




MACKENZIE COUNTY

# COMMITTEE OF THE WHOLE MEETING

**MAY 24, 2022**  
**10:00 AM**

FORT VERMILION COUNCIL  
CHAMBERS

 780.927.3718

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**Mackenzie County**



**MACKENZIE COUNTY  
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, May 24, 2022  
10:00 a.m.**

**Fort Vermilion Council Chambers**

**Fort Vermilion, Alberta**

**AGENDA**

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<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the April 26, 2021 Committee of the Whole Meeting	5
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<b>DELEGATIONS:</b>	4.	a)	
		b)	
<b>BUSINESS:</b>	5.	a) Fire Department Fleet	15
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		i)	

j)

k)

l)

**POLICY REVIEW** 6. a)

b)

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

7. a) Intergovernmental Relations (*s.21, 22, 23 and 24*)

b)

**NEXT MEETING  
DATE:** 8. a) Committee of the Whole Meeting  
June 23, 2022  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:** 9. a) Adjournment



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Committee of the Whole Meeting</b>
<b>Meeting Date:</b>	<b>May 24, 2022</b>
<b>Presented By:</b>	<b>Carrie Simpson, Director of Legislative Services</b>
<b>Title:</b>	<b>Minutes of the April 26, 2022 Committee of the Whole Meeting</b>

**BACKGROUND / PROPOSAL:**

Minutes of the April 26, 2022 Committee of the Whole 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:** J. Schmidt      **Reviewed by:** C. Simpson      **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the April 26, 2022 Committee of the Whole Meeting be adopted as presented.

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

**MACKENZIE COUNTY  
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, April 26, 2022  
10:00 a.m.**

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

**PRESENT:**

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor (left the meeting at 4:20 p.m.)
Cameron Cardinal	Councillor
Darrell Derksen	Councillor
David Driedger	Councillor
Garrell Smith	Councillor
Ernest Peters	Councillor
Lisa Wardley	Councillor

**REGRETS:**

**ADMINISTRATION:**

Byron Peters	Interim Chief Administrative Officer/ Director of Projects and Infrastructure
Carrie Simpson	Director of Legislative Services/Recording Secretary
Jennifer Batt	Director of Finance
Jeff Simpson	Director of Operations
Don Roberts	Director of Community Services

**ALSO PRESENT:** Members of the Royal Canadian Mounted Police  
Clem Guenette – MPA Engineering  
Ray Toews – Delegation  
Voyent Alert – Liana Munroe – (virtual)  
Members of the Public

Minutes of the Committee of the Whole Meeting for Mackenzie County held on April 26, 2022 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**

**MOTION COW 22-04-027 MOVED** by Councillor Wardley

That the agenda be adopted with the following additions:

- 5. g) **Dust Control**
- 5. h) **Gravel Tender**

**CARRIED**

**MINUTES FROM  
PREVIOUS MEETING:**

- 3. a) **Minutes of the March 22, 2022 Committee of the Whole Meeting**

**MOTION COW 22-04-028**

**MOVED** by Councillor Peters

That the minutes of the March 22, 2022 Committee of the Whole Meeting be adopted as presented.

**CARRIED**

**BUSINESS**

- 5. a) **Fort Vermilion Mitigation – Phase 3 Tender Review**

**MOTION COW 22-04-029**

**MOVED** by Councillor Cardinal

That the Fort Vermilion Mitigation Phase 3 land development tender be TABLED until later in the meeting.

**CARRIED**

**BUSINESS**

- 5. b) **Assessment Services – Request for Proposal**

**MOTION COW 22-04-030**

**MOVED** by Councillor Braun

That the Assessment Services Request for Proposal be received for information as amended.

**CARRIED**

**BUSINESS**

- 5. c) **Disaster Recovery Program - 2018-2021 Update**

**MOTION COW 22-04-031**

**MOVED** by Deputy Reeve Sarapuk

That the outstanding 2018-2021 Disaster Recovery Program update report be received for information.

**CARRIED**

**DELEGATION**

- 4. a) **MPA Engineering – Clem Guenette**



**MOTION COW 22-04-032** **MOVED** by Deputy Reeve Sarapuk

That the 2022 Mackenzie County Bridge Program Presentation from MPA Engineering be received for information.

**CARRIED**

**DELEGATION**

**4. b) Royal Canadian Mounted Police (RCMP) – Crime Statistics**

**MOTION COW 22-04-033** **MOVED** by Councillor Braun

That the Royal Canadian Mounted Police crime statistics report be received for information.

**CARRIED**

Reeve Knelsen recessed the meeting at 12:09 p.m. and reconvened the meeting at 12:42 p.m.

**DELEGATION**

**4. c) Renaming of La Crete Airport – Ray Toews**

**MOTION COW 22-04-034** **MOVED** by Councillor Braun

That a recommendation be made to Council supporting the name change of the La Crete Airport to, The Jake Fehr Regional Airport.

**CARRIED**

**DELEGATION**

**4. d) Agricultural Fair & Tradeshow Committee**

**MOTION COW 22-04-035** **MOVED** by Councillor Smith

That a recommendation be made to Council to support the 2022 Agricultural Fair & Tradeshow with funding coming from the 2019 General Operating Reserve surplus in the amount of \$12,655.

**CARRIED**

**CLOSED MEETING**

**7.a) Land**

**MOTION COW 22-04-036** **MOVED** by Councillor Wardley

That Council move into a closed meeting at 1:00 p.m. to discuss the following:

7.a) Land (*FOIP s.25, s.26, s.27*)

**CARRIED**

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

- All Members of Council
- Byron Peters, Interim Chief Administrative Officer
- Jennifer Batt, Director of Finance
- Jeff Simpson, Director of Operations
- Carrie Simpson, Director of Legislative Services

**MOTION COW 22-04-037** **MOVED** by Councillor Bateman

That Council move out of the closed meeting at 1:34 p.m.

**CARRIED**

**DELEGATION**

4. e) **Voyent Alert by Icesoft**

**MOTION COW 22-04-038** **MOVED** by Councillor Braun

That the Voyent Alert by Icesoft presentation be received for information.

**CARRIED**

Reeve Knelsen recessed the meeting at 2:30 p.m. and reconvened the meeting at 2:44 p.m.

**CLOSED MEETING**

7.a) **Land**

**MOTION COW 22-04-039** **MOVED** by Councillor Wardley

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

7.a) Land (*FOIP s.25, s.26, s.27*)

**CARRIED**

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

- All Members of Council
- Byron Peters, Interim Chief Administrative Officer
- Jennifer Batt, Director of Finance
- Jeff Simpson, Director of Operations
- Carrie Simpson, Director of Legislative Services

**MOTION COW 22-04-040** **MOVED** by Councillor Bateman

That Council moved out of the closed meeting at 3:21 p.m.

**CARRIED**

**MOTION COW 22-04-041** **MOVED** by Councillor Wardley

That the land information be received as discussed.

**CARRIED**

**MOTION COW 22-04-042** **MOVED** by Councillor Wardley

That a recommendation be made to Council directing administration to bring back Bylaw 908-13 - Unsightly Premises Bylaw for review to a future Council meeting.

**CARRIED**

**BUSINESS**

**5. a) Fort Vermilion Mitigation – Phase 3 Tender Review**

**MOTION COW 22-04-043** **MOVED** by Councillor Smith

That a recommendation be made to Council directing administration to proceed with the Fort Vermilion Mitigation – Phase 3 Tender as discussed.

**CARRIED**

**BUSINESS:**

**5. d) Cheque Registers – March 21, 2022 – April 22, 2022**

**MOTION COW 22-04-044** **MOVED** by Councillor Derksen

That the cheque registers from March 21, 2022 – April 22, 2022, and January – March 31, 2022 online payments be received for information.

**CARRIED**

**BUSINESS:** 5. e) **MasterCard Statements – January – February 2022**

**MOTION COW 22-04-045** **MOVED** by Deputy Reeve Sarapuk

That the MasterCard statements for January – February, 2022 be received for information.

**CARRIED**

**BUSINESS:** 5. f) **2022 Capital Project – BF 78209 Update**

**MOTION COW 22-04-046** **MOVED** by Councillor Peters

That the 2022 Capital Project – BF 78209 Update report be received for information.

**CARRIED**

**BUSINESS:** 5. g) **Dust Control - ADDITION**

**MOTION COW 22-04-047** **MOVED** by Councillor Wardley

That the Dust Control item be received for information.

**CARRIED**

Reeve Knelsen recessed the meeting at 4:07 p.m. and reconvened the meeting at 4:24 p.m.

5. h) **Gravel Tender - ADDITION**

**MOTION COW 22-04-048** **MOVED** by Councillor Derksen

That a recommendation be made to Council directing administration to amend the Gravel Tender as discussed.

**CARRIED**

**POLICY REVIEW** 6. a) **Amend - Policy ADM012 Signing Authority**

**MOTION COW 22-04-049** **MOVED** by Councillor Bateman

That a recommendation be made to Council to amend Policy ADM012 Signing Authority as presented.

**CARRIED**

**POLICY REVIEW**

**6. b) Amend - Policy FIN017 Reserve Bid & Condition of Sale**

**MOTION COW 22-04-050**

**MOVED** by Councillor Bateman

That a recommendation be made to Council to amend Policy FIN017 Reserve Bid and Condition of Sale as presented.

**CARRIED**

**POLICY REVIEW**

**6. c) Road Protection Agreement – Program Review**

**MOTION COW 22-04-051**

**MOVED** by Deputy Reeve Sarapuk

That a recommendation be made to Council directing the Agriculture Services Board (ASB) to develop an Agricultural Education Program.

**CARRIED**

**NEXT MEETING DATE:**

**8. a) Regular Council Meeting**  
April 27, 2022  
10.00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**

**9. a) Adjournment**

**MOTION COW 22-04-052**

**MOVED** by Deputy Reeve Sarapuk

That the April 26, 2022 Committee of the Whole meeting be adjourned at 4:48 p.m.

**CARRIED**

These minutes will be presented for approval on May 24, 2022 Committee of the Whole meeting.

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Joshua Knelsen  
Reeve

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Byron Peters  
Interim Chief Administrative Officer





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Committee of the Whole Meeting</b>
<b>Meeting Date:</b>	<b>May 24, 2022</b>
<b>Presented By:</b>	<b>Byron Peters, Interim Chief Administrative Officer</b>
<b>Title:</b>	<b>Fire Department Fleet</b>

**BACKGROUND / PROPOSAL:**

Administration was asked to provide Council with an overview of the Fire Department fleet. The fleet consists of Rescue Trucks, Engine Trucks, a Fire Tender Truck, Squad Unit and Aerial Truck. There are six trailers utilized by this department also, five in La Crete, including Tompkins, and one in Fort Vermilion.

UNIT # & EQUIPMENT	YEAR	LOCATION	MILEAGE(KM)	HOURS
9118 Rescue Truck	2001	Zama	10,875	718
9121 Rescue Truck	2003	Fort Vermilion	25,676	1375
9128 Rescue Truck	2006	La Crete	35,838	2236
9122 Engine Truck	2004	La Crete	48,902	1961
9129 Engine Truck	2007	Fort Vermilion	34,468	1128
9131 Engine Truck	2012	Zama	3,436	120
9138 Engine Truck	2011	Tompkins	194,366	16,230
9139 Engine Truck	2019	La Crete	6,474	388
9133 Tender Truck	2012	La Crete	33,402	1407
9135 Tender Truck	2016	Fort Vermilion	19,376	721
9136 Tender Truck	2018	Tompkins	12,050	
9137 Squad Unit	2006	Fort Vermilion	383,751	
9134 Aerial Truck	1995	La Crete	55,870	3714

Rescue Trucks not only carry fire personnel but the specialty tools that the Fire Department uses; such as the Jaws of Life, generator and traffic control signs & barricades. These vehicles go out on all calls.

Engine Trucks carry personnel and are equipped with a large pump with a small water tank.

Tender Trucks have either 2000-3000-gallon water tank.

**Author:** S Gibson      **Reviewed by:** \_\_\_\_\_      **CAO:** B Peters

The Squad Unit is used for fire department personnel care, like cooling down during a call.

The Aerial Truck is equipped with a ladder and is a valuable, specialized fire apparatus specifically designed for structure fires, recues and industrial fires. There is only one of these vehicles in the fleet.

### **OPTIONS & BENEFITS:**

There are recommended standards through National Fire Protection Association (NFPA) which are similar to the accepted standards of the Fire Underwriters Survey for apparatus replacement.

The standard that is accepted throughout Canada by Fire Underwriters Survey (FUS) is the Underwriters' Laboratories of Canada (ULC) Standard S515 (most updated version) titled, "Automobile Fire Fighting Apparatus," which was adopted as a National Standard of Canada in September 2004. Summary below:

- Apparatus should respond to first alarms for the first 15 years.
- Next five years be in reserve status for use on major fires or temporary replacement for out-of-service first line apparatus.
- Apparatus should be retired from service at twenty years of age.

FUS has modified its application of the age requirement for used or rebuilt apparatus. Due to municipal budget constraints within small communities FUS have continued to recognize apparatus' over twenty years of age, provided the truck successfully meets the recommended annual tests and has been deemed to be in excellent mechanical condition.

Testing and apparatus maintenance should only be completed by a technician who is certified to an appropriate level in accordance with NFPA 1071, *Standard for Emergency Vehicle Technician Professional Qualifications*.

If the apparatus does not pass the required tests or experiences long periods of "downtime" FUS may request the municipal authority to replace the equipment with new or newer apparatus. If replacement does not occur, fire insurance grading recognition may be revoked for the specific apparatus which may adversely affect the fire insurance grades of the community. This can also affect the rates of insurance for property owners throughout the community.

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

Author: S Gibson Reviewed by: \_\_\_\_\_ CAO: B Peters



**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

EMR004 Level of Fire Service

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

Author: S Gibson      Reviewed by: \_\_\_\_\_      CAO: B Peters





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Committee of the Whole Meeting</b>
<b>Meeting Date:</b>	<b>May 24, 2022</b>
<b>Presented By:</b>	<b>Byron Peters, Interim Chief Administrative Officer</b>
<b>Title:</b>	<b>Grader Fleet</b>

## **BACKGROUND / PROPOSAL:**

Administration was asked to review the Grader Fleet and bring it back to Council. Mackenzie County has nine Caterpillar graders in the fleet. The table below gives a quick look at grader information; hours are current as of May 16, 2022.

UNIT	MODEL	YEAR	DEPARTMENT	HOURS	ACQUISITION VALUE	BUY BACK VALUE
2144	140M AWD	2016	ZAMA	6239	\$438,204.00	expired*
2146	160M AWD	2018	LA CRETE	5926	\$498,087.00	\$225,000.00
2147	160M AWD	2018	LA CRETE	5930	\$498,087.00	\$225,000.00
2148	160M AWD	2018	FORT VERMILION	5867	\$498,087.00	\$225,000.00
2149	160M AWD	2019	LA CRETE	4524	\$552,697.00	\$235,000.00
2150	160M AWD	2019	FORT VERMILION	4769	\$552,697.00	\$235,000.00
2151	160M AWD	2019	FORT VERMILION	3898	\$552,697.00	\$235,000.00
5152	160-15 AWD	2020	LA CRETE	3771	\$563,042.00	\$243,000.00
2153	160-15 AWD	2020	FORT VERMILION	2919	\$564,042.00	\$243,000.00

\*Buy Back has expired, fair market value approximate \$225,000.

## **OPTIONS & BENEFITS:**

The County receives 43-46% recovery on graders purchased through the four-year or 7500-hour Buy Back program through Finning Canada. Finning must be notified thirty days before the expiry of the agreement. Gradgers must be in good repair and operating condition, with no missing components, tires are required to have at least 50% remaining tread and glass in good condition. There are three grader anniversaries that will be expiring in the fall, units 2146/2147/2148.

The Buy Back Program comes with a full warranty and no deductible, which includes delivery and pick up of the grader at the time of the acquisition and disposal. This service also includes pick up of the grader for repairs. There is a stipulation that grader repairs will be completed within 72 hours or a loaner will be supplied at no charge.

**Author:** S Gibson      **Reviewed by:** \_\_\_\_\_      **CAO:** B Peters

When acquiring a new grader and returning another, the buy back value is deducted from the acquisition value. The difference is budgeted for in the reserve fund.

The other choice is to let the program expire and either keep the grader or dispose of the asset by other methods. The grader could be put up for sale privately or at an auction. Depending on the grader and its conditioner, a better price may be acquired by these methods of disposal.

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion

Author: S Gibson      Reviewed by: \_\_\_\_\_      CAO: B Peters



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Committee of the Whole Meeting</b>
<b>Meeting Date:</b>	<b>May 24, 2022</b>
<b>Presented By:</b>	<b>Byron Peters, Interim Chief Administrative Officer</b>
<b>Title:</b>	<b>Fleet Service Review</b>

**BACKGROUND / PROPOSAL:**

Council requested a review of Mackenzie County’s fleet vehicles. The County has ownership of 46 pickup trucks currently, which are utilized by staff at all of the Mackenzie County facilities excluding the High Level office. Vehicle usage increases from May to August with the hiring of summer staff. Local Community Boards and the Fire Department also utilize fleet vehicles to attend out of town conferences and training.

When new fleet vehicles are purchased they are usually assigned to the offices first. A reasoning for this is that they are brand new, clean and since most office staff using the truck are in professional office attire it’s a better choice. The trucks do not need to be fitted with two-way radios so it’s a quick turnaround to get the truck in service. Once the truck has been in-service for so many kilometers, they will be traded to another department. Usually it will be assigned to a staff member with high kilometer use. It’s practical to max out kilometers on the vehicle rather than expire the warranty period.

Public Works summer staff uses 7 of the fleet trucks for hauling landscaping equipment and water to maintain parks, flower beds and in-hamlet ditches. Vehicles used by the summer staff are parked during the winter, with batteries removed. The trucks are basic older vehicles with mileage from 65,249 to 245,850 kilometers.

The year of the all fleet trucks range from 2003 up to 2022, as 2 Ford F150XLT were recently purchased as replacements. The County will be disposing two of the oldest fleet vehicles after the summer season bringing the total fleet vehicles in service to 44.

The odometer reading as of May 3, 2022 of the fleet vehicles mileage range from 0 to 359,660 km.

**Author:** S Gibson      **Reviewed by:** \_\_\_\_\_      **CAO:** B Peters

MILEAGE	TRUCKS
0-50,000	3
50,001-100,000	8
100,001-150,00	9
150,001-200,000	10
200,001-250,000	8
250,001-300,000	5
ABOVE 300,000	3
TOTAL	46

FLEET VEHICLE ALLOCATION	# VEHICLES
LC & FV ADMINISTRATION	2
PLANNING & DEV	1
PUBLIC WORKS	19
UTILITIES	7
AGRICULTURE	3
PARKS	9
FIRE & RESCUE	5

Mackenzie County has 42 trailers. Included in this inventory are the Cargo/Steamer, Stock/Generator, and Fire Department Sprinkler/Technical Response trailers. The remainder of the inventory are assorted Tilt Deck, Cargo, Gooseneck, Gravel and Quad Trailers, that are utilized across Public Works, Agriculture and Community Services Departments.

The trailers are located at all three offices and Fire Department locations. All of the trailers have a purpose and most are in regular use. There would be a loss of productivity and level of service if staff were waiting for the availability of appropriate trailers for them to use. Trailers are kept in service until they are no longer road worthy.

A couple of trailers are used by the Rangers in Fort Vermilion and the RCMP. The trailer the RCMP has is in conjunction with them providing bike training to the community. Mackenzie County is currently supplying insurance coverage on these trailers.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Author: S Gibson Reviewed by: \_\_\_\_\_ CAO: B Peters

**RECOMMENDED ACTION:**

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

**Author:** S Gibson **Reviewed by:** \_\_\_\_\_ **CAO:** B Peters







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Committee of the Whole Meeting</b>
<b>Meeting Date:</b>	<b>May 24, 2022</b>
<b>Presented By:</b>	<b>Byron Peters, Interim Chief Administrative Officer</b>
<b>Title:</b>	<b>Local Government Fiscal Framework Engagement - Survey</b>

## **BACKGROUND / PROPOSAL:**

Municipal Affairs is conducting a survey of all municipalities and Metis Settlements regarding our local perspectives on the current MSI program, and to solicit ideas about the future LGFF program. Mackenzie County is being asked to participate in the survey and submit thoughts on any issues (both those outlined in the survey, and any other input we wish to submit). This will be useful to inform the development of options for the LGFF program design. Mackenzie County is being encouraged to work very closely with their administration in completing this survey, as a number of the questions are highly specific and administrative in nature. A PDF version of the survey is attached to facilitate internal discussions prior to completing the survey online.

**This survey closes on June 13, 2022**

Additional consultation on program design will take place with municipal associations and the Metis Settlements General Council throughout the spring and into summer. Minister McIver intends to announce the final details of the LGFF program by early 2023, so that municipalities and Metis Settlements can plan for the program's implementation well ahead of time.

<https://extranet.gov.ab.ca/opinio6/s?s=56552>

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

## **SUSTAINABILITY PLAN:**

**Author:** C. Simpson      **Reviewed by:** \_\_\_\_\_      **CAO:** B Peters

**COMMUNICATION / PUBLIC PARTICIPATION:**

Administration will submit the survey as per Council's direction.

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That a recommendation be made to Council directing administration to submit the Local Government Fiscal Framework Engagement as discussed.

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

---

**Subject:** FW: Local Government Fiscal Framework Engagement  
**Attachments:** MA-LGFF-Engagement-Survey.pdf

**From:** [MA.geptbranch@gov.ab.ca](mailto:MA.geptbranch@gov.ab.ca) <[MA.geptbranch@gov.ab.ca](mailto:MA.geptbranch@gov.ab.ca)>  
**Sent:** May 16, 2022 2:31 PM  
**To:** CAO <[CAO@mackenziecounty.com](mailto:CAO@mackenziecounty.com)>  
**Subject:** Local Government Fiscal Framework Engagement

Dear Chief Elected Official:

In November 2019, our government enacted the *Local Government Fiscal Framework (LGFF) Act* as part of our commitment to ensure predictable, long-term infrastructure funding to municipalities and Metis Settlements. This important legislation establishes a new framework for capital infrastructure grants, which will replace the Municipal Sustainability Initiative (MSI) in 2024/25. The new program will provide \$722 million to local governments in 2024/25, with funding in future years rising and falling based on half of the percentage change in provincial revenues.

The *LGFF Act* provides legislated certainty in the overall infrastructure funding amount, but does not formulate how funding is to be distributed among local governments (other than Calgary and Edmonton). Additionally, it does not specify the program design elements, such as project eligibility, application and reporting processes, and accounting requirements.

I understand how important it is for municipalities and Metis Settlements to know how much funding you will receive in future years, and how the program will be designed, so you can plan effectively. As such, Municipal Affairs is gathering municipal perspectives by engaging with local governments, a process that began on May 4, 2022, with an initiation meeting with key leaders of your respective associations and the major cities.

The two elements of the LGFF on which we will be consulting are as follows:

### **LGFF Allocation Formula**

The allocation formula for communities other than Calgary and Edmonton will be one of the most critical components of LGFF, and it is here that I will rely most heavily on your knowledge of the needs and circumstances of Alberta's local governments. I have invited your respective associations (Alberta Municipalities, Rural Municipalities of Alberta, and the Metis Settlements General Council) to consult with you and provide me with recommendations on an allocation model for the LGFF capital funding.

### **LGFF Program Design**

The focus of the administrative element of the engagement will be to ensure the effectiveness and efficiency of the new program – this means minimizing red tape for municipalities and Metis Settlements, and ensuring Albertans are receiving value for their provincial tax dollars.

Municipal Affairs is conducting a survey of all municipalities and Metis Settlements on your local perspectives on the current MSI program, and to solicit ideas about the future LGFF program. I am requesting your participation in the survey and welcome your thoughts on any issues (both those outlined in the survey, and

other input you would like to submit) that may be useful to inform the development of options for the LGFF program design. I encourage you to work very closely with your administration in completing this survey, as a number of the questions are highly specific and administrative in nature. A PDF version of the survey is attached to facilitate internal discussions prior to completing the survey online. Please use the link below to complete the survey and submit it to the department before the survey closes on June 13, 2022:

<https://extranet.gov.ab.ca/opinio6/s?s=56552>

Additional consultation on program design will take place with municipal associations and the Metis Settlements General Council throughout the spring and into summer. I intend to announce the final details of the LGFF program by early 2023, so that municipalities and Metis Settlements can plan for the program's implementation well ahead of time.

The LGFF engagement process will ensure that policy developed for the future LGFF allocation formula and program design will reflect input gathered from our local government partners. I look forward to your input that will ensure the LGFF meets the needs of your communities.

Sincerely,

Ric McIver  
Minister

Attachment: 1. LGFF Survey PDF

cc: Chief Administrative Officers

# LGFF Engagement Survey

## Introduction

The Government of Alberta is committed to providing predictable, long-term infrastructure funding to municipalities and other local governments. Since 2007, the province has been supporting local government infrastructure priorities through the Municipal Sustainability Initiative (MSI). The MSI has provided significant funding to local governments to support local infrastructure priorities and build strong, safe and resilient communities. The province introduced the *Local Government Fiscal Framework (LGFF) Act* in October 2019, which legislates remaining MSI funding and implements the LGFF, which will replace the MSI in April 2024.

The change from MSI to LGFF provides an opportunity to review the design of the new program that will provide capital funding to local governments. As such, we are seeking your input on the next steps – deciding how the capital funding program should be designed to reduce red tape while maintaining accountability for provincial tax dollars. This survey addresses LGFF program design, and does not deal with issues related to the allocation formula, or the amount of money in the program. **The survey is not the forum for local governments to provide feedback on the capital allocation formula. Rather, the municipal associations and the Metis Settlement General Council will be engaging with their members separately regarding the formula.**

This survey is being distributed to the Chief Elected Official of each local government eligible for funding under the LGFF. We encourage you to work closely with your councils and administrations to ensure your responses reflect the perspectives of your local government. A PDF version of the survey is available [here](#) to facilitate this work. **Please submit only one response for your municipality.**

All survey responses must be entered into this online survey. **Please Note: PDFs are not fillable forms and have been made available for facilitating your internal brainstorming between elected officials and administration. PDF forms will NOT be accepted in lieu of responses to the online survey.**

Please complete the survey by 6:00pm, **June 13, 2022.**

It will be possible for you to save an incomplete survey and return to it at a later time, though any survey which has been completed cannot be revisited. Should you require assistance or have questions regarding the survey, please contact the Grants and Education Property Tax Branch at [ma.geptbranch@gov.ab.ca](mailto:ma.geptbranch@gov.ab.ca) (for information on how to provide feedback on the capital allocation formula, please contact your municipal association/Metis Settlements General Council).

## Legal Statement

Any personal information provided in response to this survey is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be managed in accordance with the privacy provisions under the FOIP Act. Should you have any questions about the collection, use or disclosure of this information, please contact the Policy and Strategy unit by email at [ma.geptbranch@gov.ab.ca](mailto:ma.geptbranch@gov.ab.ca), or write the Director of Policy and Strategy, Alberta Municipal Affairs, 15th Floor, Commerce Place, 10155- 102 Street, Edmonton, Alberta, T5J 4L4.

## Survey Questions

### MUNICIPALITY

1. Please indicate the local government you represent.
  - [open text response]

### FORMS

2. Do you find the MSI Capital application form complex or challenging to complete?
  - Yes
  - No
  - Unsure
3. If yes, what information on the MSI Capital application form is the most complex or challenging for you to provide? Please rate the following components based on their complexity (1=Least complex/challenging to 5=Most complex/challenging).
  - Application/amendment form
  - Anticipated start date
  - The breakdown of project category (Question 4 on the application)
  - The quantity of the resulting capital asset (Question 5 on the application)
  - Differentiating between new/rehab/replace (Question 5 on the application)
  - The project outcomes (Question 6 on the application)
  - Asset ownership (Question 7 on the application)
  - Non-profit organization details (Question 8 on the application)
  - Municipal forces (Question 9 on the application)
  - The estimated project financial information, i.e. functional planning, construction (Question 10 on the application)
  - Other Grant Funding (Question 11 on the application)
4. Do you find the Statement of Funding and Expenditures (SFE) form complex or challenging to complete?
  - Yes
  - No
  - Unsure
5. If yes, what information on the SFE form is the most complex or challenging for you to provide? Please rate the following components based on their complexity (1=Least complex/challenging to 5=Most complex/challenging).
  - Credit items
  - Providing the full break-down of project costs by funding sources
  - Understanding what goes in each column on the SFE Form (labels are confusing)
  - Other (please specify) [open text response]

6. Under the current MSI program, the due date for submitting the SFEs is May 1 of the following year. Is this timeline for submitting SFEs appropriate?
  - Yes, the timeline is appropriate and does not need to be changed
  - No, an earlier date would be better
  - No, a later date would be better
  - Other (please specify) [open text response]
  
7. To ensure municipalities have accurate financial reporting for capital budgeting purposes, SFEs are compared to the financial statements to ensure errors are proactively identified. Do you have suggestions for how this practice can be improved?
  - No
  - Yes (please specify) [open text response]

#### TIMING TO SAVE FUNDS

8. Given typical project costs and timelines, what is a reasonable/appropriate amount of time to save LGFF funding to expend on larger capital projects?
  - Longer than 5 years
  - Within 5 years
  - Within 3 years
  - Within 2 years
  - Other (please specify) [open text response]

#### ELEMENTS TO BE RETAINED AND IMPROVED

9. What are the key elements of the MSI capital component that you would like to see continued in LGFF? (Please select up to 5)
  - Ability to “save up” funding for larger projects
  - Ability to pay for projects with future years’ funding
  - Restructuring policy, that benefits municipalities receiving dissolved municipalities for five years after restructuring
  - Ability to start projects in advance of ministerial approval
  - Ability to fund borrowing costs
  - Ability to amend project funding and scope
  - Broad range of eligible project categories
  - Ability to contribute MSI funding to other eligible entities
  - Ability to combine grant funding with that of other grant programs (grant stacking)
  - Other (please specify) [open text response]

10. Recognizing the need for the provincial government to remain accountable for taxpayer funding, in what ways could the LGFF program be improved or made more efficient than the MSI capital program for local authorities to administer. (Please select up to 5)

If necessary, refer to the [MSI capital program guidelines](#) for more information about current policies.

- Expand project eligibility
- Expedite the application and amendment approval processes
- Simplify the reporting and accounting requirements
- Change the payment processes
- Remove the condition to expend annual allocations within six years
- Change the maximum project commitment thresholds
- Reduce the number of allowable capital project submissions per year
- Eliminate the ability to grant stack
- Simplify communication and project recognition requirements
- None of the above. Maintain the current MSI program design
- Other (please specify) [open text response]

11. How could your selected actions from the previous question (top 5) be improved?

- [Open text response]

#### ASSET MANAGEMENT

12. Asset management is the process of making decisions about the use and care of infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of available resources funding sources. What tools, resources, and program conditions could be used in the LGFF program to best support asset management practices in your community? (Please select up to 5)

- Make asset management costs eligible for LGFF funding
- Make asset management costs eligible for funding under other Municipal Affairs grant programs
- Require capital projects to be part of the local authority's asset management plan to be eligible for LGFF funding
- Require a portion of each local government's LGFF funding to be used for provincially defined asset management resources and activities, such as workshops, training, tools, work plans, etc.
- Enable local governments to receive a greater percentage of LGFF funding if they fulfill defined asset management goals
- Require core infrastructure (water, wastewater, roads, etc.) be brought to a reasonable condition level prior to submitting other projects
- Apply restrictions, such as municipalities deemed to be "at risk" in the Municipal Affairs Business Plan performance measure [[Link to Municipal Indicators](#)] being limited to only funding core capital projects
- None of the above
- Other (please specify) [open text response]



## DISASTER RESILIENCY

13. What would be the best ways for the LGFF to encourage local governments to build infrastructure that is more resilient to natural disasters? (Please select up to 5)
- Ensure the ability to cost-share with other disaster resiliency programs continues
  - Program guidelines provide information about best practices, tools and resources related to disaster resilience
  - Project eligibility descriptions in the program guidelines include examples that demonstrate resilience
  - Project eligibility expanded to fund projects associated with 'natural infrastructure' such as wetlands and firebreaks
  - Local governments must confirm on project applications that they have considered natural disasters in project planning for the project to be eligible for LGFF funding
  - Local governments must consider disaster resilience in their asset management plans as a requirement for the funding
  - A percentage of each local government's LGFF funding must be used for infrastructure that mitigates natural disasters
  - Require resilience assessments for projects deemed to be at higher levels of disaster risk (i.e. infrastructure located on a flood plain)
  - Specify that infrastructure built on a floodplain is not eligible for funding
  - Other (please specify) [open text response]

## PROJECT MANAGEMENT

14. What aspects of the current MSI capital program make your project management practices more challenging?
- [open text response]
15. Are there ways in which the LGFF program administration can be designed to better align with your local government's project management practices?
- [open text response]

## SUSTAINABILITY/VIABILITY

16. In what ways could the design of the program help address the needs of communities with sustainability/viability challenges?
- [open text response]

## OUTCOMES

17. Do you currently collect outcome related information based on your federally or provincially funded capital spending (e.g. 10 km of new lane roadway has resulted in a 10% decrease in accidents and improved commute times by 30%)? If so, can you provide some examples of outcome related data you currently collect?
- No
  - Unsure
  - Yes (please specify) [open text response]

18. If no, do you foresee any challenges related to collecting outcome related information?

- No
- Yes (please specify)

#### INFRASTRUCTURE CONDITION ASSESSMENTS

19. Do you collect infrastructure condition assessments?

- Yes
- No
- Unsure

20. If no, do you foresee any challenges related to collecting outcome related information?

- [open text response]

#### TECHNOLOGICAL REQUIREMENTS

21. LGFF will be administered using an online administration system. Thinking of the online system you use to submit projects and SFEs for MSI Capital, do you have concerns or suggestions for improvement?

- [open text response]

22. MyAlberta Digital ID for Business (MADI-B) is the Government of Alberta's external partner identity and access management service and is used to authenticate external users of Government of Alberta online services. It is likely that the new IT system for LGFF will use this service to authenticate users. In order to make use of MADI-B-protected services, an external user must first register a MADI-B account. Does your organization already have MADI-B accounts for other Government of Alberta services?

- Yes
- No
- Unsure

23. The current online system for the MSI Capital program provides two on-demand reports, Financial Summary Report and Project Application Report, to assist you with managing the grant program. Are these reports sufficient for you?

- Yes
- No
- Unsure

24. If no, can you suggest additional report capabilities that would assist you with administering your grant funding under the LGFF program?

- [open text response]

#### GENERAL/CONCLUDING THOUGHTS

25. Is there anything else you wish to share on how the LGFF funding program should be designed and administered? Please provide comments here.

- [open text response]



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Committee of the Whole Meeting</b>
<b>Meeting Date:</b>	<b>May 24, 2022</b>
<b>Presented By:</b>	<b>Byron Peters, Interim Chief Administrative Officer</b>
<b>Title:</b>	<b>RMA – Intermunicipal Collaboration Framework (ICF) Survey</b>

## **BACKGROUND / PROPOSAL:**

Rural Municipalities of Alberta is asking Alberta municipalities to complete a survey to learn from its members and their experiences with ICF's. The information from this survey will be used to determine key areas of concern related to ICF's and to inform the development of recommendations for what aspects of the ICF process should be updated or revised moving forward. ICF's will be re-negotiated in the coming years and RMA has deemed it a priority to advocate to the province to correct current flaws and inequities in the process.

RMA is requesting that only one survey per municipality be completed. The survey results will be kept confidential, although results may be shared in an aggregated or summarized form.

The deadline to complete the survey is June 3, 2022.

<https://www.surveymonkey.com/r/HXC97QK>

Attached is a PDF version is attached to guide Council through the questions.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

**Author:** C. Simpson      **Reviewed by:** \_\_\_\_\_      **CAO:** B Peters

**COMMUNICATION / PUBLIC PARTICIPATION:**

Administration will submit the survey as per Council's direction.

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That a recommendation be made to Council directing administration to submit the RMA – Intermunicipal Collaboration Framework (ICF) Survey as discussed.

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

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**Subject:** FW: RMA ICF Member Survey  
**Attachments:** RMA ICF Member Survey.pdf

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**From:** Tom Burton <[tburton@RMAAlberta.com](mailto:tburton@RMAAlberta.com)>  
**Sent:** May 16, 2022 2:53 PM  
**To:** Tom Burton <[tburton@RMAAlberta.com](mailto:tburton@RMAAlberta.com)>  
**Subject:** RMA ICF Member Survey

Hello RMA mayors, reeves and CAOs,

As the intermunicipal collaboration framework (ICF) negotiation process is now concluded, RMA would like to learn more from members as to their experiences with ICFs. RMA will use this information to determine key areas of concern related to ICFs and to inform the development of recommendations for what aspects of the ICF process should be updated or revised moving forward. As ICFs will be renegotiated in the coming years (or in some cases even sooner) RMA has deemed it a priority to advocate to the province to correct current flaws and inequities in the process.

To support RMA's efforts in this area, we are requesting your municipality to complete a survey (<https://www.surveymonkey.com/r/HXC97QK>). Please only complete one survey per municipality. The individual survey results will be kept confidential, although results may be shared in an aggregated or summarized form. A PDF version of the survey is attached to help your municipality work through the questions, **but final input must be submitted through the Survey Monkey link**. The deadline to complete the survey is **Friday, June 3, 2022**.

We appreciate your help on this issue. Please let me know if you have any questions or concerns.

Thanks,

**Wyatt Skovron**

*Manager of Policy and Advocacy*



Office: 780.955.4096  
[RMAAlberta.com](http://RMAAlberta.com)

2510 Sparrow Drive, Nisku, Alberta T9E 8N5 780.955.3639



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As the ICF process is now concluded, RMA is seeking member input on experiences negotiating and implementing ICFs. As ICFs are to be reviewed every five years at minimum, and sooner based on clauses within the ICF or based on the agreement of all parties to the ICF, RMA appreciates the importance of understanding member successes, challenges, and concerns with the current ICF process and outcomes to advocate for possible changes to be implemented in advance of ICFs being reviewed, amended, or potentially replaced in the coming years.

RMA is of the understanding that in most cases, rural to rural ICF negotiations proceeded fairly simply and easily. For this reason, the questions below focus on rural to urban ICF negotiations unless otherwise stated.

RMA also recognizes that most members completed multiple ICFs and that each process was likely different. The questions below are intended to gather general experiences with the overall process recognizing that not all individual negotiations were the same.

### Section 1 – ICF Process

1. Indicate your municipality.
2. Overall, how would you describe the process of negotiating ICFs with urban municipal neighbours?
  - Very easy
  - Fairly easy
  - Fairly difficult
  - Very difficult
3. Rank the following aspects of the ICF negotiation process with urban municipal neighbours in terms of their difficulty
  - Identifying your own municipality’s service priorities prior to beginning negotiations
    - Very easy
    - Fairly easy
    - Fairly difficult
    - Very difficult
    - Not addressed during negotiations
  - Determining the “rules of engagement” with your ICF partner (negotiation process, ICF team composition, etc.)
    - Very easy
    - Fairly easy
    - Fairly difficult
    - Very difficult
    - Not addressed during negotiations
  - Determining the scope of intermunicipal services with your ICF partner
    - Very easy
    - Fairly easy
    - Fairly difficult

- Very difficult
- Not addressed during negotiations
- Determining reasonable service levels for intermunicipal services
  - Very easy
  - Fairly easy
  - Fairly difficult
  - Very difficult
  - Not addressed during negotiations
- Determining methodology to assign how responsibility for various services should be allocated among ICF partners
  - Very easy
  - Fairly easy
  - Fairly difficult
  - Very difficult
  - Not addressed during negotiations
- Determining if and when to utilize an outside facilitator, mediator or arbitrator
  - Very easy
  - Fairly easy
  - Fairly difficult
  - Very difficult
  - Not addressed during negotiations

4. How could the ICF process be improved (check all that apply)

- More specific legislative requirements as to the services that are in and out of scope.
- More specific legislative requirements as to how ICFs are negotiated.
- Enhanced external facilitation/mediation support.
- More provincial guidance or requirements on how to measure service usage and determine levels of service.
- More specific dispute resolution mechanisms
- No improvements needed
- Other (text box)

Section 2 – ICF Negotiations

5. When negotiating with urban municipal neighbours, rank the difficulty of negotiations for each of the following service types
- Roads
    - a. Very easy
    - b. Fairly easy
    - c. Fairly difficult
    - d. Very difficult
    - e. Not included in negotiations
  - Water and wastewater
    - a. Very easy
    - b. Fairly easy

- c. Fairly difficult
    - d. Very difficult
    - e. Not included in negotiations
  - Recreation
    - a. Very easy
    - b. Fairly easy
    - c. Fairly difficult
    - d. Very difficult
    - e. Not included in negotiations
  - Fire services
    - a. Very easy
    - b. Fairly easy
    - c. Fairly difficult
    - d. Very difficult
    - e. Not included in negotiations
  - Waste collection
    - a. Very easy
    - b. Fairly easy
    - c. Fairly difficult
    - d. Very difficult
    - e. Not included in negotiations
  - Other service types (please describe)
6. Do you consider the scope of services included by urban neighbours in ICF negotiations reasonable?
- Yes
  - No
7. If you answered no in the above question, please list the services included in ICF negotiations that you considered unreasonable.
8. Indicate the measures and methods used to determine service sharing approaches during ICF negotiations with urban municipalities (check all that apply).
- Per capita usage of service or associated infrastructure
  - Catchment area for services
  - Set amount of annual cost to deliver service
  - In kind delivery of service or use of infrastructure
  - Unsure
  - Other (text box)

### Section 3 – ICF Outcomes

9. Overall, would you consider your ICFs as a positive step for service delivery in your municipality and the neighbouring communities?
- Yes



- No
  - Depends on the ICF – some had better outcomes than others
10. Were there any cases in which your municipality agreed to an ICF despite not being satisfied with the terms to avoid the possibility of arbitration?
11. If you answered yes to the question above, please describe:
12. For the following services, rank the outcomes of the ICF in terms of its impact on the quality of service being provided.
- Roads
    - a. Positive impact
    - b. Negative impact
    - c. No impact
    - d. Not included in ICF
  - Water and wastewater
    - a. Positive impact
    - b. Negative impact
    - c. No impact
    - d. Not included in ICF
  - Recreation
    - a. Positive impact
    - b. Negative impact
    - c. No impact
    - d. Not included in ICF
  - Fire services
    - a. Positive impact
    - b. Negative impact
    - c. No impact
    - d. Not included in ICF
  - Waste collection
    - a. Positive impact
    - b. Negative impact
    - c. No impact
    - d. Not included in ICF
13. How has the ICF process impacted your relationship with your rural municipal neighbours?
- Improved relationship
  - No change
  - Worsened relationship
14. How has the ICF process impacted your relationship with your urban municipal neighbours?
- Improved relationship
  - No change
  - Worsened relationship

15. Would you consider the costs you've been required to incur for intermunicipal services negotiated through the ICF as fair?

- Yes
- No
- Expand (text box)

Section 4 - ICF Implementation

16. Select the option below that best describes your progress in implementing any new or revised shared service agreements determined through ICFs.

- High level of implementation
- Implementation varies among service types and municipal partner
- Limited implementation
- ICFs mainly formalized shared services already in place

17. What have been the main barriers to implementation of new or revised shared service agreements to this point.

- Lack of agreement on how to implement
- Lack of time
- Other priorities
- Attempt to change terms of shared service agreement
- No barriers at this point

18. Do you expect one or more neighbours to re-open ICFs prior to the agreed-upon review period?

19. If you answered "yes" to the question above, please describe why.

Section 5 – Best practices

20. What went well in your ICF negotiation and implementation process? Please share any thoughts or ideas below.

21. What went poorly in your ICF negotiation and implementation process? Please share any thoughts below.

22. What aspects of the process require change prior to the re-opening of ICFs for review, amendment or replacement in the coming years?



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Committee of the Whole Meeting</b>
<b>Meeting Date:</b>	<b>May 24, 2022</b>
<b>Presented By:</b>	<b>Byron Peters, Interim Chief Administrative Officer</b>
<b>Title:</b>	<b>Enhanced Policing Agreement – Memorandum of Understanding</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County has an Enhanced Policing Memorandum of Understanding (MOU) with the Royal Canadian Mounted Police (RCMP) to provide an increased police presence within the County. There are two RCMP members dedicated to providing additional services to the County, with one of the members dedicated to the School Resource Officer (SRO) role.

The current MOU expires on June 30<sup>th</sup>, 2022, and the County must confirm if there is an interest in continuing with the agreement, either as-is, or modified.

If Council so chooses to continue with the Memorandum of Understanding (MOU) the next step would be for administration to meet with the parties to determine the duties and responsibilities of the RCMP members under the Enhanced Policing Agreement. Although, the School Division is not a funding participant at this time, they are an integral component to the program and should be included as a participant in the MOU.

## **OPTIONS & BENEFITS:**

Funding two additional members to serve the County does directly result in an increased police presence in the region.

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

Yearly Operating Budget

**Author:** C. Simpson      **Reviewed by:** J. Batt      **CAO:** B Peters

Through the Police Costing Model introduced in 2019 the Enhanced Policing agreement was deducted from the allocated amount as part of the County's share of funding as noted below.

Year	Police Funding Model Share with modifiers	Dollar costs - 100% reimbursement	Police Funding Model Share with modifiers less Enhanced Policing Billing	Expected per capita costs
2020-21	\$ 283,652	\$ 320,000	\$ (36,348)	\$ (3)
2021-22	\$ 425,784	\$ 320,000	\$ 105,784	\$ 8
2022-23	\$ 567,305	\$ 320,000	\$ 247,305	\$ 20
2023-24	\$ 851,567	\$ 320,000	\$ 531,567	\$ 42
2024-25	\$ 851,567	\$ 320,000	\$ 531,567	\$ 42

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

With affected parties, as required.

**POLICY REFERENCES:**

Policy ADM056 – Public Participation

**RECOMMENDED ACTION:**

Motion 1:

- Simple Majority       Requires 2/3       Requires Unanimous

That a recommendation be made to Council requesting administration pursue/decline entering into a Memorandum of Understanding agreement for Enhanced Policing Agreement for Mackenzie County with the draft agreement being presented at a future Council meeting.

Author: C. Simpson      Reviewed by: J. Batt      CAO: B Peters

## Memorandum of Understanding

THIS ARRANGEMENT, made in duplicate as of the 9<sup>th</sup> day of January 2020.

### BETWEEN

THE ROYAL CANADIAN MOUNTED POLICE  
(Hereinafter referred to as the "RCMP")

### AND

MACKENZIE COUNTY  
as represented by the Reeve  
(Hereinafter referred to as the "County")

Collectively referred to as the "Participants".

### BACKGROUND:

WHEREAS the County wishes to provide an enhanced level of provincial policing service and the Province of Alberta, Minister of Justice and Solicitor General has entered into such an Agreement with the County pursuant to Section 22(1) of the *Police Act* R.S.A. 2000, c.P-17; and,

WHEREAS the County shall enter into a Memorandum of Understanding (MOU) with the RCMP "K" Division to determine the duties and responsibilities of the RCMP Member employed by the said Agreement; and,

WHEREAS it is acknowledged and agreed that, notwithstanding anything contained herein, the MOU does not create any enforceable legal or equitable rights or any obligations, but merely serves to document the parameters and understanding in principle which have been reached and in respect to the duties and responsibilities of the RCMP Member providing services under this said Agreement.



**NOW THEREFORE THE PARTICIPANTS INTEND AS FOLLOWS:**

**1.0 DEFINITIONS:**

- 1.1 In this Memorandum of Understanding (MOU) the following terms, in singular or plural form according to the context, are defined as follows:
- i. "RCMP" means the Royal Canadian Mounted Police;
  - ii. "MOU" means Memorandum of Understanding;
  - iii. "Agreement" means Memorandum of Understanding;
  - iv. "Arrangement" means Memorandum of Understanding;
  - v. "WAD" means Western Alberta District of the RCMP;
  - vi. "Detachment Commander" means Non-Commissioned Officer in Charge;
  - vii. "OIC" means Officer in Charge;
  - viii. "Member" means police officer employed by the RCMP and assigned to the enhanced position; and,
  - ix. "RCMP Detachment" means the Fort Vermilion RCMP detachment.

**2.0 PURPOSE AND SCOPE:**

- 2.1 This Agreement shall commence on July 1, 2019 and expire on June 30, 2022 and will provide the terms of reference for the RCMP Member, RCMP Detachment, and the County in relation to the Option 1 Enhanced Policing Agreement between the County and the Minister of Justice, Solicitor General of Alberta dated 28<sup>th</sup> day of January, 2019.
- 2.2 This MOU sets out the general duties and responsibilities of the two (2) RCMP Member(s) providing services to the County.
- 2.3 This MOU does not form a contractually binding Agreement and the Participants acknowledge their mutual intention to resolve all matters arising from this MOU in a fair and amicable way.

### **3.0 DUTIES AND RESPONSIBILITIES OF THE RCMP MEMBER:**

- 3.1 The role of the RCMP Member under this MOU will be to provide an enhanced level of policing, focused on the prevention of crime, pursuant to the duties and responsibilities under the Provincial Police Service Agreement between the Government of Canada and the Government of the Province of Alberta. The RCMP Member shall not be required to perform any duties or provide any services which are not appropriate to the effective and efficient delivery of police services in the Province.
- 3.2 The primary function of the RCMP Member under this MOU will be to provide selective enforcement duties and responsibilities, including, but not limited to:
- General duty policing services in accordance with the Provincial Police Service Agreement;
  - Facilitate communication between the Fort Vermilion School Division No.52 and the Detachment with regards to feedback and priorities concerning the School Resource Officer position;
  - Perform the duties and responsibilities of a school resource officer;
  - Delivering education and training to schools within Mackenzie County;
  - Act as the primary liaison for the Citizen on Patrol, Rural Crime Watch and Victim Services Programs; and,
  - In support of the Detachment Commander, act as a liaison to the Police Advisory Committee or Community Advisory Group or Community Consultative Group, as may apply;
- 3.3 Additionally, the RCMP Member may participate and offer other public safety programs which may include:
- Traffic Enforcement, under the *Traffic Safety Act* of Alberta;
  - Enforcement of the *Gaming, Liquor and Cannabis Act* of Alberta;
  - Enforcement of the *Environmental Protection and Enhancement Act* of Alberta (Illegal Dumping, etc.);
  - Emergency Planning / Disaster Services relating to special events and policing those special events in the area; and,
  - Attend meetings with local council as required to report on programs and issues and the steps being taken on those programs and issues.
- 3.4 The role of the RCMP Member assigned to the County will be to provide an enhanced level of policing. The RCMP Member will not provide assistance or service in regulatory control or licenses of by-laws (for example: by laws relating to animals and building inspections).

**4.0 OBLIGATIONS OF THE RCMP:**

- 4.1 The RCMP Member position will be maintained as a permanent posting in the County; however, the RCMP will not be held liable for any vacancy should such occur.
- 4.2 The Detachment Commander will have sole responsibility for determining the appropriate operational and administrative use of the enhanced policing RCMP Member providing services to the County.
- 4.3 The RCMP Member will assist other RCMP detachment / unit locations during emergencies with the understanding that the RCMP will return services to the County in an amount equal to the time utilized by other detachment / unit locations.
- 4.4 The RCMP Member is an employee of the RCMP and as such, the RCMP has exclusive responsibility for investigating public / internal complaints involving the RCMP Member and for administering any discipline against the RCMP Member in accordance with the RCMP Act and applicable RCMP Policies / Directives.
- 4.5 The Detachment Commander will continue to provide the County's Chief Administrator with the Reeve's Report and the Mackenzie County Person Hour Tracking Report.

**5.0 OBLIGATIONS OF MACKENZIE COUNTY:**

- 5.1 The County intends to participate in ongoing communication with the Detachment Commander with regards to feedback and priorities concerning the enhanced policing position.
- 5.2 To ensure that all articles contained within the Option 1 Enhanced Policing Agreement between the County and the Minister of Justice, Solicitor General of Alberta dated 28<sup>th</sup> day of January, 2019 are upheld and kept current / in good standing.

**6.0 JOINT OBLIGATIONS OF BOTH PARTICIPANTS:**

- 6.1 The County may provide input on the staffing selection process to fill the enhanced RCMP Member position. The RCMP will have exclusive authority to determine the appropriate and successful candidate for the position.
- 6.2 The RCMP agrees to provide the RCMP Member providing services under this MOU with a suitable work station in the Fort Vermilion RCMP Detachment. Should



it be agreed upon that an alternative work site to the RCMP Detachment is required, the County agrees to provide such alternate work site at no cost to the RCMP. Further the County agrees to ensure that any such alternative work site selected meets all RCMP security standards and protocols and any cost associated with the County meeting such security standards and protocol will not be transferred to the RCMP and financially assumed exclusively by the County.

- 6.3 The RCMP will be responsible for providing basic equipment and training for the enhanced policing RCMP Member in order that he or she may perform those services directly related to enforcement of all Federal and Provincial Statues and the Criminal Code of Canada. The County will provide for any specialized training or equipment needs which may be required by the RCMP Member to perform services directly related to the County by-laws pertinent to public safety, traffic law enforcement and protection of County and public infrastructures.
- 6.4 As required by either the County or the RCMP, any unresolved issues between the County and the RCMP shall be referred to the representatives for resolution pursuant to Article 10.0.

**7.0 FINANCIAL ARRANGEMENTS:**

- 7.1 The County shall be charged as per Sections 5 to 8 inclusive, as outlined in the Enhanced Policing Agreement between the Province of Alberta and the County made the 28<sup>th</sup> day of January, 2019.

**8.0 TERM:**

- 8.1 Notwithstanding the date on which this MOU is signed by each of the Participants, this MOU shall come into effect on the 1<sup>st</sup> day of July 2019 and will expire on the 30<sup>th</sup> day of June 2022. This agreement may be renewed or extended upon such terms as may be mutually agreed to at that time.

**9.0 DEPARTMENTAL REPRESENTATIVES:**

- 9.1 The following officials are designated as the departmental representatives for purposes of this Arrangement and any notices required under this Arrangement will be delivered as follows:

<b>For the RCMP:</b> Detachment Commander Fort Vermilion Detachment 4302 45 <sup>th</sup> Street Fort Vermilion, AB T0H 1N0  Telephone: (780) 927-3258	<b>For Mackenzie County:</b> Chief Administrative Officer 4511 46 <sup>th</sup> Avenue P.O. Box 640 Fort Vermilion, AB T0H 1N0  Telephone: (780) 927-3718
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#### 10.0 DISPUTE RESOLUTION:

- 10.1 In the event of a dispute arising from the interpretation or operation of this Arrangement, it will be referred to the Participants' representatives set out in Article 9.0, above, who will use their best efforts to resolve the matter amicably. If such negotiation fails, the Participants intend to refer the matter to the below noted senior parties for resolution:

<b>For the RCMP:</b> District Commander Western Alberta District Suite 101, 10605 West Side Drive Grande Prairie, AB T8V 8E6	<b>For Mackenzie County:</b> Reeve 4511 46 <sup>th</sup> Avenue P.O. Box 640 Fort Vermilion, AB T0H 1N0
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#### 11.0 LIABILITY:

- 11.1 Each Participant will be responsible for any damages caused by the conduct of its employees or agents in carrying out the terms of this Arrangement.

#### 12.0 MONITORING:

- 12.1 The Participants will meet on an annual basis to review and assess the operation and effectiveness of this Arrangement or as requested to discuss matters of mutual interest.
- 12.2 The Detachment Commander or designate will meet with the County Reeve and Council, or designate, at least once every quarter to discuss matters of mutual interest or concern.
- 12.3 The District Commander for WAD may meet with the County Reeve and Council, or designate, on a yearly basis, or as requested to discuss matters of mutual interest concerning this MOU.

**13.0 TERMINATION:**

- 13.1 This Arrangement may be terminated by either Participant at any time, without cause, upon one calendar year's written notice (365 days) to the other.
- 13.2 Termination does not release a Participant from any obligations which accrued while the Arrangement was in force.

**14.0 AMENDMENT TO THE ARRANGEMENT:**

- 14.1 Amendment to this Arrangement may be negotiated by either Participant and may only be amended by the written consent of all the Participants.
- 14.2 This Arrangement shall not be varied by an oral agreement or representation or otherwise than by an instrument in writing of concurrent or subsequent date hereto duly executed by the Participants.

**Recommended by:**

  
\_\_\_\_\_  
S/Sgt. Jesse Gilbert  
Detachment Commander  
NCO i/c Fort Vermilion RCMP Detachment

Date: 2020/01/14

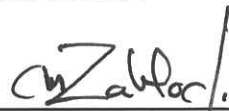
**Signed by the authorized officers of the Participants:**

**For Mackenzie County:**

  
\_\_\_\_\_  
Josh Knelsen  
Reeve  
Mackenzie County

Date: Jan 14/2020

**For the RCMP:**

  
\_\_\_\_\_  
C. M. (Curtis) Zablocki, M.O.M.  
Deputy Commissioner  
Commanding Officer "K" Division

Date: 2020-01-23



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Committee of the Whole Meeting</b>
<b>Meeting Date:</b>	<b>May 24 2022</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Cheque Registers – April 24, 2022 – May 20, 2022</b>

**BACKGROUND / PROPOSAL:**

At the request of Council cheque registers are to be viewed by Council during Committee of the Whole meetings.

All invoices are authorized by Managers, Directors, and or the CAO in accordance with the Purchasing Policy. Cheques are released on a weekly or bi-weekly basis unless otherwise required for operational needs. Copies of the April 24, 2022 – May 20, 2022 cheque registers, and April 2022 online payments will be available on meeting day.

**OPTIONS & BENEFITS:**

Administration will continue to present all new cheque registers at each Committee of the Whole meeting.

**COSTS & SOURCE OF FUNDING:**

2022 Budget.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

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

**POLICY REFERENCES:**

Policy FIN025 Purchasing Authority Directive and Tendering Process

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the cheque registers from April 24, 2022 – May 20, 2022, and April 2022 online payments be received for information.

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



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Committee of the Whole</b>
<b>Meeting Date:</b>	<b>May 24, 2022</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>MasterCard Statements – March 2022</b>

## **BACKGROUND / PROPOSAL:**

Mastercard statements are reviewed by Council at the Committee of the Whole Meetings.

A copy of the March 2022 MasterCard statements will be made available at the meeting.

## **OPTIONS & BENEFITS:**

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

2022 Operating Budget

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

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

**POLICY REFERENCES:**

Policy FIN028 Credit Card Use

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the MasterCard statements for March, 2022 be received for information.

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