose.

Fire Fighters are trained to provide first aid as the fires and motor vehicle collision responses require this training. The MCR responses do not require any additional training and therefore cost as a result of these call.

We have an agreement with AHS to provide these services and since 2016 they have provided approximately \$11,000 in funding. AHS is concerned with our notion to cancel this service and would like to offer alternatives to cutting costs and still provide a level of service that they feel is important to protect residents. Changes to the agreement may take some months.

It is important to note that AHS reciprocates this service by responding to all fire calls.

OPTIONS & BENEFITS:

The following options are available to reduce expenses for MCRs:

1. Change Standard Operating Procedures so that only a minimum of fire fighters are dispatched to each MCR.
2. Change guidelines to dispatch so that fire fighters are only dispatched for calls that are considered critical.
3. Develop a protocol to allow AHS to dispatch fire fighters on demand. This system would be used when dispatch did not call for fire fighters however, once on scene AHS discovered a need.

Administration estimates that implementing the above options could reduce MCR costs by 30 to 50 percent and still provide an acceptable level of service to AHS.

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

It is possible to cancel the agreement with AHS however; this may result in a level of service to the public that would put residents at risk.

COSTS & SOURCE OF FUNDING:

It is expected that the cost of MCRs could be reduced by 50% if recommendations are accepted.

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Administration has discussed this topic with Jason Gabriel, Manager for North Zone NW EMS Clinical Operations and Mr. Blaine Barody, Manager of Medical First Response Program, and they have agreed to come and discuss this topic with council.

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That administration make changes to the Fire Services Medical Co-Response program in order to reduce expenses and work with Alberta Health Services to ensure that this service meets their needs.

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

**Mackenzie County Fire Department Calls 2017 to 2018 to Date
November 30, 2018**

2017 Total Fire Department Calls – Jan – Dec

Fort Vermilion 2017

27 Alarms
42 MCR
23 Motor Vehicle Incidents
12 Fires
3 Others

Total 109 Calls

La Crete 2017

36 Alarms
94 MCR
38 Motor Vehicle Incidents
22 Fires
4 Others

Total 194 Calls

Zama 2017

2 Structure Fires

2018 Total Fire Department Calls - Jan – Nov

Fort Vermilion 2018

20 Alarms
78 MCR
31 Fire
30 Motor Vehicle Incident
5 Other

165 calls Total

La Crete 2018

17 Alarms
92 MCR
37 Fire
38 Motor Vehicle Incident
5 Other

196 total Calls

Zama 2018

0 Calls

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2019
Presented By:	Bill McKennan, Director of Finance
Title:	Options for Property Tax Exemption – Non Profit Organizations

BACKGROUND / PROPOSAL:

On May 23, 2018 Council passed the following motion;

MOTION 18-05-378 That Tax Roll 084425 (Rainbow Lake Campground
Requires Unanimous Association) be waived for 2017 and 2018 taxes and
penalties and that administration bring forward options for
tax exemption.

CARRIED UNANIMOUSLY

Administration has since written off the tax arrears and penalties as requested in the first part of the motion.

The latter part of the motion requests that administration bring forward options for tax exemptions:

Option #1 – Organizations can complete a Property Tax Exemption Application:

As per the Property Tax Exceptions in Alberta Guide from Municipal Affairs, there is a variety of classes in which properties and organizations may qualify for Property Tax Exemption. The organization is to complete an Application which best describes their organization, and submit them to the Municipality by September 30th of the year preceding the tax year. This application will be forwarded to the County’s Assessor, where it is reviewed for qualifications under the MGA for Property Tax Exemption. If the organization qualifies, then their property will be reclassified, and no taxes will apply.

The applications that are executed in 2019, if approved would be for the 2020 tax year.

Author: J. Batt **Reviewed by:** B. McKennan **CAO:** _____

Option #2 – If the organization does not submit a Property Tax Exemption Application, or meet the requirements under the MGA for this exemption:

Council may at its discretion, write off any prior years tax arrears, but can not make a property tax exempt, or make motion to write off future years taxes.

Section 347(1) of the MGA reads as follows:

347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) Cancel or reduce tax arrears;*
- (b) Cancel or refund all or part of a tax;*
- (c) Defer the collection of a tax.*

Only tax arrears or current taxes may be the subject of relief under section 347. Section 347 does not empower municipalities to grant the specified relief on future taxes as this would fetter the discretion of future councils. “

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Once Policy is developed, it will be included in the Policies available to all ratepayers on the County Website.

POLICY REFERENCES:

Administration is currently working on developing a Policy for Property Tax Exemption requests.

Author: J. Batt Reviewed by: B. McKennan CAO: _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the options for property tax exemption for Non Profit Organizations report be received for information.

Author: J. Batt **Reviewed by:** B. McKennan **CAO:** _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2019
Presented By:	Bill McKennan, Director of Finance
Title:	Tax Roll 071107 – Tax Write Off Request

BACKGROUND / PROPOSAL:

Administration has received a request for Property Tax Exemption as a Non-Profit Organization for Tax Roll 071107 (Mighty Peace Fish & Game Association). An “Application for Property Tax Exemption - Non Profit Organization” form was emailed to the Mighty Peace Fish & Game Association, and a completed form returned on July 26, 2018, and has been forwarded to the assessor for review.

As per the Property Tax Exceptions in Alberta guide from Municipal Affairs (attached), the application is to be received by September 30th of the year preceding the tax year. As the application was executed in 2018, if approved it would be for the 2019 tax year, and not any prior years.

This property has been assessed a tax levy since 2008 and taxes were paid in full until 2016. The following is a breakdown of outstanding levy amounts:

- 2016 - \$ 360.21
- 2017 - \$ 200.00
- 2018 - \$1,293.74

Administration was requested to bring this item to Council for review and further decision on the 2016, 2017, 2018 tax arrears balance of \$1,853.95.

Section 347(1) of the MGA reads as follows:

347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) *Cancel or reduce tax arrears;*

Author: J. Batt **Reviewed by:** B. McKennan **CAO:** _____

- (b) *Cancel or refund all or part of a tax;*
- (c) *Defer the collection of a tax.*

Only tax arrears or current taxes may be the subject of relief under section 347. Section 347 does not empower municipalities to grant the specified relief on future taxes as this would fetter the discretion of future councils. “

Council may at its discretion, write off the tax arrears amount for 2016, 2017, 2018, or request that the arrears be paid in full. Either decision will have no bearing on the application request submitted for the 2019 year, as there is criteria that the assessor must apply prior to approving.

OPTIONS & BENEFITS:

Option #1

Write off 3 years of tax arrears of \$1,853.95 to bad debt in 2018.

Option #2

Request that the tax arrears be paid in full, as an application for Tax Property Exemption Application was not received for Tax Roll 071107 until July 26, 2018.

COSTS & SOURCE OF FUNDING:

The current available funds provided for doubtful accounts is \$50,000.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

Administration to communicate Councils decision.

POLICY REFERENCES:

Administration is currently working on developing a Policy for Property Tax Exemption requests.

Author: J. Batt Reviewed by: B. McKennan CAO: _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the amount of \$1,853.95 be written off in the 2018 year for Tax Roll 071107 (Mighty Peace Fish & Game Association).

Author: J. Batt **Reviewed by:** B. McKennan **CAO:** _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2019
Presented By:	Bill McKennan, Director of Finance
Title:	Financial Reports – January 1, 2018 to December 31, 2018

BACKGROUND / PROPOSAL:

The Finance Department provides financial reports to Council as per policy.

OPTIONS & BENEFITS:

Financial Reports to Council

Council shall receive the following reports quarterly:

- Statement comparing actual operating revenues and expenditures to budget for the year-to-date
- A report of funds invested in term deposits and other securities
- Project progress reports including expenditures to budget for the year-to-date

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

Author: J. Batt **Reviewed by:** B. McKennan **CAO:** _____

POLICY REFERENCES:

Policy FIN010 – Financial Reports

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the financial reports be received for information.

Author: J. Batt **Reviewed by:** Bill McKennan **CAO:** _____

Mackenzie County Statement of Operations by Object January 1, 2018-Dec 31, 2018

	2017 Actual	2018 Actual	2018	\$ Variance	% Variance
	Total	Total	Budget	(Remaining)	(Remaining)
OPERATING REVENUES					
100-Municipal Taxes	\$23,443,283	\$24,408,516	\$24,555,587	(\$147,071)	1%
101-Lodge Requisition	\$455,825	\$575,014	\$581,534	(\$6,520)	1%
102-School Requisition	\$6,521,520	\$6,138,857	\$6,172,537	(\$33,680)	1%
124-Frontage	\$103,557	\$113,316	\$103,250	\$10,066	-10%
261-Ice Bridge	\$130,000	\$145,780	\$140,000	\$5,780	-4%
420-Sales of goods and services	\$577,825	\$891,595	\$498,400	\$393,195	-79%
421-Sale of water - metered	\$3,075,611	\$3,093,820	\$3,122,445	(\$28,625)	1%
422-Sale of water - bulk	\$998,789	\$1,007,988	\$952,050	\$55,938	-6%
424-Sale of land	\$8,000	\$12,520		\$12,520	0%
510-Penalties on taxes	\$1,030,335	\$1,208,666	\$1,300,000	(\$91,334)	7%
511-Penalties of AR and utilities	\$59,519	\$30,302	\$65,750	(\$35,448)	54%
520-Licenses and permits	\$46,704	\$46,573	\$39,000	\$7,573	-19%
521-Offsite levy	\$21,851	\$25,866		\$25,866	0%
522-Municipal reserve revenue	\$70,980	\$86,410	\$60,000	\$26,410	-44%
526-Safety code permits	\$241,453	\$207,845	\$225,000	(\$17,155)	8%
525-Subdivision fees	\$30,350	\$44,399	\$35,000	\$9,399	-27%
530-Fines	\$22,685	\$18,386	\$50,000	(\$31,614)	63%
531-Safety code fees	\$9,764	\$8,559	\$9,000	(\$441)	5%
550-Interest revenue	\$452,659	\$524,882	\$500,000	\$24,882	-5%
560-Rental and lease revenue	\$127,969	\$217,784	\$125,500	\$92,284	-74%
570-Insurance proceeds	\$3,234			\$0	0%
592-Well drilling revenue		\$134,134		\$134,134	0%
597-Other revenue	\$124,614	\$91,494	\$55,500	\$35,994	-65%
598-Community aggregate levy	\$118,216	(\$28,273)	\$80,000	(\$108,273)	135%
630-Sale of non-TCA equipment	\$16,146	\$5,571		\$5,571	0%
790-Tradeshaw Revenues	\$23,248	\$24,263	\$30,000	(\$5,738)	19%
830-Federal grants			\$36,000	(\$36,000)	100%
840-Provincial grants	\$788,122	\$882,391	\$1,475,450	(\$593,059)	40%
Doubtfull account allowance draws/ PERC		\$3,900,000		\$3,900,000	
Transfer from reserves			\$3,133,683	(\$3,133,683)	0%
TOTAL REVENUE	\$38,502,260	\$43,816,658	\$43,345,686	\$470,971	1%
OPERATING EXPENSES					
110-Wages and salaries	\$7,108,121	\$6,432,171	\$7,449,750	(\$1,017,579)	14%
132-Benefits	\$1,377,797	\$1,455,755	\$1,530,550	(\$74,795)	5%
136-WCB contributions	\$78,085	\$112,303	\$115,500	(\$3,197)	3%
142-Recruiting	\$19,227	\$10,883	\$15,000	(\$4,117)	27%
150-Isolation cost	\$92,184	\$91,409	\$100,900	(\$9,491)	9%
151-Honoraria	\$579,179	\$577,564	\$684,200	(\$106,636)	16%
211-Travel and subsistence	\$343,183	\$381,776	\$419,900	(\$38,124)	9%
212-Promotional expense	\$71,341	\$64,557	\$84,000	(\$19,443)	23%
214-Memberships & conference fees	\$130,382	\$119,710	\$157,550	(\$37,840)	24%
215-Freight	\$93,365	\$76,079	\$116,000	(\$39,921)	34%
216-Postage	\$53,504	\$47,743	\$46,550	\$1,193	-3%
217-Telephone	\$123,156	\$115,531	\$144,010	(\$28,479)	20%
221-Advertising	\$72,961	\$65,397	\$72,850	(\$7,453)	10%
223-Subscriptions and publications	\$7,630	\$6,119	\$11,650	(\$5,531)	47%
231-Audit fee	\$75,600	\$126,700	\$90,000	\$36,700	-41%
232-Legal fee	\$109,152	\$54,211	\$85,000	(\$30,789)	36%
233-Engineering consulting	\$56,742	\$135,006	\$169,000	(\$33,994)	20%
235-Professional fee	\$1,582,817	\$1,537,704	\$1,655,900	(\$118,196)	7%
236-Enhanced policing fee	\$150,067	\$35,750	\$312,600	(\$276,850)	89%
239-Training and education	\$84,345	\$79,550	\$151,200	(\$71,650)	47%
242-Computer programming	\$89,701	\$89,018	\$122,100	(\$33,082)	27%
251-Repair & maintenance - bridges	\$75,406	\$1,722	\$42,000	(\$40,278)	96%
252-Repair & maintenance - buildings	\$153,643	\$144,312	\$206,250	(\$61,938)	30%
253-Repair & maintenance - equipment	\$344,519	\$432,580	\$363,200	\$69,380	-19%
255-Repair & maintenance - vehicles	\$119,764	\$106,065	\$129,800	(\$23,735)	18%
258-Contract graders	\$110,488	\$102,978	\$150,850	(\$47,872)	32%
259-Repair & maintenance - structural	\$1,643,522	\$1,430,058	\$1,888,050	(\$457,992)	24%

Mackenzie County Statement of Operations by Object January 1, 2018-Dec 31, 2018

	2017 Actual	2018 Actual	2018	\$ Variance	% Variance
	Total	Total	Budget	(Remaining)	(Remaining)
261-Ice bridge construction	\$131,094	\$132,105	\$130,000	\$2,105	-2%
262-Rental - building and land	\$28,746	\$68,405	\$65,800	\$2,605	-4%
263-Rental - vehicle and equipment	\$73,965	\$88,784	\$89,350	(\$566)	1%
266-Communications	\$103,920	\$96,118	\$119,100	(\$22,982)	19%
271-Licenses and permits	\$9,850	\$4,325	\$12,900	(\$8,575)	66%
272-Damage claims	\$3,560	\$10,756	\$5,000	\$5,756	-115%
274-Insurance	\$398,646	\$300,101	\$322,800	(\$22,699)	7%
342-Assessor fees	\$286,581	\$171,580	\$260,000	(\$88,420)	34%
290-Election cost	\$12,372		\$5,000	(\$5,000)	100%
511-Goods and supplies	\$1,107,408	\$850,253	\$881,700	(\$31,447)	4%
521-Fuel and oil	\$817,731	\$783,362	\$815,050	(\$31,688)	4%
531-Chemicals and salt	\$321,301	\$386,510	\$341,800	\$44,710	-13%
532-Dust control	\$545,077	\$885,185	\$1,065,000	(\$179,815)	17%
533-Grader blades	\$214,340	\$103,011	\$144,000	(\$40,989)	28%
534-Gravel (apply; supply and apply)	\$1,611,653	\$3,698,233	\$3,961,000	(\$262,767)	7%
543-Natural gas	\$88,256	\$102,970	\$92,750	\$10,220	-11%
544-Electrical power	\$668,089	\$652,764	\$672,350	(\$19,586)	3%
550-Carbon Tax	\$73,658	\$94,692	\$112,500	(\$17,808)	16%
710-Grants to local governments	\$1,336,499	\$1,479,387	\$1,721,400	(\$242,013)	14%
735-Grants to other organizations	\$2,063,041	\$2,000,422	\$2,222,819	(\$222,397)	10%
747-School requisition	\$6,512,618	\$6,193,622	\$6,172,537	\$21,085	0%
750-Lodge requisition	\$461,788	\$581,534	\$581,534	(\$0)	0%
DIP Requisition		\$42,379	\$42,379	\$0	100%
810-Interest and service charges	\$24,104	\$21,134	\$25,000	(\$3,866)	15%
831-Interest - long term debt	\$510,030	\$471,783	\$472,500	(\$717)	0%
832-Principle - Long term debt	\$1,691,602	\$1,926,225	\$1,926,300	(\$75)	0%
Non-TCA projects	\$1,316,224	\$1,264,890	\$2,708,576	(\$1,443,686)	-53%
Bad Devt/ Tax Cancellation / Write off	\$49,552	\$4,504,363	\$646,000	\$3,858,363	597%
Contribution to Capital Reserve	\$2,426,751	\$1,416,181	\$1,416,181	\$0	0%
TOTAL EXPENSES	\$37,634,337	\$42,163,723	\$43,345,686	(\$1,181,963)	-3%
EXCESS (DEFICIENCY)	\$867,923	\$1,652,934	\$0	\$1,652,934	

Investment Report at the period ending November 30, 2018

Reconciled Bank Balance on November 30, 2018

Reconciled Bank Balance \$ 569,277.68

Investment Values on November 30, 2018

Short term investments (EM0-0377-A)	\$	9,475,336.92	
Short term T-Bill (1044265-26)	\$	242,315.51	
Long term investments (EM0-0374-A)	\$	8,330,188.13	
Short term notice on amount 31 days	\$	6,229,674.34	
Short term notice on amount 60 days	\$	15,480.00	
Short term notice on amount 90 days	\$	24,896.87	
Vision Credit Union - 30 to 59 Days	\$	1,711,025.91	
Vision Credit Union - 2 year	\$	2,074,680.00	

Total Investments **\$ 28,103,597.68**

Total Bank Balance and Investements **\$ 28,672,875.36**

These balances include
'market value changes'.

Revenues

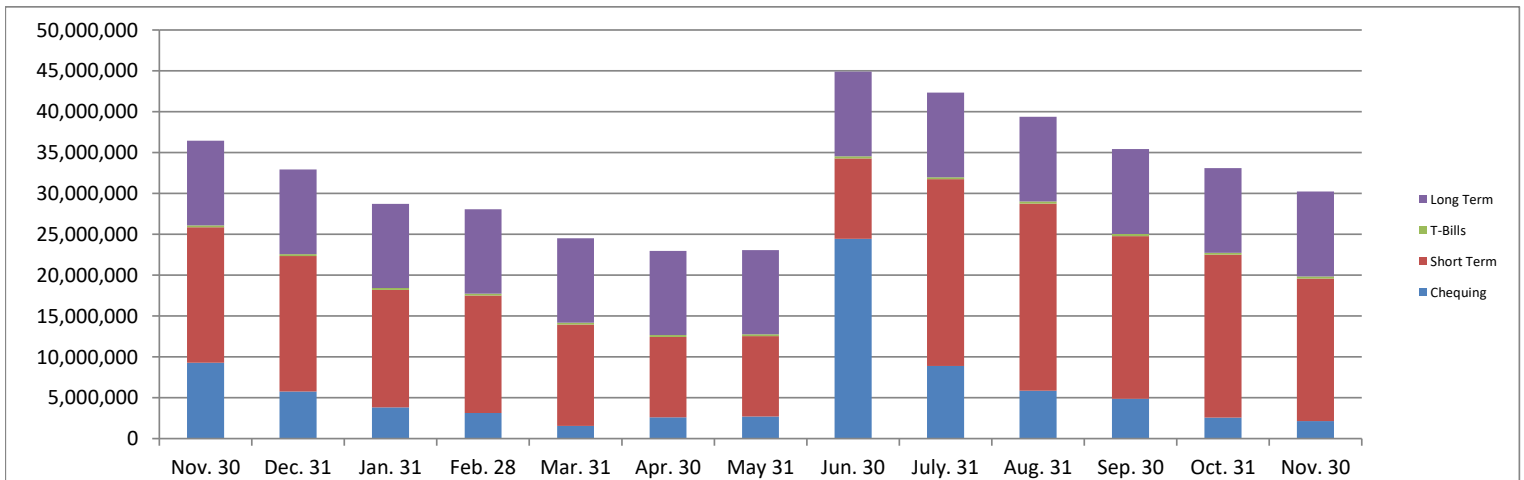
Interest received from investments
Interest accrued from investments but not received.

	YTD	Short Term YTD	Long Term YTD
\$	449,934.18	\$ 307,926.77	\$ 142,007.41
\$	174,153.43	\$ 66,637.79	\$ 107,515.64
\$	624,087.61	\$ 374,564.56	\$ 249,523.05

Interest received, chequing account
Total interest revenues before investment manager fees
Deduct: investment manager fees for investments
Total interest revenues after investment manager fees

\$	99,493.32	\$ 99,493.32	
\$	723,580.93	\$ 474,057.88	\$ 249,523.05
\$	(25,769.35)	\$ (3,249.33)	\$ (22,520.02)
\$	697,811.58	\$ 470,808.55	\$ 227,003.03

Balances in the Various Accounts - Last 13 Months





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	Intersection Lighting – Highway 58 and Highway 88

BACKGROUND / PROPOSAL:

Mackenzie County advocates for various projects under the authority of Alberta Transportation, including that of intersection lighting. In reference to the lighting at the Highway 58 and Highway 88 intersection, the last official correspondence received was in July 2013 (a copy of which is attached).

Due to the timing of this item being added to the agenda, administration has not had the opportunity to follow-up with Alberta Transportation regarding an update on their plans for intersection lighting. Administration will provide a verbal update at the meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

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



July 22, 2013

Our File: 2140-MACK

Ms. Julia Whittleton
Chief Administrative Officer
Mackenzie County
PO Box 640
Fort Vermilion, Alberta
T0H 1N0

Dear Ms. Whittleton:

In response to your letter request of January 31, 2013 for intersection lighting at four locations, Alberta Transportation regional staff has completed lighting assessment at these locations. The findings of the assessment are as follows:

- Highway 697 and La Crete North Access – lighting is not warranted but delineation lighting (two light standards) is recommended due to the high night time collisions. This location will be placed on the department's list for lighting.
- Highway 697 and La Crete South Access – lighting is not warranted or recommended. No geometric, operational or safety concerns were identified at this location. However, the County may consider installing a "Stop Ahead" sign along with pavement markings and rumble strips on the access road.
- Highway 697 and 94th Avenue, La Create – lighting is not warranted or recommended. No geometric, operational or safety concerns were identified at this location. However, the County may consider installing a "Stop Ahead" sign along with pavement markings and rumble strips on 94th Avenue.
- Highway 58 and Highway 88 – lighting is not warranted or recommended. No geometric, operational or safety concerns were identified at this location.

If you require further information, please contact Danny Jung, Infrastructure Manager or myself, Shah Nawaz at 780-624-6280, toll-free by first calling 310-0000.

Yours truly,

A handwritten signature in blue ink, appearing to read "Shah Nawaz".

Shah Nawaz, P.Eng.
Acting Infrastructure Manager

SN/ljl

cc: Mackenzie County Council
Danny Jung, Infrastructure Manager



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2019
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Inter-municipal Development Plan Exemption with Northern Sunrise County

BACKGROUND / PROPOSAL:

Administration met with Northern Sunrise County on July 27, 2018 at the Northern Sunrise County office to discuss the minimum requirements and options available for the Inter-municipal Development Plan (IDP) and the Inter-municipal Collaborative Framework (ICF).

The decision was made that there is no need for an Inter-municipal Development Plan considering that all land adjacent to the municipal boundaries are owned by the Crown.

The Minister of Municipal Affairs signed a Ministerial Order on July 19, 2018 that allows two or more councils of municipalities that have common boundaries where the entire area along one or both sides of the common boundary is composed entirely of federal or provincial crown land are **EXEMPT** from the requirements of IDP on the condition that all parties agree to apply the exemption by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.

Council must pass a resolution in order to apply for the IDP, the motion mirrors the motion that will be taken to the January 29, 2019 Northern Sunrise County Regular Council meeting.

OPTIONS & BENEFITS:

Administration has no concerns with this request.

Options are to pass, defeat, or table the motion.

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

COSTS & SOURCE OF FUNDING:

None at this time.

SUSTAINABILITY PLAN:

The Sustainability Plan insinuates that regional partnerships be built and maintained to advocate for northern Alberta.

COMMUNICATION / PUBLIC PARTICIPATION:

None required.

POLICY REFERENCES:

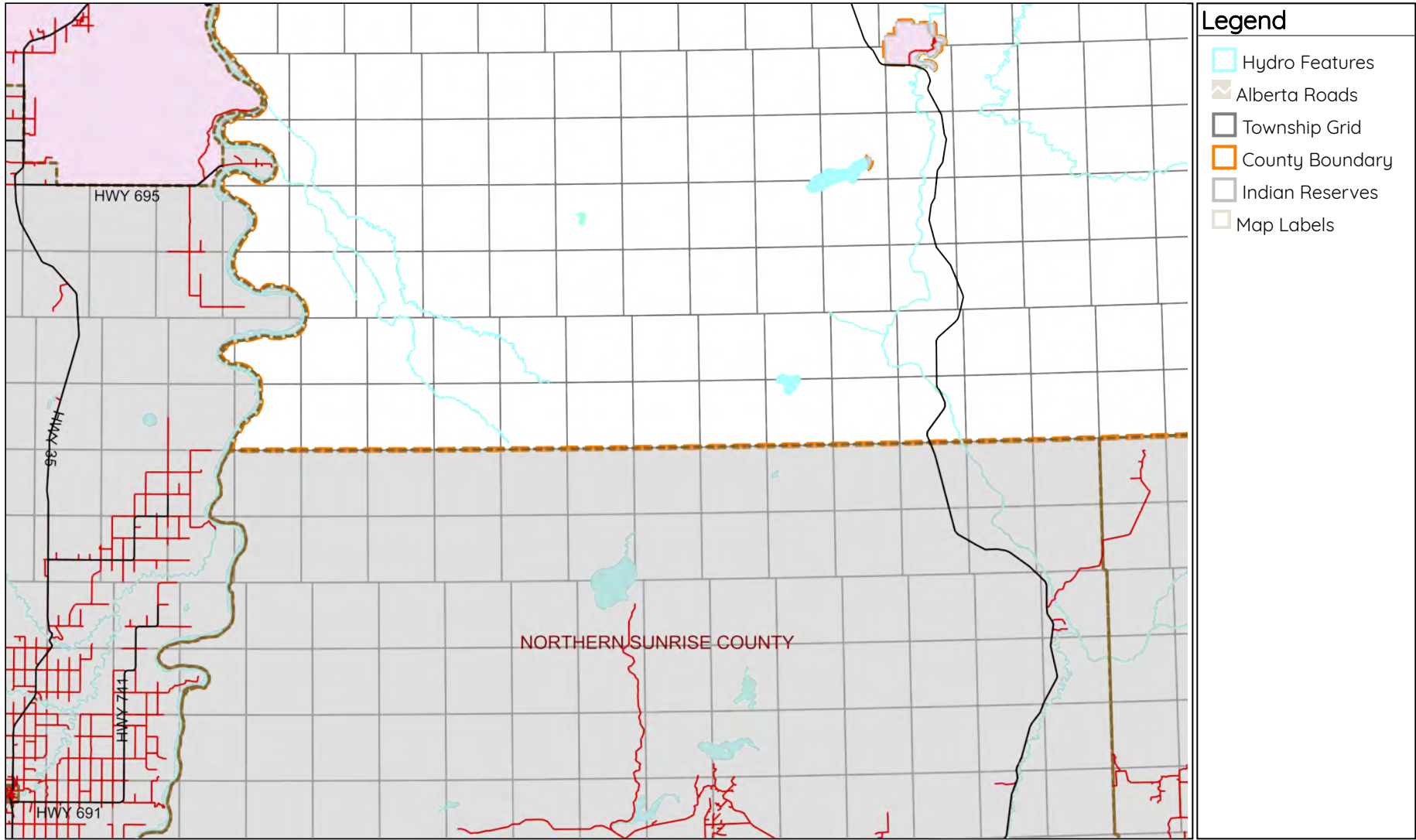
N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Council direct Administration, based on Ministerial Order No. MSL: 047/18, to request an exemption from the Minister of Municipal Affairs from the requirements in Sections 605 and 631 of the *Municipal Government Act* (MGA) for the municipalities of Northern Sunrise County and Mackenzie County to create an Inter-municipal Development Plan (IDP) between the two parties, as the common boundaries between the two is composed entirely of provincial Crown Land.

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



- Legend**
- Hydro Features
 - Alberta Roads
 - Township Grid
 - County Boundary
 - Indian Reserves
 - Map Labels



Scale 1: 812,582

10 Mi

10 Km

The Mackenzie County makes no representation or warranties regarding the information contained in this document, including without limitation, whether said information is accurate or complete. Persons using this document do so solely at their own risk, and the Mackenzie County shall have no liability to such person for any loss or damage whatsoever. This document shall not be copied or distributed to any person without the express written consent of the Mackenzie County. Copyright Mackenzie County. All Rights Reserved.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2019
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Development Statistics Report – January to December 2018

BACKGROUND / PROPOSAL:

Following is the statistical comparisons from 2016 - 2018 for total permits to date.

Development Permit Applications

- 2016 Development Permits 241 permits (construction value \$47,442,852.00)
- 2017 Development Permits 254 permits (construction value \$33,545,994.00)
- 2018 Development Permits 217 permits (construction value \$29,711,491.00)

Building Permit Applications

- 2016 Building Permits 166 permits (value \$28,261,767.00)
- 2017 Building Permits 157 permits (value \$29,051,400.00)
- 2018 Building Permits 153 permits (value \$24,706,496.03)

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

New Subdivision Applications

- 2016 subdivisions 33 applications
- 2017 subdivisions 24 applications
- 2018 applications 38 applications

Author: K Darling **Reviewed by:** C Smith **CAO:**

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the development statistics report for January to December 2018 be received for information.

Author: K Darling Reviewed by: C Smith CAO: _____

Mackenzie County Development Statistics - January to December, 2018

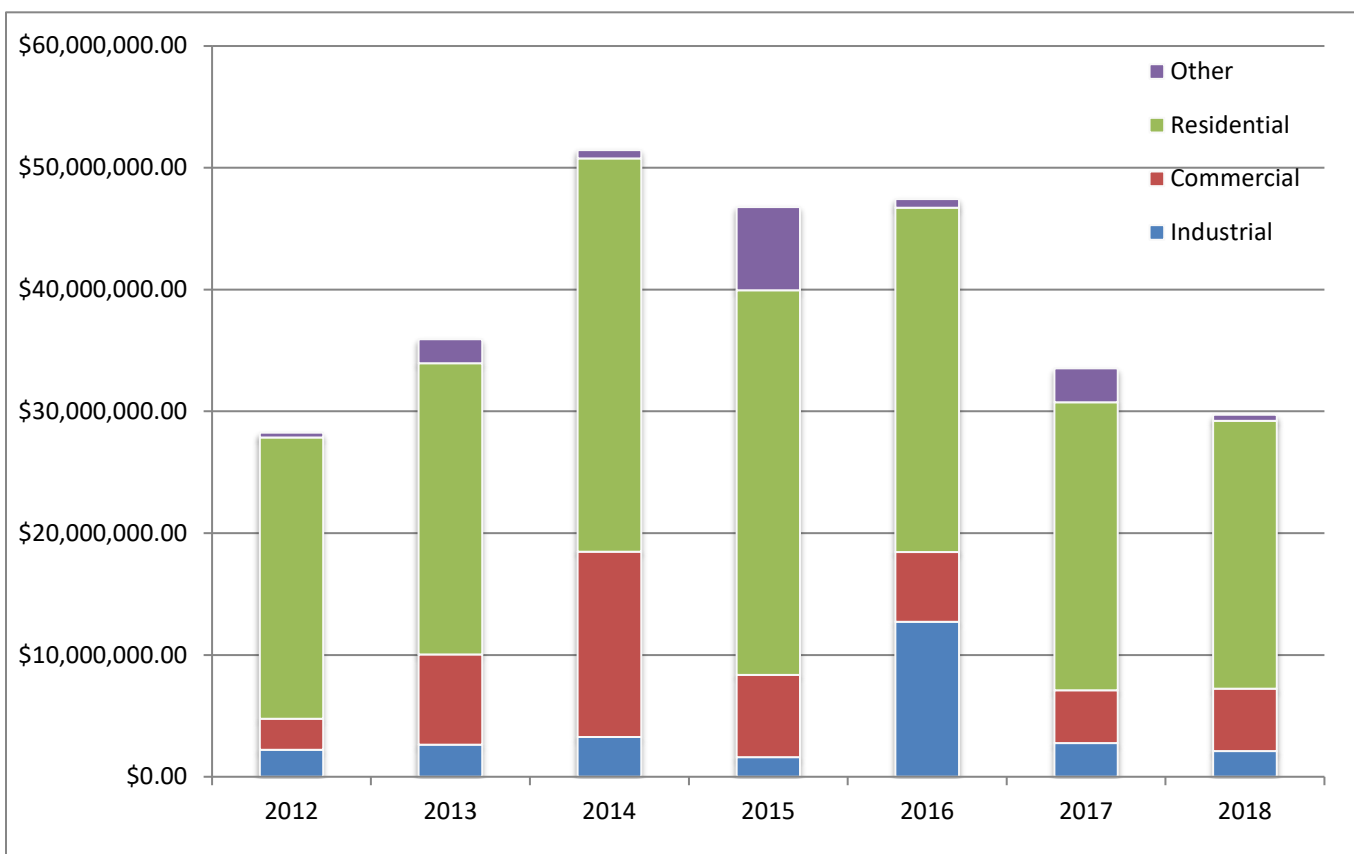
Development Applications by Construction Value

	2012	2013	2014	2015	2016	2017	2018
Industrial	\$3,003,000	\$2,637,000	\$3,258,500	\$1,601,200	\$12,733,000	\$2,771,300	\$2,110,317
Commercial	\$2,402,500	\$7,394,500	\$15,216,850	\$6,753,440	\$5,718,000	\$4,326,000	\$5,111,000
Residential	\$23,816,096	\$23,926,626	\$32,304,450	\$31,600,270	\$28,261,767	\$23,662,920	\$22,015,174
Other*	\$411,000	\$1,960,500	\$685,000	\$6,815,250	\$730,085	\$2,785,774	\$475,000
Total	\$29,632,596	\$35,918,626	\$51,464,800	\$46,770,160	\$47,442,852	\$33,545,994	\$29,711,491

*Other – public use facilities and home based businesses

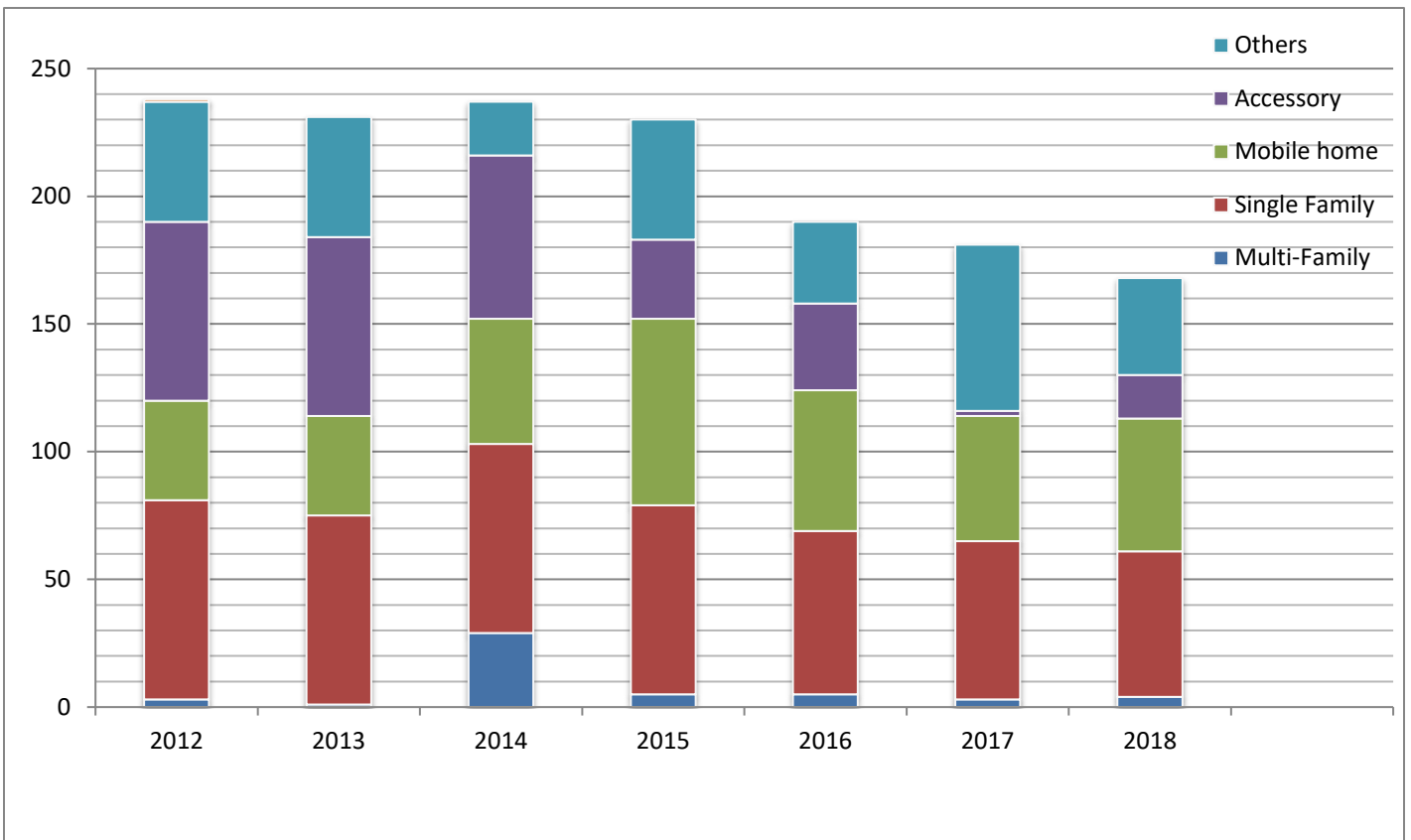
Number of Development Permit Applications

	2012	2013	2014	2015	2016	2017	2018
Industrial	28	17	25	17	18	17	8
Commercial	29	56	39	30	23	22	32
Residential	211	230	250	240	191	181	168
Other*	10	7	8	15	9	35	9
Total	278	313	322	302	241	255	217



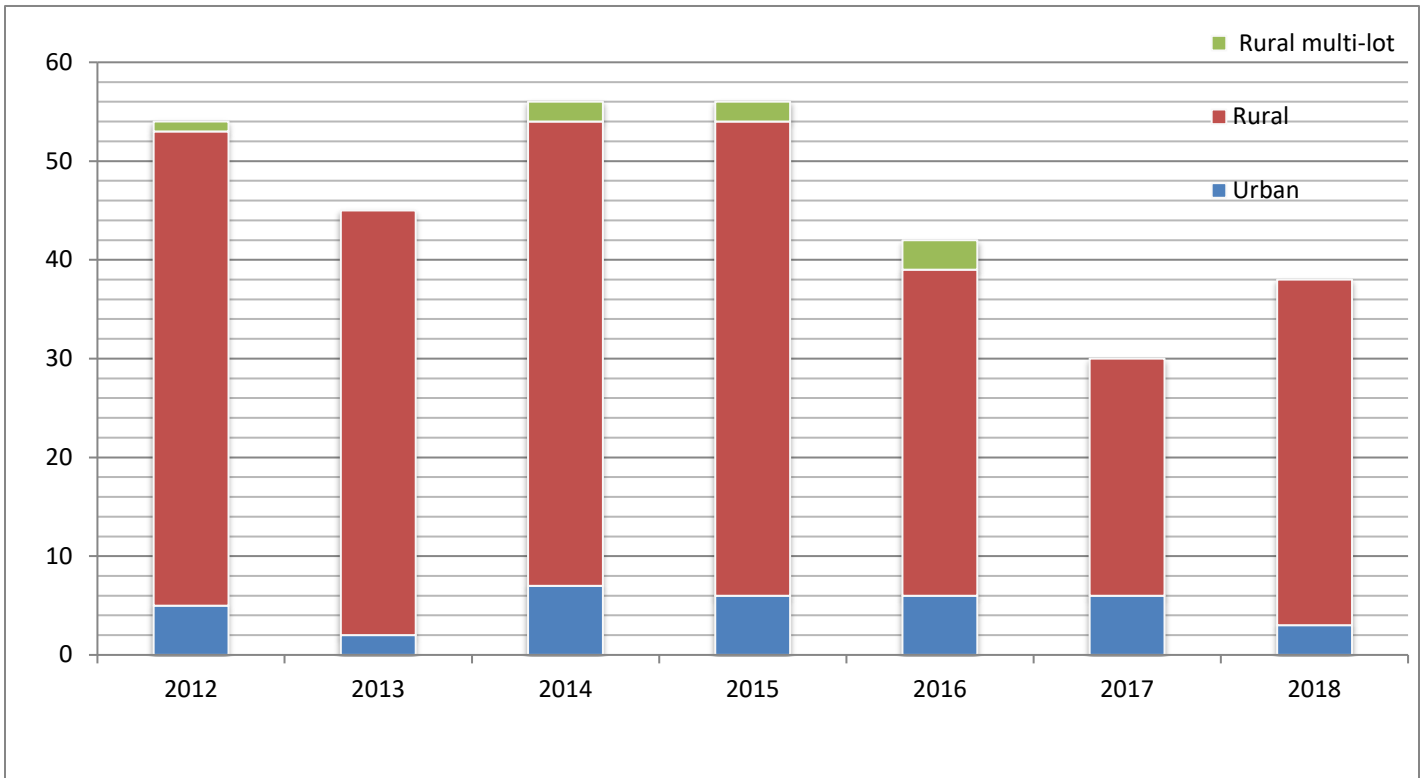
Number of Residential Development Permits

	2012	2013	2014	2015	2016	2017	2018
Multi-Family	3	1	29	5	5	3	4
Single Family	78	74	74	74	64	62	57
Mobile Home	45	39	49	73	55	49	52
Accessory	52	70	64	31	34	2	17
Fences, Decks, Reno's, Yard Site & Farm – Shops	33	47	21	47	32	65	38
Total	211	231	217	230	191	181	168



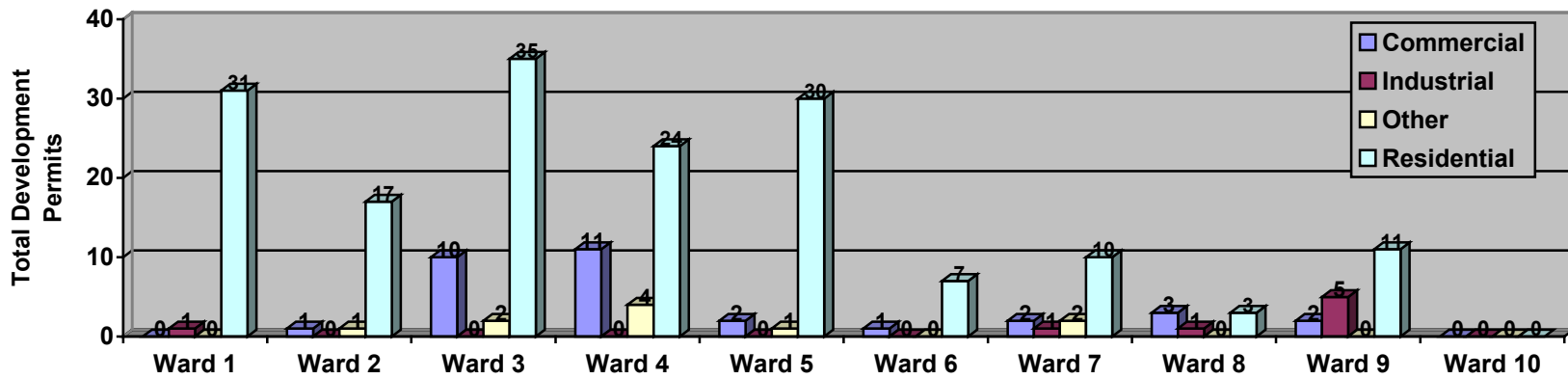
Number of New Subdivision Applications

	2012	2013	2014	2015	2016	2017	2018
Urban	5	2	7	6	6	6	3
Rural	48	43	47	48	33	24	35
Rural Multi-lot	1	0	2	2	3	0	0
Total	54	45	56	56	42	30	38



	2012	2013	2014	2015	2016	2017	2018
Number of Lots	84	78	116	57	117	36	40
Rural in acres	549.66	446.99	693.84*	926.90*	341.21	325.20	657.1
Multi-rural in acres	8.7	0	51.83	0	126.65	0	0
Urban in acres	32.74	60.82	45.52	15.02	14.75	25.484	11.9
Total Acres	591.1	507.81	791.78	941.92	482.61	350.684	669

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



Development	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Commercial	0	1	10	11	2	1	2	3	2	0	32
Industrial	1	0	0	0	0	0	1	1	5	0	8
Other	0	1	2	4	1	0	2	0	0	0	9
Residential	31	17	35	24	30	7	10	3	11	0	168
Total	32	18	47	39	33	8	15	7	18	0	217

Development	Permits	Construction Cost
Commercial	32	\$5,111,000.00
Industrial	8	\$2,110,317.00
Other	9	\$475,000.00
Residential	168	\$22,015,174.00
TOTALS	217	\$29,711,491.00

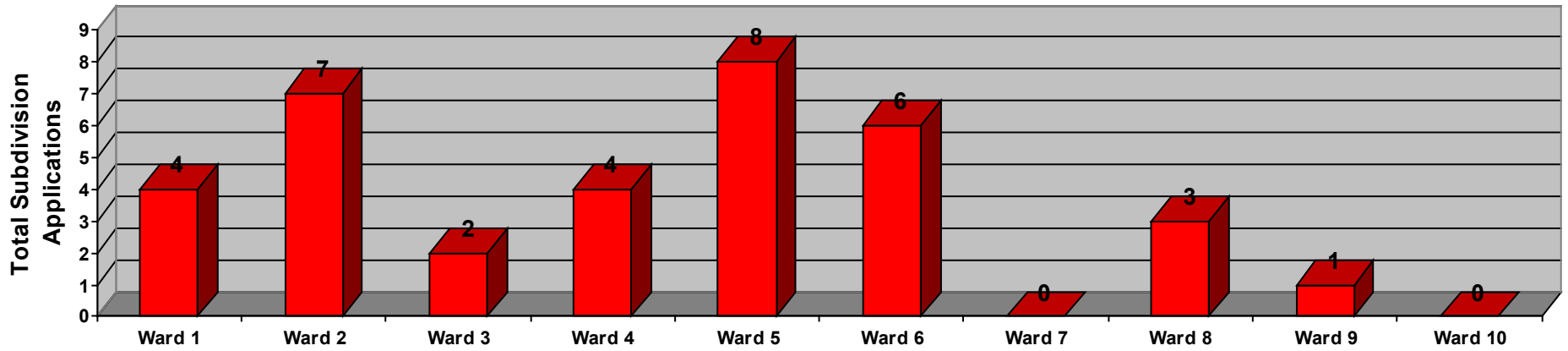
**Mackenzie County
Development Summary
January 1, 2018 to December 30, 2018**

Wards	Construction Cost
Ward 1	\$3,999,000.00
Ward 2	\$3,166,000.00
Ward 3	\$4,417,700.00
Ward 4	\$6,169,800.00
Ward 5	\$5,355,760.00
Ward 6	\$829,400.00
Ward 7	\$2,077,155.00
Ward 8	\$45,514.00
Ward 9	\$3,651,162.00
Ward 10	\$0.00
TOTAL	\$29,711,491.00

Total Discretionary Permits – 31

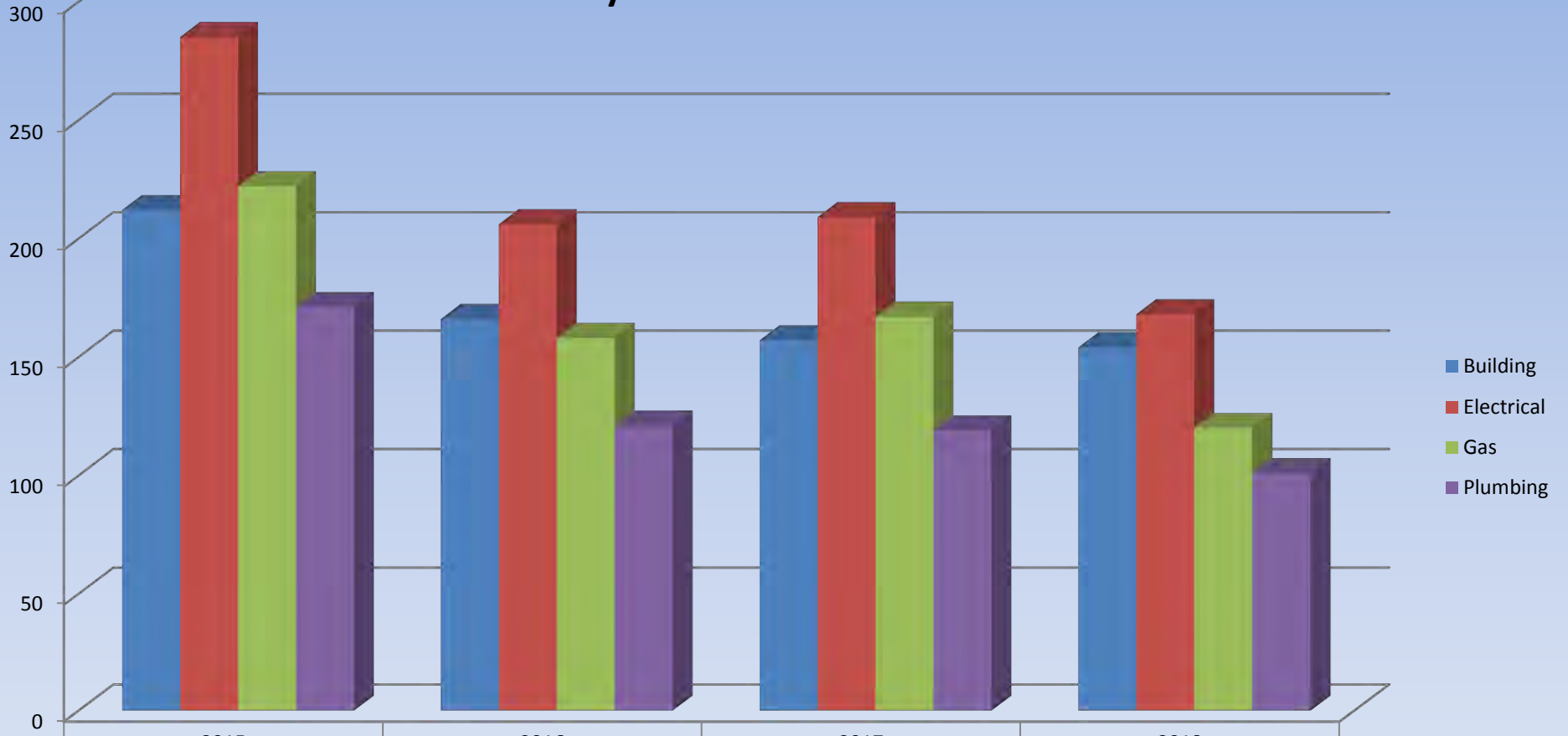
Total Permitted Permits – 186

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



Approved Subdivision Applications	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Urban	0	0	2	1	0	0	0	0	0	0	3
Rural	4	7	0	3	8	6	0	3	1	0	32
Rural Multi Lot	0	0	0	0	0	0	0	0	0	0	0
Total	4	7	2	4	8	6	0	3	1	0	35

Safety Code Permits 2018



	2015	2016	2017	2018
Building	212	166	157	154
Electrical	285	206	209	168
Gas	222	158	167	120
Plumbing	171	121	119	101



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2019
Presented By:	Don Roberts, Zama Site Manager
Title:	Zama Aerodrome – Lease Update

BACKGROUND / PROPOSAL:

In October Administration was approached by a private individual requesting to lease the Zama Airstrip for private use.

Council directed administration to explore options and legalities.

Administration met with the interested party at the end of November. The interested party would like to lease the property (south end of the Zama Aerodrome) with no monthly or annual cost to him. In turn he would grade/prepare the airstrip for use.

The Zama Airstrip is “Registered” with NavCanada.

Presently the Zama Airstrip has a NOTAM (Notice to Airmen) imposed by NavCanada. This NOTAM states the airstrip is closed to all fixed wing aircraft.

In order for the airstrip to be re-opened to fixed wing aircraft, compliances would have to be met such as installing lights, markings, wind direction indicators, and improving the airstrip surface all requiring final inspection and approval from Transport Canada.

Administration has yet to check with legal for any liabilities that Mackenzie County may have.

OPTIONS & BENEFITS:

Step 1

Permanently close the Zama Airstrip and de-register with NavCanada. This in turn would essentially turn the property into a normal field that could be used privately.

Author: D. Roberts **Reviewed by:** _____ **CAO:** _____

Step 2

Enter into a lease agreement with interested party for the property (south end of the Zama Aerodrome) with no monthly or annual charge. This lease agreement would possibly include vehicle parking, and fuel storage.

COSTS & SOURCE OF FUNDING:

Step 1 \$0

Step 2 \$0

SUSTAINABILITY PLAN:

Goal

- E-1 County Transportation System
- reduces travel time

COMMUNICATION / PUBLIC PARTICIPATION:

None at this time.

POLICY REFERENCES:

Canadian Aviation Regulations

SOR/96-433

Registration

301.03 (1) Subject to subsection (2), where the operator of an aerodrome provides the Minister with information respecting the location, markings, lighting, use and operation of the aerodrome, the Minister shall register the aerodrome and publish the information in the *Canada Flight Supplement* or the *Water Aerodrome Supplement*, as applicable.

(2) The Minister may refuse to register an aerodrome where the operator of the aerodrome does not meet the requirements of sections 301.05 to 301.09 or where using the aerodrome is likely to be hazardous to aviation safety and, in such a case, shall not publish information with respect to that aerodrome.

(3) The operator of an aerodrome registered pursuant to subsection (1) shall notify the Minister immediately after any change is made to the location, marking, lighting, use or operation of the aerodrome that affects the information published by the Minister pursuant to subsection (1).

(4) An aerodrome that is listed in the *Canada Flight Supplement* or the *Water Aerodrome Supplement* on the coming into force of this Subpart is deemed to be registered pursuant to subsection (1).

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

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That administration be authorized to enter into a lease agreement with the interested party for a portion of the Zama Aerodrome (south end) with no charge to the tenant pursuant to legal information/advice.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That administration be authorized to permanently close the Zama Airstrip and de-register with NavCanada and Transport Canada.

Author: D. Roberts **Reviewed by:** _____ **CAO:** _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2019
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the December 6, 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 December 6, 2018 be received for information.

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

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Thursday, December 6, 2018 @ 10:00 a.m.

PRESENT: Erick Carter Chair, MPC Member
Beth Kappelar Vice Chair, MPC Member
John W Driedger MPC Member
David Driedger Councillor, MPC Member

REGRETS: Jacquie Bateman Councillor, MPC Member

ADMINISTRATION: Byron Peters Deputy Chief Administrative Officer
Caitlin Smith Planning Supervisor
Kristin Racine Planner
Lynda Washkevich Development Officer/Recording Secretary
Ryleigh-Raye Wolfe Environmental Resources Planner

MEMBERS OF PUBLIC: Charles LaForge
Charles Derksen

MOTION 1. CALL TO ORDER

Erick Carter called the meeting to order at 10:05 a.m.

2. ADOPTION OF AGENDA

MPC-18-12-171 MOVED by John W Driedger

That the agenda be adopted with the addition of the following item:

**6. d) 28-SUB-18 Simon Driedger
10 Acre Subdivision
SE 8-106-13-W5M**

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC-18-12-172 MOVED by Beth Kappelar

That the minutes of November 15, 2018 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

The Subdivision & Development Appeals Board Clerk received an appeal in regards to a Subdivisions condition of Approval.

4. TERMS OF REFERENCE

For information.

5. DEVELOPMENT

**a) 221-DP-18 Charles LaForge
Dwelling-Row
Plan 188TR, Block 6, Lot 1**

Charles LaForge presented his plan and explained his reasoning for the proposed Dwelling-Row.

MPC-18-12-173 MOVED by David Driedger

That Development Permit 221-DP-18 on Plan 188TR, Block 06, Lot 01 in the name of Charles LaForge be REFUSED for the following reasons:

- a) The application does not meet the requirements as stated in the Mackenzie County Land Use Bylaw 1066-17 definition of a DWELLING-ROW:

DWELLING – ROW means a minimum of three DWELLING UNITS constructed in a row and divided vertically by common walls, and each of which has a separate entrance at ground level.

- b) Multiple homes are not allowed on one lot according to Land Use Bylaw Section 8.19.1:

No person shall construct, locate or cause to be constructed more than one DWELLING UNIT on a LOT within a HAMLET unless provided for in this BYLAW.

- c) A Dwelling-Row using manufactured homes is determined at the initial construction stage in the factory. It cannot be decided after the production time, unless engineered to do so and then re-

certified. Any alteration to a mobile home nullifies its certification. The proposed development goes against the Alberta Building and Fire Code.

CARRIED

6. SUBDIVISIONS

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

MPC-18-12-174 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) 31-SUB-18 Jacob & Anne Doerksen
11.03 Acre Subdivision
NE 8-106-15-W5M**

MPC-18-12-175 MOVED by John W Driedger

That Subdivision Application 31-SUB-18 in the name of Jacob & Anne Doerksen on NE 8-106-15-W5M be APPROVED with the following conditions:

1. This approval is for a single lot urban subdivision, 5.9 acres (2.39 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 all sanitary systems including service lines, main and appurtenances as required by the Municipality,
- c) Provision of all water lines, including all fittings and valves as required by the County,
- d) Provision of municipal servicing (water and sanitary sewer) to each lot,
- e) Provision of access to lot being created by the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developers' expense. This requirement is in accordance with Mackenzie County's Access Construction Policy No. PW039;
- f) Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision,
- g) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities,
- h) Provision of a 5 meter easement for future road widening.
- i) The developer is responsible for site grading and landscaping to design elevation and seeding with grass or other approved landscaping, in a manner that does not negatively impact adjacent properties or infrastructure.
- j) Any outstanding property taxes shall be paid in full prior to registration of title,

- k) Provision of off-site levies as required by the County as follows:
 - i) Subdivision Off-Site Levies (Bylaw 338/02) are imposed for the extension of a gravity sewer main in the North West area in the Hamlet of La Crete for the servicing of future development:
 - a. The levy is calculated at \$4,111.23 per hectare.
2.35 hectares at \$4,111.23 equals \$9,661.39

Total Levy Fee = **\$9,825.84**

- l) 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 \$15,000.00 per acre. Municipal reserve is charged at 10%, which is \$1,500.00 per subdivided acre. **5.83 acres** times **\$1,500.00** equals **\$ 8,745.00**.

CARRIED

- c) **35-SUB-18 Charles & Lori Derksen
12.75 Acre Subdivision
SW 17-104-15-W5M**

MPC-18-12-176 **MOVED** by Beth Kappelar

That Subdivision Application 38-SUB-18 in the name of Charles and Lori Derksen on SW 17-104-15-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 12.75 acres (5.16 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) All sewage disposals shall conform to the Alberta Private Sewage

Systems Standard of Practice 2015.

- d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- h) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

- d) **Simon Driedger
10 Acre Subdivision
SE 8-106-13-W5M**

John W Driedger declared himself in conflict and left the meeting at 10:50 a.m.

Charles LaForge left at 10:56 a.m.

MPC-18-12-177 MOVED by David Driedger

That Subdivision Application 28-SUB-18 in the name Simon Driedger on SE 08-106-13-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10 acres (4.04 Hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not

limited to:

- a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - I. Any permanent buildings on the property must be constructed equal to or greater than the grade of the road.
- b) **Mitigation measures must be in place in order to avoid water damage from potential seasonal flooding.**
- c) **A caveat will be registered on the title of this property.**
- d) **The developer shall provide a storm water management plan consisting of a drawing which shows the varying elevations of the subdivision prior to registration. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- e) 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.
- f) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
- g) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- h) 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 \$7,200 per acre. Municipal reserve is charged at 10%, which is \$720 per subdivided acre. **10 acres times \$720 equals \$7,200.**
- i) **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).**
- j) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- k) 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.

- l) **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

John W Driedger rejoined the meeting at 11:04 a.m.

7. MISCELLANEOUS ITEMS

- a) **None.**

8. IN CAMERA

None.

9. MEETING DATES

- ❖ Thursday, January 10, 2019 @ 10:00 a.m. in La Crete
- ❖ Thursday, January 24, 2019 @ 10:00 a.m. in Fort Vermilion

10. ADJOURNMENT

MPC-18-12-178 MOVED by Beth Kappelar

That the Municipal Planning Commission Meeting be adjourned at 11:07 a.m.

CARRIED

These minutes were adopted this 10th day of January, 2019.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2019
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Subdivision & Development Appeal Board

BACKGROUND / PROPOSAL:

The Subdivision & Development Appeal Board met on December 18, 2018. A copy of their decision is attached for your information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the Subdivision & Development Appeal Board Decision for 03-SDAB-18 be received for information.

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

MACKENZIE COUNTY SDAB

Subdivision & Development Appeal Board

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

APPEAL BOARD DECISION

Date of Appeal Hearing:	December 18, 2018
Date of Issuance of SDAB Decision:	December 19, 2018
Appeal Application No.:	03-SDAB-18
Legal Description:	NW 7-105-13-W5M
Appellant Name & Address:	Michael Rollheiser and Michael Gale Site 7, Box 0 RR2 Cochrane, AB T4C 1A2
Appeal:	Subdivision Application 36-SUB-18 Michael Rollheiser and Michael Gale Condition 2. b) – Provision of a Road and Access

APPEAL BOARD'S DECISION:

In the case of 03-SDAB-18, the Subdivision and Development Appeal Board rules as follows:

To **UPHOLD** the appeal, amending the Municipal Planning Commission's decision for Subdivision Approval 36-SUB-18 as follows:

- 2. 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 developers expense,
- 2. b) i) **Condition 2. b) shall not apply if consolidation, of the subdivided portion of NW 7-105-13-W5M and the adjacent quarter section (NE 7-105-13-W5M), and transfer of title occurs within 180 days from the date of the Subdivision & Development Appeal Board Decision.**

REASONS FOR DECISION:

The Subdivision and Development Appeal Board considered all of the information submitted and presented by the Development Authority, the Appellant, and other parties present.

The Board hereby finds the following:

1. At the time of subdivision approval, the Municipal Planning Commission was not aware of the developer's entire plan.
2. The Municipal Planning Commission therefore imposed conditions as required within the Land Use Bylaw, which is the minimum standard Mackenzie County places on all development and to ensure public safety.
3. Considering the intent of the subdivision, the Development Authority recommended that the Appeal Board uphold the appeal and alter the condition requiring an access due to consolidation with the adjacent quarter section.
4. Should the lands not be consolidated into one parcel the access requirement shall remain.

APPLICABLE LEGISLATION AND STATUTORY PLANS:

Municipal Government Act RSA 2000 Chapter M-26

Municipal purposes

- 3 The purposes of a municipality are
- (a) to provide good government,
 - (a.1) to foster the well-being of the environment,
 - (b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality,
 - (c) to develop and maintain safe and viable communities, and
 - (d) to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

RSA 2000 cM-26 s3;2016 c24 s6;2017 c13 s1(3)

Hearing and decision

680(1) The board hearing an appeal under section 678 is not required to hear from any person or entity other than

- (a) a person or entity that was notified pursuant to section 679(1), and
- (b) each owner of adjacent land to the land that is the subject of the appeal,

or a person acting on any of those persons' behalf.

(1.1) For the purposes of subsection (1), "adjacent land" and "owner" have the same meanings as in section 653.

(2) In determining an appeal, the board hearing the appeal

- (a) must act in accordance with any applicable ALSA regional plan;
- (a.1) must have regard to any statutory plan;
- (b) must conform with the uses of land referred to in a land use bylaw;
- (c) must be consistent with the land use policies;
- (d) must have regard to but is not bound by the subdivision and development regulations;
- (e) may confirm, revoke or vary the approval or decision or any condition imposed by the subdivision authority or make or substitute an approval, decision or condition of its own;
- (f) may, in addition to the other powers it has, exercise the same power as a subdivision authority is permitted to exercise pursuant to this Part or the regulations or bylaws under this Part.

Subdivision and Development Regulation - Part 2 Subdivision and Development Conditions

Road access

- 9** Every proposed subdivision must provide to each lot to be created by it
- (a) direct access to a road, or
 - (b) lawful means of access satisfactory to the subdivision authority.

Mackenzie County Land Use Bylaw

1.1 Access and Drainage

- 1.1.1 Every proposed SUBDIVISION must provide to each LOT a direct access to a ROAD.
- 1.1.2 No DEVELOPMENT PERMIT with the exception of Subsection 5.11.4 shall be issued without a direct access to a ROAD.
- 1.1.3 All accesses shall be constructed to the General Municipal Improvements Standards or replacing standards and / or policy.
- 1.1.6 Applications for subdivision shall be required to demonstrate ROAD ACCESS for proposed lots to the standards established in the General Municipal Improvement Standards or to the satisfaction of the Subdivision Authority.
 - a. When a parcel abuts an undeveloped ROAD, this does not constitute ROAD ACCESS for purposes of subdivision.
 - b. A subdivision applicant may be required by the Subdivision Authority to construct a ROAD extension at their own expense in order to provide ROAD ACCESS:
 - Where direct access by a ROAD constructed to meet the General Municipal Improvement Standards does not already exist
 - In order to provide ROAD ACCESS to the balance of a subdivided lot

Policy PW039 Rural Road, Access Construction and Surface Water Management Policy

- 5. All subdivisions, with the exception of curb and gutter streets, shall provide an access to each lot being created and to the balance of the lands to County standards prior to the registration of the subdivision.

December 19, 2018

Date


for Cameron Cardinal, Chair (Presiding Officer)
Subdivision and Development Appeal Board

A decision of the Subdivision and Development Appeal Board is final and binding on all parties and persons subject only to an appeal on a question of law or on a question of jurisdiction, an appeal lies to the Court of Appeal from a decision of the Subdivision and Development Appeal Board, pursuant to section 688 of the Municipal Government Act 2000. An application for leave to appeal shall be made:

- (a) *to a judge of the Court of Appeal, and*
- (b) *within thirty (30) days after the issue of the decision sought to be appealed.*



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 16, 2019
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 Transportation (Highway Maintenance)
- Correspondence – Community Planning Association of Alberta (2019 Annual Conference)
- Correspondence – Alberta Health Services (One province, one health care system: A decade of healthcare transformation in Alberta)
- Correspondence – FCM (Renewing your FCM Membership for 2019-2020)
- Correspondence – Alberta Municipal Affairs (MSI Capital Program)
- Correspondence – Alberta NSWAR Committee (Input on Parks Canada Agency’s Draft Action Plan for Wood Buffalo National Park World Heritage Site)
- Correspondence – Alberta Indigenous Relations (First Nations Consultations)
- Correspondence – Alberta Transportation (RMA Meeting Follow-up)
- Correspondence – La Crete Agricultural Society Letter of Support for CFEP Grant Application
- Correspondence – Alberta Environment & Parks (Hay-Zama Wood Bison Reporting System)
- Correspondence – Minister of Transportation (Light Weight Concrete Girders)
- Correspondence – Plains Midstream Canada (Smoke from brush burning causing dangerous situation on public highway)
- Correspondence – Alberta Environment & Parks (Wood Buffalo National Park World Heritage Site Action Plan)
- Correspondence – Alberta Municipal Affairs (2018 Northern Alberta Ice Jams Advance Payment)

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

- Correspondence – Minister of Municipal Affairs (Disaster Recovery Program)
- Correspondence – Minister of Natural Resources Canada (Funding Support for Mountain Pine Beetle Containment)
- Correspondence – Ag for Life (Bumper Sticker Campaign)
- Correspondence – Rural Municipalities of Alberta (Alberta Transportation Action on Premature Girder Deterioration)
- Correspondence – Little Red River Cree Nation (Fox Lake Court Services)
- Correspondence – Hamlet Senior’s Snow Removal
- Assessment Bulletin – 2018 Minister’s Guidelines for Linear Property, Machinery and Equipment, Railway, and Farm Land
- La Crete Recreation Society Meeting Minutes
- Mackenzie County Library Board Meeting Minutes
- High Level Forests Public Advisory Committee Meeting Minutes

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

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 December 12, 2018

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
May 28, 2013 Council Meeting			
13-05-375	That the Zama Access paving be the first capital priority for paving a road outside a hamlet boundary and that administration continue reviewing options and applying for provincial and/or federal grants as these may become available with intent to complete the paving of this road.	Len	Expression of Interest Submitted
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	Refer to Motion 18-06-411 In progress. Meeting with landowners.
May 10, 2016 Regular Council Meeting			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> • cancel PLS 080023; • pursue acquisition of land parcels as identified on the map presented in red; • identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator. 	Don	PLS Cancelled. Asset list with all leases, caveats, dispositions, easements, etc. Response Received from AEP 2017-11-27. Application submitted. RFD to Council once response is received to our application.
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 filed.
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.
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.

Motion	Action Required	Action By	Status
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	Bylaw expired on January 9, 2019
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.	Byron Bill	In progress.
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	Completed
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 Byron	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	WSP Site Assessment for Creek Crossing Meeting scheduled for January 18, 2019
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	Funding transfer complete. MSI Funding as per Motion 18-06-483 Disposal expected in June 2019
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	Application submitted.
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	Survey in progress.

Motion	Action Required	Action By	Status
May 8, 2018 Council Meeting			
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	Completed
May 23, 2018 Council Meeting			
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.	Bill	Completed w/ exception of tax exemption options – to be presented to Council on 2019-01-16
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	Application submitted for GIPG.
June 12, 2018 Council Meeting			
18-06-412	That administration bring forward a list of exempted properties, including grants in lieu, annually.	Bill	Council 2019-01-16
18-06-432	That the County apply to Alberta Environment & Parks for a bank stabilization and clean-up along the Peace River in the Hamlet of Fort Vermilion as a result of the ice jam flooding event.	Dave	TFA Received Clean-up completed. Stabilization when engineering options received.
June 27, 2018 Council Meeting			
18-06-471	That the operating costs for the proposed La Crete Wellness Centre be brought back for review prior to passing the Borrowing Bylaw.	Doug	In progress
18-06-476	That administration bring back the Purchasing Authority Directive and Tendering Process Policy to a future council meeting with recommendations to change the COR/SECOR requirements.	Bill	In progress
July 25, 2018 Council Meeting			
18-07-530	That the County fire departments consider donating old bunker gear and equipment to the Highway to Mexico Program.	Doug	In progress
18-07-538	That administration brings back recommendations to Council for amendments to all Bylaws/Policies pertaining to tax payments.	Bill	February 2019
August 14, 2018 Council Meeting			
18-08-564	That the Agricultural Service Board create a follow-up procedure for weed notices and Agricultural Appeal Board decisions.	Grant	Council 2019-02-12
18-08-588	That road allowance policies be referred to the Land Stewardship Committee for review and bring back recommendations to council.	Byron Dave	In progress.
August 29, 2018 Council Meeting			

Motion	Action Required	Action By	Status
18-08-623	That administration prepare and submit a river search and rescue access plan to the Department of Fisheries and Oceans for the Peace River between the La Crete Ferry Campground and the D.A. Thomas Park.	Doug	In progress
September 11, 2018 Council Meeting			
18-09-663	That administration bring back additional options for the La Crete RCMP Clerical Support duties.	Doug	Budget deliberations
September 24, 2018 Council Meeting			
18-09-705	That the review of dispositions be TABLED to a Committee of the Whole meeting.	Dave	2019-01-15 COW Meeting
18-09-709	That Bylaw 1115-18, being a Municipal Reserve Closure Bylaw to cancel the municipal reserve lot, Plan 052 2360, Block 2, Lot 3MR, be TABLED to the next meeting for more information.	Byron	In progress
18-09-710	That Bylaw 1116-18 being a Road Closure Bylaw to close a portion of lane between Lots 1 & 3MR, Block 2, Plan 052 2360 for the purpose of consolidation, be TABLED to the next meeting for more information.	Byron	In progress
October 9, 2018 Council Meeting			
18-10-732	That the draft drug and alcohol policies be amended as discussed and forwarded to the AUPE Local 118/008 for review and comment.	Carol	December 2018
18-10-743	That administration investigate and negotiate with the airport lease holders regarding airport fees.	Byron	In progress
18-10-763	That administration proceeds with the water diversion licences as discussed.	Fred	In progress
October 24, 2018 Council Meeting			
18-10-849	That the operation of the Handi-Van program be passed on to a non-profit community organization and that administration be directed to request Expressions of Interest from the community.	Doug	Advertising complete
18-10-859	That a letter be provided to the Alberta Biodiversity Monitoring Institute in support of the Pilot Wildlife Monitoring Program Using Remote Cameras, in principle.	Grant	In progress
18-10-863	That administration explores options and legalities for leasing the south end of the Zama airstrip to private parties and bring back the options to Council.	Don	Council 2019-01-16
18-10-864	That the appraisal report for non-profit buildings be presented to the Community Services Committee for review.	Doug	In Progress
November 6, 2018 Budget Council Meeting			

Motion	Action Required	Action By	Status
18-11-888	That the organizational chart recommendations be TABLED to the budget deliberations.	Len	2019 Budget Deliberations
November 13, 2018 Regular Council Meeting			
18-11-881	That the Mackenzie Regional Waste Management Commission be requested to investigate options regarding the disposal of dead animals.	Len Grant	Completed
18-11-882	That a video be created to assist in advocating for the Disaster Recovery Program application for the May Wildfires.	Byron	Completed
18-11-883	That the stray livestock discussion be referred to the Agricultural Service Board for review and recommendation to Council.	Grant	ASB 2019-01-09
18-11-885	That the Zama Water Treatment Improvements Project be retendered with a project scope change.	Fred	In progress
18-11-909	That open houses be held in La Crete and Fort Vermilion regarding the Cannabis Consumption Bylaw prior to second reading.		LC – January 14, 2019 FV – January 15, 2019
18-11-910	That a three (3) year moratorium be placed on the development of road allowances for non-municipal use until new policies and procedures are in place to determine priority, and future use.	Byron	Advertised In progress
18-11-912	That based on the fact that the entire joint boundary of Mackenzie County and the Municipal District of Opportunity No. 17 is composed entirely of federal and/or provincial crown land, the Reeve requests on behalf of Council that the Minister exempt Mackenzie County from the requirement of Section 631 of the Municipal Government Act that requires Mackenzie County to have an Inter-municipal Development Plan together with the Municipal District of Opportunity No. 17.	Byron	In progress
November 18, 2018 Regular Council Meeting			
18-11-955	That the driveway standard variance request for 9433-94 Avenue in the Hamlet of La Crete be approved and that administration bring back Policy PW039 Rural Road, Access Construction and Surface Water Management with an amendment identifying Council's authority to approve variance requests.	Dave	Policy currently states: "unless otherwise approved by the County all accesses shall meet the following standards...", whereby giving administration the necessary discretion.
18-11-959	That an Ad Hoc Committee be established to review and develop an action plan for fire permit requirements and hazardous smoke conditions and that a recommendation be brought back to Council by April 15, 2019.	Grant	Meeting Scheduled for February 5, 2019

Motion	Action Required	Action By	Status
18-11-966	That Mackenzie County provide a response to the Wood Buffalo National Park World Heritage Site draft action plan by December 10, 2018.	Byron	Completed
18-11-967	That a letter be sent to the Minister of Environment & Parks providing clarification to their response letter dated November 27, 2018 regarding the Hay-Zama Wood Bison Hunt Reporting System.	Byron	Completed
December 10, 2018 Budget Council Meeting			
18-12-997	That administration inform the RCMP of Mackenzie County's intent to phase out the two Enhanced Policing positions prior to budget 2020 and recommend that the current vacant position not be filled and that the Fort Vermilion School Division be notified in regards to the School Resource Officer position.	Doug	In progress
18-12-998	That the fire truck replacement be deferred to the final budget deliberations.	Bill	2019 Budget Deliberations
18-12-999	That the farmland minimum tax rate be TABLED to the next Budget Council Meeting until the mill rate discussion.	Bill	2019 Budget Deliberations
December 11, 2018 Regular Council Meeting			
18-12-1009	That the La Crete Recreation Board be reimbursed for the operational items that were overspent in the amount of \$14,279.37 with funding coming from the La Crete Recreation Board's 2018 previously approved capital funds. <ul style="list-style-type: none"> • Review Engagement Bill (\$4,371.25) • Artificial Ice Plant Start-up (\$4,908.12) • VRA Natural Gas Filler (\$2,000.00) • Gas Detector and Exhaust Fan (\$3,000.00) 	Doug	In progress
18-12-1018	That the Fort Vermilion Recreation Board be authorized to proceed with the removal and installation of three (3) Hot Water Tanks (as per Option 3) up to a maximum of \$21,000.00 with funding coming from the 2018 Operating Budget – Emergent Funding Account.	Doug	In progress
18-12-1019	That the RCMP Crime Mapping be linked to the Mackenzie County website.	Carol	In progress
18-12-1026	That the La Crete Residential Waste Pickup Contract be awarded to D & E Ventures (as per Option 1) while staying within budget.	Doug	
18-12-1027	That the Bluehills Waste Transfer Station Contract be awarded to Sarah Driedger, subject to providing the required letter of insurance, while staying within budget.	Doug	

Motion	Action Required	Action By	Status
18-12-1030	That the Tax Recovery Auction for properties under tax arrears be set for February 12, 2019 at 1:00 p.m.	Bill	2019-02-12 Advertising in progress
18-12-1036	That based on the fact that the entire joint boundary of the Regional Municipality of Wood Buffalo and Mackenzie County is composed entirely of federal and/or provincial crown land, the Reeve requests on behalf of Council that the Minister exempt Mackenzie County from the requirement of Section 631 of the MGA that requires Mackenzie County to have an Inter-municipal Development Plan (IDP) together with the Regional Municipality of Wood Buffalo.	Byron	In progress
18-12-1037	That a letter of support be provided to the La Crete Agricultural Society for their Community Facility Enhancement Program grant application for enhancements to the La Crete Mennonite Heritage Village.	Len	Completed
18-12-1043	That a letter be sent to MP Chris Warkenten, MP Arnold Viersen and The Honourable Amarjeet Sohi, Minister of Natural Resources Canada, to support federal funding to contain the Mountain Pine Beetle.	Len	Completed
18-12-1044	That a letter be sent to the Minister of Transportation requesting assistance in undertaking and financing the required repairs to the light weight concrete girders.	Len	Completed
18-12-1045	That a letter be sent to Husky Energy in response to their concern letter to the Minister of Agriculture and Forestry regarding reduced visibility on public highways due to smoke from brush burning.	Len	Completed
18-12-1050	That administration proceed with the inter-municipal negotiations with the Town of Rainbow Lake as discussed.	Byron	Council 2019-01-16
December 12, 2018 Budget Council Meeting			
18-12-1054	That administration research options to have all farmland reassessed within three years.	Bill	
18-12-1055	That the remainder of the agenda be TABLED to the January 14, 2019 Budget Council meeting.	Bill	2019-01-14



ALBERTA
TRANSPORTATION

*Office of the Minister
Government House Leader
MLA, Edmonton - Highlands - Norwood*

October 12, 2018

AR 74257

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



Dear Reeve Braun:

Thank you for your September 11, 2018 letter requesting increased maintenance services on Highways 35, 58, and 88.

Although the department does not sweep all highway shoulders, intersection and shoulder sweeping in lower speed areas occurs in June or July, or before any planned line painting. Highways are then inspected a second time to determine if another round of sweeping is required prior to regular line painting, which typically occurs in August or September.

This year, the highway maintenance contractor completed approximately 200,000 square metres of sweeping within the Tri-Council area. However, the department will review your request for additional sweeping along Highways 35, 58, and 88. Given current fiscal restraint and operating budgets, funds are strategically allocated to ensure safety on Alberta highways.

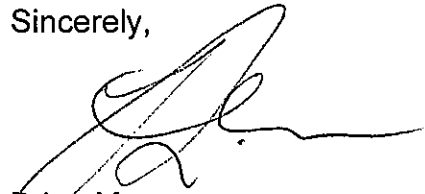
Regarding the Highway 88 bridge over the Boyer River, replacement is not currently planned, but will be reviewed during the next capital planning cycle. In the interim, Alberta Transportation will continue to maintain the existing wooden bridge decks.

Should you have any further questions, please contact Mr. Ryan Konowalyk, Regional Director. Mr. Konowalyk can be reached toll-free at 310-0000, then 780-624-6280, or at ryan.konowalyk@gov.ab.ca.

.../2

Thank you for sharing your concerns. I hope this information is helpful.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brian Mason', with a long horizontal flourish extending to the right.

Brian Mason
Minister

cc: Debbie Jabbour
MLA for Peace River
Her Worship Crystal McAteer
Mayor, Town of High Level
Her Worship Michelle Farris
Mayor, Town of Rainbow Lake
Ryan Konowalyk
Regional Director, Alberta Transportation

November 14, 2018

Reeve Joshua Knelsen
Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0



Dear Reeve Joshua Knelsen,

**Re: Community Planning Association of Alberta (CPAA) 2019 Annual Conference
Request for Attendance and Sponsorship Support**

The Community Planning Association of Alberta (CPAA) is a non-profit Association incorporated in 1977 as an organization dedicated to the promotion of community planning in the Province of Alberta. Through various means, the Association provides a forum for all stakeholders to discuss community planning-related concepts, ideas and issues with a view towards solutions.

CPAA has been and remains instrumental at bringing together varying perspectives on community planning related challenges and prides itself on broad based representation and participation from rural and urban environments. Events and outreach coordinated throughout the year and the annual CPAA conference bring together individuals with varying and diverse perspectives from political, administrative, planning and post – secondary backgrounds throughout Alberta.

The 2019 annual conference will be held from April 29th – May 1st 2019 at the Black Knight Inn in Red Deer, Alberta. This year's conference is themed the "**Intersection of Planning and Politics**". This theme gets to the core of the CPAA's reason for being: bringing together planners, administrators and politicians from throughout Alberta, so that each might better appreciate and understand the others knowledge, priorities and perspectives. The conference creates a space for planners, administrators and politicians to explore how planning can help influence, shape and enhance our communities and municipalities.

As part of CPAA's conference planning this year, the conference planning committee is reaching out directly to municipalities and previous conference partners throughout the Province to consider conference attendance for Council members, Chief Administrative Officers, Planners or other staff who would benefit from conference participation. Concurrent with this, we are also reaching out to municipalities and previous partners, to consider sponsorship, funding or in kind contributions to support the CPAA conference.

All sponsorship funding or in kind contributions received will be used to support conference activities and to support annual scholarships awarded by CPAA to students advancing post secondary education and a career in planning.

In support of this request, we have appended the following information to support your consideration of participation and / or formal support in this important annual event. Please find enclosed with this correspondence the following:

- Conference Registration Form
- Conference Exhibitor Form
- Conference Sponsorship Form and Information
- Conference Call for Abstracts

CPAA wishes to thank you in advance for your consideration to support this event. Should you have any questions in regards to this request, please do not hesitate to contact the CPAA Secretary, Vicki Hackl, at 780-432-6387 or cpaa@cpaa.biz or Chair of the 2019 Conference Committee, Candace Banack at 403-851-2578 or Candace.Banack@cochrane.ca .

We look forward to your participation and support.

Regards,



Candace Banack, RPP, MCIP

Chair, 2019 CPAA Conference Planning Committee

November 20, 2018

Mr. Joshua Knelsen, Reeve
Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0

One province, one healthcare system: A decade of healthcare transformation in Alberta

Dear Mr. Knelsen:

As a leader within your community and someone who cares about the health and well-being of Albertans, I hope this letter will interest you.

It has been a decade since Alberta Health Services (AHS) became a single, integrated, provincewide healthcare system. With our 10-year anniversary approaching, I am proud to share the successes we have achieved—together.

Many people beyond Alberta are interested in how we got to where we are today, including the Canadian College of Health Leaders. They recently approached AHS to submit an article to the Healthcare Management Forum journal highlighting some of the great things our people have done—and continue to do—to ensure Albertans have access to the best healthcare possible.

After an in-depth peer review of our submission, I am happy to announce that the article—*One province, one healthcare system: A decade of healthcare transformation in Alberta*—was accepted and is now being shared nationally. It shows how AHS is strengthening partnerships, standardizing best practices, driving innovation and making Alberta a national and international leader in numerous areas of healthcare delivery.

It also shows how we are capitalizing on our provincewide integration to build workplace culture, enhance patient safety and improve efficiency.

I am thrilled that the Canadian College of Health Leaders wants to share our story with their readers and I hope you will find this article of interest, as well. This is our story, and it would not have been possible without our people and our partners in communities across the province—partners like you.

On behalf of Alberta Health Services, thank you for your continued interest and contributions to the work we do and the care we deliver.

Together, we do amazing things every day.

Sincerely,



Verna Yiu, MD, FRCPC
President and Chief Executive Officer



Reprinted from

H E A L T H C A R E M A N A G E M E N T

FORUM

G E S T I O N D E S S O I N S D E S A N T É

Volume 31 Number 5
pp. 167-171

September 2018

One Province, One Healthcare System: A Decade of Healthcare Transformation in Alberta

David Veitch

One province, one healthcare system: A decade of healthcare transformation in Alberta

David Veitch¹

Healthcare Management Forum
2018, Vol. 31(5) 167-171
© 2018 The Canadian College of
Health Leaders. All rights reserved.
Article reuse guidelines:
sagepub.com/journals-permissions
DOI: 10.1177/0840470418794272
journals.sagepub.com/home/hmf



Abstract

Nearly a decade has passed since Alberta folded nine regional health authorities and three government agencies into one province-wide health system: Alberta Health Services (AHS). Deemed a reckless experiment by some at the time, there is now mounting evidence province-wide integration of services across the healthcare continuum is an enabler of improved quality, safety, and financial sustainability. The article highlights specific examples of how AHS is strengthening partnerships, standardizing best practices, and driving innovation, making Alberta a national and international leader in areas such as stroke care and potentially inappropriate use of antipsychotics in long-term care. It also shows how province-wide integration is being leveraged to build workplace culture, enhance patient safety, and find operational efficiencies that result in cost savings and cost avoidance.

Introduction

Dr. Verna Yiu still remembers hearing the news. It was May 15, 2008, and then-Alberta Health Minister Ron Liepert had announced a seismic restructuring of the province's healthcare system. Nine autonomous health authorities and three government agencies would be consolidated into one health system for the entire province.

When Alberta Health Services (AHS) officially launched on April 1, 2009, Liepert called it the biggest public merger in Canadian history. Today AHS employs more than 100,000 people.

The move was met with skepticism—even hostility—by many. However, Dr. Yiu—then Acting Vice Dean for the Faculty of Medicine at the University of Alberta—didn't rush to pass judgment.

"Like everyone, the news caught me by surprise," she says of a shakeup that hadn't been mentioned during a provincial election campaign held the previous February and March.

"But the more I thought about the implications of this decision, I got more excited about the potential of a province-wide, fully integrated health system. Alberta could better leverage its healthcare resources to benefit all Albertans and reduce the wide variations in quality and accessibility of services that existed at the time."

Today, Dr. Yiu is President and CEO of AHS, a position she has held for two years—a period of stability for the organization, its leadership team and Board.

"I'm grateful that during AHS's turbulent early years, we had exceptional healthcare leaders who put in place the building blocks for our organization," says Dr. Yiu, who joined the organization in 2012 as Vice President, Quality and Chief Medical Officer.

"What we're able to do today in regard to innovation, sustainability, quality, safety and integration—you can trace these achievements to the work done in AHS's earliest days. And this

recent period of stability has enabled us to become the high-performing, learning healthcare organization we've always strived to be."

Transforming quality and integration

"We are in good company!"

Dr. Richard Lewanczuk is excited. AHS's Senior Medical Director of Primary Health Care had just returned from the 18th International Congress on Integrated Care held in Utrecht, the Netherlands, held last May. Health leaders from more than 40 countries attended the conference where, out of more than 200 submissions, AHS was named among the top five most integrated health systems in the world. Furthermore, during a real-time poll of delegates at the Congress, AHS was ranked second in the world—just behind the world leader, the Netherlands—as the health system from which the most could be learned.

"International delegates were very impressed with what's happening in our province in terms of integration and ensuring all parts of the health system, and all teams, work together to provide seamless care for patients and families," says Dr. Lewanczuk.

The international recognition in Utrecht represented a welcome pat on the back for Alberta's efforts over the past decade to integrate healthcare services. From Day 1, AHS became responsible for programs and services spanning the entire continuum of care, including home care, primary care, addiction and mental health, acute care, clinical support services, ground and air ambulances, corrections health, public and

¹ Alberta Health Services, Edmonton, Alberta, Canada.

Corresponding author:

David Veitch, Alberta Health Services, Edmonton, Alberta, Canada.
E-mail: david.veitch@albertahealthservices.ca

population health, Indigenous health, seniors health, and continuing care.

“Our size contributes to our successes, no doubt,” says Dr. Lewanczuk. “But integration is key to all of our successes. You can’t afford to have silos in a fully integrated health system. You have to have partnership, collaboration and co-operation.”

In fact, partnership, collaboration and co-operation are cornerstones of AHS’s 15 Strategic Clinical Networks (SCNs). They are comprised of frontline clinicians, researchers, policy-makers and patients who are passionate and knowledgeable about specific areas of health, such as cancer care, seniors care, kidney health and surgery. These SCNs leverage provincial resources and drive innovation in order to improve the quality, standardization and sustainability of healthcare services across the province. “There’s nothing like them anywhere else in Canada,” Dr. Yiu points out with pride.

The first SCNs were established in 2012 under the leadership of former AHS President and CEO Dr. Chris Eagle. Six years prior, as Chief Operating Officer of the former Calgary Health Region, Dr. Eagle was building an early model of the SCNs, based on work done with Dr. Cy Frank in a bone and joint arthroplasty pilot project. The autonomy of Alberta’s health authorities in 2006 didn’t allow the pilot to roll out across the province. It was the creation of AHS that made possible the spread of the SCNs across Alberta.

“When I became CEO of AHS, I just put the pedal to the metal and said: ‘We need to get going on this,’” Dr. Eagle recalls. “We have a great opportunity here with the platform we have People were asking: what’s the clinical value of having a big organization? Well basically, you have a reach across the province and you have a lot of talented clinical leaders who can make things happen. The SCNs have survived the test of time, they’ve done a number of good things and now people across the country are watching to see what these networks will do next.”

Indeed, many quality improvement advances at AHS are directly linked to SCN innovations that are then operationalized by frontline care providers. For instance, the Canadian Institute of Health Information (CIHI) reports Alberta has the country’s lowest rate for potentially inappropriate use of antipsychotics in long-term care—at 17.4%, that is, 4.5% below the national average and about 9% below where Alberta sat four years ago when the Seniors SCN and the Addiction and Mental Health SCN started implementing a program to help long-term care providers use non-pharmacological therapies to manage difficult behaviours.

Similarly, the Cardiovascular Health and Stroke SCN developed and rolled out a quality improvement initiative to Alberta’s 17 stroke treatment centres that has reduced by half the average time between diagnosis and treatment with the clot-busting drug tPA (tissue plasminogen activator)—from 70 minutes in 2012 to 36 minutes today. (The accepted benchmark is to treat patients within 60 minutes of their arrival at hospital.) The SCN program was operationalized by paramedics, registration clerks, neurologists, radiologists, diagnostic imaging technicians, emergency physicians and

registered nurses, who now work in parallel rather than sequentially in order to provide quicker treatment.

Meanwhile, earlier this year, the Institute of Health Economics reported the outcomes of a two-year pilot project involving the Surgery SCN. Five AHS hospitals, in partnership with the SCN, implemented the National Surgical Quality Improvement Program to help guide improvements in surgical care. The project helps Albertans spend less time in hospital after surgery and experience fewer complications, and the study also found that every \$1 of investment in quality improvement brought \$4.30 in return—for a net cost avoidance of \$8.8 million.

“I’ve often said that when you focus on quality, savings will follow—and this study very much affirms that,” says Dr. Yiu. In fact, since 2012, AHS estimates the work of SCNs has resulted in cumulative savings of 43,000 bed days, avoided costs of \$28 million, and generated direct cost savings of \$15.2 million—while improving quality, safety and standardization of care across the province.

Others are taking notice. In October 2017, federal Health Minister Ginette Petitpas Taylor launched an external review of the eight federally funded pan-Canadian health organizations. The final report, *Fit For Purpose*, released last March, makes specific mention of Alberta’s SCNs. “The fragmented structure of Canada’s health systems presents challenges to achieving effective learning health systems,” the report states. “The Strategic Clinical Networks of Alberta are an example of how one jurisdiction is tackling the challenge.”

Several projects now underway at AHS promise to further improve the integration of Alberta’s health system.

Connect Care is a large-scale project designed to link patients, healthcare teams and information. A key component is the implementation of a shared provincial Clinical Information System (CIS) that enables AHS healthcare teams to access and record information in the same health record. AHS currently has 1,300 systems that store health information; with a single provincial CIS, health information will move with the patient from site to site and from service to service.

“AHS wants Albertans to be more involved in their own health and wellness and we need to give them the tools to do that,” says Dr. Rob Hayward, AHS Chief Medical Information Officer. “Today, Albertans have limited access to their health information but soon they will have an unprecedented level of interaction with their health system and their health information.” By logging onto the Connect Care Patient Portal, Albertans will be able to see their lab results, review their care plan, review their healthcare visit history, receive alerts about upcoming appointments, and even message their healthcare team if they have questions about their treatment.

Work related to Connect Care is now underway and the phased-in rollout will be completed in five years.

Alberta is also consolidating all publicly funded laboratory services into one wholly owned subsidiary of AHS. A new lab hub facility is being built close to the University of Alberta in

Edmonton that will consolidate various diagnostic laboratory services and feature dedicated research and innovation space.

“Under a consolidated model, lab services in the province will be responsive, fully integrated with our public health system, and similar in structure to other high-functioning lab systems seen in other jurisdictions,” says Mauro Chies, interim CEO of the provincial lab.

And recently, AHS established the Primary Health Care Integration Network to support the integration of primary care with acute, emergency and specialty care, as well as with social care organizations and other key services and programs. Referral pathways between primary care physicians and specialists have been created and, in some cases, they are dramatically reducing wait lists to see specialists. In Calgary, wait lists for non-urgent gastrointestinal (GI) issues have been virtually eliminated—from 2,700 people waiting in January 2016 to 29 people at the end of 2017—a 98% reduction. This was achieved by giving family physicians convenient, round-the-clock access to GI specialists through a special advice telephone line, and making available enhanced primary care pathways for non-urgent GI complaints.

AHS is leveraging improved integration, especially with primary care, in its 2017-2020 Health Plan and Business Plan, which outlines strategies to provide more services outside of hospital settings—an initiative called Enhancing Care in the Community.

“The absolute trend in the leading health systems internationally is our equivalent of Enhancing Care in the Community,” says Dr. Lewanczuk. “All these leading systems are moving to shift focus toward keeping people healthy in their communities.”

Dr. Lewanczuk adds that at the integration conference, representatives from Australia, New Zealand, the Netherlands, and Belgium all expressed interest in visiting Alberta and learning more about what’s being done in the province to integrate care.

“We have lots to be proud of at AHS,” he says.

Transforming safety

Talking to the Economic Club of Canada in late 2016, patient safety expert Dr. Anne Snowdon noted Canada lagged behind other countries in key patient safety indicators. However, Dr. Snowdon, the Chair of the World Health Innovation Network and CEO of Supply Chain Advancement Network in Health, pointed to one province that was on the right track. “Alberta is absolutely leading the charge in supply chain and adverse event reporting,” Dr. Snowdon told her audience. “As soon as they digitized (adverse event reporting) and made it easier for clinicians to go on-line, fill in what happened, (the number of reports) jumped more than double.”

AHS is one of the few health systems in the world with an on-line Reporting and Learning System (RLS) which, as Dr. Snowdon noted, makes adverse event reporting easier to do. About 100,000 reports per year are added to the RLS, which has more than 750,000 reports of errors, hazards and near

misses—information that helps AHS understand the scope and scale of a problem, so the right solutions can be applied. When a problem arises, AHS can also quickly determine whether this is a localized problem that happened one time in one place or if the problem has occurred many times before in different locations.

Every year, AHS conducts more than 100 detailed patient safety reviews that collectively generate hundreds of recommendations for improvement. AHS has completed more than 1,200 reviews leading to 4,000 recommendations, which are monitored and reported on through to implementation. The information collected represents a significant organizational memory that is tapped frequently to inform new decisions that need to be made regarding patient safety.

“Here’s where the size of AHS really helps us,” says Dr. Yiu. “A rare event at a small site or health authority might happen once every several years—but within a province, we see that rare event more frequently, so we can recognize the event sooner and take steps to correct it. In this way, the RLS and the Recommendation Tracker are our early warning system.”

Meanwhile, the AHS Contracting, Procurement and Supply Management team is implementing medical device data standards using the GS1 global standard barcode recommended by Dr. Snowdon. These standards enable point-of-care scanning of medical devices to ensure the patient gets the right product; traceability, with patient records capturing the device and lot number in the event of a medical device recall; and standardization, so outcomes can be measured to determine effectiveness.

“By having a unique identification number on every product, in every clinical setting, as well as scanning technology, we create a clinical environment where it’s virtually impossible for supply chain errors to occur,” says Dr. Yiu.

Yet she adds the key to improving workplace safety is not technology, it’s people. “We worked to build trust and promote just culture principles across the organization,” says Dr. Yiu. “We really stressed to our people that, at AHS, our priority is fixing the problem, not pointing fingers. We wanted people to feel safe when they report an adverse event and, judging from the high number of adverse event reports we get every year, I think we have succeeded.

“Everything boils down to trust and relationships.”

That was a hard-earned lesson for AHS.

Transforming partnerships

Brenda Huband has been with AHS from the start. Asked to describe the organization’s earliest days, she offers: “We started in chaos, with fear and trepidation.” The AHS Vice President and Chief Health Operations Officer for Central and Southern Alberta quickly points out “we’ve moved on” but, no doubt, AHS has spent its first decade strengthening relationships with people both within and outside of the organization.

“At the beginning, there was a lot of uncertainty and instability with constant changing of leadership and shifting

priorities,” says Huband, who, during the tumult, briefly shared interim AHS CEO duties. “There was disengagement and distrust in the new system with AHS staff. And communities—especially smaller communities—didn’t feel this huge new health system was listening to them.”

The strict, centralized decision-making of AHS’s first year was eased in 2010 with the establishment of five large geographic zones, each led by a clinical lead and operational lead, a model AHS continues to use. AHS also created channels for the public to have a say in decision-making with the establishment of various advisory councils. There are 12 geographically defined Health Advisory Councils, on which volunteer members advise on healthcare delivery in their respective communities; a Wisdom Council, which advises AHS on healthcare delivery for Indigenous populations; four Provincial Advisory Councils, which advise AHS in the areas of cancer care, addiction and mental health, seniors health and LGBTQ+ health; and the Patient and Family Advisory Council, which bring the patient and family voice to AHS decisions regarding programs, services, policy and even the design of new facilities. AHS also has a dedicated community engagement team that fosters dialogue with communities and stakeholders, as well as a community engagement committee of the AHS Board that reviews all community engagement activities.

“We want to involve Albertans in their healthcare and in their healthcare system,” says Colleen Turner, AHS Vice President of Community Engagement and Communications. “No one knows a community better than the people who live there, so we listen to their ideas and concerns about local healthcare delivery, then work together to come up with the right solutions.”

Work is also continuing to strengthen relationships with external stakeholders, including Alberta’s 69 health foundations, which raise more than \$200 million annually for AHS.

“When AHS was formed, it disrupted many of the relationships that existed between the foundations and the pre-existing (health) regions. There was a sense of loss,” says Dr. Eagle, the former AHS president and CEO who now holds that same title with one of the province’s biggest health foundations: the Calgary Health Trust.

“We’re in a much more positive environment now. Part of it goes back to AHS having a clear sense of what its priorities are, so the foundations have a clearer sense of what they go to philanthropists to ask for. I think the trust is back.”

Meanwhile, Dr. Yiu made improved workforce engagement one of her priorities after taking the helm of AHS in 2016. During her first weeks as CEO, staff, physicians, and volunteers were consulted to develop a new AHS vision statement—Healthy Albertans. Healthy Communities. Together—and a refreshed set of values: compassion, accountability, respect, excellence, and safety. And two years ago, the organization released a workforce engagement strategy. Our People Strategy was developed following consultations with more than 60,000 staff, physicians, and volunteers. It outlines actions to identify a clear vision, shared purpose and common goals; to develop

excellent leaders; to empower people; and to create a safe, healthy and inclusive workplace.

These efforts are paying off. For the first time in the organization’s history, AHS is now one of the top 100 employers in Canada, as well as one of the top employers for young people and one of Alberta’s top 70 employers. “We still have a lot of work to do to fulfil the goals of Our People Strategy, such as increasing the proportion of AHS staff who’ve taken Indigenous awareness and sensitivity training,” says Todd Gilchrist, AHS Vice President of People, Legal and Privacy. “But the top 100 recognition affirms we are moving in the right direction.”

Marni Panas is on the frontlines of AHS’s culture change. A senior advisor with the AHS Diversity and Inclusion team, Panas says she’s proud to help continue building an organizational culture “where everybody can bring their whole selves to their work experience or to their healthcare experience.” It’s a professional passion born from personal experience.

“As a trans person, there are many places in the world where I don’t feel safe,” says Panas, who joined AHS in 2012. “There were times when my workplace was the only safe place I had in my life Because I worked in an environment where people truly were in the business to care for each other, and because I felt such support, I know if I couldn’t (transition) here, I couldn’t do it anywhere else. It was that realization that allowed me to be fully me.”

Working for AHS, Panas says, “changed my life—and probably saved it.”

Transforming financial sustainability

Ron Liepert laughs boisterously down the telephone line from Ottawa after being asked if he considers himself the “father” of AHS. “I guess technically that might apply,” he answers with a hint of embarrassment. “But I don’t mind talking about it because I’m quite proud, in many ways, of what we were able to do.”

Liepert, now a Member of Parliament for Calgary Signal Hill, had been Minister of Health for only two months when he made the decision to dramatically reshape how healthcare would be delivered in Alberta. “We needed to do something,” he says. “Our healthcare budget was increasing by as much as 10% every year We knew there were some back-office efficiencies, administrative efficiencies, that could take place; things like not having 13 CEOs, not having 13 CFOs.” Mission accomplished. A decade later, the CIHI reports Alberta has the leanest healthcare administration in the country at 3.3% of total expenses; the national average is 4.5%.

Furthermore, AHS has operated within 1% of its budget for all but its inaugural year—a development that hasn’t escaped Liepert’s attention. “I remember, every year at budget time, the CEO of one of the major health regions would say: ‘We need more money or we’re going to have to shut down the place.’ And you just don’t hear that anymore,” he says. AHS has a \$15.2-billion budget for 2018-19. Provincial health spending

accounts for about 6% of Alberta's GDP and about 40% of total annual government expenditures.

Since taking the reins of AHS, Dr. Yiu has continued to encourage the organization to find savings through quality improvements and operational efficiencies. By embracing procurement and inventory management best practices, AHS has saved more than \$261 million over a period of three fiscal years, starting in 2009-10, and another \$90 million in 2016-17 alone. Fiscal accountability has landed on the frontlines, too, where physician leaders and their teams have been asked to find cost savings that don't impact patient care. Over the past two years, these efforts at improving efficiency have saved AHS a further \$160 million.

Taken together, AHS is slowing the rate of growth for factors that drive both expenses and pressures on the health system. Dr. Yiu refers to this as bending the cost curve. Before AHS was formed, the average cost to treat a patient in hospital was rising by 3.4% annually. Since 2014-15, the cost to treat a patient in hospital has been dropping by 1% per year. Furthermore, AHS expenses have grown by 2.3% annually over the past three fiscal years, down from 5.7% annually during AHS's first six years.

"We're balancing our budget, running Canada's largest health system with the leanest administration in the country, carefully investing in priority areas, and reducing operational costs as well as costs for hospital care," says Dr. Yiu. "I think it's fair to say AHS is a model for responsible financial stewardship."

Conclusion

"Believe me, it's all worth it." So said Sean Chilton, AHS Vice President, Health Professions and Practice during a Health Innovation Summit in Regina in November 2017. In the audience that day were leaders from the Saskatchewan Health Authority, which would launch the following month. The Saskatchewan government decided to follow the lead of its western neighbour, consolidating 13 regional health authorities into one province-wide health system. Chilton wanted to assure his healthcare colleagues in Saskatchewan that they were doing the right thing. "I really truly wouldn't go back to the way things used to be," Chilton stressed.

Dr. Yiu says there are some key learnings to be taken from Alberta's ongoing healthcare transformation:

- Political and health system leadership must be aligned, share a common vision, and agree on the path forward.
- Healthcare transformation is an incremental and long-term process that has no end point; always strive for continuous improvement.

- Physician leadership and engagement is critical to achieving interprofessional care and integration of services.
- Look at the health system as a whole and have strategies to leverage community-based services.
- Quality improvement drives cost savings and cost avoidance.
- Invest in information management technologies that support data sharing across professional and organizational boundaries.

"AHS was considered a bold and perhaps foolish experiment a decade ago but, as it turns out, Alberta was just ahead of the curve," Dr. Yiu says. "When I travel, healthcare leaders tell me they marvel at what we've managed to do in Alberta."

Dr. Yiu notes AHS is still working to reduce emergency department and surgical wait times, as well as increasing continuing care capacity—issues that vex other health systems in Canada and around the world. "But I argue that AHS's achievements cannot be dismissed or diminished because we're addressing challenges that most health systems are facing," she says.

Results of a public opinion survey, commissioned by AHS and conducted in late 2017, suggest Albertans feel good about their province-wide health system as it approaches its 10th birthday.

Of the more than 1,000 Albertans contacted:

- 89% said they feel AHS cares about the health of Albertans.
- 88% said they feel healthcare in Alberta is of high quality.
- And 87% said they feel AHS is there for Albertans if and when they need healthcare.

Liepert, for one, is not surprised.

"I have to say that every time I speak to someone who has used (Alberta's) healthcare system in the past few years, their response has been 'the healthcare system was amazing for me,'" he says.

"At the end of the day, Alberta's healthcare system is delivering high-quality services and they're doing it in a cost manner that is sustainable—and that wasn't the case 10 years ago."

Adds Dr. Yiu: "I used to say when I started as CEO two years ago that AHS aspires to be a high-performing healthcare organization. Although there is still much work to be done, I am proud to say that we are, in fact, a high-performing healthcare organization, looking forward into the future to further optimizing care and positive health outcomes for Albertans."

Reference to trade names, commercial organizations and their products and the inclusion of advertisements in the journal does not imply endorsements by SAGE, its society publishing partners, the editors, or the editorial board. To the extent permitted under applicable law neither SAGE nor the associated society assumes nor shall have any liability for injury and/or damage to persons or property and/or death directly or indirectly arising out of or related to any of the material in this journal. Please promptly inform the editors of any errors.

To order additional reprints:
Phone (805) 410-7763 Fax (805) 410-7009
Email: reprint@sagepub.com

Reprinted by:

 **SAGE** www.sagepublishing.com
Los Angeles | London | New Delhi | Singapore | Washington DC | Melbourne



A message from your president



Renewing your FCM membership for 2019-2020

Dear Mr. Len Racher,

The Federation of Canadian Municipalities is the national voice of Canada's local governments. We bring your priorities to the federal government. As an FCM member, you get exclusive access to valuable resources that help you strengthen your community. Not only that, you're helping to build a better Canada. Together, we've made history for local governments of all sizes, in every region of Canada. And we're just getting started.

It's time for the Mackenzie County to renew its FCM membership. Enclosed, please find your member invoice for 2019-2020. I want to thank you for making our partnership a priority.

For FCM, partnership is everything. For instance, our deepening partnership with the federal government is delivering unprecedented gains for municipalities—from historic new infrastructure investments to the national housing strategy. But the partnership that matters most is the one with local governments like yours.

Our partnership brings together nearly 2,000 municipalities of all sizes, representing more than 90 percent of all Canadians. The fact is, our strength lies in this strong and united voice. It's our united voice that's changing how Canada works. That's why your continued membership is so important.

Turn this page over to read about how FCM is delivering results—and about the crucial year ahead for local governments. To learn more about how joining FCM benefits your municipality, visit fcm.ca/membership.

Imagine a Canada where local leaders have the right tools to build livable and competitive cities and communities. Where the order of government closest to daily life takes its rightful place at the nation-building table. That's the Canada we're ready to build. As an FCM member, you can be a part of it.



VICKI-MAY HAMM
Mayor, City of Magog, Quebec
FCM President

► Delivering results for you

Thanks to our growing influence in Ottawa—from policy analysts to cabinet ministers, from opposition leaders to the Prime Minister—we're securing historic new investments in municipal priorities. In the last three years alone, FCM's advocacy has led to Canada's first-ever **national housing strategy** and an unprecedented **\$180 billion federal infrastructure plan**.

FCM also delivers more and more resources directly to members like you. Resources like our recent *Municipal Guide to Cannabis Legalization*. And of course, capacity-building expertise and

funding delivered through **FCM's programs** is helping local governments strengthen everything from asset management to climate resilience to Indigenous partnerships.

Our track record with federal governments of all political stripes speaks for itself. In previous years, FCM helped secure milestone gains like the indexed federal Gas Tax Fund and the GST rebate for municipalities. Last year alone, these totalled more than \$3 billion. In fact, **direct transfers to municipalities have nearly tripled since 2005**. That's a direct result of FCM's advocacy.

► Our crucial year ahead

Right now, an important moment is unfolding across the country—a long-overdue conversation about how orders of government should be working together to serve Canadians. **This opens a window of opportunity for us all.**

Every year, municipalities are expected to do more for Canada. From boosting economic growth to tackling climate change to implementing cannabis legalization. We are all embracing this change. But what hasn't changed is the outdated fiscal and legislative framework in which we work. It's time to turn this around.

With the right long-term tools, we can truly unlock our potential as municipalities. That is our message to every national political party heading

into the next federal election—now less than one year away. And to keep our vision front-and-centre, FCM's elected Board of Directors has directed staff to deploy our most intensive pre-election advocacy push ever.

This strategic effort will be fuelled by our members. For starters, that means supporting FCM's Special Advocacy Fund (fcm.ca/AdvocacyFund), and it means **continuing your membership at this crucial time**. Throughout the year, it'll mean getting our shared message out—and we'll help you do just that.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR95456C

December 10, 2018

Mr. Joshua Knelsen
Reeve, Mackenzie County
PO Box 640
Fort Vermilion Alberta T0H 1N0

Dear Reeve Knelsen,

The Alberta Government is committed to making the lives of Albertans better. By providing significant funding to our municipal partners through the Municipal Sustainability Initiative (MSI), we continue to assist municipalities in building strong, safe, and resilient communities while respecting local priorities.

I am pleased to accept the following eligible projects submitted by your municipality under the MSI capital program.

CAP-10033	Teachers Loop Road and Sidewalk Upgrade	\$275,000
CAP-10034	Fort Vermilion Fire Tanker	\$418,722
CAP-10035	Prairie Packers to West La Crete Road Rehabilitation	\$703,839
CAP-10036	Fort Vermilion Road Upgrades	\$258,550
CAP-10037	La Crete Street Improvements	\$550,000
CAP-10039	Common Equipment Purchase	\$532,200
CAP-10043	Range Road 180 Bridge Construction	\$655,750
CAP-10348	Street Sweeper	\$310,000
CAP-10349	Grader Purchase	\$910,161
CAP-10361	La Crete Road Upgrades	\$498,200
CAP-10368	Zama Wastewater Forcemain	\$542,500
CAP-10941	River Road Overlay	\$880,000
CAP-10942	La Crete Fire Truck and Equipment	\$528,800

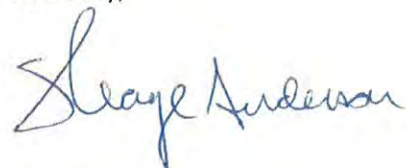
.../2



My ministry welcomes the opportunity to celebrate your MSI project milestones with you, so please send invitations for these events to my office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, please contact Municipal Affairs Communications, toll free at 310-0000, then 780-427-8862, or at ma.msicapitalgrants@gov.ab.ca.

As partners in supporting Alberta's communities, I look forward to working together to move your infrastructure priorities forward.

Sincerely,

A handwritten signature in blue ink that reads "Shaye Anderson". The signature is fluid and cursive, with the first name "Shaye" being more prominent than the last name "Anderson".

Hon. Shaye Anderson
Minister of Municipal Affairs

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



Mackenzie County
P.O. Box 640, 4511 – 46 Ave
Fort Vermilion, AB
T0H 1N0
Ph: 780-927-3718

info@AlbertaNWSAR.ca

December 10, 2018

RE: Input on Parks Canada Agency’s Draft Action Plan for Wood Buffalo National Park World Heritage Site

Northwest Species at Risk Committee (NWSAR) would like to thank the Parks Canada Agency (PCA) for this opportunity to provide feedback on your *Draft Action Plan for Wood Buffalo National Park (WBNP)*, released on November 16, 2018.

NWSAR consists of six municipalities, three rural and three urban, in Northwest Alberta. The eastern boundary of our most northern municipal member, Mackenzie County, abuts WBNP along the park’s western boundary. Thus, our group has a vested interest in the action items associated with this Action Plan. NWSAR is pleased to provide the following response:

6.5 Theme: Conservation Area Connectivity

While we understand that, all action items under this theme are consistent with the recommendations of the Strategic Environmental Assessment (SEA) and Reactive Monitoring Mission (RMM), specifically RMM recommendations **10** and **11**. These action items overlook significant local concerns, and the fundamental process of regional land-use planning in Alberta.

Although, regional land-use planning is the most appropriate process to identify and pursue conservation of environmentally important landscapes and ecosystems. The *Draft Action Plan for WBNP*, provincial caribou range planning, or any other wider planning initiatives are not the opportunities to “cherry-pick” key elements of a regional planning process for implementation, prior to the appointment of the local Regional Advisory Committee (RAC) and the development of that land-use plan’s Terms of Reference.



www.AlbertaNWSAR.ca

NWSAR is aware of the *Pathway to Canada Target 1* under the Convention of Biological Diversity, and Alberta's separate protection of 17% of terrestrial lands and inland waters targets. NWSAR is concerned these global and national targets are taking precedence over the values and interests of northern Albertans. The establishment of new conservation areas adjacent to WBNP could have significant impacts on existing land users within those areas, and on future sustainable growth and economic opportunities. Depending upon the enforcement of new restrictions/regulations within the proposed new effective buffer zones, natural resource-based industries, agricultural, Indigenous and non-Indigenous land users (i.e. trappers, outfitters, hunters, and recreational users) could be adversely impacted.

Page 55: This table indicates that PCA and Environment and Climate Change Canada (ECCC) will lead the conservation area gap analysis in the Lower Peace Region. PCA recognizes that gap analysis is a priority in Northwest Alberta but fails to identify advancing the regional planning process in the same region as an action item in the table on **Page 53**.

Recommendations

Page 53: The Lower Peace Regional Plan in Northwest Alberta is yet to commence. Add Alberta as a *Lead* in this table to complete regional land-use planning in the surrounding WBNP area (Lower Peace Region) with a timeline, which allows for the establishment of the local RAC, meaningful consultation and a robust stakeholder engagement process.

Page 54: The workshops identified in this table must include several stakeholders from the surrounding WBNP region. Local: private land owners, farmers, employees within the natural resource industries, municipalities and Indigenous Peoples all have a wealth of knowledge and qualitative data, which can be used to support/confirm the information gaps.

6.9 Theme: Wildlife and Habitat Conservation

Additional conservation areas surrounding WBNP reduces the area where free-roaming bison (not recognized as wildlife under Alberta's *Wildlife Act* outside protected lands) can be legally harvested. Additional conservation areas buffering the park will provide the opportunity for diseased bison herds to travel closer to livestock on agricultural lands and grazing reserves, and within closer proximity to



the *Endangered* “disease-free” Hay-Zama bison population¹; essentially increasing the risk of Bovine Brucellosis and Tuberculosis disease transfer, threatening Canada’s Tuberculosis-free status and the long-term recovery of Wood Bison.

Since 2008, Indigenous and non-Indigenous Peoples can legally harvest the Hay-Zama bison herd through a limited entry draw, in a designated hunting zone and season. In February 2018, Alberta suspended the Hay-Zama bison hunt for the second time since its inception, because the herd’s minimum population count is below 400. The hunt serves to reduce the risks of Hay-Zama bison contracting Bovine diseases as their population and distribution increases eastwards towards WBNP. While NWSAR supports legal Indigenous and non-Indigenous harvest of “disease-free” bison, NWSAR believes this to be a contradictory tool to long-term recovery of Wood Bison, while diseased bison are “free-roaming” on the landscape. Permanently eradicating Bovine diseases from all herds within and surrounding WBNP is the optimal solution.

Page 37: PCA identifies prohibited harvest of bison within WBNP as the reason for reduced food security, for neighbouring Indigenous Peoples. Northwestern residents inform NWSAR that the presence of Bovine diseases in and around WBNP is the primary reason for reduced Indigenous harvest of bison, resulting in northern Indigenous food security issues.

Questions

Alberta recognizes the Ronald Lake and Wabasca bison herds as “presumed disease-free” (i.e. disease undetected by repeated testing) and PCA defines these herds as the only “free-roaming disease-free” bison herds (i.e. not translocated by humans such as Hay-Zama) – which definition is correct? Clarification is required here.

Page 84: The third item in this table identifies launching a collaborative multi-stakeholder bison disease management planning group to examine options and coordinate activities aimed at eliminating the risk of Bovine Brucellosis and Tuberculosis. The Federal Recovery Strategy for Wood Bison (2018) identifies the presence of *exotic Bovine diseases* on the landscape, as the single greatest threat

¹ See: Nishi (2017) *Status of the American Bison (Bison bison) in Alberta: Update 2017* – prepared for AEP and ACA



to Wood Bison recovery – Why does this action item not have a timeline already determined? This must be prioritized.

Recommendations

Prioritize the launch of a collaborative multi-stakeholder bison disease management planning group, inclusive of local stakeholders including neighbouring municipalities, to begin tackling the greatest threat to Wood Bison recovery.

PCA, ECCC and AEP should increase stakeholder engagement and meaningful consultation with Indigenous and non-Indigenous Peoples on the southwest and western sides of WBNP, to ensure these perspectives are also captured and included in future analyses and decision-making in and around WBNP.

Conclusion

Stakeholders in the Lower Athabasca Region were provided with a Terms of Reference and a local Regional Advisory Committee, inclusive of local stakeholders. This provided the opportunity to undertake a holistic regional land-use planning process; mapping out a 50-year vision inclusive of environmental, social and economic interests, values and goals. Arbitrarily identifying large conservation areas in the Lower Peace Region to buffer WBNP, takes the right away from Lower Peace residents to capture, design, discuss and put forth their 50-year vision for sustainable environmental, social and economic growth in Northwest Alberta.

While NWSAR understands the integral role that Indigenous governments and Peoples have in the successful implementation of this Action Plan, we hope that PCA, ECCC and jurisdictional governments recognize the significant role that WBNP's neighbouring municipalities and other land users also have.

Therefore, we request that all municipalities and other land users, with a vested interest in the outcomes of this Action Plan, be invited to participate in all workshops led by PCA/ECCC. A copy of this response is provided to AEP requesting our inclusion in all Alberta-led WBNP workshops.

We hope you strongly consider inclusion of our concerns and recommendations in the development of the *Final Action Plan for WBNP*. We look forward to your



response, if you would like any additional information please do not hesitate to contact us.

Yours Sincerely,



Lisa Wardley
Chair, NWSAR
Councillor, Mackenzie County



Crystal McAteer
Vice Chair, NWSAR
Mayor, Town of High Level

cc: Joseph Zebrowski, Strategic Communications Liaison Officer
Parks Canada Agency

Andre Corbould, Deputy Minister Alberta Agriculture and Forestry

Bev Yee, Deputy Minister Alberta Environment and Parks

Scott Duguid, Acting Executive Director – Land Use Secretariat Office
Alberta Environment and Parks

Jamie Curran, Assistant Deputy Minister – Livestock and Crops Division
Alberta Agriculture and Forestry

Sue Cotterill, Director – Fish and Wildlife Policy Branch
Alberta Environment and Parks

Northwest Species at Risk Committee





ALBERTA
INDIGENOUS RELATIONS

Office of the Minister

43128



December 13, 2018

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

Dear Mr. Braun:

I would like to express my sincere appreciation to you for your participation in the First Nations and Metis Settlement consultation policies renewal, including the recent engagement sessions held in November 2018. Your input and feedback are strongly valued as they help us to accurately understand the challenges and issues proponents face participating Alberta's Indigenous consultation processes.

In early November, Indigenous Relations (IR) released a Discussion Guide that described 4 short-term and 13 longer term potential amendments to the current consultation policy. Following the release of the Discussion Guide, IR met with representatives from First Nations, industry, and municipalities to engage in focused discussions on the four potential short-term amendments and invited ongoing submissions on the 13 potential longer term amendments.

During these discussions many Indigenous communities indicated that they would like more time to consider their response to the proposed changes. Industry and municipal stakeholders also indicated a need for more time to understand the potential impacts of the proposed changes to areas such as consultation timelines and costs.

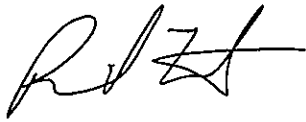
We will continue to review and analyze all submissions received throughout the policy renewal process, and consider what the next steps should be. If you have not yet done so, written submissions can be sent directly to the First Nations Consultation Policy renewal inbox: fncprenewal@gov.ab.ca.

.../2

I am pleased to once again share that the Government of Alberta will be increasing its consultation capacity contributions to Indigenous communities by \$20 million per year, subject to annual appropriations. This funding will start this year with a pro-rated amount of nearly \$7 million in addition to the over \$7 million that has already been provided to communities for 2018/19. This decision is based on the feedback received to date during engagements on the consultation policy renewal.

Thank you again for your active participation in the policy renewal process.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Feehan', with a stylized flourish at the end.

Richard Feehan
Minister of Indigenous Relations



ALBERTA
TRANSPORTATION

*Office of the Minister
Government House Leader
MLA, Edmonton - Highlands - Norwood*



December 19, 2018

AR 74630

Mr. Josh Knelsen
Reeve
Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0

Dear Reeve Knelsen:

It was a pleasure meeting with you, other members of Mackenzie County council and administration, and MLA Debbie Jabbour at the recent Rural Municipalities of Alberta convention. I am pleased to offer the following summary and follow-up based on our discussion.

Alberta Transportation understands the importance of the Tompkins Landing crossing as a shorter route for traffic. A manual traffic count in July 2017 indicated an average annual daily usage of 290 vehicles per day. As noted, our department is not currently planning a bridge to replace the ferry/ice bridge at the Highway 697 Tompkins Landing crossing. However, a new ferry is planned, which will increase capacity. In response to your concerns regarding low water levels, the department will investigate possible river works that would allow better ferry service.

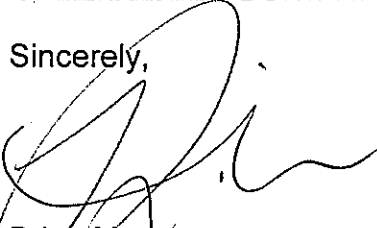
In regard to extending Highway 58 west to the British Columbia border, this is not currently being considered. However, if British Columbia moved ahead with constructing a new highway to the Alberta border, the department would re-engage with that province to ensure a suitable highway is available to provide a connection for inter-province travel.

I was pleased to provide information regarding the future Over-size/Over-weight Corridor. Your concerns regarding the two truss bridges on Highway 88 were noted, and the department will allocate funds in the next five-year capital cycle to begin work on replacing these structures.

As noted during the meeting, I fully support your request for Alberta Transportation to install electronic message boards in lieu of existing signage for the Tompkins Landing crossing. Planning has begun, and the work will occur in 2019.

Should you have further questions, please contact Mr. Ryan Konowalyk, Regional Director. Mr. Konowalyk can be reached toll-free at 310-0000, then 780-624-6400, or at ryan.konowalyk@gov.ab.ca.

Sincerely,



Brian Mason
Minister

cc: Debbie Jabbour
MLA for Peace River
Ryan Konowalyk
Regional Director, Alberta Transportation



Mackenzie County

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

December 20, 2018

Community Facility Enhancement Program
Culture and Community Spirit
Suite 212, 17205 – 106A Avenue
Edmonton, AB
T5S 1M7

To whom it may concern:

**RE: LA CRETE AGRICULTURAL SOCIETY – 2019 CFEP GRANT
APPLICATION**

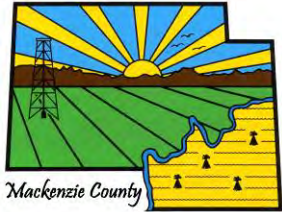
It is my pleasure, on behalf of the Mackenzie County council, to write a letter of support for the projects and activities of the La Crete Agricultural Society as it pertains to their 2019 Community Facility Enhancement Program grant application.

The Society has managed the La Crete museum village since 1991 and have the directors, vision, and staff to ensure projects are carried out. They provide meaningful and engaging experiences for all museum visitors. It is their desire to preserve the local tangible history to interpret it to the public. Five of the six proposed projects for 2019 are to preserve the local historical buildings, equipment, and artifacts. One of the six projects is to develop an exhibit depicting how some of the early settlers survived their first winter in Northern Alberta. We believe the La Crete Agricultural Society plays a role in attracting tourists to our region.

Should you have any further questions, please feel free to contact myself at (780) 926-7405 or Len Racher, Chief Administrative Officer, at (780) 927-3718.

Yours sincerely,

Joshua Knelsen
Reeve



Mackenzie County

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

December 20, 2018

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

Dear Minister:

RE: HAY-ZAMA WOOD BISON REPORTING SYSTEM

Thank you for your response to our letter regarding the Hay-Zama Wood Bison registration requirements dated November 27, 2018. We appreciate the opportunity to communicate our concerns to you and would like to request clarification on a few issues. We are both aware of the essential nature of the Hay-Zama bison hunt and the role it plays in maintaining the health and wellness of this disease free herd. However, the current reporting system is not cognizant of the local conditions. It is also our understanding that disease analysis testing through samples submitted by local hunters has not been performed in the last two years.

Within the current reporting practice, a hunter must report in person to Alberta Environment and Parks within five days of harvesting an animal. Designated offices where hunters can register their harvested animal are accessible in High Level, Fort Vermilion, Peace River and Edmonton. This reporting system particularly affects Indigenous hunters, as they are located throughout the municipality, often in isolated areas, inhibiting them from submitting reports. To put this into perspective, if a hunt is successful on a Friday, the hunter needs time to travel home and prepare the animal, reporting offices are not open until the following Monday to physically report their hunt. This can pose an economic challenge and a barrier for traditional hunting practices that can require additional time (preparing hides, smoking dry meat etc.) for people that are located considerable distances from a reporting office.

...2

Due to difficulties in reporting successful hunts within the current system, we feel that it is not an accurate cumulative tool to use when calculating the quantity of tags for the following season. We request that a review be prepared for the reporting system that considers not only the remote northerly locale, but also the traditional and cultural values of our residents. Regulations as well as any changes implemented need to be practical for all affected parties. This will provide Alberta Environment and Parks with accurate numbers with which informed decisions can be made, that are constructive to both hunters and the herd itself.

The amendments we propose will generate improved levels of accurate tag numbers and compliance with regulations in the Northwest region, and are as follows: Prior to the next harvesting season; notify hunters that he/she must report their successful hunt to a designated office either in person, through Canada Post or by telephone within five days of the harvest. The area where the hunt was completed must be marked on the map and submitted to the office along with the appropriate paperwork. If the hunter was not successful, they must return the unfilled tag when the season ends through Canada Post. If a hunter does not comply by either filing a report or returning the unfilled tag, they will not be eligible to receive a tag in the following season.

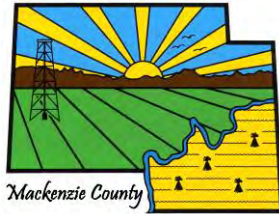
Thank you for your time and consideration in this matter. We look forward to hearing from you. Please feel free to contact me at (780) 926-7405 or our Chief Administrative Officer, Len Racher, at (780) 927-3718 or by email to lracher@mackenziecounty.com.

Yours Sincerely,



Joshua Knelsen
Reeve
Mackenzie County

c: Debbie Jabbour, MLA Peace River
Natalia Melnycky, Environment and Parks Senior Wildlife Biologist
Mackenzie County Council



Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266
www.mackenziecounty.com

December 20, 2018

The Honourable Brian Mason
Minister of Transportation
320 Legislature Building
10800-97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

RE: LIGHT WEIGHT CONCRETE GIRDERS

Mackenzie County is writing this letter in support of the various municipalities affected by the costs associated with the light weight concrete girders.

As you indicated at the RMA Convention in Edmonton in November 2018, we look forward to continuing the conversation to seek to find potential solutions including financial assistance for the required repairs.

Should you have any further questions please feel free to contact me at (780) 926-7405 or our Chief Administrative Officer, Len Racher, at (780) 927-3718, or by email to lracher@mackenziecounty.com.

Yours sincerely,

Joshua Knelsen
Reeve
Mackenzie County

- c. Debbie Jabbour, MLA Peace River
Tom Burton, District 4, Rural Municipalities of Alberta
Mackenzie County Council

Affected Municipalities:

- Cardston County (District 1) – 1 Bridge
- Cypress County (District 1) – 3 Bridges
- MD of Foothills (District 1) – 2 Bridges
- Rocky View County (District 2) – 1 Bridge
- Mountain View County (District 2) – 3 Bridges
- MD of Lesser Slave River (District 3) – 1 Bridge
- Strathcona County (District 5) – 1 Bridge
- Sturgeon County (District 3) – 1 Bridge
- County of Grande Prairie (District 4) – 3 Bridges
- MD of Greenview (District 4) – 1 Bridge
- Mackenzie County (District 4) – 1 Bridge
- Saddle Hills County (District 4) – 1 Bridge



December 20, 2018

Via email: af.minister.m@gov.ab.ca

Honourable Oneil Carlier
Minister
Alberta Agriculture and Forestry
229 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

Re: Smoke from brush burning causing dangerous situation on public highway

I am writing to you to make you aware of a dangerous situation that has been occurring and continues to occur along Highways 58 and 88 near High Level and Fort Vermillion. Smoke coming from brush being burned next to these highways has caused visibility to be reduced to nearly zero on multiple occasions. It appears that this dangerous smoke is a result of private land owners burning brush dangerously too close to a provincial highway.

This repeated reduced visibility puts every member of the public who uses these public highways in unnecessary risk. If this continues, the probability is very high that a critical vehicle accident involving serious injury, loss of life, and/or an environmental incident will occur.

Plains Midstream Canada's (PMC) contracted drivers transport natural gas liquids along Highways 58 and 88 from a facility near Rainbow Lake, AB. PMC is one of two carriers that utilize this route every single day. For PMC, this involves seven loaded and seven empty trucks travelling these highways each day.

Since the smoke has been causing reduced visibility and hazardous driving conditions, we have received numerous complaints from our contracted drivers and have experienced two separate life-threatening incidents over the past year.

As you are likely aware, PMC is committed to conducting our operation in a safe manner that ensures the safety and security of the public, our employees and contractors. We know the Government of Alberta is as well.



I respectfully request that you investigate and ensure that appropriate safeguards are put in place to provide a safer environment and prevent further occurrences of smoke reducing visibility along Highways 58 and 88. We certainly don't want to see anyone getting hurt on Alberta's highways and this matter can be preventable with your attention.

Thank you for your consideration. I look forward to receiving a reply from you in the near future. Please feel free to contact me to discuss this matter further.

Sincerely,

PLAINS MIDSTREAM CANADA ULC

A handwritten signature in blue ink that reads "Sterling Koch". The signature is written in a cursive style.

Sterling Koch
Vice-President – Health, Safety, Environment and Regulatory

Email: sterling.koch@plainsmidstream.com

Phone: 587.233.5855

cc:

Honourable Brian Mason, Alberta Minister of Transportation

Email: transportation.minister@gov.ab.ca

Wendy Doyle, Executive Director, Office of Traffic Safety, Alberta Transportation

Email: wendy.doyle@gov.ab.ca

Len Racher, Chief Administrative Officer, Mackenzie County

Email: lracher@mackenziecounty.com

96222

December 21, 2018

Byron Peters, Deputy Chief Administrative Officer
Mackenzie County
PO Box 640, 4511 - 46 Avenue
Fort Vermillion AB T0H 1N0
bpeters@mackenziecounty.com,

Dear Byron Peters:

The purpose of this letter is to provide information on the multi-jurisdictional Wood Buffalo National Park World Heritage Site (WHS) Action Plan. The attached draft action plan focuses on proposed actions required to understand and protect those elements in Wood Buffalo National Park that contribute to its Outstanding Universal Value (OUV). Background information regarding the World Heritage Committee's recommendations can be found at https://www.pc.gc.ca/en/pn-np/nt/woodbuffalo/info/SEA_EES/action.

The Government of Canada has led a collaborative effort with the governments of Alberta, British Columbia and the Northwest Territories, and Indigenous partners to develop this action plan to ensure the ongoing protection and maintenance of the OUV of Wood Buffalo National Park WHS.

Alberta's actions and commitments to better address the OUV of the Wood Buffalo National Park, the Peace Athabasca Delta, and a broader region outside of the Lower Athabasca Region can be found in pages 10 to 15 of the draft action plan.

Next steps include the Government of Canada submitting the final action plan to the World Heritage Committee on February 1, 2019. Alberta will collaborate with government departments/agencies, stakeholders, Indigenous communities and organizations on the implementation of the action plan and Alberta's key commitments.

If you have any questions regarding Alberta's proposed commitments in the draft action plan, please contact Mr. Cam Lane, Executive Director of Innovation and Intergovernmental Services, at cam.lane@gov.ab.ca or 780-427-9451.

Sincerely,



Rick Blackwood
Assistant Deputy Minister, Strategy Division

Attachment

December 21, 2018

Len Racher
Chief Administrative Officer
Mackenzie County
P.O. Box 640
Fort Vermillion, AB T0H 1N0

RE: 2018 Northern Alberta Ice Jams – Advance Payment

Dear Mr.Racher:

To assist in offsetting the impact of the disaster on your community's finances, the Recovery Branch is forwarding an advance payment in the amount of \$500,000.00. This figure has been calculated as fifty percent of the estimated amount for your emergency operations costs as indicated on your disaster recovery program detailed submission.

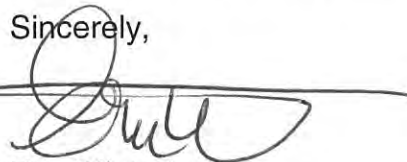
The amount provided will be reconciled against future eligible projects submissions under this program. Any unused funding will be reimbursed to the Government of Alberta should your eligible costs be less than the advance provided.

A further advance may be requested once initial engineering damage assessments are completed and submitted for infrastructure projects. It is the responsibility of County to ensure that all required regulatory and environmental permits and approvals have been obtained prior to commencement of the applicable repairs.

For more detailed information on what is eligible under a Disaster Recovery Program, please visit our general program information page under Assistance and Recovery Support at www.aema.alberta.ca.

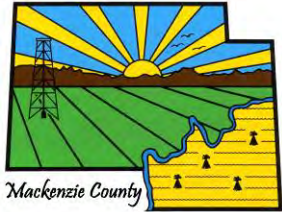
Your Case Manager, Sean Pettie at sean.pettie@gov.ab.ca, will continue to work with you as you complete your repair work and finalize your claim.

Sincerely,



Eric Winterburn
Manager, Municipal Recovery





Mackenzie County

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

December 21, 2018

The Honourable Shaye Anderson
Minister of Municipal Affairs
132 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister:

RE: DISASTER RECOVERY PROGRAM

Thank you for approving our Disaster Recovery Program application for the Peace River ice jam flood event. We are writing to you now in regards to an application we submitted to the Disaster Recovery Program for the wildfire that occurred near the Ponton River east of High Level in May, 2018. Due to several wildfires burning in the area at this time our local fire response services were exhausted. One of our residents, who is a local farmer, lost a significant amount of his personal property. This included his home, out buildings, livestock, equipment and various other pieces of personal property. As a result, he faced numerous setbacks and was unable to input a crop this year, further affecting his financial situation.

We respectfully request that you and your colleagues consider our application so this resident will have access to the assistance he needs. As you know with disaster recovery, it is a challenge to reinstate a semblance of prior life in a timely manner after such an occurrence. Mackenzie County has created a video to provide you with additional information regarding the wildfire and this resident's situation and can be viewed at <https://youtu.be/-F3OsaWernA>.

Thank you for your time and consideration in this matter. We look forward to hearing from you. Please feel free to contact me at (780) 926-7405 or our Chief Administrative Officer, Len Racher, at (780) 927-3718 or by email to lracher@mackenziecounty.com.

Yours sincerely,

Joshua Knelsen
Reeve

c. Debbie Jabbour, MLA Peace River
Mackenzie County Council



Mackenzie County

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

December 31, 2018

The Honourable Amarjeet Sohi
Minister of Natural Resources Canada
House of Commons
Ottawa, ON
K1A 0A6

Dear Minister:

RE: FUNDING SUPPORT FOR MOUNTAIN PINE BEETLE CONTAINMENT

On behalf of Mackenzie County, I would like to extend our support in the federal funding to contain the mountain pine beetle. As you are well aware the Mountain Pine Beetle poses a serious threat to Alberta's forests and has, and will continue to, have a detrimental impact on the forest industry and the communities it supports if they cannot be contained. Forestry is a predominant industry in Mackenzie County, and it is vitally important to a diversified provincial economy.

Therefore, we urgently request that the federal government reinstate the Federal Mountain Pine Beetle Program in the amount of \$95 million over the next five years as requested by the Government of Alberta.

Thank you and we look forward to continue working with the provincial and federal government, as well as all other affected stakeholders, to co-ordinate the management efforts of the mountain pine beetle.

Yours truly,

Josh Knelsen
Reeve

c: Mr. Chris Warkentin, MP – Grande Prairie-Mackenzie
Mr. Arnold Viersen, MP – Peace River-Westlock

Reeve Joshua Knelsen
Mackenzie County
PO Box 640
Fort Vermilion, AB
Canada, T0H 1N0

Dear Mr. Knelsen,

As elected council for your Municipal District, Agriculture for Life (Ag for Life) knows you have a strong vested interest in ensuring rural Alberta communities remain safe. Since 2011, Ag for Life has played a vital role in educating Albertans about rural and farm safety and we are asking for your support in keeping our state-of-the-art Rural Safety Unit on the road as we work to build a culture of safety among Alberta's youngest residents and their families.



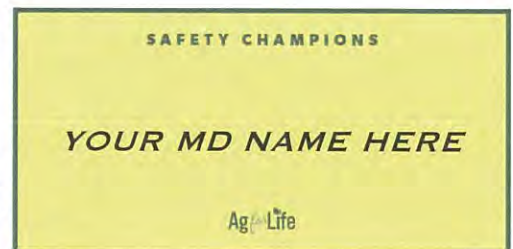
Making Safety Stick

Ag for Life's Rural Safety Unit helps to educate, encourage and promote safety on the farm, ranch and rural areas with a long-term goal of reducing the number of injuries and fatalities.

The mobile unit, filled with interactive, digital and mechanical safety learning stations, is aimed at rural grade 4 to 12 students, volunteers, teachers, young farm workers and farm families, who live on, work, play, or visit farms and ranches. Learning stations are themed around topics like *hazard identification, large equipment safety, and chemical safety.*

As part of our Bumper Sticker campaign, we are asking that you help make safety stick in rural Alberta communities by making a donation of \$1,500. Your support will ensure the Rural Safety Unit continues to deliver high quality safety education across the province in 2019.

In recognition of your support, a bumper sticker (sample pictured right) with your MD's name will be placed on the outside of the mobile unit under our Safety Champions wall showcasing your commitment to safety to the rest of the province.



Let's Connect

It would be a pleasure to have your municipality partner with Ag for Life on this initiative. We sincerely thank you for your consideration.

LUREE WILLIAMSON

Chief Executive Officer

CELL 403 862 5688

EMAIL lwilliamson@agricultureforlife.ca

LAURA HUDSON

Fund Development Manager

CELL 403 862 4542

EMAIL lhudson@agricultureforlife.ca





HELP MAKE SAFETY STICK

Your donation of \$1,500 will help Ag for Life reach more Albertans with critical rural safety programming. On behalf of rural communities across Alberta, we thank you! To make your donation please complete this form and send by mail to:

32 Priddis Creek Drive Foothills, AB T0L 1W2

Name: _____

MD Name (to be printed on sticker): _____

Email: _____

Address: _____

Payment (\$1,500): Cash Credit Cheque

Name on card

Card number

Expiry date Security code Zip/Postal code

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Charity BN/Registration # 845824507RR0001



January 4, 2019

Cardston County
Cypress County
MD of Foothills
Rocky View County
Mountain View County
MD of Lesser Slave River
County of Northern Lights

Strathcona County
Sturgeon County
County of Grande Prairie
MD of Greenview
Mackenzie County
Saddle Hills County

Dear CAOs and councils,

Re: Alberta Transportation action on premature girder deterioration

As you are aware, your municipality is responsible for managing one or more SC girder bridge that experienced premature deterioration. Based on concerns expressed by the County of Northern Lights earlier in 2018 related to liability and costs associated with the impacted bridges, RMA sent a letter to the Deputy Minister of Transportation inquiring as to progress being made by Alberta Transportation in determining possible solution to the issue.

Please find attached the response from Alberta Transportation for your reference.

Please feel free to contact me with any questions or to discuss the issue further.

Sincerely,

A handwritten signature in black ink, appearing to read "Al Kemmere", written over a white background.

Al Kemmere
President

RESOURCEFUL. RESPONSIVE. RESILIENT.

2510 Sparrow Drive
Nisku, Alberta T9E 8N5

OFFICE: 780.955.3639
FAX: 780.955.3615
RMAAlberta.com

December 3, 2018

AR74641

Mr. Gerald Rhodes
Executive Director
Rural Municipalities of Alberta
2510 Sparrow Drive
Nisku, Alberta T9E 8N5



Dear Mr. Rhodes:

Thank you for your November 13, 2018 letter regarding the SC girder deterioration.

In May 2017, Alberta Transportation issued BIM Advisory Bulletin #6, which summarized the findings of the engineering assessment and provided a recommended management plan for these deteriorated SC girder bridges. The engineering assessment revealed the deterioration was due to the use of substandard aggregates in the concrete mixes used during fabrication of the girders. The department has explored possible reasons for why this might have occurred, but has not proceeded with any legal action to determine the responsible parties.

Alberta Transportation briefly discussed the possibility of cost-sharing with one of the precast suppliers, but the discussions did not result in a positive outcome. It is a challenging situation since the contractual relationship between the department (or municipality) is typically with the general contractor, and not the project sub-contractors.

The department has no current plans to pursue legal action on this matter. However, Alberta Transportation's technical staff are available to provide technical support to any municipality should they wish to pursue this further. An affected municipality may choose to pursue legal action against the general contractor with whom they entered into a contract for construction of an affected bridge. That contractor may then engage in legal action with other parties who they consider to have been involved in the issue. Please note that the cause of the issue was identified in January 2017, and we have been advised that any legal action would be required to start within two years of that time.

Sincerely,

A handwritten signature in blue ink, appearing to read "Barry Day".

Barry Day
Deputy Minister



Mackenzie County

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

January 7, 2019

Chief Conroy Sewepagaham
Little Red River Cree Nation
Box 30
John D'Or Prairie, AB
T0H 3X0

Dear Chief:

RE: FOX LAKE COURT SERVICES

Mackenzie County Council lobby's the provincial and federal governments for various services. This includes the topic of court services in Fox Lake. The current practice affects our municipality significantly for RCMP services out of the Fort Vermilion Detachment area.

Mackenzie County met with the RCMP "K" Division in March of 2018 to discuss the matter as well as potential solutions. Attached is a copy of our briefing notes and correspondence received by the RCMP and the Alberta Solicitor General following those meetings.

Mackenzie County will be requesting another meeting with the RCMP "K" Division in March of 2019 as a follow-up and would be willing to share any additional information you could provide that would assist us in advocating for this increased level of service to your community.

If you have any questions please feel free to contact me at (780) 926-7405 or our Chief Administrative Officer, Len Racher, at (780) 927-3718 or by email to lracher@mackenziecounty.com.

Your sincerely

Josh Knelsen
Reeve

Attachments

c. Mackenzie County Council

Fox Lake Courthouse

2.1 Background

Fox Lake, AB is a First Nations community with a population of 2,032 according to the 2016 Federal Census. At present, there is no court house services within the community. Residents are required to travel to the Alberta Provincial Courthouse located in Fort Vermilion for hearings. Fox Lake is located 128 kilometres from Fort Vermilion, which involves using a seasonal barge or ice bridge to cross the Peace River in order to proceed with traveling on gravel roads. Travel time from Fox Lake to Fort Vermilion is approximately two hours and thirty minutes, weather permitting.

Crossing the Peace River is a major challenge at this location due to seasonal services being the only crossing options, consisting of a barge or ice bridge. The barge can be an additional barrier to accessibility due to crossing fees and wait times. In spring and fall there are periods when the ice covering is too insufficient to allow for an ice bridge but too early or late in the year for the barge to be used. During these times the community is completely isolated. Also, environmental factors play a role, at times the gravel road is completely inaccessible, particularly in the spring when the road is muddy or in winter due to freezing rain, delayed road grading services etc. The only alternative way in or out of the community is by plane. Public transportation is not available in this area and many residents are unequipped with personal vehicles.

This poses a dilemma for residents as they are legally required to attend court and can potentially face being arrested due to failing to make an appearance. However, accessing the courthouse in Fort Vermilion can at certain times be beyond their control due to seasonal access amenities being unavailable and/or unsafe due to road conditions. If a circuit courthouse was initiated in Fox Lake, this would solve the accessibility issues currently faced by the community. This would require a judge to travel to Fox Lake to ensure the community has fair and equal access to the judicial system.

2.2 Community and Economic Impact

The community of Fox Lake is remote and at times completely isolated. Due to Fox Lakes relative size and need for court services, it would be beneficial to the community to hold a circuit court there periodically. Economically, transporting one judge to the community by plane during the times of isolation is more ideal, than a larger group of residents having to either arrange alternative transportation and/or find themselves temporarily stranded. It will also decrease rates of non-compliance or failure to attend court. Additionally there is a significant impact on RCMP services as the Fort Vermilion Detachment transports prisoners from Fox Lake to attend court in Fort Vermilion. When these instances occur, the remainder of the region is without policing services.

2.3 Municipal Objective

To obtain approval from the Solicitor General to initiate a circuit court for the community of Fox Lake. Collaborate with the community to potentially utilize another facility to hold a circuit court such as the Fox Lake Elementary School gymnasium.

2.4 Cost

N/A

2.5 Attachments

- i. Letter from RCMP (2018-04-12)
- ii. Letter from Mary MacDonald, Assistant Deputy Minister, Resolution and Court Administration Services, Justice and Solicitor General office (2018-04-27)

Royal Canadian Mounted Police

Commanding Officer
"K" Division



Gendarmerie royale du Canada

Commandant
de la division "K"

April 12, 2018

Reeve Peter Braun
Office of the Reeve
MD of Mackenzie
PO Box 640
Fort Vermilion, AB T0H 1N0

RECEIVED
APR 25 2018

MACKENZIE COUNTY
FORT VERMILION OFFICE

Dear Reeve Braun:

RE: Rural Municipalities of Alberta Meetings, March 2018

I would like to thank you, your CAO and Council members for taking time away from your busy schedules to meet with our team during the recent Rural Municipalities of Alberta (RMA) Convention.

As the Commanding Officer of the Alberta Royal Canadian Mounted Police (RCMP), my goal is to continue to enhance the services we provide to Albertans. Although our session was brief, it provided me with an invaluable opportunity to speak with our partners and better understand the real issues that impact Alberta communities.

In the discussion at our meeting at RMA, you identified the following issues:

- Increases to CTA resources in your County;
- Establishing Court Services in Fox Lake;
- Prisoner transfers by Alberta Sheriffs from Fox Lake

You should be assured that we are following up on the discussion we had regarding these issues. They have been assigned to our Client Services Officer in 'K' Division Operations Strategy Branch and someone from that office will contact you in the near future to provide updates on these matters. I am committed to address the concerns, comments and issues you and your team brought forward, and firmly believe your valuable input and assistance will play a vital role in our endeavor in providing a world class police service to the communities we proudly serve.

Crime Reduction continues to be our priority and we look forward working with our provincial partners to implement and foster crime reduction strategies to further serve and protect all Albertans across the province.

I would like to take this moment to thank you again for meeting with us. We look forward to continuing to work with you and your community in the future.

In the meantime, should you have any questions or concerns, please feel free to contact our RMA Liaison, Inspector Shane Ramteemal at 780-412-5259.

Canada

Yours truly,



T.G. (Todd) Shean, M.O.M.
Deputy Commissioner
Commanding Officer "K" Division

11140 – 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444
Fax: 780-412-5445

Cc: Bill Sweeney, Assistant Deputy Minister, Public Security Division, Alberta Justice and Solicitor General
Superintendent Mike Good, Operations Strategy Branch, Royal Canadian Mounted Police
Chief Superintendent Lyle Gelinis, District Commander, Western Alberta District, Royal Canadian Mounted Police
Staff Sergeant Gord Hughes, Detachment Commander, Chateh Detachment, Royal Canadian Mounted Police
Staff Sergeant Brad Giles, Detachment Commander, High Level Detachment, Royal Canadian Mounted Police
Staff Sergeant Bill Mooney, Detachment Commander, Fort Vermilion Detachment, Royal Canadian Mounted Police

AR 28412

April 27, 2018

Peter F. Braun
Reeve
Mackenzie County
peter@mackenziecounty.com

Len Racher
Chief Administrative Officer
Mackenzie County
lracher@mackenziecounty.com

Dear Reeve Braun and Chief Administrative Officer Racher:

Your suggestion for court services in the community of Fox Lake, as discussed at the Rural Municipalities of Alberta meeting, was forwarded to my attention. As Assistant Deputy Minister of Resolution and Court Administration Services (RCAS), I appreciate the opportunity to respond.

We are committed to improving access to justice for all Albertans, particularly for those living in northern communities. A new facility which houses the Provincial Court of Alberta was opened in Fort Vermillion in October 2017 and was a much needed upgrade to the community's previous modular building. Fox Lake is currently serviced by the Fort Vermillion circuit court location.

Creating a circuit court in Fox Lake has previously been examined. The primary issue remains accessibility and would be financially challenging for the government to create a circuit court in Fox Lake.

We will review options for video-conferencing from Fox Lake to Fort Vermilion. Consultation however, will need to occur between the Federal Government and the Nation regarding the feasibility of using one of their facilities for the video-conferencing. Should you require our assistance in these discussions, you are welcome to contact Karen Hanington, Director – District 4, Provincial Court Administration, at 780-855-8280.

Yours sincerely,



Mary MacDonald
Assistant Deputy Minister

cc: Karen Hanington, Director – District 4, Provincial Court Administration

Cheryl Beck, Director, Contract Policing and Policing Oversight

From: [Len Racher](#)
To: [Eric Jorgensen](#); [Carol Gabriel](#)
Cc: [Cameron Cardinal](#); [Council](#)
Subject: Re: Possible Senior's Snow removal
Date: December 16, 2018 1:12:53 PM

I'll have carol put it in the Council package for discussion

Sent from my iPhone

On Dec 16, 2018, at 12:35 AM, Eric Jorgensen <eric@mackenziecounty.com> wrote:

We probably should respond to the letter. Ej

Sent from my BlackBerry — the most secure mobile device — via the TELUS Network

From: lracher@mackenziecounty.com
Sent: December 15, 2018 11:08 PM
To: cameron@mackenziecounty.com
Cc: Council@mackenziecounty.com
Subject: Re: Possible Senior's Snow removal

There is a charge for every time the driveway is done and it is with a grader. If we started that service in each Hamlet it would take an employee a bobcat. This would increase the level of service and cost

Sent from my iPhone

On Dec 15, 2018, at 8:55 PM, Cameron Cardinal
<cameron@mackenziecounty.com> wrote:

Sent from my iPad

Begin forwarded message:

From: Gilbert Lambert [REDACTED]
Date: December 15, 2018 at 7:49:56 PM MST
To: Cameron Cardinal
<cameron@mackenziecounty.com>,
"office@mackenziecounty.com"
<office@mackenziecounty.com>
Subject: Possible Senior's Snow removal

Gilbert Lambert
[REDACTED]
Fort Vermilion, AB



December 15, 2018

Mackenzie county
Fort Vermilion, AB

Dear; council

The rural area residents can have their driveway ploughed for them during the winter, if a flag had been posted by their driveway. Would the county consider offering the same service of clearing the driveway's of the senior's within the hamlet of the communities with their machinery? Many of the elder's lack the physical abilities to shovel the 20 pounds per cubic foot of snow for a hour. They also don't have the funding to have the work done for them being on a fixed income.

Best regards,

Gilbert Lambert

Assessment Bulletin

Bulletin No. 18-04
December 2018

2018 Minister's Guidelines for Linear Property, Machinery and Equipment, Railway, and Farm Land

The 2018 Minister's Guidelines for Linear Property, Machinery and Equipment, Railway, and Farm Land were approved by the Minister of Municipal Affairs on December 13, 2018. Below are the 2018 assessment year modifiers (AYMs) and cost factors for regulated properties.

Property Type	Assessment Year Modifier	Cost Factor
Wells	1.200	
Pipelines	1.019	
Electric Power Systems	1.470	0.68
Telecommunication Carriers	1.150	0.87
Cable Distribution Undertakings	1.389	0.72
Machinery and Equipment	1.399	0.71
Railway	1.410	
Farm Land		
Dry Arable	1.000	
Dry Pasture	1.000	
Irrigated Arable	1.030	
Woodlot	1.000	

The 2018 Minister's Guidelines with the AYMs, cost factors, and Ministerial Order are on the Municipal Affairs website at link below:

http://municipalaffairs.alberta.ca/mc_property_assessment_and_taxation_legislation.cfm

If you have any questions, please contact the Assessment Services Branch at lgsmail@gov.ab.ca, or at 780-422-1377 (toll-free from anywhere in Alberta by first dialing 310-0000) or contact:

Sheila Young, Director, Assessment & Property Tax Policy, at 780-422-8078 or by email at

sheila.young@gov.ab.ca

Grant Lloyd, Acting Manager, Regulated Assessment, at 780-427-3170 or by email at grant.lloyd@gov.ab.ca

Tim Seefeldt, Director, Stakeholder Relations, at 780-422-1152 or by email at tim.seefeldt@gov.ab.ca

ISBN 978-1-4601-2024-8 (Print)
ISBN 978-1-4601-2025-5 (Online)
ISSN 2291-9821 (Print)
ISSN 2291-983X (Online)


Government

LA CRETE RECREATION SOCIETY
REGULAR MEETING
SEPTEMBER 13, 2018

Northern Lights Recreation Centre
La Crete, Alberta

Present: Shawn Wieler, President
Simon Wiebe, Vice President
Wendy Morris, Secretary-Treasurer
George Derksen, Director
Dave Schellenberg, Director
Peter A. Wiebe, Director
Ken Derksen, Director
Duffy Driedger, Director
John Zacharias, Director
Peter F. Braun, County Rep
Philip Doerksen, Arena Manager
Shane Krahn, Assistant Manager
Absent:

Call to Order: President Shawn Wieler called the meeting to order at 5:53 p.m.

Approval of Agenda

1. Peter moved to accept the agenda as amended.
 - Add Shiny Hockey 8.5
 - Add Skate Sharpener to Water Hauling 8.2
 - Add Capital Items 8.6
 - Remove bylaws

CARRIED

Financial Report

1. As Abe was not present, Philip read over financials.
Ken Derksen moved to accept the year end financials as presented.

CARRIED

Approval of Previous Meeting's Minutes

1. Duffy Driedger moved to accept the August 22, 2018 Regular Meeting Minutes as presented.

CARRIED

Business from the Minutes

1. Peter inquired if concrete work was completed. Philip indicated that landscaping concrete still needed to be done. Blinds and washroom signs also still need to be installed.

Review of Action Sheet

1. Reviewed Action Sheet

Manager's Report – Philip Doerksen

1. Renovation went well. Did walk through with LG. Philip is happy with work.
2. Peter mentioned that a few people did not like Get To Know You Night on a school night. Some said that fireworks were too late for children. This was necessary because of ice making.

Peter Wiebe moved to accept Manager's Report as presented.

CARRIED

New Business

8.2 Water Hauling Rates for Outdoor Rink and Skate Sharpening

1. The board discussed putting water hauling to tender. It was debated if the water hauling should be tendered out to a water hauling business at a lump sum rate or if caretakers should be given a lump sum and then be responsible for making ice by a certain date with that sum.
2. Skate Sharpeners for outdoor rinks were discussed. Last year at the end of the season, the Rec Board purchased a skate sharpener that was moved around the outdoor rinks. Some of the outdoor rinks indicated that they may be interested in getting their own sharpeners. Shawn recommended moving the existing skate sharpener between outdoor rinks this year to see how many people use the service before more are purchased.

Dave Schellenberg made a motion that the outdoor rink caretakers be given a predetermined sum of money and that it is their responsibility to ensure ice is made by a date specified by Philip Doerksen. Amounts per ice rink will be as follows: Bluehills - \$3800, Buffalo Head - \$3500, Blumenort - \$ 3000.

CARRIED

8.3 NLRC User Rates & Rental Agreement

1. Northern Lights Recreation Centre Users & Events Rental Agreement, which was created by Philip was reviewed. Philip will make some changes and bring this document back to the board.

8.4 Figure Skating

1. There are already 60 skaters registered. David Howe has agreed to come up from Edmonton and coach once a month for the StarSkaters.
2. Peter asked if it would be possible for figure skating to use the ice once a month on Sunday mornings, if needed. Duffy also suggested that Peter bring David Howe's availability and that be considered when scheduling tournaments.

Duffy Driedger moved that if the figure skating club needs the ice on Sunday morning on a weekend that David Howe is here that they are able to use it.

CARRIED

8.5 Shiny Hockey- There are a record number of players registered. They are estimating that there will be 130 registrations. Dave asked for more ice time. Philip said that they have been given 45 minutes in the last 2 years and there isn't any more consistent ice time. Dave asked if they could have the ice slot immediately after their time slot when minor hockey is not using the ice. Philip said after the hockey schedule is made and David Howe ice is booked, shiny hockey will have first priority at the extra ice.

8.4 Capital – was tabled until October Meeting due to lack of time.

George Derksen moved to go in camera at 7:17 p.m.

Wendy Morris moved to go out of camera at 7:35 p.m.

John Zacharias moved that the meeting be adjourned at 7:36 p.m.

Next Meeting will be October 11, 2018.

LA CRETE RECREATION SOCIETY
REGULAR MEETING
OCTOBER 11, 2018

Northern Lights Recreation Centre
La Crete, Alberta

Present: Shawn Wieler, President
Dave Schellenberg, Vice President
Peter Wiebe, Secretary-Treasurer
Duffy Driedger, Director
George Derksen, Director
Simon Wiebe, Director
Peter F. Braun, County Rep
Philip Doerksen, Arena Manager
Shane Krahn, Assistant Arena Manager

Absent:
Holly Neudorf, Director
Ken Derksen, Director
Philip Krahn, Director

Call to Order: President Shawn Wieler called the meeting to order at 6:01 p.m.

Approval of Agenda

1. 8.1 - Philip's proposed budget was added to the agenda
2. 8.2 – Signing authority was added to the agenda

Duffy Driedger moved to accept the agenda as amended.

CARRIED

Finance Report

1. Abe Fehr gave a report on the financials.
2. Aquatics now has their own account

Simon Wiebe moved to accept the financial report as presented.

CARRIED

Approval of Previous Meeting's Minutes

1. Peter F Braun moved to accept the September 13, 2018 minutes as presented.

CARRIED

Business from the Minutes

Review of Action Sheet

1. Reviewed items – Call special bylaw review meeting – October 31 2018 @ 6:00pm

Manager's Report – Philip Doerksen

1. Philip reviewed the Manager's Report.

- 1) The ice plant was started on Sept 7th
- 2) Started making ice on Sept 10th
- 3) Minor hockey had hockey school
- 4) Regular ice users started using the ice on Oct 1st
- 5) Had some issues with the Olympia, but were able to correct it
- 6) Minimum wage increase on Oct 1st

Peter Wiebe moved to accept the Manager's report.

CARRIED

New Business

1. 8.1 Proposed Budget

Philip brought forth his proposed budget for 2019, it was reviewed by the board, and consent was given.

Dave Schellenberg moved to have Philip present this budget as proposed to the County.

CARRIED

2. 8.2 Signing Authority

Simon Wiebe makes a motion for Philip, Shawn, Simon, and Ken to be given signing authority, two (2) are required to sign, also with this motion Philip is to be excluded from signing his own paycheck.

CARRIED

Peter F Braun moved to go in camera at 6:58 p.m.

George Derksen moved to go out of camera at 7:08 p.m.

Duffy Driedger moved that the meeting be adjourned at 7:10 p.m.

Next Meeting: November 15, 2018

LA CRETE RECREATION SOCIETY
REGULAR MEETING
NOVEMBER 15, 2018

Northern Lights Recreation Centre
La Crete, Alberta

Present: Shawn Wieler, President
Peter Wiebe, Secretary-Treasurer
George Derksen, Director
Ken Derksen, Director
Holly Neudorf, Director
Philip Krahn, Director
Duffy Driedger, Director
Abe Fehr, Book keeper
Philip Doerksen, Arena Manager
Shane Krahn, Assistant Manager

Absent: Simon Wiebe, Director
Peter F. Braun, County Rep
Dave Schellenberg, Vice President

Call to Order: President Shawn Wieler called the meeting to order at 5:59 p.m.

Approval of Agenda

Ken Derksen moved to approve the agenda as presented.

CARRIED

Financial Report

1. Reviewed financials

- Arena signs have brought in around \$35,000
- Reno project is near completion, waiting for final overages
- ATM is being well used

Ken Derksen moved to approve the financial report as presented.

CARRIED

Approval of Previous Meeting's Minutes

George Derksen moved to accept the October 11, 2018 Regular Meeting Minutes as presented.

CARRIED

Review of Action Sheet

1. Reviewed items.
2. Add #1, Review upgrade options and update WIFI in February 2019.

Manager's Report – Philip Doerksen

1. Philip presented the Manager's Report.
2. Schools are well utilizing the arena
3. All ice users are in full swing
4. Home style shopping has been using the field house (is working well)
5. The budget was sent in to the County on Oct 16th, Philip went to the County budget meeting to present our operating and capital budget on Nov 6th
6. Philip fills out hazard assessments every Wednesday

Peter Wiebe moved to accept the Manager's Report as presented.

CARRIED

New Business

8.1 User Agreement:

A user agreement has been developed for rentals of the Arena facilities, the board agreed that it is sufficient, and that users will now be required to sign off on the agreement when renting any of the facility.

8.2 WIFI:

The WIFI is nearly outdated at the arena, and no longer sufficient to properly run all aspects of the arena's programs. Discussed a few options for upgrades from Blue Tree. This package would increase our current WIFI capabilities to include the entire facility.

Proposal #1 – Arena purchase the complete networking system for \$3950 + GST.

Proposal #2 – Lease the networking system for \$125/month + GST.

Each proposal would require the upgrade of our current internet plan.

8.3 Discussed the internet option recommended by CCI Wireless. This package would include a 50/10 Business shared plan (50mbps download, 10mbps upload) at a monthly cost of \$250.00

8.4 La Crete Rec Society letter of support:

Shawn presented a letter supporting the Mackenzie Aquatics Society, supporting their endeavor to build an indoor aquatics facility, field house and second ice surface as part of the Mackenzie Regional Wellness Centre. It was agreed that the board supports this endeavor, and that president Wieler will sign this letter of support on the behalf of the La Crete Recreation Society.

8.5 Review Engagement Bill

Philip Derksen mentioned that the Review Engagement Bill nearly doubled from previous years. The bill was up from \$5000 to \$9371 this year. Philip will bring the bill to the County, as it is way higher than budgeted for.

8.6 Cimco Costs

Philip mentioned that the startup cost was an extra \$5000 this year due to some unforeseen electrical problems

8.7 Natural Gas Filler

Philip said that they have had some problems with the Olympia gas station, and that it is very difficult to find maintenance for natural gas systems in the North here. Philip will continue to look into getting a maintenance contractor to come perform servicing the system on an annual basis.

Ken Derksen made a motion that Philip order the necessary spare parts for the natural gas filler for the Olympia.

CARRIED

Duffy Driedger makes a motion for Philip to make arrangements to have our natural gas filler inspected

CARRIED

Philip Krahn makes a motion to install an exhaust fan in the Olympia room, that will be automatically running while the Olympia is plugged in and refueling to a maximum of \$3000

CARRIED

8.8 Sunday Morning Ice:

Philip Krahn had been asked why the arena is not open on Sunday mornings, as this keeps being brought up, it was discussed and decided that the ice is not available on Sunday mornings.

Holly Neudorf moved to go in camera at 7:24 p.m.

Ken Derksen moved to go out of camera at 7:27 p.m.

Duffy Driedger moved that the meeting be adjourned at 7:28 p.m.

Next Meeting: December 13, 2018

**Mackenzie County Library Board (MCLB)
October 9, 2018 Board Meeting Minutes
Fort Vermilion County Office
Fort Vermilion, Alberta**

Present: Beth Kappelar, Cameron Cardinal, Kayla Wardley, Lisa Wardley, La Dawn Dachuk, Lorraine Peters, Lorna Joch, Wally Schroeder, Lucille Labrecque.

1.0 Beth Kappelar called the meeting to order at 7:15 pm.

2.0 Approval of the Agenda:

MOTION #2018-08-01 Lisa Wardley moved the approval of the agenda.

CARRIED

3.0 Approval of the Minutes:

MOTION #2018-08-02 La Dawn Dachuk moved the approval of the Sept 10/18 MCLB meeting minutes. **CARRIED**

4.0 Review of Action Items:

- The action items of the previous MCLB meeting were reviewed.

5.0 Financial:

5.1 MCLB Financial Report as of September 30, 2018:

- Balance Forward	\$ 68,398.07
- Total Revenues	\$ 232,322.22
- Total Expenses	\$ 255,292.30
- Bank Balance	\$ 45,427.99

MOTION #2018-08-03 Lucille Labrecque moved to accept the financial report as presented.

CARRIED

5.2 MCLB 2019 Budget:

- MCLB will approve the detailed budget at their next meeting.

6.0 Library Reports:

6.1 La Crete:

- George Graham had an excellent presentation.
- The Salmon Grill will occur on Nov 3, 2018. All tickets have been sold.
- A dessert night will be held Nov 4, 2018. Tickets are still available.
- Christmas trees and wreaths will again be sold as a fund raiser this year.

6.2 Blue Hills Satellite:

- Shelving has been installed at a cost of \$3,880.00
- Book donations will be requested.
- Books are being cataloged.
- 2 computers ,and a printer have been delivered to the library.
- Responsibilities still need to be ironed out.

6.3 Fort Vermilion

- A new assistant librarian has been hired.

6.4 Zama:

- Kayla visited a Little Free Library in Grande Prairie.

6.5 Mackenzie County Library Consortium (MCLC):

- no report.

...2

6.6 High Level:

- Kayla is planning a training session for the High Level library staff and also one for their Board,
- They are looking forward to the joint training course with MCLB.

MOTION #2018-08-04 Kayla Wardley moved the acceptance of the reports for information.

CARRIED

7.0 Old Business:

7.1 Service Agreements:

- **MOTION #2018-08-05 La Dawn Dachuk** moved to go in camera at 8:50 pm .
- **MOTION #2018-08-06 Cameron Cardinal** moved to come out of in camera at 9:15 pm
- The MCLB will review the service agreements MCLB has with the 3 Societies at its next meeting

CARRIED

CARRIED

8.0 New Business:

8.1 Rural Libraries Conference 2018:

- Rural Library Conference attendees gave a report on the sessions they attended.

8.2 MCLB Workshop on Freegal Music:

- The MCLB all opened Freegal Music on their electronic devices and were shown how to use the site.

9.0 Correspondence:

- 9.1 Library Board Basics Workshop Oct 13/18 in Taber
- 9.2 Library Board Basics Workshop Oct 27/18 in Wainwright
- 9.3 Library Board Basics Workshop Nov 3/18 in Red Deer

10.0 In Camera:

- Not required

11.0 Next Meeting Date and Location: Fort Vermilion County Office December 3, 2018 at 7:00 p.m.

12.0 Adjournment:

MOTION # 2018-08-07 Lorraine Peters moved to adjourn the meeting at 10:10 p.m.

CARRIED

These minutes were adopted this 10th day of December 2018.

Beth Kappelar, Chair



HIGH LEVEL FORESTS PUBLIC ADVISORY COMMITTEE

MINUTES

Tuesday, November 27, 2018
5pm, High Level Seniors Center

PRESENT:

- | | |
|---|---|
| Barry Toker (Watt Mnt Wanderers) | Stephanie Grocholski (Member of the Public) |
| Mike Alsterlund (Member of the Public) | Faron Dyck (Norbord) |
| John Thurston (Hungry Hills Sandbend / Careers the Next Generation) | Robin Cumine (Norbord) |
| Lisa Wardley (Mackenzie County) | Curtis Cole (Tolko) |
| Boyd Langford (Town of High Level) | Paul Hewitt (Tolko) |
| Bill Schnarr (Echo Pioneer) | Melanie Plantinga (Tolko) |

INFORMATION SENT:

- | | |
|---|--|
| Baptiste Metchooyeah (Dene Tha') | Exact Harvesting |
| Margaret Carrol (High Level & District Chamber of Commerce) | Tracey Laboucan (Lubicon Lake Nation) |
| Echo Pioneer | Crystal McAteer (Town of High Level) |
| Aaron Doepel (LaCrete Sawmills) | Fred Didzena (Dene Tha) |
| Bernie Doerksen (LaCrete Polar Cats) | Fred Radersma (Norbord) |
| Carol Gabriel (Mackenzie County) | Keith Badger (Netaskinan Development) |
| Claude Duval (Watt Mnt Wanderers) | Fort Vermilion Heritage Center |
| Jessica Juneau (Town of Rainbow Lake) | Kieran Broderick (Beaver First Nation) |
| Dan Coombs (Agriculture & Forestry) | Lindee Dumas (LRRCN) |
| Harvey Sewpagaham (LRRCN) | Terry Jessiman (Agriculture & Forestry) |
| Mike Cardinal (Tallcree First Nation) | Paddle Prairie Metis Settlement |
| Cory Ferguson (Paddle Prairie Metis Settlement) | Jon McQuinn (LRRF) |
| Clifford Starr (Peerless Trout First Nation) | Cheryl Ernst (High Level & District Chamber of Commerce) |
| Ken Graham (N'Deh Ltd. Partnership) | Marilee Cranna Toews (Hungry Bend Sandhills Society) |
| Brent Holick (LaCrete Polar Cats) | Terry Batt (Trappers Association) |
| Connie Martel (Dene Tha' First Nation) | George Peters (Exact Harvesting) |
| John Wiebe (Treotech Contracting) | Paul Ebert (Agriculture and Forestry) |

1. WELCOME – INTRODUCTIONS –

2. AROUND THE TABLE

John Thurston – is in area schools and the teachers have been asking what routes the logging trucks will be travelling this harvest season. He will share that information and has some Hauling Concern business cards to distribute to the public.

Now that the bee hive burner is operational again are the emissions being monitored? Air monitoring is ongoing. What do the monitors show? To the best of the Tolko representatives present the reading are under required specifications.

Can the public access the information from the monitoring program?

Suggestion, perhaps if the company were to share the information, in a bulletin or similar method it would address some of the concerns and questions that people have. Curtis will take these suggestions and questions to Tolko's OH&S supervisor who will be able to address the suggestions and concerns.

What method is used to determine the volume of timber being purchased from private land? Is the standing timber sampled? Are there measurements taken of the timber in the yards to remove but rot? Tolko pays for wood purchased from landowners by the ton.

Before entering into a contract the Tolko representative views aerial photos and determine areas that they need to visit. (Possible water courses). They walk through the stand taking samples to determine the approximate volume of the timber. The size of the stand determines how many plots are done to arrive at the volume estimate.

There are a few ways that the contracts are managed. A logging contractor may come to the mill offering to sell timber that they have purchased from a landowner. Or a landowner may enter into a contract with Tolko directly. If the contract is with the landowner they would hire a logger to fell and deliver the timber. Tolko will provide a list of loggers which may be able to do the work. These loggers are professionals and are required to abide by the same standards they meet on the crown land.

On the information provided at the last meeting about the internal audit there was an opportunity for improvement mentioned. It related to the process used to assess land private wood is being purchased from. The auditor suggested that the steps be documented to show that the company is

checking for water. The process has been updated and the wood purchaser is documenting the steps taken to ensure water course avoidance.

What are the pellets being produced by Tolko mill to be used for? What are they made of? They are like the pellets produced by LaCrete sawmills and are burned in pellet burning stoves. They are made up of bark and sawdust.

3. OLD BUSINESS - None

4. NEW BUSINESS

4.1 High Level Forests Public Advisory Committee Terms of Reference (TOR)

Terms of Reference - Has everyone had a chance to review the TOR?

Curtis read the background and goals of to the Public Advisory Committee (PAC).

Suggestion – list the municipalities as distinct stakeholders in the Goals of the committee.

Question – Under “Information and Communication” heading 7 there is a mention of the possibility of holding an “Annual General Meeting” of the PAC. This has not been done in the past. What would be discussed at such a meeting? What would the purpose be? Melanie will do some investigation and find answers to this question.

At this evenings meeting there are going to be updates from the companies about upcoming harvest operations. Is this a standing agenda item? This information is usually provided annually, generally shortly before operations begin. Does this need to be spelled out in the Terms of Reference? It is touched on in the Goals section 1.

How are the municipalities to get information about plans? In the past this has been communicated at municipal Tri Council meetings. This is a practice that the companies would be open to starting again. This consultation would happen during the spring, early in the process to enable adjustments to the plans early in the planning process.

4.2 Harvesting plans for upcoming season

LaCrete Sawmills (LCSM)- Curtis Cole on behalf of Aaron Doepel

LCSM will be hauling from the Buffalo Head hills to LaCrete Sawmills. This will be along the Buffalo Head tower road. They are planning to start hauling on December 8th.

Norbord – Faron Dyck, Robin Cumine

Will be in Ponton(PN) 6 east of High Level. They have started hauling. They plan to be finished PN-6 mid-late February. Truck will be travelling from east of High Level on HWY 58 to High Level. 320,000 m³ by the end of February – approximately 7000 loads. Timber Bound Construction will be working there.

Is the landbase aggregated? Largely aggregated. Cutblocks are smaller this year than in previous years but they are closer together. Percentage of retention is increased this year.

Will there be any fire salvage harvested? Not this year.

What is being done with the slash (branches left) – it will be piled and burned. There is now a one year deadline for burning. In some cases the debris is being spread in the block instead of burned.

Near Meander there are some 2 year old piles being burned. Tolko requested a variance to allow for additional drying of the material. This means a hotter, less smoky fire near highways.

Tolko only has pile burning left to be done in the processing yard west of town and near the Chateh turn off highway 58. Norbord has completed their pile burning for the year.

Private wood purchases by Norbord – almost wrapped up for the winter. They estimate that there may be timber from that source for 5 more years.

To meet the Caribou Protection zone guidelines the harvesting, after access is available, will start in the “back”, furthest into the zone and work back out.

Does Norbord have any processing or satellite yards? Not currently there might be some in the future.

Tolko Industries – Curtis Cole, Paul Hewitt

Will also be in PN6, the work is being contracted to Beaver First Nation. They will be logging, approximately 85,000 m³.

Will be harvesting in F23 through a purchase from Little Red River Forestry. The wood from this area is going to Tolko, LCSM, Crestview and Ridgeview mills. Does Tolko ship oversized wood to these small operators? Yes, there is currently discussion about having the oversized wood shipped directly from the cutblocks to the small mills and save the cost of hauling to Tolko mill and then back to the LaCrete area. Approximately 360,000 m³ is being harvested. The hauling will begin around December 10th.

There will be harvesting near Meander River those trees are going to be hauled “full tree” into Hutch yard. Approximately 200,000 m³. Trucks will be crossing the highway. Norbord will be bringing some deciduous volume from there directly to High Level.

Netaskinan – will be harvesting approximately 100,000 m³ west of High Level which will go to the Watt yard. Haul will begin Monday – some deciduous will be hauled to Norbord.

In several of the Bassett compartments there will be harvesting. Timber Bound and Forest Trotter will be harvesting there. The conifer for Tolko will be brought off highway into the Blue angel yard. Some deciduous will be hauled to Norbord.

There will also be operations near Chateh in F14 and the Zama compartments. Treotech will be harvesting there. The volume from there will be hauled south to highway 58 and be trucked into High Level.

In summary Tolko will be hauling “cut to length” wood along the length of highway 58.

The companies will be limiting access to the Caribou protection zones. If there are no active operations for a period of more than 48 hours there will be barriers placed at designated access points. Harvesting and Hauling will be shut down from December 22nd – January 2nd for Christmas. During that period access will be limited.

Do the companies do any wildlife monitoring? Are there wolf control programs? There is no formal process. The contractors usually report wolf sightings to the companies, but it is not a formal requirement.

Please share with the public that we want to hear from them if they have concerns related to the log haul. There are cards in the back for public distribution which have the number for reporting, 780-926-2989. If there is a concern about the driving of a truck call in and provide as much information as you can about the truck. Trucks hauling to Tolko have “Geo Tab” devices which can help determine which truck is being reported.

The log haul will be stopped from approximately noon on December 22nd and will resume January 2nd. Harvesting and hauling will start at approximately 12:00 am every Monday morning and end mid to late morning Saturdays.

Where do the smaller mills in the area get their wood from? Do they have the same consultation requirements as the larger ones? Mostly from F11. We are not sure about the consultation standards that they must meet. It would be laid out in their ground rules.

Burning program. How many piles? There are separate programs for Norbord and Tolko/LCSM and the number of piles are tracked differently. Is training provided to the contractors who burn the piles for the companies? Tolko requires that the contractor and employees take EMS training. Some additional training has also been provided.

Bend and Break – Who did the work on that program? Most of the work was done by First Nations people who were trained and supervised by an experienced contractor from BC. All work done was able to be accessed by ground.

Is there a requirement to contact stakeholders as part of that program? It would usually be part of the initial planning stage. The Watt MNT Wanderers have noticed that some of their trails were used to access the area. There is concern that there could have been fires ignited by quads which could have destroyed some cabins which they have set up there.

Do the companies hold trappers meetings to inform the trappers of activities? Not usually, experience has shown more meaningful contact one on one. The difficulty which the companies run into is that there are many junior partners using the traplines. Although the companies can contact the senior registered trapper, they do not have access to a list of JR trappers.

Forest Management question – are there efforts being made to leave portions of old growth forest throughout all cut blocks? Much important genetic material is

spread from such areas. This would be best discussed as part of the Forest Management Plan.

Speakers Suggestions –

Some information about global warming? Perhaps Darren Sleep from SFI could be persuaded to speak. Other suggestions are welcome.

5. NEXT MEETING – To Be Determined.

6. MEETING ADJORNED