



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

MARCH 10, 2015

10:00 A.M.

**COUNCIL CHAMBERS
FORT VERMILION, AB**

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, March 10, 2015
10:00 a.m.**

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

AGENDA

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CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the February 25, 2015 Regular Council Meeting	7
DELEGATIONS:	4.	a) b)	
GENERAL REPORTS:	5.	a) CAO Report	23
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TENDERS:	6.	a) None	
PUBLIC HEARINGS:		Public hearings are scheduled for 1:00 p.m.	
	7.	a) Bylaw 948-14 Hamlet Addressing	65
COMMUNITY SERVICES:	8.	a) b)	

ENVIRONMENTAL SERVICES:	9.	a)		
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OPERATIONS:	10.	a)	2015 Regravelling Program	83
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		c)		
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		d)	Zama Plant Road and Shekilie Road LOC	127
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		f)	Mackenzie Housing Management Board and Seniors Housing	131
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h)

i)

j)

INFORMATION / CORRESPONDENCE: 14. a) Information/Correspondence 165

IN CAMERA SESSION: 15. a) Legal

- Legal Opinion Letter – Release of Information

b) Labour

- Organizational Structure

c) Land

- Knelsen Sand & Gravel Proposal

NOTICE OF MOTION: 16. Notices of Motion

NEXT MEETING DATES: 17. a) Committee of the Whole Meeting
Wednesday, March 25, 2015
10:00 a.m.
Fort Vermilion Council Chambers
b) Regular Council Meeting
Wednesday, March 25, 2015
1:00 p.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 18. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 10, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Minutes of the February 25, 2015 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the February 25, 2015 Regular Council meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Approved council minutes are posted on the County website.

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the minutes of the February 25, 2015 Regular Council meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, February 25, 2015
10:00 a.m.**

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

PRESENT:

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
John W. Driedger	Councillor
Eric Jorgensen	Councillor
Josh Knelsen	Councillor (left the meeting at 5:06 p.m.)
Ricky Paul	Councillor
Lisa Wardley	Councillor

REGRETS:

ADMINISTRATION:

Joulia Whittleton	Chief Administrative Officer
Ron Pelensky	Director of Community Services & Operations
Byron Peters	Director of Planning & Development
Louise Flooren	HR Coordinator (Recording Secretary)

ALSO PRESENT: Media

Minutes of the Regular Council meeting for Mackenzie County held on February 25, 2015 in the Fort Vermilion Council Chambers.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 10:02 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 15-02-107 MOVED by Councillor Paul

That the agenda be approved with the following additions:

- 5. c) Northern Alberta Development Council (NADC) Report
- 5. d) Peace River Basin Flood Mitigation
- 5. e) Northern Transportation Advisory Council (NTAC)

Report

- 6. a) 2015 Regravelling Program
- 13. e) Water North Coalition

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

- 3. a) Minutes of the February 10, 2015 Regular Council Meeting**

MOTION 15-02-108

MOVED by Deputy Reeve Sarapuk

That the minutes of the February 10, 2015 Regular Council meeting be approved as amended.

CARRIED

Councillor Jorgensen stepped out of the meeting at 10:12 a.m.

GENERAL REPORTS:

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

MOTION 15-02-109

MOVED by Councillor Driedger

That the Municipal Planning Commission meeting minutes of January 15, 2015 be received for information.

CARRIED

- 5. b) Finance Committee Meeting Minutes**

MOTION 15-02-110

MOVED by Councillor Braun

That the minutes of the November 28, 2014 Finance Committee meeting be received for information.

CARRIED

- 5. c) Northern Alberta Development Council (NADC) Report (ADDITION)**

MOTION 15-02-111

MOVED Councillor Driedger

That the Northern Alberta Development Council (NADC) report by Councillor Braun be received for information.

CARRIED

5. d) Peace River Basin Flood Mitigation (ADDITION)

MOTION 15-02-112 **MOVED** Councillor Driedger

That the Peace River Basin Flood Mitigation report be accepted for information.

CARRIED

5. e) Northern Transportation Advisory Council (NTAC) Report (ADDITION)

MOTION 15-02-113 **MOVED** By Councillor Paul

That the Northern Transportation Advisory Council report be received for information.

CARRIED

PUBLIC HEARINGS: **7. a) None**

COMMUNITY SERVICES: **8. a) Bylaw 984-15 Remuneration for Volunteer Fire Fighters within Mackenzie County**

MOTION 15-02-114 **MOVED** by Councillor Bateman

That first reading be given to Bylaw 984-15 being a bylaw for the remuneration of volunteer fire fighters within Mackenzie County.

CARRIED

MOTION 15-02-115 **MOVED** by Councillor Braun

That second reading be given to Bylaw 984-15 being a bylaw for the remuneration of volunteer fire fighters within Mackenzie County.

CARRIED

MOTION 15-02-116 **MOVED** by Councillor Driedger

Requires Unanimous

That consideration be given to go to third reading of Bylaw 984-15 being a bylaw for the remuneration of volunteer fire fighters within Mackenzie County at this meeting.

CARRIED UNANIMOUSLY

MOTION 15-02-117 **MOVED** by Deputy Reeve Sarapuk

That third reading be given to Bylaw 984-15 being a bylaw for the remuneration of volunteer fire fighters within Mackenzie County.

CARRIED

8. b) Bylaw 985-15 Fire Services

MOTION 15-02-118 **MOVED** by Councillor Wardley

That first reading be given to Bylaw 985-15 being the fire services bylaw for Mackenzie County.

CARRIED

MOTION 15-02-119 **MOVED** by Councillor Paul

That second reading be given to Bylaw 985-15 being the fire services bylaw for Mackenzie County.

CARRIED

MOTION 15-02-120 **MOVED** by Councillor Derksen
Requires Unanimous

That consideration be given to go to third reading of Bylaw 985-15 being the fire services bylaw for Mackenzie County at this meeting.

CARRIED UNANIMOUSLY

MOTION 15-02-121 **MOVED** by Councillor Knelsen

That third reading be given to Bylaw 985-15 being the fire services bylaw for Mackenzie County.

CARRIED

8. c) Policy ADM013 – Signing Authority for Volunteer Fire Fighters Remuneration

MOTION 15-02-122 **MOVED** by Councillor Bateman

That Policy ADM013 – Signing Authority for Volunteer Fire Fighters Remuneration policy be rescinded.

CARRIED

8. d) Policy ADM017 Years of Service Award Program for Volunteers

MOTION 15-02-123 **MOVED** by Councillor Bateman

That Policy ADM017 – Years of Service Award Program for Volunteers be amended as presented.

CARRIED

8. e) Policy EMR004 Level of Fire Service

MOTION 15-02-124 **MOVED** by Councillor Wardley

That Policy EMR004 – Level of Fire Service be approved as amended.

CARRIED

MOTION 15-02-125 **MOVED** by Councillor Bateman

That a letter be sent to the surrounding First Nations notifying them of the change in Policy EMR004 Level of Fire Service with a deadline of April 30, 2015 to enter into a Mutual Aid Agreement for Fire Services.

CARRIED

ENVIRONMENTAL SERVICES:

9. a) None

OPERATIONS:

10. a) Policy PW003 Road Fencing

MOTION 15-02-126 **MOVED** by Councillor Bateman

That Policy PW003 Road Fencing be rescinded.

CARRIED

MOTION 15-02-127 **MOTION** by Councillor Wardley

That Policy PW032 Road Fencing be referred to the Public Works Committee for review.

CARRIED

Councillor Jorgensen returned to the meeting at 10:53 a.m.

Reeve Neufeld recessed the meeting at 10:54 a.m. and reconvened the meeting at 11:10 a.m.

DELEGATIONS:

4. b) S/Sgt. Jeff Simpson and Cpl. Glen Regan, Fort Vermilion RCMP

S/Sgt. Jeff Simpson and Cpl. Glen Regan from the Fort Vermilion RCMP were present to discuss the RCMP priorities.

ADMINISTRATION:

13. d) Fort Vermilion RCMP – 2015-16 Priorities

MOTION 15-02-128

MOVED by Councillor Bateman

That Council set the following priorities for the Fort Vermilion RCMP for 2015-16:

1. Safe Roads
2. Drugs
3. Youth
4. Crime Reduction

and specifically addressing enhanced visibility in all Fort Vermilion School Division schools.

CARRIED

OPERATIONS:

10. d) Peace River Bridge Traffic Concern – Agricultural Implements

MOTION 15-02-129

MOVED by Councillor Bateman

That the County uses the following methods to educate the public regarding farm equipment safety on Alberta Highways:

- Install Magnetic Signs
- Information at the Agricultural Fair
- Information in the County Image
- Invite Department of Transportation representative to Ratepayer Meetings.

CARRIED

10. b) Policy PW014 Sale of County Gravel/Crusher Reject for Personal Use

MOTION 15-02-130 **MOVED** by Councillor Bateman

That Policy PW014 Sale of County Gravel/Crusher Reject for Personal Use be rescinded.

CARRIED

10. c) Policy PW039 Rural Road, Access Construction and Surface Water Management Policy

MOTION 15-02-131 **MOVED** by Councillor Wardley

That Policy PW039 Rural Road, Access Construction and Surface Water Management Policy be referred to Public Works Committee for review and input.

CARRIED

Reeve Neufeld recessed the meeting at 12:04 p.m. and reconvened the meeting at 12:48 p.m.

10. e) Spruce Road Project

MOTION 15-02-132 **MOVED** by Councillor Bateman

That Council move in camera at 12:53 p.m.

CARRIED

MOTION 15-02-133 **MOVED** by Deputy Reeve Sarapuk

That Council move out of camera at 1:28 p.m.

CARRIED

MOTION 15-02-134 **MOVED** by Councillor Derksen

That administration work with Ridgeview Construction to bring their construction work on Spruce Road in 2014 as per the Request for Proposals.

Councillor Derksen requested a recorded vote.

CARRIED UNANIMOUSLY

TENDERS: 6. a) 2015 Regravelling Program

Councillor Bateman declared herself in conflict and stepped out of the meeting at 1:29 p.m.

MOTION 15-02-135 MOVED by Councillor Knelsen

That the 2015 Regravelling Program Tenders be opened.

CARRIED

	Schedule A	Schedule B	Schedule C	Schedule D	Schedule E	Total
B. Hinson	\$203,000	\$176,000	\$234,000	\$277,500	\$26,000	\$916,500
Bateman Petroleum	\$199,500	\$332,000	\$225,000	\$180,000	\$24,000	\$960,500
Knelsen Sand & Gravel	\$247,170	\$176,640	\$236,400	\$279,000	\$22,000	\$961,410

MOTION 15-02-136 MOVED by Councillor Jorgensen

That the 2015 Regravelling Program Tender be forwarded to the Public Works Committee for review and recommendation to Council for award.

CARRIED

Councillor Bateman rejoined the meeting at 1:40 p.m.

Reeve Neufeld recessed the meeting at 1:43 p.m. and reconvened the meeting at 1:52 p.m.

DELEGATIONS: 4. a) Dan Hague, Investors Group Financial Services – AAMDC Councillor Pension Plan

ADMINISTRATION: 13. a) AAMDC Councillor Pension Plan

MOTION 15-02-137 MOVED by Councillor Braun
 Requires Unanimous

That Mackenzie County participates in the AAMDC Councillor Pension Plan and retroactive option to the beginning of the term (November 2013) to be made available.

CARRIED UNANIMOUSLY

Reeve Neufeld recessed the meeting at 2:27 p.m. and reconvened the meeting at 2:45 p.m.

**PLANNING &
DEVELOPMENT:**

11. a) Bylaw 983-15 Land Use Bylaw Amendment to Rezone Plan 8621301, Lot 1 & 2 and Plan 0520688, Block 1, Lot 4 (NW 01-104-18-W5M) from Agricultural "A" to Public Institutional District "P"(Bluehills Area)

MOTION 15-02-138

MOVED by Councillor Knelsen

That first reading be given to Bylaw 983-15, being a Land Use Bylaw amendment to rezone Plan 8621301, Lot 1 & 2 and Plan 0520688, Block 1, Lot 4 (NW 01-104-18-W5M) from Agricultural "A" to Public/Institutional District "P", subject to public hearing input.

CARRIED

MOTION 15-02-139

MOVED by Councillor Driedger

That first reading be given to Bylaw 986-15, being a Land Use Bylaw amendment to rezone Plan 0520688, Block 1, Lot 4 (School) (NW 01-104-18 W5M) from Agricultural "A" to Public/Institutional District "P", subject to public hearing.

CARRIED

FINANCE:

12. a) Policy ADM002 Vehicle Usage Policy

MOTION 15-02-140

MOVED by Councillor Driedger

That Policy ADM002 Vehicle Usage Policy be amended as presented.

CARRIED

12. b) Policy ADM051 Facility Rental

MOTION 15-02-141

MOVED by Councillor Wardley

That Policy ADM051 Facility Rental Policy be amended as presented.

CARRIED

12. c) Policy ADM055 Residential Rental to Employees Policy

Councillor Wardley declared herself in conflict and stepped out of the meeting at 3:08 p.m.

MOTION 15-02-142 **MOVED** by Councillor Braun

That Policy ADM055 Residential Rental to Employees Policy be approved as amended.

CARRIED

Councillor Wardley rejoined the meeting at 3:12 p.m.

12. d) Policy FIN024 Electronic Signatures

MOTION 15-02-143 **MOVED** by Councillor Driedger

That Policy FIN024 Electronic Signatures be amended as presented.

CARRIED

12. e) Sustainability Self-Assessment Questionnaire

MOTION 15-02-144 **MOVED** by Deputy Reeve Sarapuk

That the results of the Municipal Affairs Sustainability Self-Assessment Questionnaire be accepted for information.

CARRIED

12. f) Request to Waive Penalties – Tax Roll 075395

MOTION 15-02-145 **MOVED** by Councillor Derksen

That the request to waive two penalties on Tax Roll 075395 be approved.

CARRIED

ADMINISTRATION: **13. b) 2015 Ratepayer Meetings**

MOTION 15-02-146 **MOVED** by Councillor Knelsen

That the 2015 annual ratepayer meetings be held as follows:

- High Level Rural - June 9, 2015
- Zama - June 15, 2015
- Tompkins Landing - June 11, 2015
- La Crete – May 27, 2015
- Fort Vermilion – June 10, 2015

CARRIED

13. c) Fort Vermilion Recreation Board – Letter of Support

MOTION 15-02-147

MOVED by Councillor Paul

That a letter of support be provided to the Fort Vermilion Recreation Board for their grant application for the baseball diamonds.

CARRIED

13. e) Water North Coalition (ADDITION)

MOTION 15-02-148
Requires Unanimous

MOVED by Deputy Reeve Sarapuk

That Mackenzie County participates in the Water North Coalition and that Councillor Jorgensen and Councillor Knelsen be appointed to attend the Water North Coalition meetings.

CARRIED

**INFORMATION/
CORRESPONDENCE:**

14. a) Information/Correspondence

MOTION 15-02-149

MOVED by Councillor Wardley

That the information/correspondence items be received for information.

CARRIED

MOTION 15-02-150

MOVED by Councillor Wardley

That administration requests a three year business plan from Mackenzie Housing Management Board.

CARRIED

Councillor Jorgensen left the meeting at 3:47 p.m.

Councillor Jorgensen returned to the meeting at 3:48 p.m.

Reeve Neufeld recessed the meeting at 3:52 p.m. and reconvened the meeting at 4:01 p.m.

**IN-CAMERA
SESSION:**

15. In-Camera Session

MOTION 15-02-151

MOVED by Councillor Jorgensen

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 4:01 p.m.

- 15. a) Legal
- 15. b) Labour
- 15. c) Land

CARRIED

Councillor Knelsen stepped out of the meeting at 4:49 p.m.
Councillor Knelsen rejoined the meeting at 4:50 p.m.

Councillor Knelsen left the meeting at 5:06 p.m.
Councillor Jorgensen stepped out of the meeting at 5:06 p.m.

MOTION 15-02-152

MOVED by Councillor Wardley

That Council move out of camera at 5:08 p.m.

CARRIED

15. a) Legal – Legal Opinion Regarding Rural Addressing Signs

MOTION 15-02-153

MOVED by Councillor Bateman

That administration proceed with assigning an address to all rural developments, and use the provisions available to resolve all identified access issues, and that all costs associated with changing an addressing sign assigned to a non-compliant rural development be recovered from the subject landowner.

CARRIED

15. a) Legal – Legal Opinion Regarding Energy Fees Bylaw

MOTION 15-02-154 **MOVED** by Councillor Braun

That Bylaw 061/96 Energy Fees Schedule be rescinded.

CARRIED

15. a) Legal – Town of Rainbow Lake – Revenue Sharing Agreement

MOTION 15-02-155 **MOVED** by Councillor Bateman

That administration circulates the revised letter to Council regarding the revenue sharing agreement with the Town of Rainbow Lake.

CARRIED

Councillor Jorgensen rejoined the meeting at 5:10 p.m.

15. b) Labour – Fort Vermilion Recreation Board

MOTION 15-02-156 **MOVED** by Councillor Paul

That administration be authorized to release 10% of the operation funding to the Fort Vermilion Recreation Board.

CARRIED

MOTION 15-02-157 **MOVED** by Councillor Braun

That Councillor Wardley be appointed to the Fort Vermilion Recreation Board in an advisory role along with an administrative support member as required and that a letter be sent to the Board with a target date of June 30, 2015 to establish acceptable standards.

CARRIED

MOTION 15-02-158 **MOVED** by Councillor Derksen

That administration negotiates with Knelsen Sand and Gravel as discussed and report back to Council.

CARRIED

NEXT MEETING **17. a) Regular Council Meeting**

DATES: Tuesday, March 10, 2015
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 18. a) **Adjournment**

MOTION 15-02-159 **MOVED** by Councillor Driedger

That the council meeting be adjourned at 5:12 p.m.

CARRIED

These minutes will be presented to Council for approval on March 10, 2015.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 10, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	CAO Report

BACKGROUND / PROPOSAL:

The CAO and Director reports are attached for information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the CAO report for February 2015 be received for information.

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

Mackenzie County

Monthly CAO Report to Council – February 2015

Administration is diligently working on developing the new projects as per the approved 2015 budget. Municipal audit will be taking place the week of March 9, 2015. We have now received the final assessments and the finance department will be reviewing the 2015 budget documents and preparing a presentation to council upon completion of the audit work. The following list provides highlights on some completed or ongoing initiatives:

1. **2015 – 2017 Business Plan** – The new business plan was approved at the February 10th meeting.
2. **Regional Sustainability Study** – Nichols Applied Management has provided the three CAOs with an Interim Report and a “Way Forward Proposal”. I will be meeting with the Towns CAOs on March 11th to discuss these documents and to formulate our recommendation to Councils regarding how to proceed.
3. **Buffalo Head Drainage** – We have been advised that the results of our application will be communicated to us within the next couple of weeks.
4. **Build Canada Fund or “Federal Small Communities Fund”** – the program is open for applications with an April 2, 2015 deadline. Here is some information regarding the eligibilities and funds availability:

“As part of the New Building Canada Fund, confirmed in Federal Budget 2014, the Small Communities Fund (SCF) designates \$94 million in federal funding to support infrastructure projects in Alberta communities with a population of 100,000 or less. The SCF is focused on supporting local priorities that contribute to economic growth, a cleaner environment and stronger communities. The SCF program continues the tradition of cost-sharing infrastructure investments among the three levels of government: federal, provincial, municipal.

The SCF project selection process is competitive, with submitted applications evaluated against established criteria and projects with the highest ranked scores recommended for funding approval. Eligible applicants include Alberta municipalities, improvement districts, Metis Settlements and the Townsite of Redwood Meadows. Applicants can submit projects on behalf of, or in partnership with, an Aboriginal Band Council, a for-profit or a not-for-profit organization, however to be eligible the proposed project must provide an overall public benefit to the community submitting the application.

SCF applications can be submitted for infrastructure projects in the following categories: Highways and Major Roads; Public Transit; Disaster Mitigation; Connectivity and Broadband; Innovation; Wastewater; Green Energy; Drinking Water; Solid Waste Management; Brownfield Remediation and Redevelopment; Local and Regional Airport; Short line Rail; and Short Sea Shipping.”

“Quick Facts

- *Maximum two applications per municipality*
- *Funding is 1/3 federal; 1/3 provincial; 1/3 municipal*

- *Minimum project funding is \$50,000 per share or \$150,000 in eligible project costs*
- *Maximum project funding is \$3,000,000 for each of the partners*
- ***Deadline for applications April 2, 2015***

Mackenzie County identified the following projects for this program:

- ✓ Fort Vermilion 48th Avenue Waterline Replacement – (est. \$91,000) – ineligible because it is below \$150,000
- ✓ Fort Vermilion Booster Station and Truck Fill (est. \$975,605)
- ✓ La Crete Sanitary Sewer-main Upgrades (est. \$475,000)

If successful, Mackenzie County could receive 2/3 of the above estimates in federal and provincial funds combined. The total value of the above projects is \$1,514,605. Please note that the max eligibility per local government is \$9M (total project value including shares from all partners).

Please note that there is a maximum of two applications per municipality. Administration will inquire whether some initiatives could be combined. For example: could we have “Sewer Infrastructure Upgrade” and “Potable Water Upgrade” projects?

The Small Communities Fund Guideline is attached in the information section of this Council package.

5. ***Mackenzie Regional Waste Commission*** –Administration is working with MRWC administration on moving this project forward.
6. ***East Peace Resources (P5) Road*** – The Reeve and I met with the Ministers of ESRD and Transportation on February 5th. We are waiting for a response.
7. ***Personnel*** – February’s winners of the Safety Incentive Award were Lyle Blades and Nick Mitchell.
8. ***ATB Property in La Crete*** – LC Library Board, Mackenzie Library Board and Mackenzie County representatives will be participating in a conference call with ATB on March 23rd regarding the property transfer process.
9. ***Zama Access Road*** – Zama access road was one of the topics discussed at the meeting with the Ministers. It is proposed that the province accepts this road into their provincial network. We are waiting for a response from the Minister of Alberta Transportation.
10. ***Municipal Intern Program*** – Administration will be interviewing six candidates for this position on March 16 and 18. We received a total of eleven applications, which is encouraging. We should have someone in place in May.
11. ***KPMG/All-North Engineering – Highway 58 Extension Study*** – the study was complete and accepted by tri-council.
12. ***Knelsen Sand & Gravel Proposal*** – a meeting is scheduled on March 9, 2015. Administration will provide an update in-camera at the March 10, 2015 meeting.

13. **2015 Municipal Census** – Mackenzie County received approval from Municipal Affairs (Ministerial Order No. MSL:027/15), granting permission to conduct our municipal census and shadow population count over the period of March 1 to June, 30 2015. Please note the census will be undertaken by REDI.
14. **AAMD&C Zone meeting** – two resolutions were prepared by Mackenzie County and endorsed at the Zone meeting on February 13, 2015. These will be presented at Spring AAMD&C convention in March.
15. **Utilities Operations** – I was invited to attend a meeting with Aquatera. The meeting was arranged by Dan Fletcher, Town of Rainbow Lake CAO. Aquatera will prepare a discussion paper for one of the upcoming tri-council meetings. They will discuss three options: 1) assist in operating Rainbow Lake, High Level and Zama plants; 2) full time operations of utilities (water & sewer) in the Region under a contract; 3) transfer of Region's water & sewer assets and operations to Aquatera. Please note that Aquatera has no process for accepting new shareholders, but they are in the process of reviewing this as a possibility.

I attended the Growing the North conference in Grande Prairie. There were some interesting speakers discussing the future of oil & gas industry (pricing). Please review the attached Directors reports and we will be happy to answer any questions Council may have.

Respectfully submitted,
Joulia Whittleton

March 2, 2015

Ms. Joulie Whittleton
Chief Administrative Officer, Mackenzie County
PO Box 1640
Fort Vermilion, AB T0H 1N0

RE: 2013 Northwestern Alberta Disaster Recovery Program Transition

Dear Ms. Whittleton:

Effective April 1, 2015, the Government of Alberta (GOA) will assume the duties and responsibilities of LandLink Consulting Ltd., the GOA service provider for the Disaster Recovery Program (DRP).

Your point of contact during the transition is Mr. Kevin Taron, Manager, Municipal Recovery. You may contact Mr. Taron via phone at 780-446-0718 or email at kevin.taron@gov.ab.ca.

Please find enclosed two reports that provide a listing of projects and their current status with the DRP. If Mackenzie County participated in more than one DRP, you will find reports for each program. You are encouraged to review all reports as soon as possible. If you have any questions or concerns, please advise Mr. Taron in order to allow Recovery Programs to address your concerns during the handover from LandLink Consulting Ltd.

Sincerely,



Brad Geddes
Executive Director, Recovery Programs

Attachments

2013 Northwestern Alberta Disaster Recovery Program

Mackenzie County Estimate Summary

As of March 2, 2015

#: Project Name:	Budget Estimate:	Approved Estimate:	Damage Description:
1 West LaCrete Culvert	\$81,298.22	<input checked="" type="checkbox"/>	Culvert and road washout
2 Buffalo Head Prairie Waste Transfer	\$1,706.04	<input checked="" type="checkbox"/>	Damaged Fence
3 Zama City & Area (Grader beat 9)	\$61,178.21	<input checked="" type="checkbox"/>	Road and culvert washouts and gravel loss
4 Grader beat #8	\$344,511.60	<input checked="" type="checkbox"/>	Gravel loss, road, entrance and culvert washouts 25 locations, 21 culverts washed out
5 Grader beat #7	\$45,829.97	<input checked="" type="checkbox"/>	Gravel loss, culvert washout and ditch erosion 11 locations
6 Grader beat #6	\$89,084.38	<input checked="" type="checkbox"/>	Road and culvert washouts and gravel loss - 15 locations
7 Grader beat #5	\$43,991.95	<input checked="" type="checkbox"/>	Cullvert and road washouts and gravel loss - 18 locations
8 Grader beat #4	\$147,310.83	<input checked="" type="checkbox"/>	Culvert and road washouts and gravel loss - 51 locations
9 Grader beat #3	\$20,085.94	<input checked="" type="checkbox"/>	Gravel loss at 6 locations
10 Grader beat #2	\$1,259,673.18	<input checked="" type="checkbox"/>	Culvert and road washouts - 47 locations
11 Grader beat #1	\$71,584.71	<input checked="" type="checkbox"/>	Road and culvert washouts and gravel loss - 12 locations
12 Advertising	\$400.00	<input checked="" type="checkbox"/>	Advertising
13 Drainage channel structures	\$50,000.00	<input checked="" type="checkbox"/>	Damaged structures
14 Bridge file 81125	\$268,000.00	<input checked="" type="checkbox"/>	Damaged culverts
15 Bridge file 75117	\$276,705.00	<input checked="" type="checkbox"/>	Damaged culvert
16 Emergency Operations	\$50,000.00	<input checked="" type="checkbox"/>	Emergency Operations cost estimate. Responding, monitoring, addressing immediate safety concerns

Mackenzie County Summary

Estimate Status:	# of Projects:	Estimates Total:
Has Approved Estimate	16	\$2,811,360.03
Grand Total:	16	\$2,811,360.03

2013 Northwestern Alberta Disaster Recovery Program

Mackenzie County Summary

As of March 2, 2015

Projects:

Project #:	ProjectName:	Status:	Municipal Claim:	Eligible Amount:
1	West LaCrete Culvert	Complete Paid	\$81,298.22	\$81,298.22
2	Buffalo Head Prairie Waste Transfer	Complete Paid	\$1,706.04	\$1,706.04
3	Zama City & Area (Grader beat 9)	Complete Paid	\$61,333.53	\$61,178.21
4	Grader beat #8	Complete Paid	\$344,573.48	\$344,511.60
5	Grader beat #7	Complete Paid	\$45,829.97	\$45,829.97
6	Grader beat #6	Complete Paid	\$89,075.75	\$89,084.38
7	Grader beat #5	Complete Paid	\$43,829.26	\$43,991.95
8	Grader beat #4	Complete Paid	\$147,097.28	\$147,310.82
9	Grader beat #3	Complete Paid	\$20,805.94	\$20,805.94
10	Grader beat #2	Ongoing 1st Insp Done	\$129,673.18	\$129,673.18
11	Grader beat #1	Complete Paid	\$71,584.71	\$71,584.71
12	Advertising	Complete Paid	\$400.00	\$400.00
13	Drainage channel structures	Ongoing 1st Insp Done		
14	Bridge file 81125	Muni Done Final Insp Done		
15	Bridge file 75117	Ongoing 1st Insp Done		
16	Emergency Operations	Complete		

Projects:

Project #:	ProjectName:	Status:	Municipal Claim:	Eligible Amount:
Totals:			\$1,037,207.36	\$1,037,375.02

Payments:

Payment Date:	Payment Amount:
01-Dec-14	\$1,037,375.02
Total:	\$1,037,375.02

From: [Adam Clarkson](#)
To: [Joulia Whittleton](#)
Cc: [Tom Derreck](#); [Jenny Tu](#)
Subject: RE: Town's 2014 claim for capital projects
Date: March-02-15 2:03:30 PM
Attachments: [image001.png](#)
[image002.png](#)

Hi Joulia,

A quick note to provide you with an update. Ms. Tu is drafting a letter to the County with an explanation as requested.

Tom is back next week and we hope to have it sent out after a review.

Thanks Joulia,

Adam

From: Tom Derreck
Sent: February-22-15 9:18 AM
To: Jenny Tu
Cc: Joulia Whittleton; Adam Clarkson
Subject: FW: Town's 2014 claim for capital projects
Importance: High

Hello, Jenny . . .

Thank you for providing the information you provided on this matter.

You'll see that I've put them back on your desk.

I've left for the coming week – possibly two.

Please contact the County and discuss the matter to a resolution and keep both Joulia and me posted.

Any problems, speak to Adam.

I'll be checking emails and have my cell with me. 780-926-0204.

Thank you.

From: Joulia Whittleton [<mailto:jwhittleton@mackenziecounty.com>]
Sent: February-03-15 11:58 AM
To: Tom Derreck
Cc: Mark Schonken
Subject: Town's 2014 claim for capital projects
Importance: High

Hi Tom,

Please find attached the Centennial Park costs documents. Both phase 1 & 2 have exceeded the County's budgets by \$4,285 and \$117,387 respectively, totaling \$121,672. As stated during our conversation, the County was not notified regarding the estimated cost/budget change (from \$800,000 for phase 2). The Town's actual 2014 cost is near \$1.4M, therefore increasing the County's share by \$117,387 and it was not included in the County's 2014 budget. In addition, the supporting documentation indicate that the Centennial Park projects will be carried forward to 2015, therefore we may assume that there might be additional costs to the County which have not

been budgeted for.

I know the County's council will request an explanation regarding what has transpired, as we do not have an extra \$117,387 currently. Upon receiving the Town's reply, I will take this to Council and ask for direction.

Regards,

Joulia Whittleton

Chief Administrative Officer

Mackenzie County

P.O. Box 640, Fort Vermilion, AB, T0H 1N0, Canada

Direct Tel: 780.927.3719 ext. 2223

Tel.: 780.927.3718, Fax: 780.927.4266

Toll Free: 1.877.927.0677

Cell: 780.841.8343 Email: jwhittleton@mackenziecounty.com



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This page is prepared by the County.

Project	Total Project Cost			Mackenzie County Share				
	2013	2014	Total	2013	2014	Total	Budget	Variance
Centennial Park (Phase 1)	615,708	155,718	771,425	123,142	31,144	154,285	150,000	(4,285)
Centennial Park (Phase 2)	-	1,386,933	1,386,933	-	277,387	277,387	160,000	(117,387)
	<u>617,721</u>	<u>1,544,664</u>	<u>2,158,358</u>	<u>125,155</u>	<u>310,544</u>	<u>431,672</u>	<u>310,000</u>	<u>(121,672)</u>

14 COUNTY CONTRIBUTION - CAPITAL PROJECTS *MUNICIPAL*

PROJECT NAME	TOTAL ACTUAL COSTS	PERCENT	COUNTY CONTRIBUTION	STATUS
4 PHASE 5 FIRE TRAINER	246,474.60	50%	85,000.00	COMPETED
3 CENTENNIAL PARK (PHASE I)	155,717.85	20%	31,143.57	CARRIED OVER
4 CENTENNIAL PARK (PHASE II)	1,386,932.50	20%	277,386.50	CARRIED OVER
AL 2014 CONTRIBUTION - CAPITAL PROJECTS	1,789,124.95		393,530.07	
1 CAPITAL PROJECTS CARRIED OVER TO 2015				
WAT TREUCK REPLACEMENT/REFURBISHMENT	To BE PROCEEDED PENDING ON GRANT			CARRIED OVER
HALL VENTILATION SYSTEM	To BE PROCEEDED IN 2015			CARRIED OVER
WAY REHABILITATION - PHASE 1	To BE PROCEEDED PENDING ON GRANT			CARRIED OVER

POSTED
1/27/15
amp

2013 COUNTY CONTRIBUTION - CAPITAL PROJECTS

PROJECT NAME	TOTAL ACTUAL COSTS	PERCENT	COUNTY CONTRIBUTION	Total
ARENA REHABILITATION	249,102.90	20%	49,820.58	172,962.10
CENTENNIAL PARK (PHASE 1)	615,707.60	20%	123,141.52	
MASK FIT TESTING SYSTEM	10,677.49	50%	5,338.75	153,600.09
FIREHALL CONCRETE AND LANDSCAPING	296,522.68	50%	148,261.34	
TAXIWAY REHABILITATION	522,300.00	30%	156,690.00	156,690.00
TOTAL CONTRIBUTION - CAPITAL PROJECTS	1,694,310.67		483,252.19	483,252.19

Olympia Replacement

This project is to replace the Olympia ice resurfer at the High Level Sports Complex. The existing resurfer has reached its lifespan and is due to be replaced. The cost of the unit is \$140,000 with the County portion being \$28,000.

Outdoor Rink

This project is to construct a new outdoor ice rink which involves a new concrete pad, boards and lighting. The project is valued at \$388,000 with the County portion being \$77,600.

Centennial Park

The Town has developed a plan to add several amenities to Centennial Park including an expanded toboggan hill, paved pathways, new playground structures, gazebo and several other features. The Town has applied for a Federal grant for this project for the amount of \$250,000. The project will be in two phases with phase 1 starting in 2013 with a cost of \$750,000. The County's contribution would be \$150,000 subject to any adjustment if the grant is received.

Fire Hall Paving

This project is to pave the current gravel parking areas of the Fire Hall to improve accessibility and reduce maintenance costs. The cost of this project is \$275,000 with the funding allocation being \$137,500 from each municipality. This project was scheduled for 2012 but was postponed due to construction of the RCMP Detachment on the adjacent lot.

Mask Fit Testing System

This project is to acquire a mask fit testing system. Under OH&S, firefighters are required to be tested to ensure proper fitting of the breathing apparatus. This is very costly using outside contractors and would be beneficial to both municipalities to have this system. The system costs \$11,000 which would be divided equally between the Town and County as per the agreement.

5,500

Airport Taxiway

This project is to remove the existing failing asphalt/sub-base on the taxiway in front of the hangers and install a new sub-base and pavement.

The project cost is \$411,300 with the County contributing \$123,390 of this sum.



Town of High Level
10511 - 103rd Street
High Level, AB T0H 1Z0
Canada

Telephone: (780) 926-2201
Facsimile: (780) 926-2899
town@highlevel.ca
www.highlevel.ca

November 15, 2013

Ms. Joulia Whittleton, CAO
Mackenzie County
Box 640
Fort Vermilion AB T0H 1N0

Emailed Nov. 15/13 jwhittleton@mackenziecounty.com
Original Mailed

Re: 2014 Capital Projects

Dear Ms. Whittleton:

Pursuant to the Regional Service Sharing Agreement, the Town is forwarding the proposed 2014 capital projects for recreation, airport and fire services for Mackenzie County's consideration and response.

The proposed projects are:

1. Centennial Park

The Town has developed a plan to add several amenities to Centennial Park, including an expanded toboggan hill, paved pathways, new playground structures, gazebo and several other features. The initial phase of this project was completed in 2013 and phase two is proposed for 2014. The project cost for phase two is \$800,000 with the County portion being \$160,000.

2. Hazmat Truck

This project will remount the existing box on the hazmat truck onto a new chassis. It will also provide for repairs and refurbishment of the existing box into an almost new condition and extend the life span another 15 years. This project provides an extended life span and renewal of the existing unit. The estimated cost of completion is \$325,000 with the funding split being 50% High Level, 40% Mackenzie County and 10% Rainbow Lake, as agreed upon in the recent Hazmat Agreement. This equates to a County contribution of \$130,000.

3. Fire Hall Ventilation System

This project is to provide a source ventilation/extraction system for the fire hall bays. This will involve the installation of 7 filtration/air movement systems on the ceiling of the fire hall above the fire trucks.



After truck washing and callouts, the fire hall remains damp for a long period of time as there has been no air movement in the hall. This system will provide continuous air movement in the apparatus bay to assist with management of moisture as well as filtration of contaminants. The system is designed for fire stations and provides filtration of airborne contaminants from truck exhaust and bunker gear after a fire. Over 200 carcinogens remain on the gear after a fire and that combined with truck exhaust increases risk for the firefighters working inside the hall. The total cost of this project is \$80,000 with the County portion being \$40,000.

4. Phase 5 Fire Trainer

This project will provide a two story trainer for the training grounds and will be the last formal facility required to complete the grounds. This trainer enables firefighters to complete the required job performance requirements for the training requirements under Occupational Health and Safety requirements. This facility lets the fire department trainers provide training in second story attack, basement attack, ventilation techniques and multistory fires. The Fire department has worked hard over a number of years providing countless volunteer hours working on the training ground facility. The total project cost is \$252,000 with the County portion being \$85,000.

5. Runway Rehabilitation

This project will repair major transverse cracks that are evident in the Airport Runway. The major cracks will be milled to remove the crack full depth to the underlying granular base, re-compacting granulars and placement of new asphalt. The project cost is \$250,000 with the County portion being \$75,000.

The Town trusts the County will find the above projects in compliance to the agreement and within the definitions of capital expenditures for each respective area. If you have any questions or wish to meet and discuss the projects, please do not hesitate to call me.

The Town appreciates your continued cooperation and again appreciates the allowance given to the Town to provide this list on November 15th rather than October 15th. In light of the month extension the Town proposes that the response date be extended to January 2nd unless the County is confident that a response can be provided by the December 1st date established in the agreement.

Sincerely,

Simone Wiley
Interim Chief Administrative Officer
Town of High Level

cc: Town of High Level Council

MONTHLY REPORT TO THE CAO

For the month of February 2015

From: Byron Peters
Director of Planning & Development

Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Waiting for province to initiate the actual LUF process for the LPRP. Latest update is that it will likely be another year until it starts.
Community Infrastructure Master Plans	Summer 2015	Final Zama draft received. Draft LC transportation plan received-comments provided to eng. Draft FV & LC plans received-comments provided to eng.
North West Bio-Industrial Cluster	Spring 2015	MARA submitted grant application to do more feasibility research, waiting on funding confirmation.
La Crete & Fort Vermilion Design Guidelines	Fall 2015	Planning to have the RFP out in April, for project completion by fall 2015.
Economic Development Strategy	Summer 2015	Planning to have the RFP out in a couple weeks, for project completion by late summer 2015.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Leap frog development & business incentives	Spring 2015	Business incentives to be presented to Council for initial discussion.
Community Investment Readiness package	Summer 2015	Information has been added to the website. REDI is completing profiles, and we plan to create portfolios after REDI has completed current project.

Capital Projects

Projects	Timeline	Comments
Rural Addressing	2015	RFP awarded, project is coming together nicely internally. Contractor wanting to complete a phase or two of installation in early spring.

Personnel Update:

Have a new Safety Codes admin assistant. Excited for her additional abilities to do research and report writing.

Other Comments:

Permits are starting to pick up, but not too busy yet.

Lots of questions from and discussions with land developers. Anticipate it to be another busy year on the subdivisions front in La Crete.

It seems like my job never slowed down this winter, and that it's been a struggle to complete all my winter projects before spring is knocking. But I view that as a positive sign that our community continues to grow and that people have lots of questions that need answers.

I will be away on vacation from March 19 to 29.

MONTHLY REPORT TO THE CAO

For the month of February 2015

From: Ron Pelensky
 Director of Community Services and Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	Regular winter road snow removal and ice blading (several snow storms occurred in February) Patrols on Chateh road as Apache has a major contaminated waste haul on it. TRAVIS system recorded 33 <i>oversize/overweight permits which 10 had fee attached to them</i> Tool Cat still out for warranty repair (Peace River) Repaired Grader – Air Flow restriction issue
Buildings	Ongoing	Installed 6 electric heaters in Fort Vermilion office Repaired deficiencies found in building inspections for the Fort and La Crete Fire Hall Repaired water leak Zama trailer Worked with engineering firms on a plan to modify heating system in La Crete office Numerous other small requests
Dogs	Ongoing	Patrolled for dogs in Fort Vermilion and Rocky Lane School
By-Law	Ongoing	Dealt with two bylaw issues concerning snowmobiles in La Crete Hamlet Dealt with issues with garbage collection in La Crete Hamlet Dealing with issue of cat tracks on Hwy 88 Connector
Emergency/Disaster Service	Ongoing	Obtained a radio frequency license. Ordered radios and pagers for fire department. Signed leases with 3 towers
Health and Safety	Ongoing	Joint Health and Safety meeting held Feb 19 Completed building inspections and Two people received training in Core Auditing

Peace Officer	Ongoing	Patrolled La Crete two separate weekends in February. Issued 8 tickets and 13 warnings most of the tickets were speeding while the other ones were expired registration, fail to carry driver license, failing to wear seatbelt, unsecure loads, faulty equipment etc \$1766 in fines issued
Fire Department	February	Fort Vermilion responded to 3 Medical Assists, 3 Motor Vehicle Accident, 2 Motor vehicle fire, 1 Equipment Fire La Crete responded to 4 Medical Assists, 1 Fire Alarm, 1 FV Equipment fire assist, 2 FV motor vehicle assist Zama no calls however started active practice Administration completed Policy/bylaw review
Fire Department Training	February	5 members completed wildlife interface course and live fire training course

Capital Projects

Projects	Timeline	Comments
High Level to Ainsworth Rural Waterline	February	Town of High Level and Mackenzie County waterline is 99% complete. Invoices to Town of High Level and Ainsworth were sent out.
Fire Smart Grant	2015	Applied for a 2015 grant for Zama however we were denied
Gravel Crushing	February	Contract awarded to Sage Management Ltd. Shut down for the winter 21300m ³ of gravel crushed at West La Crete & 30000m ³ at Fidler & 27000m ³ at North Vermilion
Fox Lake Access	Project Complete	Trees cleared from right of way burning will take place in the fall of 2015 ESRD approved funding of signs Traffic using new trail
Zama Shower unit	February	Shower unit is built, will be installed in the spring
Regraveling Tender	February	Contracted was advertised, tenders received and forwarded to PW committee for analysis
Vehicles	February	Putting together specs for purchase of 11 vehicles, Tenders sent out and reviewed at

		PW committee meeting
FV 48 st and 47 Ave Paving	February	Working with engineering to prepare the tender
Rocky Lane Paving	February	Working with engineering to prepare the tender
Purchase 3 Graders	February	Received price from AAMDC and reviewed results at PW committee meeting
Meander River Genetic site road improvements	Project Complete	Road upgraded, culverts installed and bridge mat installed for light bridge Waiting for ESRD to take over the road
Replacement Bridge file culvert 75117 (on Store Rd)	February	Tender awarded to Northern Road Builders Project planned to start in July 2015

Personnel Update:

One position off on sick leave. Vacant equipment operator position in Zama filled

Other Comments:

Wadlin Lake Caretaker RFP being advertised and awarded to Anna Braun

MONTHLY REPORT TO THE CAO

For the month of February 2015

From: Mark Schonken
Interim Director of Finance

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2014 Year End	March	We have completed the accounting for 2014 and are in the audit process.
2015 Budget	Early April	The 2015 budget is being updated with the 2014 year end numbers.
Grants to Non-Profit Organizations	Ongoing	A total of \$676,700 has been paid to non-profit organizations for 2015. Refer to the attached schedule for details.

Capital Projects

Projects	Timeline	Comments

Personnel Update:

No changes

Other Comments:

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Grants to Non-Profit Organisations

2015 NPO Grants	Grant Amount	Paid	Outstanding
FV FCSS	117,227	58,614	58,614
LC FCSS	169,089	84,545	84,545
Zama FCSS	7,025	7,025	-
FV Rec Board	185,850	18,284	167,566
LC Rec Board	242,585	121,293	121,293
Zama Rec Board	118,880	59,440	59,440
Cornerstone Evangelical Church	500	500	-
FV Ag Society	25,000	25,000	-
FV Area Board of Trade	12,000	12,000	-
FV Seniors Club	4,000	4,000	-
HL Ag Exhibition Association	10,000	10,000	-
HL Rural Hall	17,000	17,000	-
LC Ag Society	75,000	45,000	30,000
LC Chamber of Commerce	23,000	23,000	-
LC Bergthaler Mennonite Church	500	500	-
LC Christian Fellowship	500	500	-
LC Meals for Seniors	4,000	4,000	-
LC Polar Cats	5,000	5,000	-
LC Seniors Inn	3,000	3,000	-
Mackenzie Library	228,000	114,000	114,000
North Paddle River Cemetery	500	500	-
RL Ag Society	28,000	28,000	-
RL Family Centre	10,000	10,000	-
Royal Canadian Legion	6,000	6,000	-
Ruthenian Greek Catholic Parish	500	500	-
St. Henry's Roman Catholic Church	500	500	-
St. Luke's Anglican Church	500	500	-
Watt Mountain Wanderers	10,000	10,000	-
Zama Chamber of Commerce	8,000	8,000	-
FV Rec Board - Capital	129,500	-	129,500
LC Rec Board - Capital	82,030	-	82,030
Zama Rec Board - Capital	78,200	-	78,200
	1,601,886	676,700	925,186



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 10, 2015
Presented By:	Ron Pelensky – Director of Community Services & Operations
Title:	Public Works Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The adopted minutes of the December 16, 2014, January 15, 2015, and February 27, 2015 Public Works Committee meetings are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the Public Works Committee meeting minutes of December 16, 2014, January 15, 2015, and February 27, 2015 be received for information.

Author: S Wheeler Reviewed by: _____ CAO: _____

MACKENZIE COUNTY
Public Works Committee Meeting
December 16, 2014
1:00 p.m.
La Crete Conference Room
La Crete, AB

MINUTES

PRESENT: Bill Neufeld Reeve
Josh Knelsen Councillor/Chair
Eric Jorgensen Councillor/Vice-Chair (arrived at 1:05)
Peter Braun Councillor
John W. Driedger Councillor (left at 4:15 returned at 4:29)

ADMINISTRATION: Joulia Whittleton Chief Administrative Officer
Byron Peters Director of Planning & Development
Ron Pelensky Director of Community Services & Operations
Sylvia Wheeler PW Admin Officer/Recording Secretary

REGRETS:

ALSO PRESENT: Simon Driedger (Norwood Transport)
Julius Driedger (Knelsen Sand & Gravel)
Garth McCulloch (WSP)
Mark Onaba (WSP)

CALL TO ORDER: 1. a) Call to Order

Chair Knelsen called the meeting to order at 1:00 p.m.

AGENDA: 2. a) Adoption of Agenda

MOTION PW-14-12-085 MOVED by Councillor Braun

That the agenda be adopted with the following delegations:

- 4. a) Simon Driedger & Julius Driedger
- 4. b) Garth McCulloch & Mark Onaba (WSP)

CARRIED

MINUTES: 3. a) Adoption of Minutes from December 3, 2014

MOTION PW-14-12-086 MOVED by Councillor Driedger

That the minutes from December 3, 2014 Public Works Committee be adopted with corrections.

CARRIED

DELEGATIONS:

4. a) Simon Driedger & Julius Driedger (Graveling)

Councillor Driedger was asked if he felt that he was in conflict. Councillor Driedger decided that he would remain in meeting, as there were no contracts or other negotiations being discussed.

Delegation - Simon Driedger voiced his concerns about hauling gravel for the County. Questioning the County's plan to buy its own gravel trucks, and the cost effectiveness of this venture.

MOTION PW-14-12 -087 MOVED by Councillor Braun

That the delegation be received for information.

CARRIED

4. b) WSP (Addressing 'Ring Road' issues)

Delegation - WSP discussed 3 options:

1. Urban Standard (not provided)
2. Rural Standard 11 meters without sidewalk
3. Rural Standard 9 meters separate sidewalk

MOTION PW-14-12-088 MOVED by Councillor Braun

To recommend to Council that we engage WSP to prepare a detailed design with a 9 meter top road and a standalone walking trail.

CARRIED

Councillor Knelsen recessed the meeting at 2:50 p.m. and reconvened the meeting at 3:00 p.m.

MOTION PW-14-12-089 MOVED by Councillor Braun

That Administration prepares RFD to Council concerning Bylaw 794-11 with intent to remove 'Ring Road' as a truck route.

CARRIED

NEW BUSINESS: 6. a) Cold Storage Building

MOTION PW-14-12-090 MOVED by Councillor Jorgensen

That Administration investigates accessing the Ward Building for cold storage use.

CARRIED

6. b) La Crete Transportation Master Plan

MOTION PW-14-12-091 MOVED by Councillor Driedger

To recommend to Council that the Transportation Master Plan be accepted with changes as discussed.

CARRIED

6. c) Policy DEV001 Urban Development Standards

MOTION PW-14-12-092 MOVED by Councillor Braun

To recommend to Council that the item be accepted with changes as discussed.

CARRIED

6. d) Policy DEV007 Rural Development Standards

MOTION PW-14-12-093 MOVED by Councillor Jorgensen

To recommend to Council that the item be open for discussion.

CARRIED

NEXT MEETING

DATE: 8. Next meeting – At the call of the Chair

ADJOURNMENT: 9. Adjournment

MOTION PW-14-12-094 MOVED by Councillor Driedger

That the Public Works Committee Meeting be adjourned at 4:32 p.m.

CARRIED

These minutes were adopted at the February 27, 2015 meeting.

Josh Knelsen, Chair

**Joulia Whittleton,
Chief Administrative Officer**

MACKENZIE COUNTY
Public Works Committee Meeting
January 15, 2015
1:00 p.m.
Fort Vermilion Meeting Room #1
Fort Vermilion, AB

MINUTES

PRESENT: Bill Neufeld Reeve
Josh Knelsen Councillor/Chair
Eric Jorgensen Councillor/Vice-Chair
Peter Braun Councillor
John W. Driedger Councillor

ADMINISTRATION: Joulia Whittleton Chief Administrative Officer, Recording Secretary
Ron Pelensky Director of Community Services & Operations
Byron Peters Director of Planning & Development
Fred Wiebe Manager of Utilities

REGRETS:

ALSO PRESENT: Jeff Fetter Associated Engineering
Alan Lui Associated Engineering
Rudy Chan Associated Engineering
Raj Subramanian Associated Engineering

CALL TO ORDER: 1. a) Call to Order

Chair Knelsen called the meeting to order at 1:00 p.m.

AGENDA: 2. a) Adoption of Agenda

MOTION PW-15-01-001 MOVED by Councillor Braun

That the agenda be adopted as presented

CARRIED

MINUTES: 3. a) No minutes from previous meeting presented

DELEGATIONS: 4. a) Comprehensive Water Supply Study Start-up

MOTION PW-15-01 -002 MOVED by Councillor Driedger

That the comprehensive water supply study presentation be received for information, and the next meeting with Associated Engineering be scheduled for February 23, 2015 at 1:30 pm in Fort Vermilion.

CARRIED

Associated Engineering representatives, Byron Peters, and Fred Wiebe left the meeting at 2:10 pm.

NEW BUSINESS: 4. b) La Crete Plow Truck purchase

MOTION PW-15-01-003 MOVED by Reeve Neufeld

That administration be authorized to proceed with acquiring the new plow truck as discussed.

CARRIED

NEXT MEETING

DATE: 8. Next meeting – February 23, 2015 – 1:30 pm Fort Vermilion

ADJOURNMENT: 9. Adjournment

MOTION PW-15-01-004 MOVED by Councillor Jorgensen

That the Public Works Committee Meeting be adjourned at 2:30 p.m.

CARRIED

These minutes were adopted at the February 27, 2015 meeting.

Josh Knelsen, Chair

**Joulia Whittleton,
Chief Administrative Officer**

MACKENZIE COUNTY
Public Works Committee Meeting
February 27, 2015
10:00 a.m.
Council Chambers
Fort Vermilion, AB

MINUTES

PRESENT: Bill Neufeld Reeve
Josh Knelsen Councillor/Chair
Eric Jorgensen Councillor/Vice-Chair
John W. Driedger Councillor

ADMINISTRATION: Joulia Whittleton Chief Administrative Officer
Byron Peters Director of Planning & Development
Ron Pelensky Director of Community Services & Operations
Trent McLaughlin Director of Operations (South)
Fred Wiebe Manager of Utilities
Sylvia Wheeler PW Admin Officer/Recording Secretary
Madison Dyck PW Admin Assistant
Jennifer Batt PW Admin Officer (arrived at 12:47)

REGRETS: Peter Braun Councillor

ALSO PRESENT: Raj Subramanian (Associated Engineering) (left at 12:54)
Alan Lui (Associated Engineering) (left at 12:54)
George Neurohr (ESRD) (arrived at 10:25, left at 12:54)
Anupama Chalise (ESRD) (arrived at 10:25, left at 12:54)

CALL TO ORDER: 1. a) Call to Order

Chair Knelsen called the meeting to order at 10:09 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION PW-15-02-005 MOVED by Councillor Jorgensen

That the agenda be adopted with the following delegations:

4. a) Associated Enigeenering

And with the removal of item 5. m) replaced with La Crete 99th Ave Street Design

CARRIED

MINUTES: 3. a) Adoption of Minutes from December 16, 2014

MOTION PW-15-02-006 **MOVED by** Councillor Driedger

That the minutes from December 16, 2014 Public Works Committee be adopted as presented.

CARRIED

3. b) Adoption of Minutes from January 15, 2015

MOTION PW-15-02-007 **MOVED by** Reeve Neufeld

That the minutes from January 15, 2015 Public Works Committee be adopted as presented.

CARRIED

NEW BUSINESS: **5. a) Local Road Bridges**

MOTION PW-15-02-008 **MOVED by** Councillor Jorgensen

That the report be received for information and that both directly and through AAMD&C the County continue to stress the importance of Alberta Transportation reinstating local road bridge funding.

CARRIED

MOTION PW-15-02-009 **MOVED by** Councillor Driedger

That administration incorporate a bridge design standard into its Municipal Standards.

CARRIED

DELEGATIONS: **4. a) Associated Engineering**

Councillor Driedger stepped out of meeting at 11:19 returned at 11:22.

Councillor Knelsen recessed the meeting at 11:55 a.m. and reconvened the meeting at 12:47 p.m.

MOTION PW-15-02-010 **MOVED by** Councillor Jorgensen.

That the delegation be received for information.

CARRIED

5. b) Yield Signs

MOTION PW-15-02-011 **MOVED by** Councillor Driedger

That administration not approve yield signs in place of stop signs going forward.

DEFEATED

MOTION PW-15-02-012 **MOVED by** Councillor Driedger

That the Administration be authorized to make decisions on yield sign requests adhering to safety.

CARRIED

MOTION PW-15-02-013 **MOVED by** Reeve Neufeld

That Administration drafts a Policy concerning stop and yield signs.

CARRIED

Councillor Jorgensen was not present for the vote he stepped out at 1:17 and returned at 1:18.

5. c) 2015 Grader Purchase

MOTION PW-15-02-014 **MOVED by** Councillor Driedger

That a recommendation be taken to Council to acquire 3 CAT 160M graders and that the budget be amended by an additional \$128,793 with funds coming from vehicle and replacement reserve.

CARRIED

5. k) ATV Purchase

MOTION PW-15-02-015 **MOTION by** Councillor Driedger

That Administration purchase the Honda ATV.

CARRIED

5. d) Vehicle Purchase – 11 Pickup Trucks

MOTION PW-15-02-016 **MOTION by** Reeve Neufeld

That all 11 trucks be purchased through Northstar Chrysler.

CARRIED

MOTION PW-15-02-017 **MOTION by** Councillor Driedger

That Administration purchase additional warranty for ¾ ton trucks.

CARRIED

MOTION PW-15-02-018 **MOTION by** Reeve Neufeld

That Administration make the decision to purchase options for trucks within budget.

CARRIED

Councillor Knelsen recessed the meeting at 1:54 P.m. and reconvened the meeting at 2:08 p.m.

5. e) Equipment Purchase – Sewer Flusher

MOTION PW-15-02-019 **MOTION by** Councillor Jorgensen

That the Sewer Flusher be purchased from Vimar Equipment as per their provided quote.

CARRIED

5. i) Public Works – Steam Trailer Capital Purchase

MOTION PW-15-02-020 **MOTION by** Councillor Jorgensen

That Administration purchase the Steam Trailer as recommended.

CARRIED

5. j) Purchase – Wood Splitter

MOTION PW-15-02-021 **MOTION by** Reeve Neufeld

That Administration purchase the Wood Splitter from Apache Forest Products Inc. as per their provided quote.

CARRIED

5. f) Equipment Purchase – Ridge Mulcher

MOTION PW-15-02-022 **MOTION by** Councillor Driedger

That Administration do not purchase the Ridge Mulcher.

CARRIED

MOTION PW-15-02-023 **MOTION by** Councillor Jorgensen

That a recommendation be taken to Council to cancel the Ridge Mulcher from the Capital Budget.

CARRIED

5. g) Equipment Purchase – Packer / Roller

MOTION PW-15-05-024 **MOTION by** Reeve Neufeld

That the Packer / Roller be purchased from Triple S Industries as per their provided quote.

CARRIED

5. h) Equipment Purchase – Tilt Deck Utility Trailer

MOTION PW-15-02-025 **MOTION by** Reeve Neufeld

That the Tilt Deck Utility Trailer be purchased from Riverside Trailers as per their provided quote.

CARRIED

5. I) Snow Dump for Private Use

MOTION PW-15-02-026 **MOTION by** Councillor Jorgensen

That Administration develop a Policy to allow snow to be dumped at the lagoon.

CARRIED

5. m) La Crete 99th Ave Design

MOTION PW-15-02-027 **MOTION by** Councillor Driedger

That Administration emails Councillor Braun the recommended notes for 99th Ave project and that this item be brought forward to the next Public Works Committee meeting.

CARRIED

ADDITIONS: 7. a) La Crete Airport Paving

MOTION PW-15-02-028 **MOTION** by Councillor Driedger

That the La Crete Airport Paving Project be approved as presented.

CARRIED

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

NEXT MEETING

DATE: 8. Next meeting – March 3, 2015 and April 1, 2015 at 10:00 a.m.

ADJOURNMENT: 9. Adjournment

MOTION PW-15-02-029 **MOVED** by Chair Knelsen

That the Public Works Committee Meeting be adjourned at 3:30 p.m.

CARRIED

These minutes were adopted at the March 3, 2015 meeting.

Josh Knelsen, Chair

**Joulia Whittleton,
Chief Administrative Officer**



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 10, 2015
Presented By:	Len Racher, Director of Operations (South)
Title:	Tompkins Crossing Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The adopted minutes of the November 7, 2014 Tompkins Crossing Committee meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the Tompkins Crossing Committee meeting minutes of November 7, 2014 be received for information.

Author: S Wheeler Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
Tompkins Crossing Committee**

**Friday November 7, 2014
1:00 p.m.**

**La Crete Conference Room
La Crete, Alberta**

PRESENT:

Bill Neufeld	Reeve
Josh Knelsen	Councillor
John W. Driedger	Councillor
Peter Braun	Councillor

ADMINISTRATION:

John Klassen	Director of Environmental Services & Operations
Byron Peters	Director of Planning & Development
John Martens	Lead Hand
Sylvia Wheeler	Public Works Administrative Officer / Recording Secretary

ALSO PRESENT:

Mae Stewart	Alberta Transportation
James Estay	Alberta Transportation
Rommel Directo	Alberta Transportation
Paul Catt	Alberta Transportation
Philip Krahn	Sub-Contractor
Billy Krahn	Sub-Contractor

CALL TO ORDER:

1. a) Call to Order

Director of Environmental Services & Operations, John Klassen called the meeting to order at 1:50 p.m.

ORGANIZATION:

2. a) Election of Chair

John Klassen called for nominations for the position of Chair for Tompkins Crossing Committee.

First Call: Reeve Neufeld nominated Councillor Knelsen.
ACCEPTED

Second Call: No further nominations.

Third Call: No further nominations.

CARRIED

NEW BUSINESS:

5. a) Alberta Transportation – Pre-Construction Agenda

Mae Stewart with Alberta Transportation led this portion of the meeting:

- AT will accept Mackenzie County's Ice Monitoring Procedure
- AT has pre-construction questions she will forward
- Concerns about BC Hydro releasing water and ruining the ice bridge construction were voiced
- Byron Peters will forward notifications to Paul Catt and Mae Stewart regarding opening ice bridge and increasing capacity
- Sylvia Wheeler will continue to send Daily Inspections, GPR Readings and Manual Measures to Mae Stewart and Rommel Directo
- Mae Stewart will send AT's correspondence to add to minutes

NEXT MEETING:

6. a) At the call of the Chair

ADJOURNMENT:

7. a) Adjournment

MOTION TC-14-11-005

MOVED by Councillor Driedger

That the meeting be adjourned at 2:13.

CARRIED

These minutes were adopted at the March 3, 2015 meeting.

Josh Knelsen, Chair

**John Klassen,
Director of Environmental
Services & Operations**



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 10, 2015
Presented By:	Byron Peters, Director of Planning & Development
Title:	PUBLIC HEARING Bylaw 948-14 Hamlet Addressing

BACKGROUND / PROPOSAL:

In early 2014 a RFD was presented to Council regarding hamlet street naming. Administration has completed the steps that Council requested at that time, and now has a map showing most of the proposed changes. The map does not include the numbered roads that only require a number change.

Administration is seeking approval of the methodology to use named streets, and approval of the map presented that includes named roads, prior to going through the rest of the process of re-aligning street numbers to better match the grid around which La Crete was started.

The process involves several steps: first the database needs to be verified against the published map, and discrepancies noted; second a visual verification needs to be completed by driving around and confirming posted addresses; third the appropriate street signage needs to be ordered and ready for installation; fourth all addresses in the database need to be updated and a letter sent to all affected ratepayers while simultaneously notifying all emergency services and utility providers of the changes.

The addressing bylaw is also presented for second and third reading, with one significant change. All rural addressing components have been removed and will be presented in a separate bylaw, in order to provide additional clarity and clearly distinguish between the two separate addressing systems.

Another item to note within the proposed bylaw is Section 3.5, which at first reading stated that any civic address change must be approved by resolution of Council. Administration recommends that the addressing authority be authorized to revise civic addresses, but that a Council resolution would still be needed to revise an actual street name. This change has been made within the bylaw that is presented.

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

Administration has also presented a list of road names for pre-approval to be used in La Crete. Approving this list of names for future use will allow administration to assign a named road to future developments when required.

OPTIONS & BENEFITS:

Approving the proposed amendments to the addressing bylaw will provide clarity to administration for the assignment of both street names and civic addresses. It will also provide administration with a manner to address portions of the hamlets that do not currently follow the traditional grid. This will make way finding considerably easier for emergency services, utility providers and guests of our communities.

COSTS & SOURCE OF FUNDING:

There will be a moderate cost (estimated \$2000) for changing some of the street signage, and this will be covered by the Public Works operating budget.

The rest of the cost is in staff time across multiple departments to coordinate a quick rollout once the process begins.

SUSTAINABILITY PLAN:

The Sustainability Plan does not specifically mention addressing, but does refer to a thriving tourist sector, of which way finding is a small component.

COMMUNICATION:

Lots of communication will be required. For every property owner located in La Crete that will have their street address changed, a letter will be sent out explaining the change and assigning them their new street address, and a timeframe for changing their house numbers, should that be required.

Utility companies such as Telus, Northern Lights Gas Co-op, ATCO and CCI will all receive letters, appropriate maps and list of all the address and road name changes. All emergency services will also be provided with all shareable information.

Articles will also be written for the County Image and information will be posted on the County's social media sites.

Author: B Peters Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Motion 1

That second reading be given to Bylaw 948-14 being the Addressing Bylaw for Mackenzie County.

Motion 2

That third reading be given to Bylaw 948-14 being the Addressing Bylaw for Mackenzie County.

Motion 3

That the list of road names for future use be approved as presented.

Author: B Peters Reviewed by: _____ CAO: _____

Mackenzie County

PUBLIC HEARING FOR HAMLET ADDRESSING BYLAW

BYLAW 948-14

Order of Presentation

_____ This Public Hearing will now come to order at _____.

_____ Was the Public Hearing properly advertised?

_____ Will the Addressing Authority _____, please outline the proposed Bylaw and present his submission.

_____ Does the Council have any questions of the proposed Addressing Bylaw?

_____ Were any submissions received in regards to the proposed Addressing Bylaw? *If yes, please read them.*

_____ Is there anyone present who would like to speak in regards of the proposed Addressing Bylaw?

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

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:

**BYLAW NO. 948-14
MACKENZIE COUNTY**

**A BYLAW OF THE MACKENZIE COUNTY,
IN THE PROVINCE OF ALBERTA,
PROVIDING FOR THE REGULATION OF MUNICIPAL ADDRESSING**

WHEREAS under the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Section 58, Council may:

- a) Name roads or areas within its boundaries and to assign a number or other means of identification to the buildings or parcels of land;
- b) Require an owner or occupant of a building or parcel of land to display the identification in a certain manner

AND WHEREAS under the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Council may:

- a) provide for the revision of the numbers assigned and require the owners or occupant to display the numbers so revised,
- b) delegate any of its powers or duties under this section to one or more officials or employees of the Municipality.

AND WHEREAS Council deems it desirable to revise the municipal addressing system which is utilized by emergency service providers and for way finding purposes

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

1. GENERAL

1.1 This Bylaw shall be cited as the Addressing Bylaw.

2. DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires, the term

- a) "Addressing Authority" means the County Administrator and such employees deemed necessary to carry out the functions of this bylaw;
- b) "Building" means any structure constructed or placed on, in, over or under land, whether permanent or temporary, into which a person could enter;

- c) "County Administrator" means the person designated by Council as the County's Chief Administrative Officer or his/her designate;
- d) "County" means the municipal corporation of the Mackenzie County;
- e) "Civic Address" means the address that is designated by the Addressing Authority, which includes a combination of number and/or words;
- f) "Enforcement Officer" means County Administrator, an enhanced policeman, or any employee of the County that is designated by the County Administrator to carry out enforcement powers under this bylaw;
- g) "Hamlets" means the Hamlets of Fort Vermilion, La Crete and Zama;
- h) "Owner" means:
 - i) A Person who is registered under the Land Titles Act as the owner of the land;
 - ii) A Person who is recorded as the owner of the property on the assessment roll of the County;
 - iii) A Person holding himself out as the person having the powers and authority of ownership or who for the time being exercises the powers and authority of ownership;
 - iv) A Person controlling the property under construction, or;
 - v) A Person who is the occupant of the property under a lease, license or permit;
- i) "Property" means a parcel of land within the County;
- j) "Road" means any thoroughfare, street or highway, whether privately or publicly owned, that the public is ordinarily permitted to use for the passage or parking of vehicles;
- k) "Street Name" means the name assigned to a road by the County;
- l) In this bylaw, whenever the male gender is specified, it shall be interpreted as meaning both male and female as applicable.

3. APPLICATION

- 3.1 The Addressing Authority shall administer the civic addressing system for the County and may, subject to the provisions of this bylaw:

- a) assign a name to all new streets and development areas;
 - b) establish a system of address numbering for properties;
 - c) assign a Civic Address to every property;
 - d) change an address number or street name, in accordance with the provisions hereto.
- 3.2 All property within County Hamlets shall be designated a Civic Address by the Addressing Authority as soon as possible, after the access location has been confirmed;
- 3.3 Upon written request by an Owner, the Addressing Authority will consider applications to change a Civic Address; in all cases, service delivery and public safety shall prevail;
- 3.4 The Addressing Authority may change a Civic Address or Street Name if in their opinion such change is required:
- a) To allow the safe and reliable delivery of services to the Property;
 - b) To minimize confusion;
 - c) To accommodate an adopted statutory plan for the area in which the property is located.
- 3.5 Notwithstanding the foregoing, once the Addressing Authority has assigned a Street Name, that name may not subsequently be changed except by resolution of Council;
- 3.6 No person shall remove, deface, or obliterate or destroy the Civic Address placed upon or affixed to any Property in accordance with this bylaw, except during the demolition or removal of the building;
- 3.7 Notwithstanding the foregoing, the Civic Address shall be displayed by the Owner at all times, either permanently or temporarily during construction.

4. STREET NAMING

- 4.1 Where named streets are required, Council shall be consulted and shall make a recommendation to the Addressing Authority in regards to the street name, based on the criteria below for each Hamlet.
- 4.2 Street Name Selection – Hamlet of La Crete
- a) In selecting names for streets, the Addressing Authority shall assign, for all roads that align appropriately with the established grid system, a numbered Street or Avenue that corresponds with the grid;

- b) For all streets that do not conform to the grid, a name shall be given. Names shall be selected based on significant historic events, noteworthy features, and historic context. The Addressing Authority shall ensure that the local historical society is consulted prior to assigning such street name.

4.3 Street Name Selection – Hamlet of Fort Vermilion

- a) In selecting names for streets, the Addressing Authority shall assign, for all roads that align appropriately with the established grid system, a numbered Street or Avenue that corresponds with the grid;
- b) For all streets that do not conform to the grid, a name shall be given. Names shall be selected based on significant historic events, noteworthy features, and historic context. The County Administrator shall ensure that the local historical society is consulted prior to assigning such street name;
- c) The grid that shall be used is the actual north/south grid, and not the modified northerly/southerly grid that reflects the trajectory of the Peace River.

4.4 Street Name Selection – Hamlet of Zama

- a) In selecting names for streets, the Addressing Authority shall assign a street name, based on the context of the existing street names within the Hamlet. The residents of Zama shall be consulted prior to naming a street, either through a school competition or other informal means.

5. **DISPLAY OF ADDRESS**

- 5.1 The Civic Address assigned by the County shall be displayed by the Owner at all times, in a location that is plainly visible from the Street using contrasting colors with characters no less than four (4) inches in height;
- 5.2 The Civic Address shall be plainly visible and not higher than the first story of a Building or at an equivalent height in the case of other structures;
- 5.3 The Civic Address shall be displayed, either permanently or temporarily during construction, upon commencement of a Building or portion thereof;
- 5.4 In all cases where there are multiple Buildings on a Property, the Civic Address shall be plainly visible at the property line and at the entrance to each Building or Unit;

- 5.5 The Owner shall ensure that the posted Civic Address is properly maintained and visible.

6. ADDRESSING SYSTEM

- 6.1 In all Hamlets, an even Civic Address number shall be assigned to all properties located on the North and West sides of the adjacent road, and an odd Civic Address number shall be assigned to properties located on the South and East sides of the adjacent road;
- 6.2 All multi-unit Buildings shall be assigned a single Civic Address, with each unit assigned a unique unit number. The unit number shall be displayed on or beside the front door to the unit;
- a) Units shall be assigned numbers, and they shall increase in number in the same direction as the street addresses increase.

7. PENALTIES

- 7.1 Any person who contravenes any of the provisions of this bylaw is guilty of an offence and liable for a penalty in the amount as designated in the Fee Schedule Bylaw;

8. ENFORCEMENT

- 8.1 This bylaw shall be enforceable upon notice of any contravention of any provisions of this bylaw having been delivered to the Owner of the land in respect to which the contravention has occurred. Such violation ticket shall state the following:
- a) Nature of infraction of the bylaw;
- b) Corrective measures required to comply with this bylaw;
- c) The time within which such corrective actions must be performed
- 8.2 Where an Enforcement Officer issues a person a violation ticket in accordance with this bylaw, the officer may either:
- a) Allow the person to pay the specified penalty as provided for the offence as set out in the Fee Schedule Bylaw by including such specified penalty on the violation ticket; or

- b) require a court appearance of the person where the Enforcement Officer believes that such appearance is in the public interest, pursuant to Part 2 of the *Provincial Offenses Procedures Act*.

9. REPEAL

- 9.1 This Bylaw shall come into force and effect upon receiving third reading and shall repeal Bylaw 045/96.

READ a first time this 26th day of March, 2014.

PUBLIC HEARING held this ____ day of _____, 2015.

READ a second time this ____ day of _____, 2015.

READ a third time and finally passed this ____ day of _____, 2015.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

Proposed Road Names for La Crete

Explorer

Farmer

Forest

Forester

Frontier

Grassland

Harvest

Homestead

Lumberjack

Meadow

Pioneer

Prairie

Settler

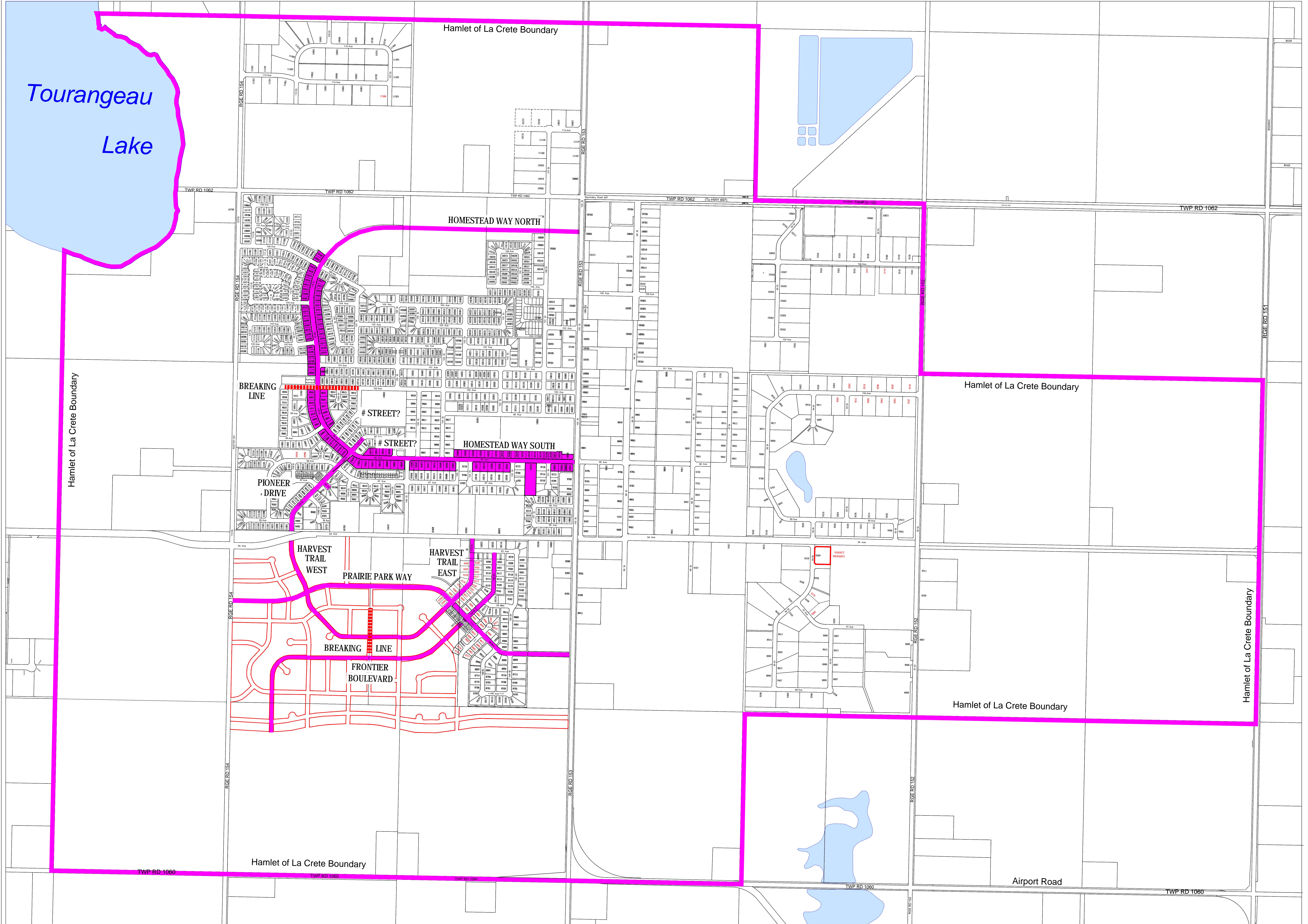
Summit

Valley

Woodland

Woodsman

Pre-approved for the purpose of naming future roads in La Crete, by Council resolution no. _____
on March 10, 2015.



Tourangeau
Lake

Hamlet of La Crete Boundary

HOMESTEAD WAY NORTH

BREAKING LINE

STREET?

STREET?

HOMESTEAD WAY SOUTH

PIONEER DRIVE

HARVEST TRAIL WEST

PRAIRIE PARK WAY

HARVEST TRAIL EAST

BREAKING LINE

FRONTIER BOULEVARD

Hamlet of La Crete Boundary

Hamlet of La Crete Boundary

Hamlet of La Crete Boundary

Hamlet of La Crete Boundary

Airport Road

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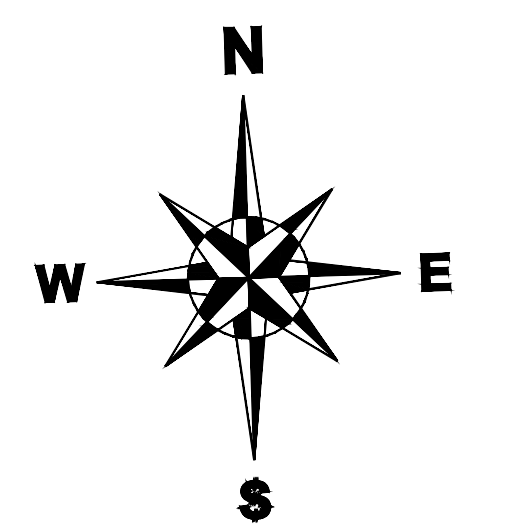


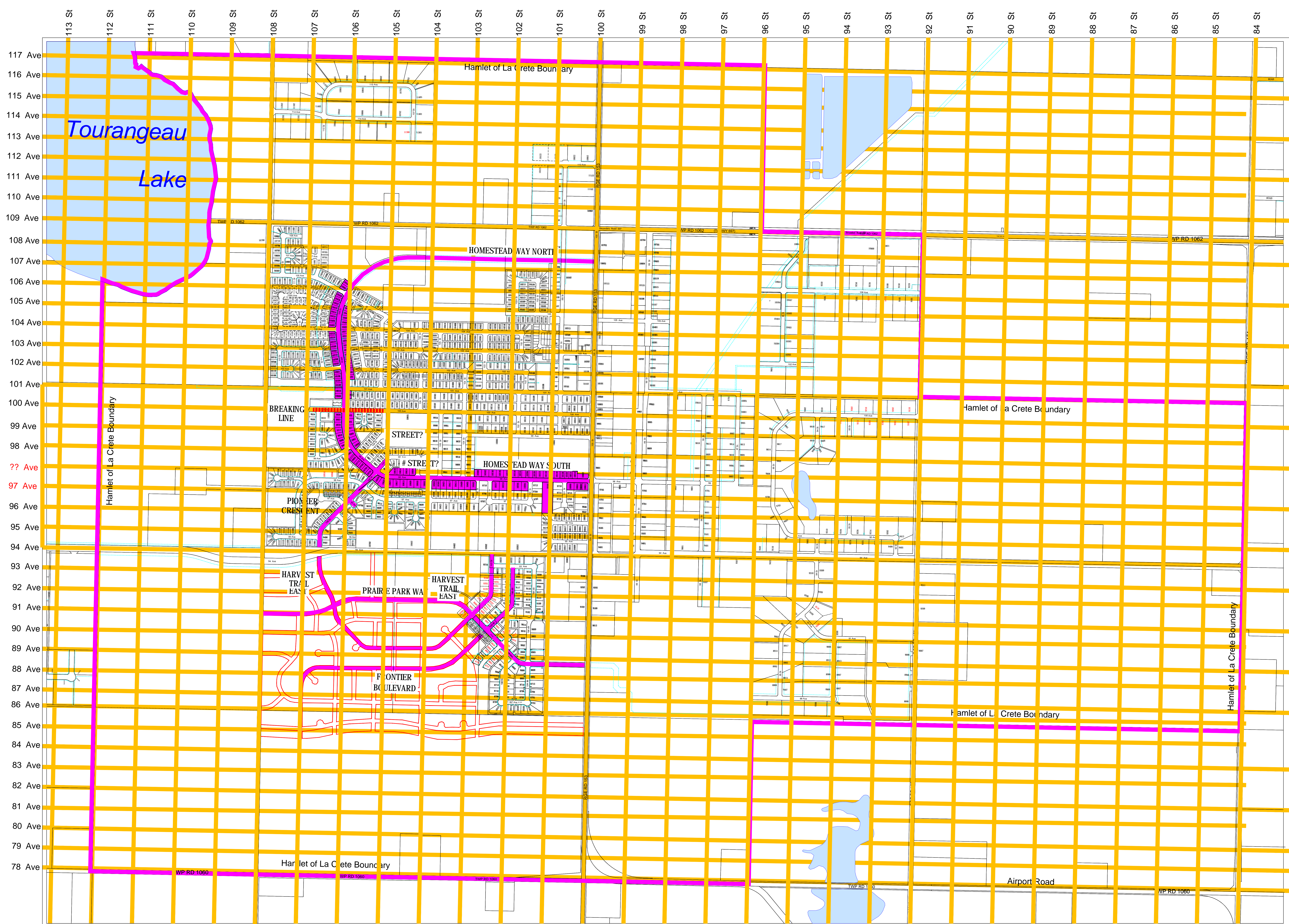
**Hamlet of La Crete
2014
Civic Address Base Map**



Not To Scale

10 Degree Transverse Mercator Projection, 115 Degree Central Meridian, NAD 83 Datum





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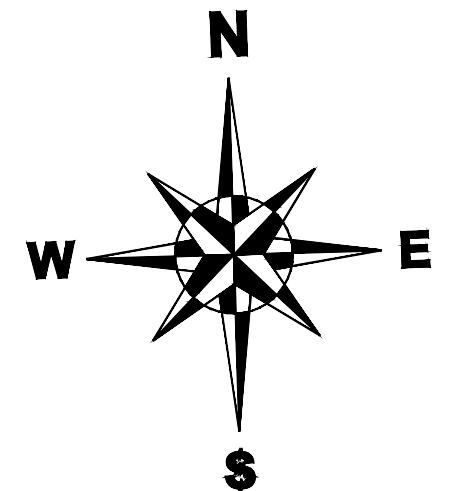


Hamlet of La Crete 2014 Civic Address Base Map



Not To Scale

10 Degree Transverse Mercator Projection, 115 Degree Central Meridian, NAD 83 Datum



BYLAW No. 045 _____ /96

**BEING A BYLAW OF THE
MUNICIPAL DISTRICT OF MACKENZIE No. 23,
IN THE PROVINCE OF ALBERTA,
TO IMPLEMENT THE NUMBERING OF PARCELS OF LAND AND BUILDINGS
WITHIN THE HAMLETS OF THE MUNICIPALITY**

WHEREAS, pursuant to the provisions of the Municipal Government Act, Statutes of Alberta, 1994, Chapter M-26.1, the Council of the Municipality may:

- a) implement the orderly numbering of parcels of land, buildings, units and subunits within buildings,
- b) require owners or occupants to display the numbers assigned to their land, building, units and sub-units,
- c) provide for the revision of the numbers assigned and require the owners or occupant to display the numbers so revised,
- d) delegate any of its powers or duties under this section to one or more officials or employees of the Municipality.

NOW THEREFORE, the Council of the Municipal District of Mackenzie No. 23 in the Province of Alberta being duly assembled enacts as follows:

1. This Bylaw shall be known as the Municipal District of Mackenzie No. 23 Addressing Bylaw.
2. Definitions:
 - a) “Building” means any structure used or intended for supporting or sheltering any use or occupancy;
 - b) “Bylaw Enforcement Officer” means the person appointed, by bylaw, as a Bylaw Enforcement Officer;
 - c) “Development Officer” means the person or persons identified by bylaw as a Development Officer;
 - d) “Hamlet” means the Hamlets of Fort Vermilion, La Crete, and Zama;
 - e) “Municipality” means the Municipal District of Mackenzie No. 23; fj “Owner” means any person who is defined under the Land Titles Act, Revised Statutes of Alberta 1980, Chapter L-5 with amendments in force as of June 1, 1992 not including unproclaimed amendments, as the owner of the land;
 - g) “Parcel” means any block or any lot not subdivided, or any part of such a block or lot, in any area for which a plan of subdivision is registered in a Land Titles Office.
3. All parcels of land, buildings, units and sub-units within buildings obtaining access from

a public highway or from other lawful means of access as determined by the Municipality, shall be assigned an address by the Municipality.

4. The Municipality may assign a name in addressing a building or buildings. All named addresses shall include a location reference using either the road name, subdivision name, neighborhood name, or other commonly known name.

-BYLAW # 045 /96

Page 2 of 3

5. Display of Address:

- a) The address assigned pursuant to this bylaw shall be affixed to a building or such other structure as may be required by the Development Officer, in a conspicuous place no higher than the ceiling level of the ground floor or in an equivalent height in the case of other buildings,
- b) The address displayed shall be clearly legible from the public roadway or internal roadway and be on a contrasting background. The minimum size of characters shall be four (4) inches in height,
- c) Display of address on more than one face of the building is encouraged.

6. Maintenance of Address:

- a) An owner shall ensure that all addresses assigned pursuant to this bylaw are posted and maintained in a legible form within the terms of this bylaw,
- b) No owner of a building bearing an incorrect address shall continue to use same if notified in accordance with Section 7,
- c) No person shall remove, deface, or obliterate or destroy the address placed upon or affixed to any building in accordance with this bylaw, except during the demolition or removal of the building.

7. Compliance and Enforcement:

- a) This bylaw shall be enforceable upon notice of any contravention of any provisions of this bylaw having been sent by registered mail to the owner of the land in respect to which the contravention has occurred. Such notice shall state the following:
 - (1) Nature of infraction of the bylaw,
 - (2) Corrective measures required to comply with this bylaw,
 - (3) The time within which such corrective actions must be performed.

8. Any person who contravenes or disobeys, or refuses or neglects to obey any provision of the bylaw by:

- a) doing any act or thing which he is prohibited from doing herein,

b) failing to do any act or thing he is required to do herein,

is guilty of an offense and is liable on summary conviction to a minimum fine of \$200.00 for a first offense, and \$500.00 for a second and subsequent offenses, pursuant to the provisions of the Municipal Government Act, Statutes of Alberta, 1994, Chapter M-26.1

9. The voluntary payment which may be accepted in lieu of prosecution for contravention of any of the sections outlined in this bylaw, shall be as follows:

First Offense \$ 50.00

Second and

Subsequent Offenses \$100.00

BYLAW # 045____/96

Page 3 of 3

This bylaw shall come into full effect on the **final** passing thereof

First Reading given on the 29th

Second Reading given on the 23rd

Third Reading and Assent given on the
day of March

1996

Dennis Litke, C.A.O.

day of July

1996

)

Dennis Litke, C.A.O.

23rd

William Neufeld, eeve

day of August 1996
Dennis Litke, C.A.O.

Hamlet Addressing Bylaw

Background

- June 13. 1995, Bill Neufeld. Reeve asked Kevin Smith to draft a bylaw for the numbering of houses in the Hamlets of the Municipality.
- June 23. 1995, 1st reading given to Addressing Bylaw #023/95 tabled. The Bylaw had not been drafted yet .
- July 11. 1995. 1st and 2nd reading given to House Addressing Bylaw #023/95.
- July 22. 1995, Kevin Smith received fax from M.M.S.A. regarding the new numbering for the named streets in Fort (the Alberta Housing Subdivision).
- July, 1995, Kevin Smith met with Councillor Roe and discussed the new numbering of the Alberta Housing Subdivision in Fort Vermilion, it is the only subdivision in Fort with named streets. They picked the numbers for the named street and avenue.
- July 28. 1995. House Addressing Bylaw Tabled. Gary Mayhew recommended the bylaw be amended to reflect the numbering particular to each Hamlet and that the bylaw be given reading only when the maps identifying the numbering is available. Richard Neufeld reported the M.M.S.A. has drawn up a proposal for street names and numbers in Fort Vermilion.
- September 12, 1995, Street Names and Numbering Bylaw #023/95 tabled. The Zama Addressing Map had not been completed.
- October 27. 1995, Kevin Smith received the Draft Zama Addressing Map.
- November, 1995 .February 29, 1996, The Street Addressing Bylaw changes were not followed up on, and the maps were passed from Gary Mayhew to Kevin Smith and then on to Paul Driedger, with no action taken by either person.
- March 04, 1996, Agnes Rosenberger, Secretary, Fort Vermilion Board of Trade phoned Kevin Smith and asked what the status was on the Street Addressing Maps and invited him to attend their next meeting on the 5th.
- March 05. 1996, Dennis Litke asked Kevin Smith for the Street Addressing Bylaw file. Kevin asked Eva Schmidt in the La Crete Office to put the Addressing Bylaw file on Courier. Dennis Litke phoned Kevin Smith at home and asked him to attend the Fort Board of Trade meeting as they were expecting him to attend. Kevin Smith picked up the Addressing Bylaw file at Pat Mroczkowski. LOOMIS driver. residence and attended the Board of Trade meeting. Kevin showed them the Fort Addressing map and informed them the bylaw had floated from office to office with no action taken by either. Kevin Smith told the Board of Trade he would try to get the Addressing Bylaw put on the next Council Agenda which was being prepared tomorrow, the 6th.
- March 06, 1996, Kevin Smith reviewed the Addressing Bylaw file and decided there was too much to work to be done on it before it went to Council. The Bylaw has to be reworded and the two addressing maps have to be reviewed and finalized, prior to Council's approval. Kevin contacted Richard Neufeld, M.M.S.A. and requested his assistance with the rewording

of the Bylaw. Richard Neufeld informed Kevin that motions have to be made to change the naming/numbering of the streets/avenues in Fort Vermilion and come up with new names for the Hamlet of Zama. The maps have to be reviewed and finalized prior to acceptance by Council.

Prepared for Council by Kevin It Smith

March 20, 1996

Pue 1



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 10, 2015
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	2015 Regravelling Program

BACKGROUND / PROPOSAL:

During the December 3, 2014 Public Works meeting, discussions were held surrounding the upcoming 2014 TCA projects, the following motion was made:

Mark Schonken presented scenarios for the purchase of gravel trucks and doing our own regravelling as opposed to hiring other companies to perform this work for us.

MOTION PW-14-12-083 MOVED by Councillor Jorgensen

To recommend to Council that Mackenzie County purchase two tandem truck and tridem trailer units.

CARRIED

As per the 2015 approved operating budget administration prepared and advertised the 2015 Regravelling Program Tender, with a closing date of 1:00 PM on February 25, 2015 and to be opened at 1:15 that same day during the Council meeting. Tenders were opened during the meeting, and Council made the following motion:

MOTION 15-02-136 MOVED by Councillor Jorgensen

That the 2015 Regravelling Program Tender be forwarded to the Public Works Committee for review and recommendation to Council for award.

CARRIED

Author: R. Pelensky Reviewed by: _____ CAO: _____

	Schedule A	Schedule B	Schedule C	Schedule D	Schedule E	Total
B. Hinson	\$203,000	\$176,000	\$234,000	\$277,500	\$26,000	\$916,500
Bateman Petroleum	\$199,500	\$332,000	\$225,000	\$270,000*	\$24,000	\$1,050,500
Knelsen Sand & Gravel	\$247,170	\$176,640	\$236,400	\$279,000	\$22,000	\$961,410

*Correction in calculation

Regravel historical unit rates

Schedule	Area/Pit	2008	2009	2010	2011	2012	2013	2014	2015
A	Assumption	% 100	% 98	% 84	% 90	% 102	% 125	% 102	% 95
B	Zama	100	138	126	134	183	239	210	210
C	W. La Crete/ Tompkins	100	90	88	105	111	133	175	167
D	Fitler / N. Vermilion	100	68	74	81	106	128	160	153

During the March 3, 2015 Public Works Committee meeting, the committee reviewed the results of the regravelling tender, and analyzed them to see if the County is receiving value for service. Discussions were held regarding the option/value of purchasing a County gravel truck, to complete the regravelling program from the North Vermilion pit.

MOVED by Councillor Jorgensen

Public Works Committee recommend to Council that the 2015 Regravelling Program Tender be awarded to the lowest qualifying bidder of each schedule, with the exception of the North Vermilion pit which will be deleted. The County to purchase a gravel truck, and complete the regravelling from the North Vermilion pit.

CARRIED

OPTIONS & BENEFITS:

Option 1:

Council recommends that the 2015 Regravelling Program Tender be awarded to the lowest qualifying bidder of each schedule, with the exception of Schedule D which will be reduced by 20,000 ton. The County to purchase a gravel truck, and complete the regravelling from Schedule D.

Author: R. Pelensky Reviewed by: _____ CAO: _____

Benefit:

By purchasing a gravel truck, and complete gravelling for North Vermilion pit, it should show a cost savings. The County will be able to compare contract regravelling prices to County regravelling cost.

Option 2:

Council recommends that the 2015 Regravelling Program Tender be awarded to the lowest qualifying bidder of each schedule.

Benefit:

With competition appearing in 2015, there is a good chance to see additional reduction in cost for 2016 tender.

COSTS & SOURCE OF FUNDING:

Funding:

The regravelling program to be funded from the approved 2015 Operating budget of \$1,111,875.

The proposed purchase of the gravel truck to be funded from the 2015 Capital budget of \$470,000.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Administration will advise all bidders of the results of Councils decision.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Motion 1

That the 2015 Regravelling Program Tender be awarded to the lowest qualifying bidder of each schedule, with the exception of Schedule D which will be reduced by 20,000 ton.

Author: R. Pelensky Reviewed by: _____ CAO: _____

Simple Majority

Requires 2/3

Requires Unanimous

Motion 2

That administration be authorized to purchase a gravel truck, as per the 2015 budget, and that the Public Works Committee select the best option of new or used equipment for the County.

Author: R. Pelensky Reviewed by: _____ CAO: _____

COMMUNICATION:

Communicate with Finning Councils decision.

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That administration be authorized to enter into the agreement through the National Joint Powers Alliance (NJPA) with Finning to purchase 3 CAT 160 M graders for \$1,328,793, and take advantage of the buyback option in the agreement.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the 2015 budget be amended to include an additional \$83,661 for the purchase of the 3 CAT 160 M graders with funding coming from the Vehicle Replacement Reserve.

Author: R. Pelensky Reviewed by: _____ CAO _____

ABOUT US

Contract Purchasing



Working cooperatively...
TOGETHER

THE AAMDC AND NJPA

The AAMDC and NJPA, as like-structured organizations, have constructed a formal arrangement. This will allow AAMDC members to access NJPA's capital purchasing programs including CAT. These contracts are tendered regularly by the NJPA on the member's behalf.

NJPA's PURPOSE: The general purpose of NJPA is to serve our member agencies by facilitating a national municipal contracting alliance. Our goal is to provide our members with requested programs and services that are created, coordinated and delivered through a cooperative effort between NJPA and our member agencies. **NJPA is a national organization that creates a business and service relationship alliance between buyers and suppliers.** Appropriate levels of membership are offered to government, education and all non-profit agencies nationwide and in Canada. Member agencies are responsible for interpreting their own purchasing laws and recognizing NJPA as having satisfied their own competitive bidding and contracting requirements.

NJPA's MEMBER COMMITMENT: NJPA is committed to serving you, our member agency, through a continuous effort to meet your present and future needs. Our goals are highlighted by our desire to provide valued national contract purchasing solutions. We will strive to identify and meet your needs in a measurable, cost-effective manner. We will research the industry with regard to our members' common needs, and as a result deliver to you the opportunity to purchase the very best products, equipment and services through nationally leveraged contracts offering our members the lowest possible contract price. We are only able to do this as we work together to develop business and member agency relationships, creating a unified purchasing alliance.

We look forward to working closely with you and your agency, listening to your needs and interests and responding by providing valued national and international contract solutions.

NJPA's VENDOR COMMITMENT: NJPA awarded contract vendors can expect only the highest level of integrity, business practices and ethics. Our commitment to you will reflect our very best efforts to embrace and grow our relationship through common goals and respect. Our partnership will demonstrate open and honest communication, and our actions will represent the foundation of who NJPA is as an organization and how our employees represent the mission of NJPA. We will focus on our contracting process and procedures to ensure the level of consistency necessary to exceed the overall contracting and procurement expectations of our member agencies and vendors.

Your decision to respond to an NJPA national solicitation resulting in an awarded NJPA contract will be something you can be proud of. It will become a critical element in your company's success. Your NJPA contract will advance your commitment to effectively do business with government and education agencies nationwide through competitively bid and awarded contracts.

On behalf of the NJPA Board and our staff, we are committed to earning your trust and respect as a valued contract solution for our member agencies across the U.S. and Canada.

SERVICE IS OUR STANDARD

As a unit of government, NJPA exists for the singular purpose of providing valued services to our member agencies. We engage our membership throughout our procurement process in an effort to stay in tune to their individual needs and interests. Members are encouraged to give us input and express their views on everything we do on their behalf. This includes which products and equipment to bid for, the process we use, how to evaluate, and finally, how our members judge the value of our contracts. We are driven to provide efficient public service through our national cooperative purchasing programs. Our common needs and the desire to serve your agencies will lead our efforts as we face the challenges of the procurement, business and industry communities both now and in the future.

FREQUENTLY ASKED QUESTIONS

Q. WHO IS NJPA?

A. NJPA is a public corporation or agency serving as a municipal contracting agency for government and education agencies. NJPA serves member agencies under the legislative authority established and granted by Minnesota Statute 123A.21 (see specific statutory references on pages 4-5). All NJPA employees are public employees whom are required to pay into Public Employment Retirement Association (PERA) through payroll deduction. NJPA employees have the same employment status as employees of NJPA government and education member agencies.

Q. WHAT IS NJPA'S PRIMARY PURPOSE?

A. Among other areas of serving members, NJPA creates national cooperative contract purchasing solutions on behalf of its member agencies which include all government, education and non-profit agencies in Canada. These cooperative contract opportunities offer both time and money savings for their users by consolidating the efforts of numerous individually prepared solicitations to one national, cooperatively shared process. This process leverages the aggregation of volume from members nationwide.

Q. WHO IS ELIGIBLE FOR NJPA MEMBERSHIP?

A. Any AAMDC member is eligible to participate in the program.

Q. HOW IS NJPA GOVERNED?

A. Similar to the AAMDC, the NJPA is governed by a Board of Directors. The eight-member board is comprised of publicly elected governing officials; including school board, city council members and county commissioners from Region Five in Minnesota.

Q. HOW CAN WE JOIN AND PARTICIPATE IN NJPA AND ITS CONTRACTS AND SERVICES?

A. As a member of the AAMDC there is no application process. Participating members are non-voting members of NJPA and are able to enter into Joint Powers Agreements. Non-profit organizations, non-public schools and other similar entities may join NJPA through an associate membership.

Q. DOES NJPA HAVE A PROFESSIONAL PUBLIC PURCHASING BOARD OF ADVISORS?

A. Yes. At this point, all current members are a part of our Board of Advisors. NJPA also has multiple member advisory committees that specialize in various membership verticals. These verticals include our general membership represented by procurement professionals from our government and education agencies and others, such as fleet departments, food service departments, park and recreation departments and public utility departments.

Q. WHAT ARE THE ADVANTAGES OF BEING A MEMBER OF NJPA?

A. • The competitive bidding and contract process is completed and satisfied on behalf of your agency. • National aggregation of product and equipment demand and volume resulting in aggressive and competitive pricing. • Choice of equipment, products and services is offered under awarded contracts featuring the highest quality solutions from industry-leading and nationally acclaimed vendors. • Members enjoy a broad range of exceptional product and equipment selections complimented by substantial time savings and multiple other related benefits for participating agencies. • NJPA contract solutions offer choice with the ability to continue to perform your own competitive bidding process if you choose to do so.

NJPA strives to exceed our members' needs and expectations. Our contracting process mirrors our members' process. In creating a contract pathway through a unified and commonly embraced contracting process, NJPA contracts are accepted by the highest level of government and education agencies across the country. NJPA increases our members' comfort by conducting complete financial audits of our organization annually through an independent auditor with the results submitted to the State of Minnesota as required by state law.

Q. AS NJPA MEMBERS, ARE WE STILL ABLE TO BUY FROM OTHER CONTRACTS?

A. Yes. This is a non-binding purchasing tool. All NJPA membership and contracts are non-exclusive with no obligation to purchase and are contracts of choice by our member agencies.

Q. CAN MY PUBLIC AGENCY USE NJPA CONTRACTS WITHOUT ISSUING OUR OWN SOLICITATION?

A. The AAMDC has filed a notice of planned procurement. Barring any significant challenges each AAMDC member will be included. There will be a minimal process before you may adopt the contract, to ensure approval in your marketplace. It will be the responsibility of each municipality to ensure their compliance.

Q. HOW CAN I OBTAIN COPIES OF THE LEGAL DOCUMENTATION ASSOCIATED WITH EACH CONTRACT?

A. Related contract and competitive bid process documentation is available on the NJPA website under each individual vendors' page or by request. Once on a vendor page, there is a tab titled "Contract Documentation" where these documents can be reviewed. Please follow the instructions under each vendor's "Pricing" tab to access pricing for specific contracts. Due to pricing complexity, most pricing is not located on the website and is available upon request in compliance with MN Data Practices. Procurement files are also available upon request.

Q. WHO SHOULD I CONTACT WITH QUESTIONS ABOUT THIS PROGRAM?

A. Carolyn Boyle
Manager of Client Relations
AAMDC - Alberta Association of Municipal Districts and Counties
P: 780.955.8401
C: 780.863.7174
Email: carolyn.boyle@aamdc.com



OUR 11-STEP PROCUREMENT PROCESS

1) IDENTIFY MEMBER NEED

NJPA pursues member participation and conducts research through our member advisory committees represented by various verticals. This is also carried out at numerous national trade shows; we take the opportunity to not only display our current offerings, but also listen to our members' needs in an effort to refine our current and future product and service offerings.

2) RESEARCH SOLUTIONS AVAILABLE IN THE MARKET PLACE

Constant research helps us develop the best approach for each offering. Some industries lend themselves to a manufacturer's response because that manufacturer provides a complete industry solution through their authorized dealers. Other industries lend themselves to a distributor response because they are able to provide the most complete industry solutions through the large number of manufacturers they represent.

3) REQUEST PERMISSION FROM THE NJPA BOARD OF DIRECTORS

After establishing the existence of both a viable need and a viable NJPA style solution, permission from the publicly elected NJPA Board of Directors is sought and must be granted to officially begin the development of the bid and overall procurement process.

4) DRAFT A SOLICITATION, PUBLIC ADVERTISEMENT AND NOTICE

Our bid document is our cornerstone of cooperative contract purchasing. The consistency of that bid document and its response forms and evaluation criteria are some of our greatest assets. NJPA advertises each RFP:

- in the print and online versions of the Minneapolis Star Tribune;
- in the online version of the USA Today;
- at least once in Oregon and Utah in the Daily Journal of Commerce and the Salt Lake News, respectively;
- on the NJPA website (NJPAcoop.org);
- on NoticeToBidders.com, and other appropriate e-commerce sites such as bidsync.com, onvia.com, publicpurchase.com, MERX.com, and biddingo.com; and
- by notifying state procurement departments in each state for possible re-posting of solicitation within their systems at their discretion.
- In the future: APC and Canadian MERX.com

5) CONDUCT A PRE-PROPOSAL CONFERENCE FOLLOWED BY RECEIPT OF PROPOSERS' RESPONSES

Proposers are typically given 5-6 weeks from the start of the RFP advertisement to respond to the RFP. A Pre-Proposal Conference is conducted to answer questions and the PowerPoint slides used are sent to all who requested the RFP. An addendum may also be issued if there are any items covered beyond RFP content clarifications in the conference, and such items are deemed material by NJPA. NJPA uses an atomic clock to electronically time and date stamp all Proposals immediately upon receipt in NJPA's Staples, MN office. Proposals are later opened and read aloud by a Bids and Contracts department employee at the time, date, and place specified in the RFP.

6) EVALUATE PROPOSERS' RESPONSES

Evaluation begins at the bid opening by determining the "responsiveness" of each bid. "Level One Responsiveness" includes:

- Timely submission
 - Original signatures on appropriate documents
 - Liability insurance verification
 - Pricing document
 - Responses provided to all form questions
 - Required electronic and physical copy.
- "Level Two Responsiveness" is the evaluation of the response according to the evaluation criteria provided in the RFP and documented on the "Overall Evaluation and Criteria" (Form G) by the Proposal Evaluation Committee. It establishes a weighted scoring method and provides for an optional Cost Comparison. This point-based system is used as a part of the final scoring and awarded vendor determination. For future Canadian bids AAMDC will be on the proposal evaluation committee.

PROCUREMENT PROCESS

Evaluating proposers' responses, continued:

Our typical RFP's intent is to invite the widest variety of products and services within the scope of a tender to create a national contract that provides the greatest range of utility to the widest array of NJPA members. We specifically invite bidders to define their products and services not only by industry standard terms, but also in terms of the latest technological advances and applicability/utility to our members. NJPA believes the perceived procurement value of a proposal to NJPA and its members includes, but is not limited to:

- Conformance to RFP's intent, scope and specifications
- Competitive pricing strategies
- Ability to sell and service NJPA members nationally
- Financial strength, experience and success in the industry/marketplace
- References from past customers and prior experience with NJPA
- A clear, concise, aggressive and effective marketing plan
- Value Adds: related products, services and technological advances; green; WMBE and/or SBE status; ability to sell and service Canada and other International countries
- Financing options and detailed payment terms
- Warranty, product and service responsibility
- Identification of depth, breadth and quality of equipment, products and service offerings

7) PROVIDE RECOMMENDATIONS TO THE NJPA BOARD

The recommendations of the Proposal Evaluation Committee are presented to the NJPA Board of Directors for final review and possible award. The NJPA Board has the final authority to issue or deny a procurement contract.

8) AWARD VENDOR/S

Upon approval by the NJPA Board, the recommended vendor is awarded a four-year contract term with one additional one-year renewal/extension at the discretion of NJPA. The Bids and Contracts Department emails Notices of Award and Non-Award to vendors.

9) POST APPROVED CONTRACT DOCUMENTS

A complete procurement file is organized and posted on our website for review by our members, it includes: the bid, competitive bidding and evaluation process and contract documentation.

10) DEVELOP AND IMPLEMENT A JOINT MARKETING PLAN WITH AWARDED VENDOR/S

NJPA works with both the vendor and member to educate on the benefits and uses of an awarded contract. We work with the awarded vendor(s) to educate and energize their sales and service teams.

NJPA advertises awarded contracts in select national publications; produces a full-color, hard copy "Contract Directory"; maintains a website offering of the contract solutions; exhibits with vendor partners in numerous national and regional trade shows; and provides break-out meetings at trade shows presenting information on contract purchasing and cooperative opportunities available through NJPA.

11) REVIEW AND MAINTAIN OUR CONTRACT THROUGHOUT ITS TERM

Contracts are periodically reviewed for their effectiveness. NJPA contracts are written with four-year terms with a fifth year option. As a result, NJPA provides a simple, structured, well-documented procurement contract in an effort to create a seamless process for all of its member procurement needs. It is important to stress that NJPA does not eliminate member responsibility for following the bid process; but rather, provides a nationally pre-competed option so as not to duplicate the formal tender process.

JOIN



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 10, 2015
Presented By:	Grant Smith, Agricultural Fieldman
Title:	Highway 697 Culvert Installation (Tompkins) Funding Request

BACKGROUND / PROPOSAL:

The County has received approval from Alberta Transportation (permit number 2015-14-024) to install a 900mm culvert through highway 697 at NE-9-104-18-W5. (Tompkins Area)

The installation of this culvert needs to be completed before 2015 spring runoff. The installation of this culvert will be via a **Line Boring** process as this is a paved road.

OPTIONS & BENEFITS:

The installation of this culvert will complete the drainage request of ratepayers in this area. As per Alberta Environment’s requirement, the drainage outlet has been installed approximately 1 mile northeast of this location which will allow runoff water to flow into a natural coulee.

COSTS & SOURCE OF FUNDING:

A price quote was received from Forest Trotter Contracting at \$1,600/meter all inclusive. The length of the culvert is 30 meters. Total price is \$48,000.

The ASB passed the following motion at the February 24, 2015 ASB meeting:

That the ASB seek approval from Council to access funding from the County Drainage Reserve for the installation of the culvert through Highway 697.

Author: _____ Reviewed by: _____ CAO: _____

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2015 budget be amended to include \$48,000 for the installation of the culvert through Highway 697 at NE-9-104-18-W5M (Tompkins Area) with funding coming from the Drainage Reserve.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 10, 2015
Presented By:	Byron Peters, Director of Planning & Development
Title:	Bylaw 987-15 Rural Addressing

BACKGROUND / PROPOSAL:

In early 2014 a RFD was presented to Council regarding addressing. At that time Rural Addressing and Hamlet Addressing were coupled into one bylaw. In the time since, administration has realized that keep the two unique addressing systems as separate bylaws would make a lot of things easier.

The bylaw that is presented contains the same meat as the rural address portion that was originally presented, but it has been revised to fix issues that have come up as administration has been assigning addresses to properties. The biggest change is the methodology used for assigning an address to a rural multi-lot development. The change makes it more consistent and concise.

OPTIONS & BENEFITS:

Approving the bylaw clarifies the County’s authority to assign a rural address, and provides clear specifications regarding the addressing system, the signs, and protection and enforcement thereof.

COSTS & SOURCE OF FUNDING:

There are no costs associated directly with the bylaw. The costs of proceeding with the rural addressing project have already been approved by Council.

Author: B Peters Reviewed by: _____ CAO: _____

SUSTAINABILITY PLAN:

The Sustainability Plan does not specifically mention addressing or other directly related items.

COMMUNICATION:

Lots of communication will be required. For every property owner a letter will be sent out explaining the change and assigning them their new rural address, explaining the methodology, maintenance requirements, etc.

Utility companies such as Telus, Northern Lights Gas Co-op, ATCO and CCI will all receive letters, appropriate maps and list of all the addresses. All emergency services will also be provided with all shareable information. 911 will be provided with a database of information in addition to the maps.

Articles will also be written for the County Image and information will be posted on the County's social media sites.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 987-15 being the Rural Addressing bylaw, subject to public hearing input.

Author: B Peters Reviewed by: _____ CAO: _____

**BYLAW NO. 987-15
MACKENZIE COUNTY**

**A BYLAW OF THE MACKENZIE COUNTY,
IN THE PROVINCE OF ALBERTA,
PROVIDING FOR THE REGULATION OF MUNICIPAL ADDRESSING**

WHEREAS under the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Section 58, Council may:

- a) Name roads or areas within its boundaries and to assign a number or other means of identification to the buildings or parcels of land;
- b) Require an owner or occupant of a building or parcel of land to display the identification in a certain manner;

AND WHEREAS under the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Council may:

- a) provide for the revision of the numbers assigned and require the owners or occupant to display the numbers so revised,
- b) delegate any of its powers or duties under this section to one or more officials or employees of the Municipality;

AND WHEREAS Council deems it desirable to put into effect a standardized Municipal Rural Addressing system for the entire municipality to be utilized for emergency service providers and to aid others to properly identify a property;

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

1. GENERAL

1.1 This Bylaw shall be cited as the Rural Addressing Bylaw.

2. DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires, the term

- a) "Access" means the primary point of access to a Property or to a multi-lot subdivision as identified by the County;
- b) "Addressing Authority" means the County Administrator and such employees deemed necessary to carry out the functions of this bylaw;

- c) “Building” means any structure constructed or placed on, in, over or under land, whether permanent or temporary, into which a person could enter;
- d) “County Administrator” means the person designated by Council as the County’s Chief Administrative Officer or his/her designate;
- e) “County” means the municipal corporation of the Mackenzie County;
- f) “County Road” means any township or range road, but excludes any internal subdivision road;
- g) “Rural Address” means the address that is designated by the Addressing Authority, which includes a combination of numbers and/or words;
- h) “Enforcement Officer” means County Administrator, an enhanced policeman, or any employee of the County that is designated by the County Administrator to carry out enforcement powers under this bylaw;
- i) “Hamlets” means the Hamlets of Fort Vermilion, La Crete and Zama;
- j) “Owner” means:
 - i) A Person who is registered under the Land Titles Act as the owner of the land;
 - ii) A Person who is recorded as the owner of the property on the assessment roll of the County;
 - iii) A Person holding himself out as the person having the powers and authority of ownership or who for the time being exercises the powers and authority of ownership;
 - iv) A Person controlling the property under construction, or;
 - v) A Person who is the occupant of the property under a lease, license or permit;
- k) “Property” means a parcel of land within the County, excluding Hamlets;
- l) “Road” means any thoroughfare, street or highway, whether privately or publicly owned, that the public is ordinarily permitted to use for the passage of vehicles;
- m) “Street Name” means the name assigned to a road by the County;
- n) In this bylaw, whenever the male gender is specified, it shall be interpreted as meaning both male and female as applicable.

3. APPLICATION

- 3.1 The Addressing Authority shall administer the rural addressing system for the County and may, subject to the provisions of this bylaw:
- a) assign a name to all new roads and development areas;
 - b) establish a system of address numbering for properties;
 - c) assign a rural Address to every Property with a Building;
 - d) change an address number or street name, in accordance with the provisions hereto.
- 3.2 All Property containing a Building within the County shall be designated a Rural Address by the Addressing Authority as soon as possible, after the access location has been confirmed;
- a) Properties without a Building wanting a Rural Address shall submit a written request, and consideration shall be given by the Addressing Authority to assign a Rural Address;
 - .1 An approved Access must be constructed prior to the assigning of a Rural Address
 - b) All new rural subdivisions shall be assigned a Rural Address at time of subdivision approval.
- 3.3 The Addressing Authority may change a Rural Address or Street Name if in their opinion such change is required:
- a) To allow the safe and reliable delivery of services to the Property;
 - b) To minimize confusion;
 - c) To accommodate an adopted statutory plan for the area in which the property is located.
- 3.4 Notwithstanding the foregoing, once the Addressing Authority has assigned a Street Name, that name may not subsequently be changed except by resolution of Council;
- 3.5 No person shall remove, deface, or obliterate or destroy the Rural Address placed upon or affixed to any Property in accordance with this bylaw;
- 3.6 Notwithstanding the foregoing, the Rural Address shall be displayed by the Owner at all times, either permanently or temporarily during construction.

6. DISPLAY OF ADDRESS – RURAL

- 6.1 The Rural Address shall be plainly visible from the Road on a sign as specified in Schedule "A", hereto attached;
- 6.2 The sign shall be placed adjacent to the driveway at the Property line and shall be contained near the property line, as specified in Schedule "A", hereto attached;
- 6.3 The Rural Address shall be displayed, either permanently or temporarily during construction, upon commencement of a Building or portion thereof, or at time of subdivision approval, whichever may occur first
- 6.4 Oil and gas industry sites regulated by the Alberta Energy Regulator (AER) are exempt from this bylaw unless:
 - a) requested by the Owner, and further approved by the County, to have a Rural Address;
 - b) the site is occupied by employees, or is used as a permanent place of employment or business
- 6.5 The Owner shall ensure that the posted Rural Address is properly maintained and visible;
- 6.6 For all rural multi-lot developments, the developer shall place a sign at each entrance to the subdivision. The sign shall include the lot layout and indicate each lots address, and be clearly visible from the Road;

7. ADDRESSING SYSTEM

- 7.1 Addresses will be determined at the location along a public road where the primary access is gained to the occupied building. The basic grid is derived from the township and range roads. The grid is based on 40 intervals per mile starting in the far southeast section corner. Note that for the purposes of addressing, virtual township roads exist between all sections whether an actual road allowance exists or not. Reset interval to zero at each section line. Interval numbers increase in the north and west direction. Odd interval numbers are on the south and east. Even interval numbers are on the north and the west.
- 7.2 Where two primary accesses exist in one address interval an additional "1" or "2" will be added onto the address number, i.e. 102232-1 Rge Rd 153;
- 7.3 For rural multi-lot developments, subdivision signs shall be required at the entrance to the subdivision and individual lot number signs will be required at the primary access to each lot;

- a) Each multi-lot subdivision shall be divided into loops with each loop being numbered 0, 100, 200, 300, etc. For each lot in a numbered loop road, a number starting with the loop number and adding increments of 4 will be assigned.

.1 For developments that have linear, interconnecting roads (i.e. Riverdrive Developments), each road that has been identified as having an Access to the County road shall be considered a loop for addressing. An even lot number shall be assigned to all properties located on the North and West sides of the adjacent road, and an odd lot number shall be assigned to properties located on the South and East sides of the adjacent road;

.2 For developments that have looped roads and cul-de-sac's (i.e. Greenwood Acres), each road that has been identified as having an Access to the County Road shall be considered a loop for the purpose of addressing. An even lot number shall be assigned to all Properties located on the right hand side of the adjacent road, and an odd lot number shall be assigned to all Properties located on the left hand side of the adjacent road. Right hand and left hand shall be as observed when entering the internal subdivision road from the Access onto the County Road;

.3 Each multi-lot subdivision shall have a sign at each Access displaying the lots and the numbering, as shown in Schedule "A", attached;

.4 Each Property within a multi-lot subdivision shall display only the lot number on their Rural Address sign, however the Rural Address assigned to the Property includes the entire address of the multi-lot Access, suffixed by the lot number;

.5 For multi-lot subdivisions that have only one Access to a County Road, the road shall be assigned a 000 (no) road name;

7.4 Notwithstanding sections 7.3, rural addresses shall be assigned an address using the *Alberta Municipal Affairs Addressing Project, 2004, Addressing Guidelines*, attached in Schedule "B".

8. OFFENCES

8.1 No person shall use a Rural Address sign if such sign does not comply with this bylaw;

8.2 No person shall deface or remove any sign placed under the authority of this bylaw;

8.3 No person shall obstruct a sign placed under the authority of this bylaw with any natural or man-made object, whether temporary or not;

9. PENALTIES

9.1 Any person who contravenes any of the provisions of this bylaw is guilty of an offence and liable for a penalty in the amount as designated in the Fee Schedule Bylaw;

10. ENFORCEMENT

10.1 This bylaw shall be enforceable upon notice of any contravention of any provisions of this bylaw having been delivered to the Owner of the land in respect to which the contravention has occurred. Such violation ticket shall state the following:

- a) Nature of infraction of the bylaw;
- b) Corrective measures required to comply with this bylaw;
- c) The time within which such corrective actions must be performed

10.2 Where an Enforcement Officer issues a person a violation ticket in accordance with this bylaw, the officer may either:

- a) Allow the person to pay the specified penalty as provided for the offence as set out in the Fee Schedule Bylaw by including such specified penalty on the violation ticket; or
- b) require a court appearance of the person where the Enforcement Officer believes that such appearance is in the public interest, pursuant to Part 2 of the *Provincial Offences Procedures Act*.

11. COMING INTO FORCE

11.1 This Bylaw shall come into force and effect upon receiving third reading.

READ a first time this _____ day of _____, 2015.

PUBLIC HEARING held this _____ day of _____, 2015.

READ a second time this ___ day of _____, 2015.

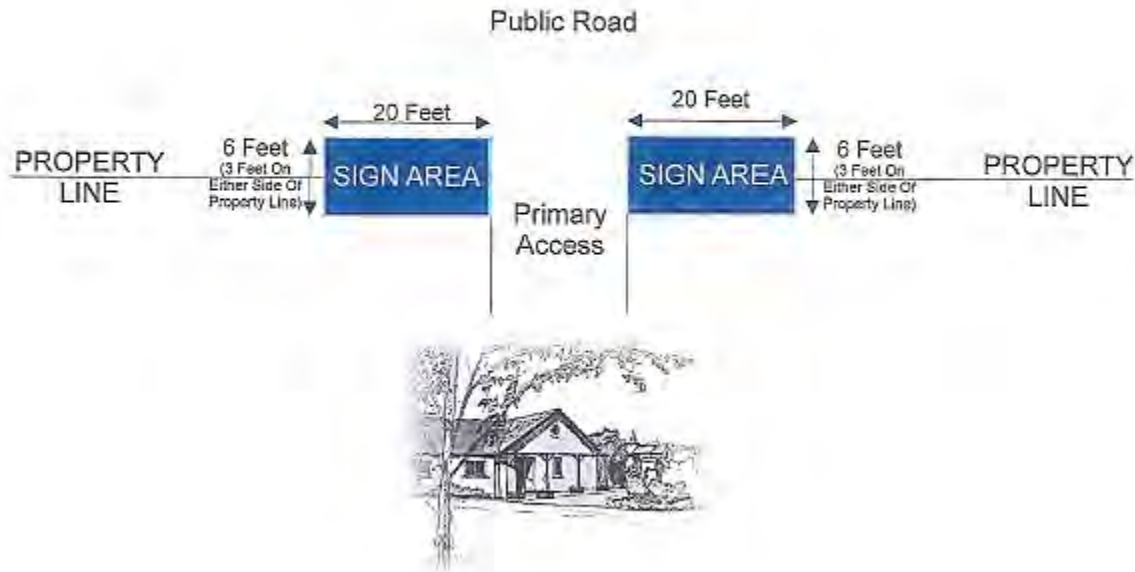
READ a third time and finally passed this ___ day of _____, 2015.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

**MACKENZIE COUNTY
BYLAW NO. 987-15
SCHEDULE "A"**

Rural Address and Lot Signs

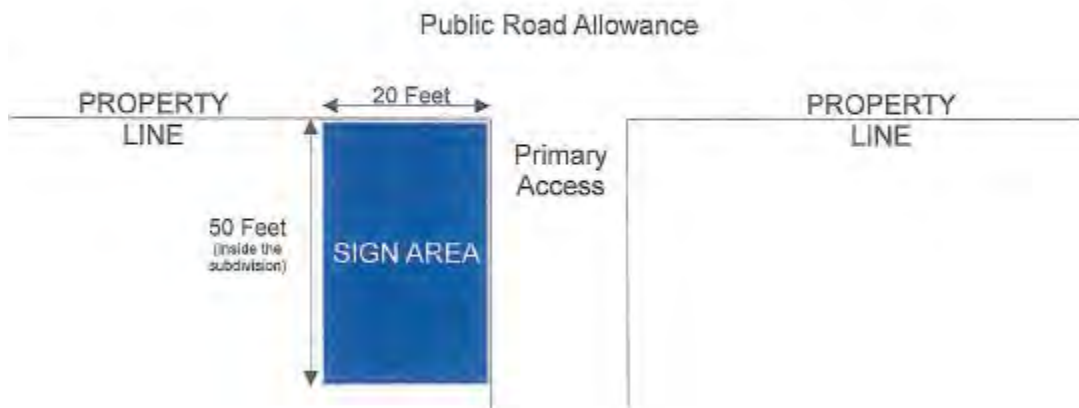


Signs shall be placed within 6.1 meters (20 feet) on either side of the shoulder of the driveway (access) and located within 1 meter (3.3 feet) of the property boundary. The sign shall be no lower than 1 meter (3.3 feet) from ground level (measured from bottom of sign).

Sign Specifications

Substrate:	Sign grade aluminum	
Sign Face:	High Intensity Prismatic Reflective Coating	
Color:	White lettering on a green background	
Mounting:	Signs shall receive a single 7 foot U-channel post mounted to the center of the sign with appropriate hardware.	
Size:	As shown below:	
	125 x 20 cm Rural Address Signs 50013 TWP RD 713 A	120 x 20 cm Rural Address Signs 51048 TWP RD 714
	30 x 20 cm Country Multi-lot Development Lot Sign 20 308 4806	

Multi-Lot Subdivision Signs



Subdivision sign locations and dimensions are to be used as a guideline only. Actual locations and dimensions will be dependent on the subdivision layout and size.

Subdivision signs shall be placed in a visible location within 6.1 m (20 feet) from the right shoulder of each Access from a County Road into the subdivision and no further than 15.2 m (50 feet) inside the subdivision. The sign shall be no lower than 0.91 m (3 feet) from ground level (measured from bottom of sign) and no higher than 3.7 m (12 feet) from ground level (measured from top of sign).

Sign Specifications

Sign Material: $\frac{3}{4}$ " Pressure Treated Plywood (sanded one-side) or sign grade aluminum

Sign Face: High Intensity Grade Prismatic Reflective Coating

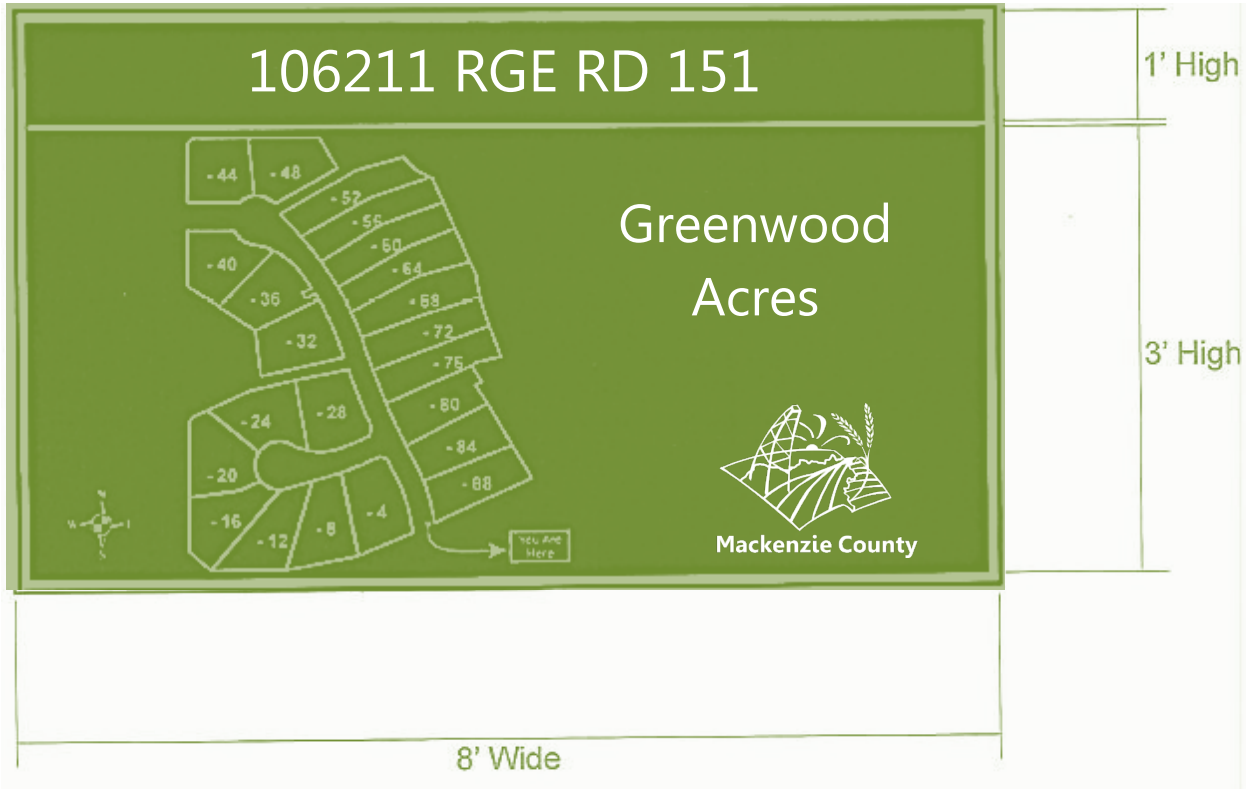
Color: White text and lines on a green background

Text Font: Leelawadee

Sign Border: $\frac{1}{2}$ " around perimeter of sign

Post: 2 – 4" x 6" pressure treated or steel equivalent

Sign design shall be as shown below:





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 10, 2015
Presented By:	Mark Schonken, Interim Director of Finance
Title:	Fort Vermilion Skate Park – Request for Funding

BACKGROUND / PROPOSAL:

The Fort Vermilion Recreation Board applied for funding to the Blue Cross Healthy Communities Grant Program for funding of a skate park.

The funds will be primarily used to purchase the equipment required for the skate park. Some of the budget will go towards pouring a concrete pad. The Board members have indicated that they secured a commitment from a local company to help lower the cost of this endeavor. The installation hours and man power will be donated, as local youth and adults will expect to help.

OPTIONS & BENEFITS:

Building a skate park would ensure there are additional recreation opportunities available for youth in the summer months.

COSTS & SOURCE OF FUNDING:

Fort Vermilion Recreation Board representatives indicated that they did not include this in their 2015 grant application for capital from Mackenzie County as they did not know whether the grant would be approved.

Total estimated budget	\$70,000
Grant amount	\$50,000
Fort Vermilion Recreation Board Fundraising	\$10,000
County Funding Requested	\$10,000

Author: M. Schonken Reviewed by: _____ CAO: JW

SUSTAINABILITY PLAN:

This will promote a more sustainable and active community.

COMMUNICATION:

Fort Vermilion Recreational Board will be notified in writing.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2015 budget be amended to include \$10,000 for the Fort Vermilion Skate Park with funding coming from the General Capital Reserve.

Author: M. Schonken Reviewed by: _____ CAO: JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 10, 2015
Presented By:	Mark Schonken, Interim Director of Finance
Title:	Request to Waive Penalties – Tax Roll 075630

BACKGROUND / PROPOSAL:

The property owner went to the La Crete office on May 20, 2014 to pay due property taxes. Our staff member removed the stubs on the 2014 Notice of Assessments and entered them into the computer for payment. However, during this process one paystub was missed by County staff when it was entered.

In January, the tax department sent out letters to all ratepayers with outstanding balances and this prompted this owner to inquire as to what happened. The original receipt was brought in with the letter to the La Crete office and all paperwork was double checked.

As a result, the owner of Tax Roll 075630 would like Council to waive the penalties due to this error.

OPTIONS & BENEFITS:

Option 1: Decline to waive the penalties with no cost to the County.

Option 2: Waive the penalties which will reduce the operating revenue by \$54.70.

COSTS & SOURCE OF FUNDING:

Source of funding would be from the general operating revenue.

Author: N. Croy Reviewed by: M. Schonken CAO: _____

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

The ratepayer will be notified of the Council decision.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the request to waive the penalties for Tax Roll 075630 be approved.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 10, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Policy ADM046 Hiring Policy

BACKGROUND / PROPOSAL:

Mackenzie County Council approved Hiring Policy ADM046.

OPTIONS & BENEFITS:

The current policy references compensation for seasonal or summer staff and for RAP students.

As Mackenzie County advances into the future, it is important for us to have recruitment initiatives targeting college and university students with specialized training. Therefore, administration recommends adding another compensation category to the existing policy.

Please review the attached document with the proposed revision.

COSTS & SOURCE OF FUNDING:

Annual operating budget

SUSTAINABILITY PLAN:

This initiative is within the County's Sustainability plan to build a strong municipal employees team and a part of having an adequate recruitment strategy.

Author: J. Whittleton Reviewed by: _____ CAO: JW

COMMUNICATION:

The positions will be filled through involvement with the relevant educational institutions.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM046 Hiring Policy be amended as presented.

Author: J. Whittleton Reviewed by: _____ CAO: JW

Mackenzie County

Title	Hiring Policy	Policy No:	ADM046
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Legislation Reference	MGA, Part 5, Division 6 and Part 6
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Purpose

Mackenzie County believes it is necessary to have a policy in place to govern and regulate hiring procedures, including the hiring of relatives of Members of Council, Committees and Municipal Employees, and the provision of opportunities for students participating in work experience and registered apprenticeship programmes (R.A.P.).

Policy Statement and Guidelines

Mackenzie County is an equal employment opportunity employer committed to hiring practices that will provide the municipality with the best combination of training, experience and cost.

The municipality supports and practices a policy of non-discrimination in all human resource practices related to recruitment, hiring, compensation, training, transfers or promotions, benefits and all other terms of employment, and to student participation in work experience and R.A.P. programmes. We support the intent of all related federal and provincial legislation regarding non-discrimination related to race, religion, gender, sexual orientation, age, handicap, colour or national origin.

Guidelines:

1. All union positions must be posted internally for 10 calendar days. External advertising (i.e. local papers, professional organizations, and the County website) can be concurrent with internal posting. External advertising should be for a period of at least two weeks.
2. Human Resources (further referred to as "HR") will be responsible for all job postings with input from the appropriate party i.e. Department Supervisors/Directors/CAO/Council.
3. All resumes and application forms are to be submitted to HR.
4. All resumes and applications will be reviewed by HR, a Director or Manager and one member of the department and a short-list will be made.
5. HR, a Director or Manager and one member of the department shall conduct interviews and hire for all unionized position. In accordance with the AUPE Collective Agreement, Article 10.01, if all qualifications are the same, preference

may be given to present Employees over external applicants.

6. Council shall conduct interviews and hire for the position of Chief Administrative Officer. HR may assist as required.
7. The Chief Administrative Officer shall conduct interviews and hire for all Executive positions. HR may assist as required.
8. Compensation for unionized positions at initial hiring will be at Level 1 unless deemed otherwise by the CAO.
9. Compensation for seasonal or summer staff shall be established as follows:
 - Seasonal or summer staff will be hired for a period of less than 4 months;
 - Preference will be given to applicants with a valid driver's license;
 - During the hiring process, preference will be given to the university/college students;
 - The pay grid for all Seasonal Staff is as follows:
 - 1st year – GML rate, 1st step on pay grid, less \$2.00
 - 2nd year – GML rate, 1st step less \$1.00
 - 3rd year – GML rate, equal to 1st step
 - 4th year – GML rate, 2nd step on pay grid

(GML – General Maintenance Labourer hourly rate as established by the Collective Agreement)

10. R.A.P. students will earn the prevailing minimum wage rate, as set by the Government of Alberta.

11. A student with specialized training for specific municipal services (e.g. Co-Op Student) may be hired at a pay grid as recommended by a Director and approved by the CAO.

12. Work experience students will not earn salaries or wages.

Employment of Family Members

Family member means an Employee's, R.A.P. or Work Experience Student's spouse (including common-in-law spouse), parents, guardian, parent-in-law, grandparent, grandchild, son, daughter, brother, sister, or the husband or wife of any of them. Article 2(g) of the AUPE Collective Agreement.

- (a) The County will not show preference nor will it discriminate either in favour for or against any relatives of employees, elected representatives or appointed representatives who wish to apply for employment.

- (b) Any member of the hiring team will declare a familial relationship as defined under the definition of Family Members as soon as he/she becomes aware that a relative has applied for the position. He/she will exclude him/herself from the selection process. Another individual will be selected to fill the vacancy.
- (c) A familial relationship that has been reported will have no bearing on the hiring decision as long as they will not be reporting directly to a family member.
- (d) Recommendations are permissible, under no circumstances shall employees, elected or appointed representatives' place any undue pressure or interference in the selection process.

Reporting Relationship

A person shall not hire or directly supervise one of their relatives. A direct reporting relationship is one where an employee has responsibility for and authority over another employee to assign and schedule duties and conduct performance evaluations.

Any familial direct reporting relationships that may exist at the time this policy is adopted by Council and those which come into being by means other than initial hiring will be allowed to continue. However, in the event that a direct reporting relationship between relatives is the result of a personal decision (e.g. marriage) or job change, every effort will be made to transfer one of the affected employees, to a comparable position within the organization.

	Date	Resolution Number
Approved	25-Jul-07	07-07-683
Amended	23-Apr-08	08-04-282
Amended	28-Apr-10	10-04-316
Amended	15-Mar-12	12-03-188
Amended	19-Nov-13	13-11-839
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 10, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	2015 Strategic Priorities

BACKGROUND / PROPOSAL:

A Strategic Priorities session was held with Council and administration in early January followed by the approval of the 2015-2017 Business Plan on February 10, 2015.

Administration has completed the quarterly Strategic Priorities Chart for approval by Council. A copy is attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

COMMUNICATION:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Mackenzie County 2015 Strategic Priorities Chart be approved as presented.

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



STRATEGIC PRIORITIES CHART

COUNCIL PRIORITIES (Council/CAO)

NOW	ADVOCACY
1. RATEPAYER ENGAGEMENT 2. REGIONAL RELATIONSHIPS 3. FISCAL RESPONSIBILITY 4. POTABLE WATER: Availability & Infrastructure 5. CAMPGROUNDS: Expansion and New Boat Docks 6. RECREATION CENTRES & ARENA UPGRADES 7. MASTER FLOOD CONTROL PLAN & FLOOD CONTROL SYSTEMS 8. TRANSPORTATION DEVELOPMENT 9. ECONOMIC DEVELOPMENT 10. INDUSTRY RELATIONS	<input type="checkbox"/> <i>Provincial Government Relationships</i> <input type="checkbox"/> <i>Land Use</i> <input type="checkbox"/> <i>Health Services</i> <input type="checkbox"/> <i>La Crete Postal Service</i> <input type="checkbox"/> <i>Transportation Development</i>

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)		ECONOMIC DEVELOPMENT (Joulia/Byron)	
1. RATEPAYER ENGAGEMENT – Business Plan	May	1. ECONOMIC DEVELOPMENT – Establish Action Plan	April
2. REGIONAL RELATIONSHIPS	June	2. TRANSPORTATION DEVELOPMENT – Meet Ministers (P5/Zama, RBLK/Hwy 58)	April
3. FISCAL RESPONSIBILITY – non-traditional municipal revenue streams		3. INDUSTRY RELATIONS – Meet Industry Partners	
<input type="checkbox"/> <i>Canada Post – La Crete</i>	April	<input type="checkbox"/> _____	
<input type="checkbox"/> <i>La Crete Library – ATB Building - Assessment</i>	May	<input type="checkbox"/> _____	
<input type="checkbox"/> <i>AUPE Negotiations – internal review of the agreement</i>			
COMMUNITY SERVICES (Ron)		AGRICULTURAL SERVICES (Grant)	
1. CAMPGROUNDS – Identify expansion areas & establish policy	June	1. MASTER FLOOD CONTROL PLAN – Completion of Plan	April
2. RECREATION CENTRES & ARENA UPGRADES – Assessment	June	2. Emergency Livestock Response Plan	October
3. COR Certificate – Self Audit	July	3. _____	
<input type="checkbox"/> Dock expansion plan for campgrounds		<input type="checkbox"/> County Ag Fair & Tradeshow Planning	
<input type="checkbox"/> _____		<input type="checkbox"/> Easements for Existing Drainage Channel	
PLANNING & DEVELOPMENT (Byron)		LEGISLATIVE SERVICES (Carol)	
1. Infrastructure Master Plans	April	1. RATEPAYER ENGAGEMENT – Citizen Engagement Survey	June
2. LC & FV Design Guide	Sept	2. Website Update	June
3. _____		3. Filing/Records Management Procedures	June
<input type="checkbox"/> Land Use Framework		<input type="checkbox"/> Human Resource Policy Review	
<input type="checkbox"/> LC & FV Airports – Infrastructure Review		<input type="checkbox"/> Communication Plan	
FINANCE (Mark)		PUBLIC WORKS* (Ron/Len)	
1. FISCAL RESPONSIBILITY – Mill Rate Discussion & Policy	June	1. Inspection Procedure for New Roads	May
2. <i>AUPE Negotiations (calculations)</i>	June	2. Road Use Agreement Template Update	April
3. Multi-year capital plan		3. Finalize Meander River Gravel Pit Transfer	Aug
<input type="checkbox"/> _____		<input type="checkbox"/> Hamlet 3 Year Upgrading Plan – Review & Update	
<input type="checkbox"/> _____		<input type="checkbox"/> Engineering Services Procurement RFP	April
ENVIRONMENTAL (Fred)			
1. POTABLE WATER – Comprehensive Water Study	June	Codes:	
2. Hamlet Easement Strategy	July	BOLD CAPITALS – Council NOW Priorities	
3. FV Frozen Services Plan	Sept	CAPITALS – Council NEXT Priorities	
<input type="checkbox"/> _____		<i>Italics</i> – Advocacy	
<input type="checkbox"/> _____		Regular Title Case – Operational Strategies	
		* See Monthly Capital Projects Progress Report	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 10, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Grande Prairie Leader's Reception

BACKGROUND / PROPOSAL:

From time to time members of Council and administration attend provincial fund-raising functions. The Grande Prairie Leader's Reception is being held on Thursday, March 12, 2015.

The Honorariums and Expense Reimbursement Bylaw provides the parameters for reimbursements allowed for attendance at political events, however, Council approval is required to attend these functions.

Reeve Neufeld, Councillor Jorgensen, and Councillor Driedger have expressed interest in attending this event.

OPTIONS & BENEFITS:

Council sees value in attending these functions to increase visibility from northern Alberta and to be able connect with various Ministers in person.

COSTS & SOURCE OF FUNDING:

Honorariums and expenses.

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Reeve Neufeld, Councillor Jorgensen, and Councillor Driedger be authorized to attend the Grande Prairie Leader's Reception on March 12, 2015.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 10, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Zama Plant Road and Shekilie Road LOC

BACKGROUND / PROPOSAL:

Discussion item requested by Councillor Wardley.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 10, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Water North Coalition

BACKGROUND / PROPOSAL:

Discussion item requested by Councillor Jorgensen.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 10, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Mackenzie Housing Management Board and Seniors Housing

BACKGROUND / PROPOSAL:

Discussion item requested by Councillor Jorgensen.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 10, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Flood Resiliency Mitigation

BACKGROUND / PROPOSAL:

Discussion item requested by Councillor Jorgensen.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

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

Alberta's Flood Recovery An Overview

Cathy Maniego

Executive Director, Resilience and Mitigation Branch
Flood Recovery Task Force

Presentation Outline

- Alberta's Largest Natural Disaster
- The Initial Response
- Alberta's Approach To Flood Recovery
- Improving Alberta's Flood Resiliency

Alberta's Flood Recovery

Alberta's Largest Natural Disaster



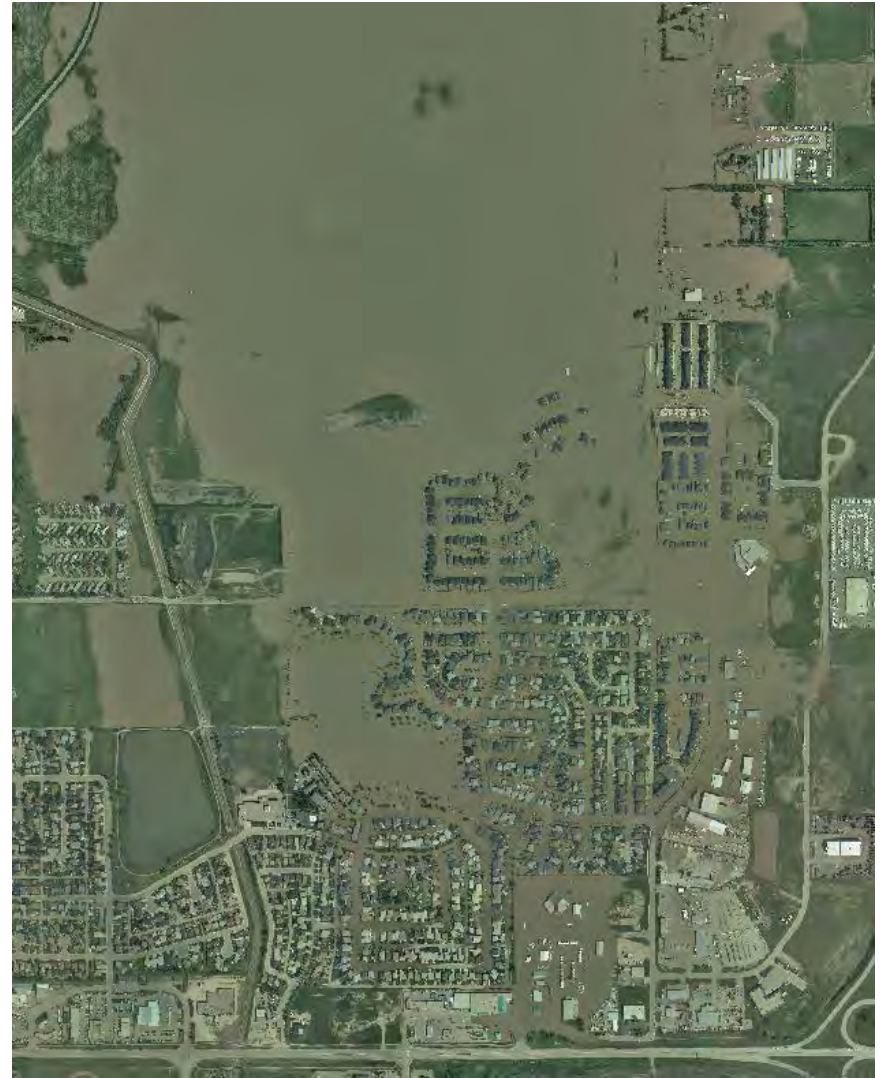
**Calgary Downtown
September 22, 2012**



**Calgary Downtown
June 22, 2013**



High River September 3, 2011

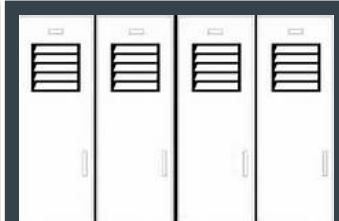


High River June 22, 2013

 **Over
14,500**
HOMES DAMAGED



 **10**
HEALTH
FACILITIES
DAMAGED




80
SCHOOLS
DAMAGED



 **100,000**
PEOPLE EVACUATED

 **3,000**
BUSINESS AFFECTED

 **30**
COMMUNITIES IMPACTED

 **985**
KM
ROADS CLOSED



Alberta's Flood Recovery

The Initial Response

Organized Response

- Setup emergency operations centres in affected communities
- DRP registration centers at a pace unprecedented in Canada
- Pre-loaded debit cards: \$1,250 per adult and \$500 per child
- Support for relief centres, including food, clothes and supplies
- Resources to start repairing and rebuilding critical infrastructure

Laying The Foundation For Recovery

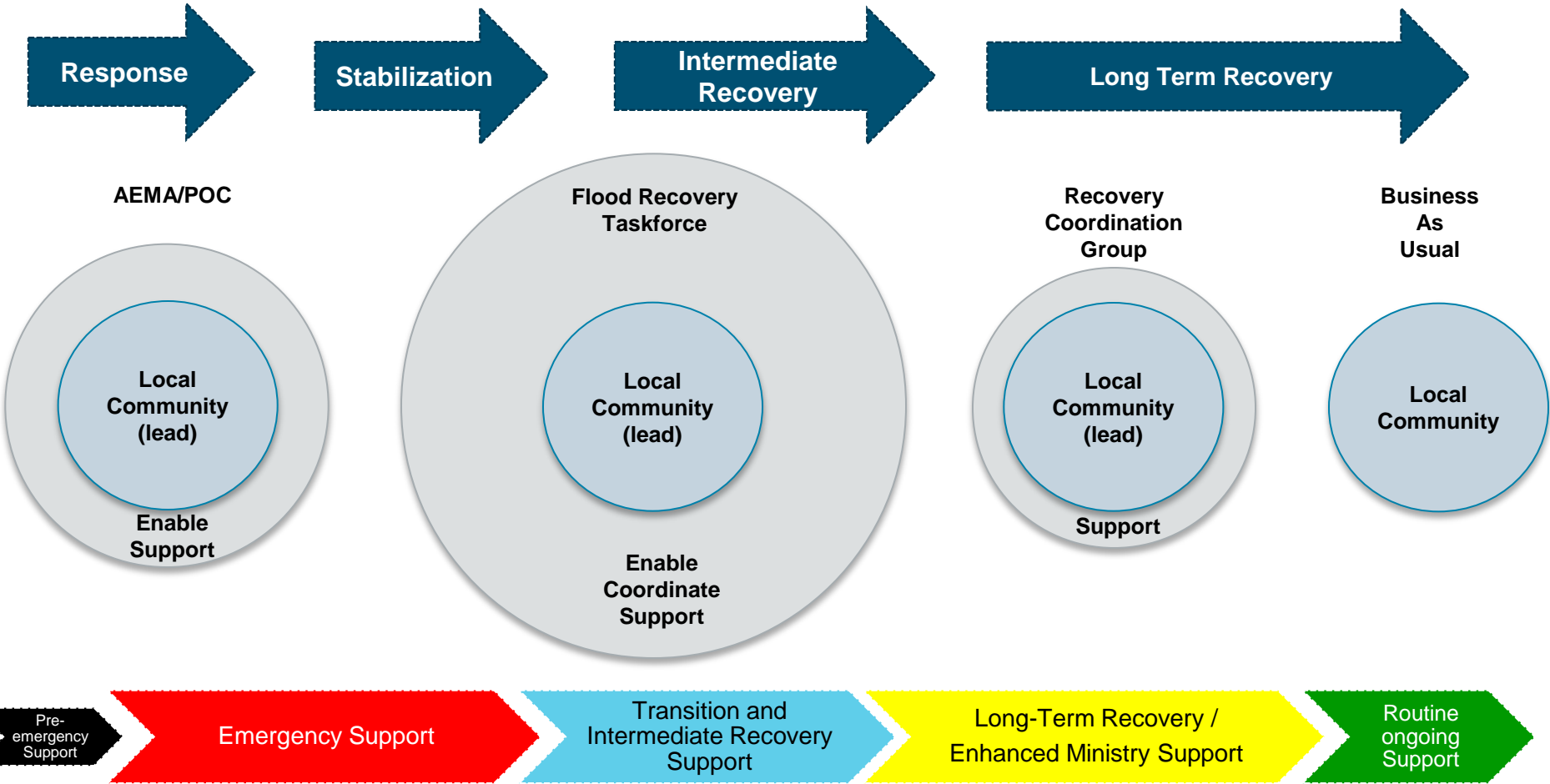
- GoA mobilized a task force to lead recovery
- Ministries monitored and provided regular status reports on the conditions of roads, bridges, hospitals, schools, parks, etc.



Alberta's Flood Recovery

Alberta's Approach To Flood Recovery

Provincial Recovery Framework



Recovery Elements

ENVIRONMENT

- Biodiversity, ecosystems & natural resources
- Amenities
- Waste & pollution management
- **Mitigation**



PEOPLE

- Safety
- Health
- Social well-being
- **Mitigation**

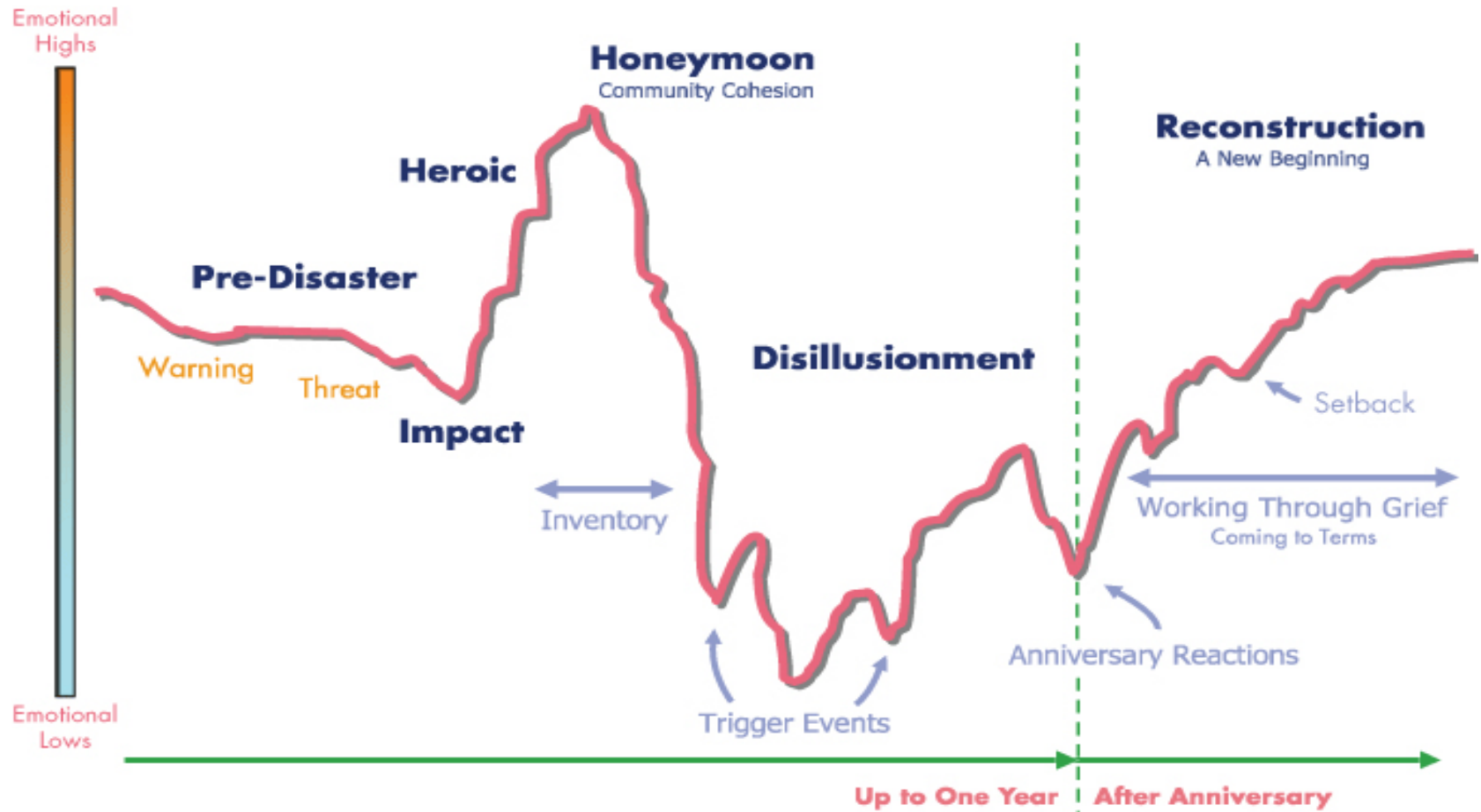
RECONSTRUCTION

- Residential & commercial buildings
- Utilities
- Infrastructure, communications & transport planning
- **Mitigation**

ECONOMY

- Individual
- Small Enterprise
- Medium Enterprise
- Large Enterprise
- Tourism
- **Mitigation**

Phases of Disaster Mental Health



Flood Recovery: Communities and Individuals

- Regional Recovery Coordination
 - Direct engagement with communities
 - Enable/support community led-recovery
 - Integrating function-Example: NGO's
- Community Flood Mitigation Planning
 - Flood mitigation framework
 - Cross ministry team
 - Mitigation Symposium held October 4, 2013

Flood Recovery Plan

GoA Flood Recovery Plan:

- Shared understanding of core vision, principles and outcomes
- How recovery outcomes are achieved
- Recovery for this year and beyond
- Links recovery achievements to Albertans' priorities
- Defines accountability for recovery projects

Alberta's Flood Recovery

Improving Alberta's Flood Resiliency

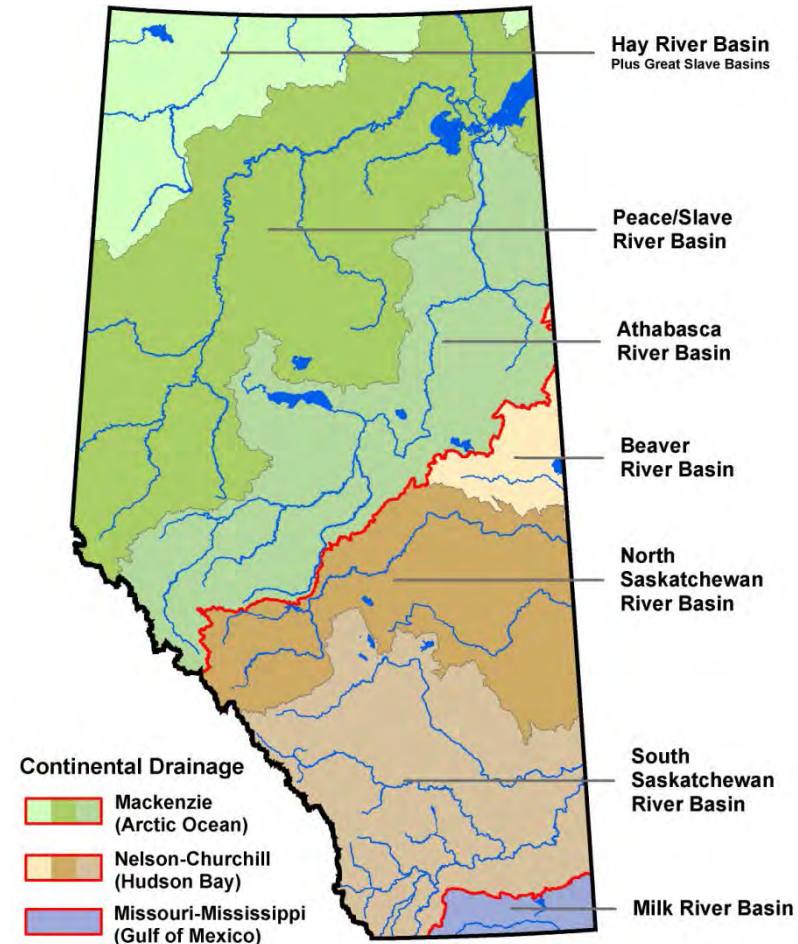
Flood Mitigation Framework: Purpose and Principles

- Preparedness, protection and resilience
 - Reduce risk
 - Define the “1:100” standard as a 1% chance in any given year
- Assess, select, coordinate and implement mitigation measures and policies. Evaluate based on:
 - Understanding of causes and analysis of risks
 - Scientific and engineering assessment of impact and efficacy
 - Social, environmental and economic cost/benefit
- Flooding cannot be prevented, but we can be better prepared

Watershed Management

“System of Systems” Approach

- River basins where flooding and drought risks are highest
- Each river basin as a system
- Implement best combination of upstream, local, individual and policy-based mitigation measures to protect against 1:100 flooding events
- Enhance the ability to protect against water shortages as well



The Seven Key Elements of Mitigation

1) Overall Watershed Management

System-wide view.

2) Flood Modelling, Prediction, and Warning Systems

Tools to prepare Albertans for future floods.

3) Flood Risk Management Policies

Rules that will reduce the risk to people, infrastructure, the environment and economy.

4) Water Management and Mitigation Infrastructure

Layers of flood protection at the regional level.

The Seven Key Elements of Mitigation

5) Erosion Control

Resiliency of our river systems to handle high water flows.

6) Local Mitigation Initiatives – by municipality

Layers of flood protection at the local level.

7) Individual Mitigation Measures for Homes

Flood protection for homes most at-risk.

The Alberta Flood Mitigation Strategic Plan

System of Systems

1. Hydrology - basins, watersheds, streams
2. Water management and planning agencies
3. Land management and planning agencies

7 Elements of Mitigation

1. Overall Watershed Management
2. Modeling, Prediction, and Warning
3. Policies
4. Water Management Infrastructure
5. Erosion Control
6. Local Authorities
7. Individual Homes

Stakeholders

- Albertans
- First Nations
- Local Authorities
- WPACs
- Non-Governmental Organizations
- TransAlta
- Industry
- Irrigation Districts

Deliverables:

IMMEDIATE (Now–Spring 14)

1. Erosion Control Program implemented
2. Investigate Bow River operations
3. Municipal Implementation of Recovery Plans starts
4. Confirm long term feasibility and constructability of engineering projects
5. Expedite Engineering Review of Pilot EQ1
6. Funds for impact and efficacy evaluations of non-engineering projects are made available.

SHORT (Spring 14-Spring 15)

1. Initiate Highwood Diversion
2. Complete list of projects submitted by July 14
3. Review and gap analysis of existing infrastructure completed
4. Complete modeling, prediction based on the existing infrastructure and proposed projects.
5. Detailed design and development plan developed (December 2014)

MEDIUM (Spring 15-Fall 16)

1. Construction of water management infrastructure begins
2. Full slopes to plains system identified
3. Complete waterway infrastructure requirements as identified
4. Natural watershed solutions and implementation plans developed
5. Legislative and policy solutions fully developed and implemented
6. Water and waste-water solutions implemented
7. Robust emergency management plans in place across Alberta municipalities
8. Area strategies complete and ready for final stage development

LONG (Fall 16-Spring 20)

1. Long-term engineering solutions begin to come on-line
2. Water management governance structure fully realized and in place
3. Land Use Framework and Mitigation and Resilience Framework are fully integrated
4. Final development of municipal mitigation and resilience plans completed.

As required: Environmental Impact Assessments and Regulatory Review

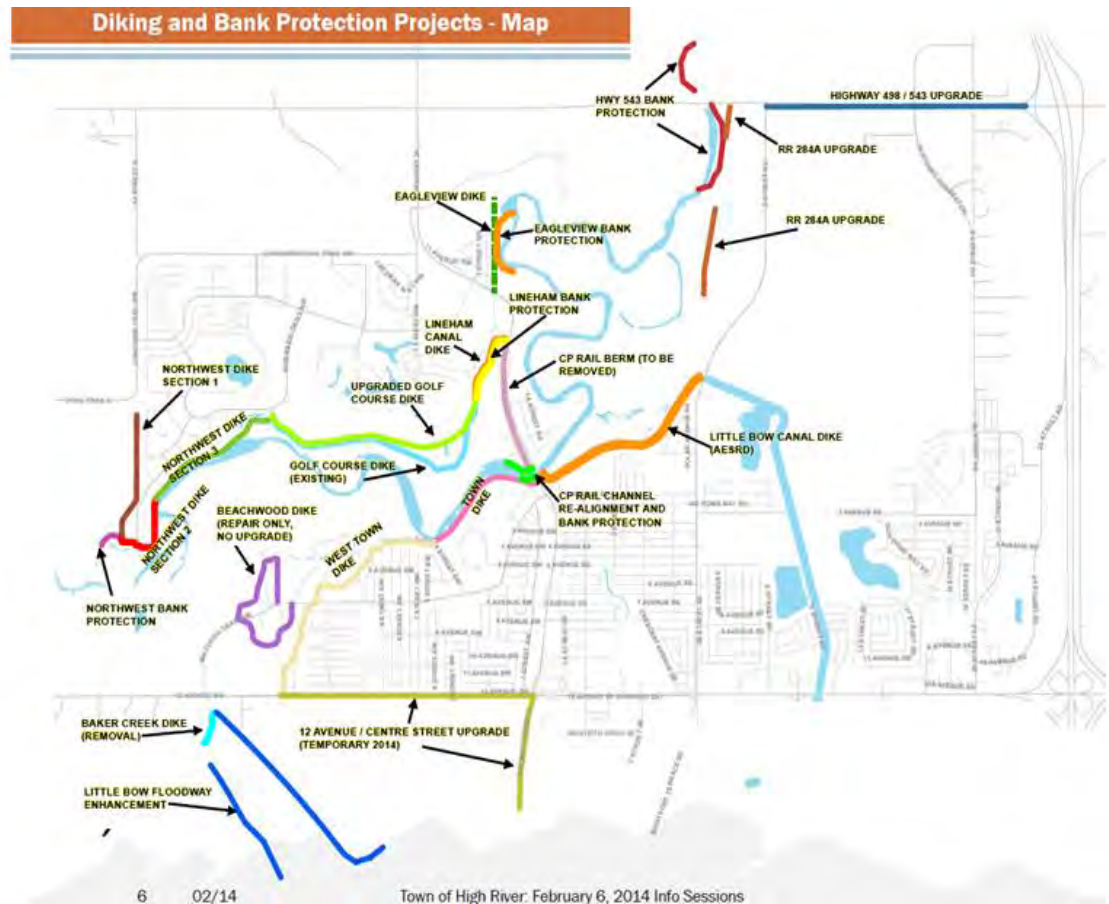
On-going: Regular Stakeholder Engagement throughout; Other priority capital and policy projects in Alberta continue

Mitigation Focus

- Project proposals which increase flood and drought resilience and reduce vulnerability
 - Water detention/retention/storage
 - Water diversion
 - Aquifer recharging
- Proposals to reduce risk
 - Relocation
 - “Hardening” of infrastructure

Mitigation project examples

- High River \$83M
 - Removal of CP Rail bridge
 - Wallaceville relocation
 - Berms



Received proposals – detention/storage

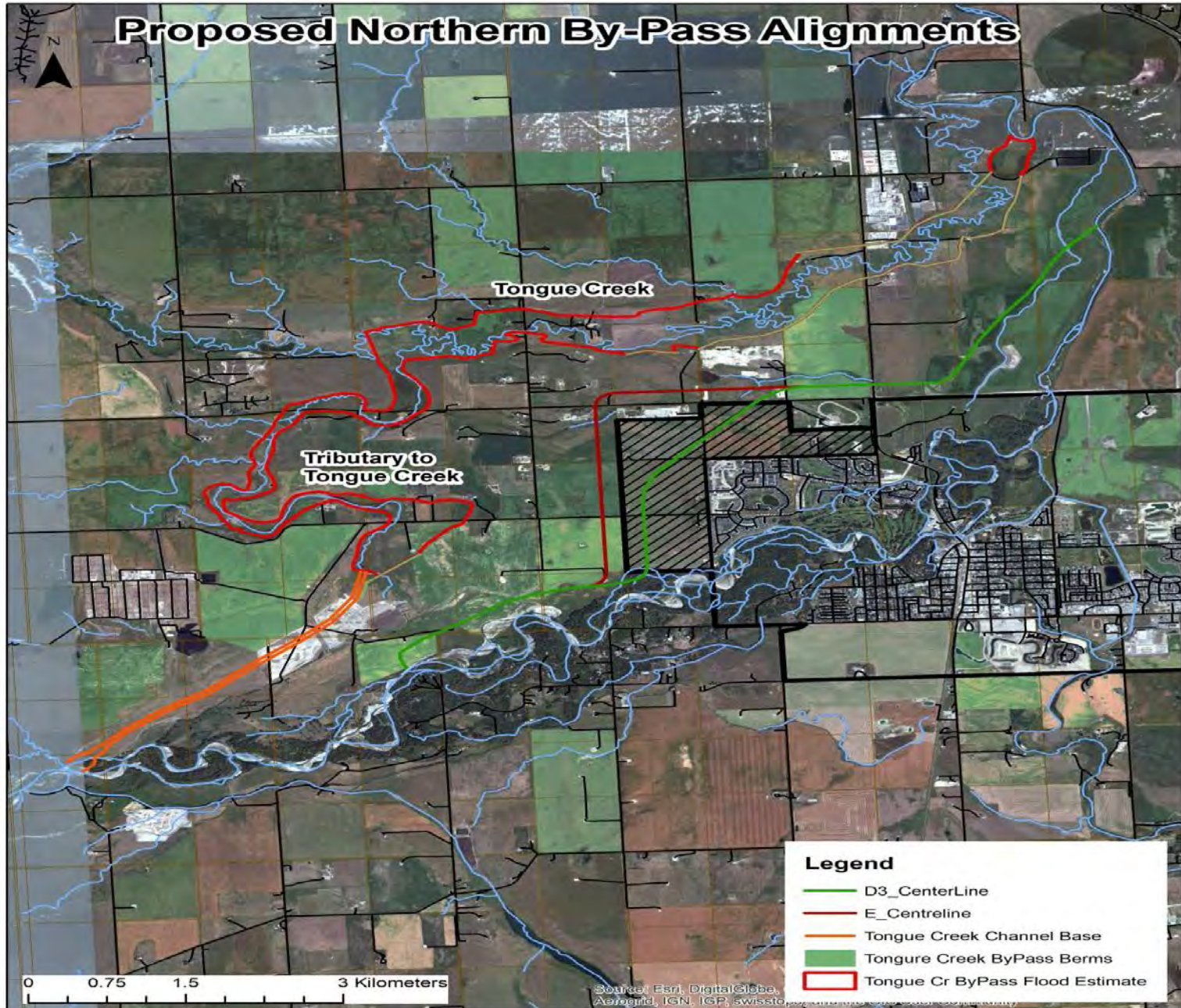


- Several sites examined.
- Conceptual design on dry dams is under development.
- Also looking at off-stream storage options.

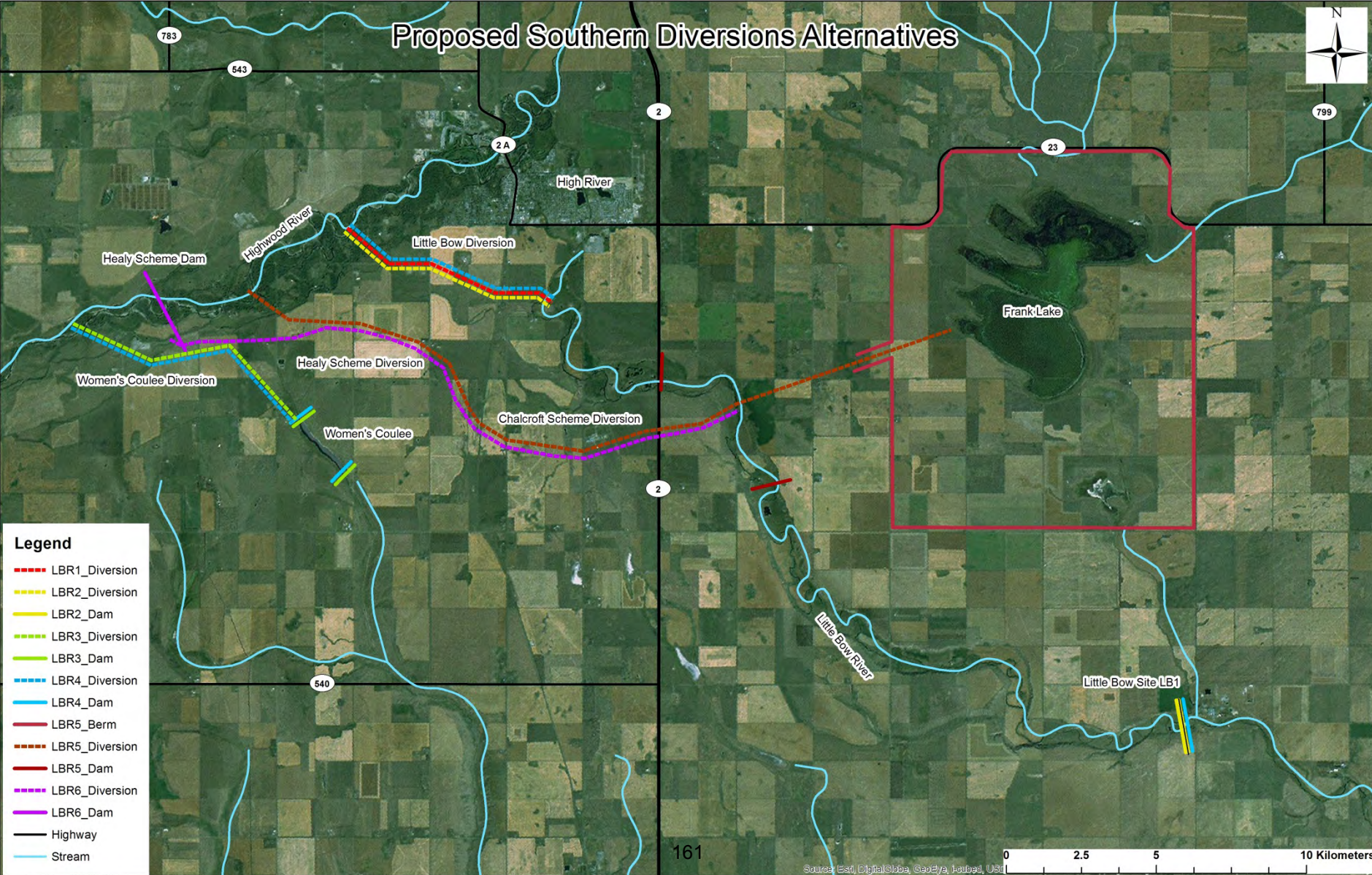
Highwood Diversion

- 15 routes were reviewed.
- North and south alignments are being considered.

Northern Diversion



Southern Diversion



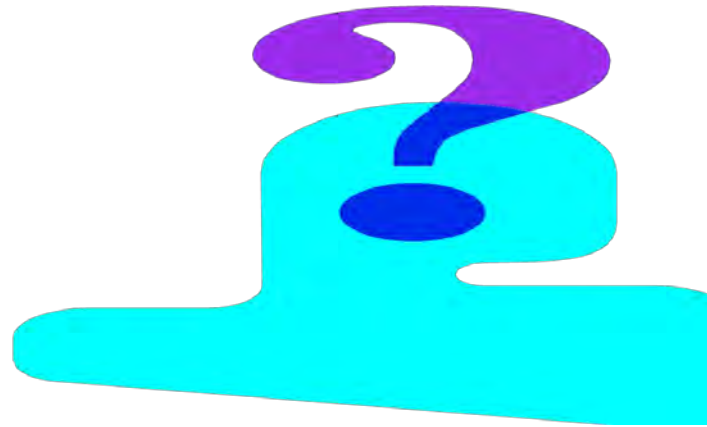
Current activity

- AMEC & AECOM: South Saskatchewan river basins.
- Golder/IBI & Stantec: Athabasca and Red Deer River basins.
- Stakeholder consultation and engagement on-going
- Non-structural mitigation options also being considered.
- Symposium April 29th
- Spring readiness sessions
- Flood mitigation website: <http://www.gov.ab.ca/Flood-mitigation.cfm>

Available information

- Respecting Our Rivers – 7 principles of mitigation
<https://pabappsuat.alberta.ca/albertacode/images/Key-Elements-of-Mitigation1.pdf>
- Resilience & Mitigation Framework – philosophy behind approach
<http://alberta.ca/AlbertaCode/images/Mitigation-Framework.pdf>

Questions?



Cathy Maniego

Executive Director, Resilience and Mitigation Branch

Flood Recovery Task Force

Cathy.maniego@gov.ab.ca



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	March 10, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Correspondence – Alberta International and Intergovernmental Relations (New West Partnership Trade Agreement)
- Correspondence – Alberta ESRD (Peace Region Management Team)
- Correspondence – Alberta Municipal Affairs (Federal Small Communities Fund)
- Correspondence – Alberta Sand & Gravel Association (2015 Membership Renewal)
- Correspondence – Satellite Dental Clinic Update
- AAMDC Member Bulletin – Community Aggregate Payment Levy Regulation
- AAMDC Member Bulletin – Local Road Bridge Standard Drawings
- AAMDC Spring 2015 Resolutions
- Expression of Interest for Rural Housing Initiative
- National Public Works Week
- Primary Care Connection
-

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

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

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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



Deputy Minister
13th Floor, Commerce Place
10155 - 102 Street NW
Edmonton, Alberta T5J 4G8
Canada
Telephone 780-415-0900
Fax 780-415-6144
www.international.alberta.ca

February 23, 2015

Mr. Bill Neufeld
Reeve
Mackenzie County
PO Box 640
Fort Vermilion, Alberta
T0H 1N0

Dear Mr. Neufeld:

On behalf of the Ministry of International and Intergovernmental Relations (IIR), I am writing to inform you of a new formal complaint process for public procurements which will be introduced into the *New West Partnership Trade Agreement* (NWPTA).

Signed in 2010 by Alberta, British Columbia and Saskatchewan, the NWPTA created a single economic market that now encompasses a combined population of almost nine million people and has a Gross Domestic Product of more than \$651 billion annually. The NWPTA reduced barriers to trade and streamlined government regulations across the three provinces in order to increase competitiveness, economic growth and stability within the region.

A key element of the NWPTA is government procurement. The NWPTA requires municipal organizations to conduct their procurements in an open, transparent and non-discriminatory manner. This helps ensure a fair and level playing field for Alberta suppliers seeking opportunities outside of the province and a competitive market for public sector procurement within Alberta. It is clear that Alberta's municipal organizations take these obligations seriously and are endeavouring to comply with the Agreement.

The three New West Partnership governments have taken another step to reduce interprovincial trade barriers by creating a timely, straightforward and impartial process for resolving complaints related to government procurement. The process will apply to all provincial entities covered by the NWPTA (i.e., ministries, government agencies, Crown corporations, municipalities, publicly funded academic organizations, school boards and health authorities).

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FORT VERMILION OFFICE

Mr. Bill Neufeld

Page 2

The new procurement complaint process, or “bid protest mechanism”, will support the resolution of a supplier’s complaint that a specific public procurement was not conducted in a fair, open and transparent manner, as required by the NWPTA. The process deals with complaints about specific procurements in a streamlined and impartial manner. It engages the supplier, the procuring entity and, if necessary, an independent arbiter. The process will result in a definitive decision if there is a supplier’s complaint.

The procurement complaint process comes into effect on July 1, 2015. This will provide the time necessary for your organization to become familiar with the mechanism and make any adjustments to your processes wherever warranted. IIR officials will be available to answer any questions you may have.

You may recall that we sent you *Guidelines to the Procurement Obligations of Domestic and International Trade Agreements* a year ago. These guidelines were developed jointly by the three New West Partnership provinces as a tool to assist municipal organizations to align their procurement practices with the obligations of the trade agreements, including the NWPTA. This document continues to be a good resource to help minimize the potential for supplier complaints.

Details on the new NWPTA complaint process, the “bid protest mechanism”, can be found at www.newwestpartnershiptrade.ca under the “Dispute Resolution” tab. For further questions regarding this process or the trade agreements in general, please contact Ms. Lorraine Andras, Director of Domestic Trade Policy, IIR. Ms. Andras can be reached at 780-644-1130 or by email at lorraine.andras@gov.ab.ca.

Best regards,



Gitane De Silva
Deputy Minister

cc: Brad Pickering
Deputy Minister, Alberta Municipal Affairs

February 24, 2015

Reeve Bill Neufeld
Mackenzie County
Box 640
Fort Vermillion AB T0H 1N0

Dear Reeve Neufeld and Council:

In 2012, the departments of Alberta Sustainable Resource Development and Alberta Environment merged into Alberta Environment & Sustainable Resource Development (ESRD). Since this time, there have been significant internal changes to better manage ESRD's business priorities and the service provided to Albertans. In addition with the standing up of the Alberta Energy Regulator (AER) and Alberta Environmental Monitoring, Evaluation, and Monitoring Agency (AEMERA), further changes to ESRD's mandate and delivery of services have occurred. The attached brochure provides an overview of the current responsibilities of ESRD and also office locations, phone numbers, and manager contacts for the Peace Region.

The managers and staff in the Peace Region are committed to working with our stakeholders to deliver the services they need. We encourage you to continue to work with local ESRD staff on any services you might require. In most cases, we expect our staff will be able to deliver the services you require, however, should there be an occasion when you wish to discuss a more complex matter with one of the Peace Region managers, we encourage you to contact the appropriate manager listed on the contact sheet.

The Peace Region management team would also like to extend an invitation to meet with Mackenzie County should you have any issues or concerns that you would like us to become aware of. We would be willing to meet at your home location and at your convenience. Should you wish to set up a meeting or have any questions please contact Erin Cook, Priority Issues Coordinator at 780-624-6452 or by e-mail at erin.cook@gov.ab.ca. We look forward to working with you.

Sincerely,



Darcy Beach
Regional Director
Peace Region

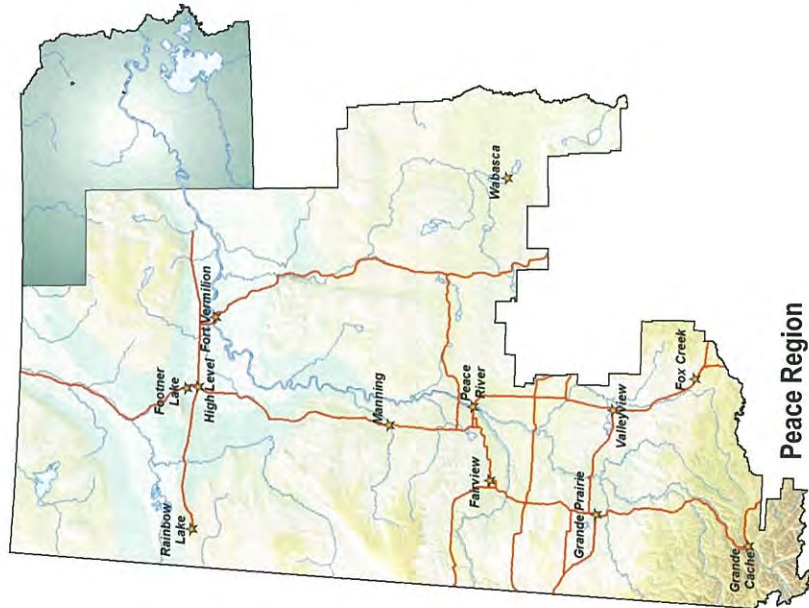
Enclosure

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Our Responsibility

Alberta Environment and Sustainable Resource Development is responsible for protecting Alberta's environment and ensuring responsible development of the province's natural resources. To do this, regional staff in the Peace region carry out a variety of duties and functions. This includes implementing provincial policies, managing our natural resources, approving and authorizing industrial projects, and enforcing Alberta's environmental legislation.



Peace Region

Contact Numbers

Report a Wildfire 310-Fire (310-3473)
 Fire Bans 1-866-FYI-FIRE (394-3473)
 Report a Poacher 1-800-642-3800
 Problem Wildlife 1-800-642-3800
 Environmental Complaints or Emergencies 1-800-222-6514

Peace River Office:

Compliance 780-624-6194
 Resource Management 780-624-6405
 Approvals 780-624-6456
 Wildfire Management 780-624-6190

Grande Prairie Office:

Compliance 780-538-5351
 Resource Management 780-538-5265
 Approvals 780-538-8080
 Wildfire Management 780-538-5560

Lower Peace Offices:

Manning Ranger Station 780-836-2881
 High Level 780-841-0132
 Foothier Lake (non-emergency) 780-926-3761
 Fort Vermillion Ranger Station 780-927-3712
 Rainbow Lake Ranger Station 780-956-3919

Upper Peace Offices:

Grande Cache Ranger Station 780-827-3626
 Valleyview 780-524-3567
 Fairview 780-835-7200
 Fox Creek Ranger Station 780-622-3921



ESRD PROGRAMS



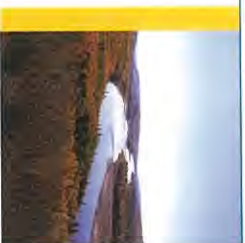
Resource Management

Resource management staff are responsible for implementing policies for the department's integrated resource management and cumulative effects management objectives. Staff conduct inventories and analyses and critical assessments for recommendations that are incorporated into all approvals. Resource management directly manages fish and wildlife resources.



Approvals

Regional approvals staff review applications for approvals and authorizations while implementing policy direction and considering direction provided within regional and sub-regional plans. During application review, the Approvals Program considers whether resources are aligned with integrated resource plans to ensure approvals are issued in a responsible manner. The Approvals team manages and delivers the regulatory aspects of the programs under the *Environmental Protection and Enhancement Act*, *Water Act*, *Public Lands Act* and *Forest Act* to ensure our viable resources.



Compliance

Compliance officers enforce the province's environmental legislation through education, prevention and enforcement. Compliance Officers respond to public complaints/incidents, emergencies, inspections and investigations to ensure responsible management of resources.



Business Support

The Business Support Program is a new program aimed at creating efficiencies in the finance and administration area allowing us to leverage synergies and connect the three program areas to serve the needs of Albertans and each program area more efficiently. The program also includes the Informatics Unit. This unit provides quality information, products and services to assist clients and the department in making informed decisions.

New Environmental Agencies/Programs

Alberta Energy Regulator - www.aer.ca

The Alberta Energy Regulator (AER) regulates all upstream oil and natural gas, oil sands and coal activities in Alberta. This includes all related approvals and compliance activities. This authority extends to approvals under public lands and environmental-related legislation. Environment and Sustainable Resource Development remains responsible for provincial policy. The AER can be contacted at 1-855-297-8311 (non-emergencies); 1-800-222-6514 (emergencies).

Alberta Energy Monitoring, Evaluation and Reporting Agency - www.aemera.org

This agency, commonly called AEMERA, is responsible for monitoring provincial air and water quality and ambient monitoring of biodiversity. AEMERA also leads the province's involvement in the Joint Oil Sands Monitoring project, working with the federal government and stakeholders to coordinate and enhance environmental monitoring activities in the oil sands region.

Land Use Framework - www.landuse.alberta.ca

Alberta's Land-use Framework sets out a new approach to managing our province's land and natural resources to achieve Alberta's long-term economic, environmental and social goals. The framework establishes seven new land-use regions throughout the province and calls for the development of a regional plan for each of these areas. Work on the Upper and Lower Peace regional plans will start in 2015.

Contact Names by Program Area

OPERATIONS DIVISION - PEACE REGION

Executive Regional Director.....Darcy Beach
Darcy.Beach@gov.ab.ca.....780-624-6541

RESOURCE MANAGEMENT

Regional Resource Manager.....Dave Hervieux
Dave.Hervieux@gov.ab.ca.....780-538-5618

Peace River:

Resource Manager.....Dave Walty
Dave.Walty@gov.ab.ca.....780-624-6248

Grande Prairie:

Resource Manager.....Kayedon Wilcox
Kayedon.Wilcox@gov.ab.ca.....780-624-6499

APPROVALS

Regional Approvals Manager.....Glen Gache
Glen.Gache@gov.ab.ca.....780-836-7307

Peace River:

Approvals Manager
Forestry, Lands, Rangeland.....Camille Ducharme
Camille.Ducharme@gov.ab.ca.....780-624-6321

Grande Prairie:

Approvals Manager
Water Act, EPEA.....Okey Obiajulu
Okey.Obiajulu@gov.ab.ca.....780-833-4375
Approvals Manager
Forestry, Lands, Rangeland.....Dion Lawrence
Dion.Lawrence@gov.ab.ca.....780-538-8097

High Level:

Acting Approvals Manager
Forestry, Lands, Rangeland.....Paul Ebert
Paul.Ebert@gov.ab.ca.....780-926-7012

COMPLIANCE

Regional Compliance Manager.....Lori Paulovich
Lori.Paulovich@gov.ab.ca.....780-538-8052

BUSINESS SUPPORT

Regional Business Support Manager.....Jordie Fraser
Jordie.Fraser@gov.ab.ca.....780-624-6196



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

AR77260

February 26, 2015

Reeve Bill Neufeld
Mackenzie County
PO Box 640
Fort Vermilion AB T0H 1N0

Dear Reeve Neufeld,

I am pleased to announce that the federal Small Communities Fund (SCF), which supports small communities with populations under 100,000 in completing locally significant projects that promote economic growth, job creation and productivity, is now accepting applications.

The SCF will provide \$94 million from the Government of Canada to municipalities in Alberta over the life of the program, which will be matched by the Government of Alberta. Municipalities will be required to provide matching funds for projects. Further details on the program, including guidelines and application forms, are now available on the Municipal Affairs website at www.municipalaffairs.alberta.ca/smallcommunitiesfund.cfm.

Based on the limited amount of funding available, there will be a single call for applications for the full amount of funding available under the SCF. Projects will be evaluated based on established ranking criteria, which are available on the website. Project applications must be submitted to Municipal Affairs by April 2, 2015.

I appreciate the support of the Government of Canada for Alberta's municipalities, and I look forward to partnering with Canada and your municipality to encourage strong, healthy, and vibrant communities.

Sincerely,

Diana McQueen
Minister

cc: Honourable Frank Oberle, MLA, Peace River
Pearl Calahasen, MLA, Lesser Slave Lake
Joulia Whittleton, Chief Administrative Officer, Mackenzie County

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**SMALL COMMUNITIES FUND
PROGRAM GUIDELINES
MUNICIPAL AFFAIRS**

www.municipalaffairs.alberta.ca/smallcommunitiesfund.cfm

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1. General Information

1.1) Key Dates

Activity	Timeline
Submit Application	Using the fillable PDF Application you must submit your project application by April 2, 2015 .
Grant Payments	After the Conditional Grant Agreement has been signed, you may submit your claims quarterly based on actual expenditures on the project (see Section 2.7).

1.2) Contact Information

Alberta Municipal Affairs

Grants and Education Property Tax Branch

Small Communities Fund Program

17th Floor 10155 – 102 Street

Edmonton, Alberta T5J 4L4

Ph: (780) 427-2225 (or toll-free: 310-0000)

Fax: (780) 422-9133

Email: ma.scfgrants@gov.ab.ca

SCF website:

municipalaffairs.alberta.ca/smallcommunitiesfund.cfm

2. Program Description

2.1) Overview

The Governments of Canada and Alberta are pleased to announce the Canada–Alberta Building Canada Fund – Small Communities Fund (SCF) program, which partners with Alberta Local Governments to invest in local infrastructure.

This program continues the tradition of cost-sharing infrastructure investments among the three levels of government: Federal/Provincial/Local Governments.

The governments of Canada and Alberta have each committed \$94 million to the SCF program. When combined with Local Government contributions, this program is expected to inject at least \$282 million into Alberta's Local Government infrastructure over a ten-year period. This program will assist in the construction, renewal, expansion, upgrade or material enhancement of infrastructure across the province, in keeping with the national and regional objectives of supporting economic growth, a clean environment and stronger communities.

The funding provided under this program is in addition to other provincial grant funding, such as the Municipal Sustainability Initiative, and non-grant funding of municipal infrastructure. It is intended to cover capital costs only and may not be used for maintenance costs, operating costs, debt reduction, or replacement of existing municipal infrastructure expenditures.

These Guidelines have been developed to assist municipalities make application to the SCF Program.

2.2) **Program Objectives**

The objectives of the SCF are to:

- support local infrastructure needs;
- enhance economic, environmental and social well-being, which translates into strong and vibrant communities across Alberta, and;
- encourage inter-municipal co-operation.

2.3) **Program Eligibility**

Only Local Governments with a population under 100,000, as determined by Statistics Canada Final 2011 Census, may submit projects for SCF funding. For the purposes of this program, a Local Government is any eligible municipality (city, town, village, summer village, specialized municipality, municipal district, improvement district, and special area), Métis settlement, or the Townsite of Redwood Meadows Administration Society.

Contributions to Other Entities

Municipalities may choose to apply on behalf of other municipalities, provincially- or municipally-controlled entities, band councils, for profit or non-profit organizations defined as follows:

- a municipality as defined in Section 1 of the *Municipal Government Act*;
- a band council within the meaning of section 2 of the *Indian Act*, or a government or authority established pursuant to a Self-Government Agreement or a Comprehensive Land Claim Agreement between Her Majesty the Queen in right of Canada and an Aboriginal people of Canada, that has been approved, given effect and declared valid by federal legislation;
- a non-profit organization, as defined in Section 241 of the *Municipal Government Act*;
- a regional services commission established under Part 15.1 of the *Municipal Government Act*;
- a controlled corporation as defined in Section 241 of the *Municipal Government Act*; and
- provincial agencies, crown-controlled school jurisdictions, universities, colleges, technical institutes, the Alberta Health Services Board, and other health boards, excluding charter schools and school societies that are included in the Government of Alberta annual report.

If a municipality chooses to apply on behalf of one of the above entities, the municipality is responsible for submitting the project application and ensuring that the contribution is being used to acquire, construct, develop, better, or rehabilitate a capital asset that will be used to provide or deliver municipal services. Projects involving contributions to these other entities must provide a municipal service, and use of the resulting asset must not be limited to cultural or religious groups. In all cases the application must also show that a council resolution was passed to support the application.

2.4) **SCF Funding Requirements**

The total budget for the SCF is \$94 million from each of the provincial and federal governments over ten years.

The maximum grant available from each of the federal and provincial governments is \$3 million, per Local Government with a minimum funding amount of \$50,000 per partner. Additionally,

the funding for each of the federal and provincial governments may not exceed 33.33% of the total eligible expenditures for that project, with the exception of highways and major roads and public transit projects, where the funding from the federal and provincial governments may not exceed one-half (50%) of the total eligible expenditures for a project.

Municipalities are required to fund the remaining costs of the project. Municipalities are also responsible for all cost overruns for the project beyond the originally approved amount.

SCF funding will be allocated on a project basis and cannot be used to fund any other project than the one approved for SCF funding.

2.5) Project Eligibility

Eligible SCF projects are defined in Schedule 1.

Eligible project costs must be associated with construction, renewal, or material enhancement of municipal infrastructure. Additional information on eligible and ineligible project costs is provided in Schedule 2 and 3.

2.6) Conditional Grant Agreement

SCF funding is administered through a Conditional Grant Agreement (funding agreement). This funding agreement covers funding under the program from 2015 through December 31, 2022.

2.7) Payment of Funds

SCF funding will be paid following:

- Receipt of a signed Conditional Grant Agreement;
- Approval of submitted Claims which may be submitted on a quarterly basis (on or around the last business day of April, July, October and January); and
- Approval of the annual SCF program funding allocation by the Alberta Legislature and the Parliament of Canada.

Each year, payments under the SCF will be made on a quarterly basis based on the elements above, up to the SCF program budget for that year. In 2015/16, claims will be made up to the maximum amount specified in the project approval letter. In future years, if the program budget has been fully expended, claims submitted during the remainder of the fiscal year will be held until the following years' budget has been approved by both the Alberta Legislature and the Parliament of Canada. Once the budget has been approved, the payments will be made first to the remaining project claims from the previous year, than to any claims that have been submitted during the current year.

It is the responsibility of municipalities to stage and manage project financials in a manner that recognizes these requirements and the understanding that all SCF funds are subject to annual budgetary approvals by both the Alberta Legislature and the Parliament of Canada.

2.8) Time Period to Use Allocated Funds

The funding must be expended on an approved project before December 31, 2022.

2.9) Application of Other Provincial and Federal Grant Funds

Other Provincial Funds – use of multiple provincial grant funding sources for an SCF project is permitted; however, if a municipality chooses this approach, it is the municipality's responsibility to understand and ensure the separate requirements of each grant program are met.

For example, if a municipality, approved for a \$9 million water project that will receive SCF funding of \$3 million each from Canada and Alberta, is receiving Municipal Sustainability Initiative (MSI) funding of \$3 million, the MSI funding amount can be used to fund the municipal 1/3 share of project costs.

Other Federal Funds – federal funds from all sources cannot exceed 1/3 of eligible costs, except in the case of Highways; Major Roads or Public Transit projects where the total of all federal funds cannot exceed 50% of eligible project costs.

More information about the specific requirements of provincial-municipal grant programs can be found on the individual program websites, which can be accessed through the Municipal Grants Web Portal at <http://municipalaffairs.alberta.ca/municipalgrants.cfm>.

2.10) Requirements for Award of Contracts

All calls for proposals or tenders for projects to be funded under this program shall be carried out in accordance with the rules, regulations and laws governing such activities and in accordance with the best current practices. They must also be advertised in accordance with the guidelines of the New West Partnership Trade Agreement (NWPTA) (www.newwestpartnershiptrade.ca), effective July 2010, and the Agreement on Internal Trade (AIT) (www.ait-aci.ca).

The municipality may award contracts for planning, design, engineering, and architectural services for a municipal capital project based on best overall value consistent with the municipality's policies.

The municipality may award contracts for the construction or purchase of a municipal capital project by public tender based on either unit prices or lump sum amounts. The SCF program does not require municipalities to award projects to the lowest tender, and does not prohibit municipalities from using a process that qualifies suppliers prior to the close of call for tenders where the process is consistent with the AIT and NWPTA.

Where a municipality has been unable to secure appropriate or cost-effective private sector services, or anticipates that this will be the case, the municipality may propose to utilize its own forces, including municipal staff and equipment, in accordance with Section 2.11.

2.11) Use of Municipal Forces

Where a Local Government has been unable to secure an appropriate or cost-effective private sector response to a proposal or tender for a capital project, or anticipates that it will be able to carry out the project on a more efficient or cost-effective basis itself, the incremental expenditures of the Local Governments employees or leasing of equipment may be included as eligible expenditures under the following conditions:

- i. The Local Government must declare that it is not economically feasible to tender a contract;
- ii. The employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- iii. The arrangement is approved in advance and in writing by Alberta.

2.12) Standards

It is expected that SCF projects will comply with federal and provincial regulated standards such as the Canadian Environmental Assessment Act 2012; Alberta Environmental Protection and Enhancement Act administered by Alberta Environment and Sustainable Resource Development. Where a SCF project includes work which impacts First Nations the Local Government will adhere to the Duty to Consult requirements. If the project impacts a highway under provincial jurisdiction, the municipality must enter into a separate agreement with Alberta

Transportation to carry out the work and/or receive permission to access the highway right-of-way.

3. Application Process

3.1) Project Application

The municipality must submit a project application using the SCF fillable PDF application form. The application form must be supported by Council Resolution, and you are required to provide Council Resolution number(s) and date(s) passed for all parties to the application. The project will be rated solely on the information contained in the application and no additional paperwork is required. The Rating Criteria is attached as Schedule 3.

The objective of the project application is to provide sufficient and relevant information regarding the project, including project description, project location, expected outcomes, an estimate of the total project cost and projected cash flow, and the anticipated project start and end dates.

SCF program funding is subject to a single call for project applications in early 2015, and all available funds will be allocated to projects submitted during this period. **Project applications under the SCF must be submitted to Municipal Affairs by April 2, 2015.**

3.2) Joint Projects

Where the cost of the project is to be shared with other municipalities, the managing partner must apply for project acceptance of the total project and indicate the other participating municipalities' financial contribution to the project, along with their Council Resolutions. Acceptance by Alberta Municipal Affairs of the managing partner's project will include the supporting municipalities' contribution as if they had filed separate project applications.

3.3) Rating Process

Projects submitted to the SCF program will be rated solely on the information provided in the application. Municipalities should ensure all relevant sections of the submitted form are completed, as incomplete applications may result in a lower score relative to other submitted projects. In addition, if a municipality does not include confirmation of council resolution and/or does not submit a signed declaration supporting the project application by **April 2, 2015**, the application will be considered ineligible and will not be able to compete for funding. The ratings guide is attached to this document as Schedule 3. Once the rankings have been established, a recommendation will be forwarded to the federal/provincial ministers for review and project acceptance. All decisions by the ministers regarding project acceptance are final.

3.4) Approval Process

Successful applicants will receive a letter indicating that the project has been prioritized for funding, and they will receive payments based on submitted and approved claims, as well as budget availability (see Section 2.7 for more details on project payments).

4. Compliance

4.1) Quarterly Claims Process

Each municipality must submit their claims for expenditures in the prescribed format, which is available on the SCF website at municipalaffairs.alberta.ca/smallcommunitiesfund.cfm

Claims submitted by a municipality are subject to desk audit prior to approval for payment. Approved claims will be processed for payment during each fiscal year on or around the last business day of April, July, October and January.

Claims must be signed by the Chief Administrative Officer who certifies that the municipality is in compliance with the terms of the funding agreement and the program guidelines.

The claim may be subject to a review by the Provincial Auditor General.

4.2) Records Retention

All supporting documentation such as reports, drawings, and invoices for each project must be retained by the municipality for a minimum of six years following completion of the project.

4.3) Audits

On a periodic basis a sample of projects will be audited.

The auditor will arrange a site visit and conduct an audit of the project file. The objective of the audit is to provide reasonable assurance that funds were expended in accordance with the SCF Agreement. The audit is to include a review of the nature and extent of supporting documentation, assessment of accuracy of claim information, verification of proper authorizations and such other due diligence reviews as appropriate.

They will require the following information at the time of their visit:

- Original invoices and/or contracts supporting the claims;
- Progress and other work status reports relating to the claims;
- Bank statements and detailed general ledger pertaining to the period in which the funds were expended;
- Evidence supporting the signature of the authorized municipal official, and the engineer or project manager. This could include approved signing authorities for the municipality, contracts or other agreements signed by the engineer and or project manager; written confirmation from the engineer or project manager on their letterhead confirming their certification of the claim.

4.4) Site Visits

On an annual basis, Alberta Municipal Affairs program representatives may select and visit a number of municipalities to discuss the SCF program specific to an approved project(s).

The main objectives of a site visit are to share a municipality's overall experiences with the program including project selection, application process, project implementation, expenditure reporting process, and to highlight the resulting benefits impacting the community.

A site visit offers an opportunity for municipal and program representatives to discuss how the program operates, explore suggestions for improvement, and to view progress on project(s).

5. Project Recognition and Communication Requirements

Municipalities are required to recognize the SCF through installation of federal/provincial signs and/or hosting of events according to the guidelines below and all communications activities must follow a joint Alberta-Canada communications approach.

5.1) *Signs*

Signs should be installed for all SCF projects to acknowledge the federal and provincial funding of the project, as per the signage guidelines of each respective government.

Signs must follow federal/provincial signage specifications and should only be installed on sites visible to the public. Installation should take place prior to any events celebrating the project and, if possible, 30 days before the start of construction.

Under the SCF, installation of project signs is an eligible expenditure (see Schedule 2).

Questions regarding the SCF signage requirements can be emailed to ma.scfgrants@gov.ab.ca.

5.2) *Media Events*

Municipalities should provide the federal and provincial governments with opportunities to be represented at any media events, including news conferences, public announcements and official ceremonies, that celebrate the key milestones for SCF funded projects.

Media events may not occur without prior knowledge and agreement of the federal and provincial governments. If the municipality decides to hold a media event, it must provide a minimum of 20 working days' notice prior to the media event, and advise Alberta Municipal Affairs by emailing ma.scfgrants@gov.ab.ca. Alberta Municipal Affairs Communications will then make arrangements with the federal government.

5.3) *Other Communications Activities*

Municipalities may carry out, at their own cost, advertising and public information campaigns related to the SCF funded projects. Where such a campaign is to be carried out, the municipality must inform the Alberta Municipal Affairs Communications office at minimum 20 days prior to the media event.

Municipalities may also install, at their own cost, permanent plaques for projects that are partially or fully funded through SCF. If the municipality decides to install a permanent plaque, the plaque must recognize the federal/provincial contribution and be approved by Alberta/Canada. The municipality must contact the Alberta Municipal Affairs Communications office, who will work directly with the federal government to obtain plaque approval.

To further discuss options for project recognition of SCF funded projects and communications requirements, please email ma.scfgrants@gov.ab.ca.

Schedule 1 – Project Categories

Infrastructure is defined as “publicly or privately owned tangible capital assets in Canada primarily for public use or benefit.” Eligible projects will be for the acquisition, construction, renewal, rehabilitation or material enhancement of infrastructure.

Highways and Major Roads Infrastructure

- Highways and major roads, including bridges and tunnels that are:
 - High capacity roads such as freeways, expressways or major arterials with an Annual Average Daily Traffic count greater than 3000 vehicles;
 - Highways and roads related to natural resource development opportunities; or,
 - Road/rail grade separations on one of the above highways or major roads.

Public Transit Infrastructure

- Transit Infrastructure and rolling stock, including but not limited to, bus rapid transit, light rail transit, subways, buses, urban passenger ferries and regional commuter rail;
- Transit facilities and supporting Infrastructure including but not limited to transit queue-jump lanes, reserved bus lanes, turning lanes or other related enhancements in support of public transit, streetcar/trolley infrastructure, storage and maintenance facilities, security enhancements, and transit passenger terminals; or
- Intelligent Transportation Systems (ITS) in support of public transit services.

Disaster Mitigation Infrastructure

- Public Infrastructure that protects from, prevents, reduces the impact and/or likelihood of, or mitigates the potential damage resulting from natural hazards, including impacts or events related to climate change.

Connectivity and Broadband Infrastructure

- High-speed backbone;
- Point of presence;
- Local distribution within communities; or
- Satellite capacity.

Innovation

- Post-secondary research and development laboratories and centres, and related teaching facilities;
- Office space for the purpose of conducting research and development; or
- Research libraries associated with the research laboratories and centres.

Wastewater Infrastructure

- Wastewater treatment facilities or systems;
- Wastewater collection systems;

- Separation of combined sewers and/or combined sewers overflow control, including real-time control and system optimization;
- Separate storm water collection systems and/or storm water treatment facilities or systems; or
- Wastewater sludge treatment and management systems.

Green Energy Infrastructure

- Reinforcement, expansion of existing and construction of new transmission grids to transmit clean electricity; including smart grid technologies;
- Renewable Electricity Generation facilities (e.g., wind energy, solar energy, small scale hydro);
- Thermal heat/cooling delivery system (i.e., district energy systems) using renewable or combined heat/power plants;
- Projects for new or material rehabilitation or expansion of carbon transmission and storage infrastructure;
- Electric Vehicle Infrastructure; or
- Clean coal facilities.

Drinking Water Infrastructure

- Drinking water treatment Infrastructure; or
- Drinking water distribution systems (may include metering as part of a larger project).

Solid Waste Management Infrastructure

- Waste diversion Infrastructure (e.g., recycling, composting, anaerobic digestion, eco-centers); or
- Waste disposal Infrastructure (e.g., thermal processes, landfill gas recovery).

Brownfield Remediation and Redevelopment Infrastructure

- Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:
 - The construction of public Infrastructure as identified in the context of any category under the SCF; or
 - The construction of municipal use public parks and affordable housing.

Local and Regional Airport Infrastructure

- Aeronautical and/or non-aeronautical Infrastructure in airports that are accessible all year-round:
 - Aeronautical Infrastructure includes, but is not limited to: runways, taxiways, aprons, hangars, lighting, aids to navigation (Nav aids), maintenance sheds, airside mobile equipment and associated shelters, air terminal buildings, and groundside safety-related Infrastructure; or
 - Non-aeronautical Infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities.

National Airport System (NAS) and federally owned airports and federal assets are not eligible for funding.

Shortline Rail Infrastructure

- New construction, additional capacity, or rehabilitation of rail Infrastructure, including:
 - Industrial branch lines to allow a railway to serve a group of companies, an industrial park, a logistic park, an intermodal yard, a multimodal facility, a port, a transfer facility, or a marine terminal;
 - Tracks and structures, excluding regular or deferred maintenance, to ensure safe travel at speeds deemed acceptable for safe and efficient operations;
 - Facilities to improve the interchange of goods between modes; or
 - Capitalized equipment for loading/unloading required for expansion of short line rail.

Schedule 2 – Eligible and Ineligible Expenditures

ELIGIBLE EXPENDITURES

Eligible Expenditures will include only the following:

- a) the capital expenditures for acquiring, constructing, renewing, rehabilitating, materially enhancing or renovating an Asset, as defined and determined according to accounting principles generally accepted in Canada;
- b) expenditures directly associated with joint federal communication activities (press releases, press conferences, translation, etc.) and with project signage related to funding recognition as set out in Communication Protocol for the SCF program (contact Alberta Municipal Affairs Communications for further information);
- c) all planning (including plans and specifications) and assessment expenditures specified in the Agreement such as the expenditures for environmental planning, surveying, engineering, architectural supervision, testing and management consulting services. Canada will contribute no more than 15% of its funding to these expenditures;
- d) the expenditures for engineering and environmental reviews, including environmental assessments and follow-up programs as defined in the *Canadian Environmental Assessment Act 2012* and the expenditures of remedial activities, mitigation measures and follow-up identified in any environmental assessment;
- e) the expenditures for project–related signage, lighting, project markings and utility adjustments;
- f) expenditures for Aboriginal consultation;
- g) recipient audit and evaluation expenditures as specified in the Agreement;
- h) the incremental expenditures of the Ultimate Recipient’s employees or leasing of equipment may be included as eligible expenditures under the following conditions:
 - ii. The Ultimate Recipient must declare that it is not economically feasible to tender a contract;
 - iii. The employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
 - iv. The arrangement is approved in advance and in writing by Alberta.
- i) leasing of equipment related to the construction of the project; and,
- j) other expenditures that, in the opinion of Alberta and Canada, are considered to be direct and necessary for the successful implementation of the project and have been approved in writing prior to being incurred.

INELIGIBLE EXPENDITURES

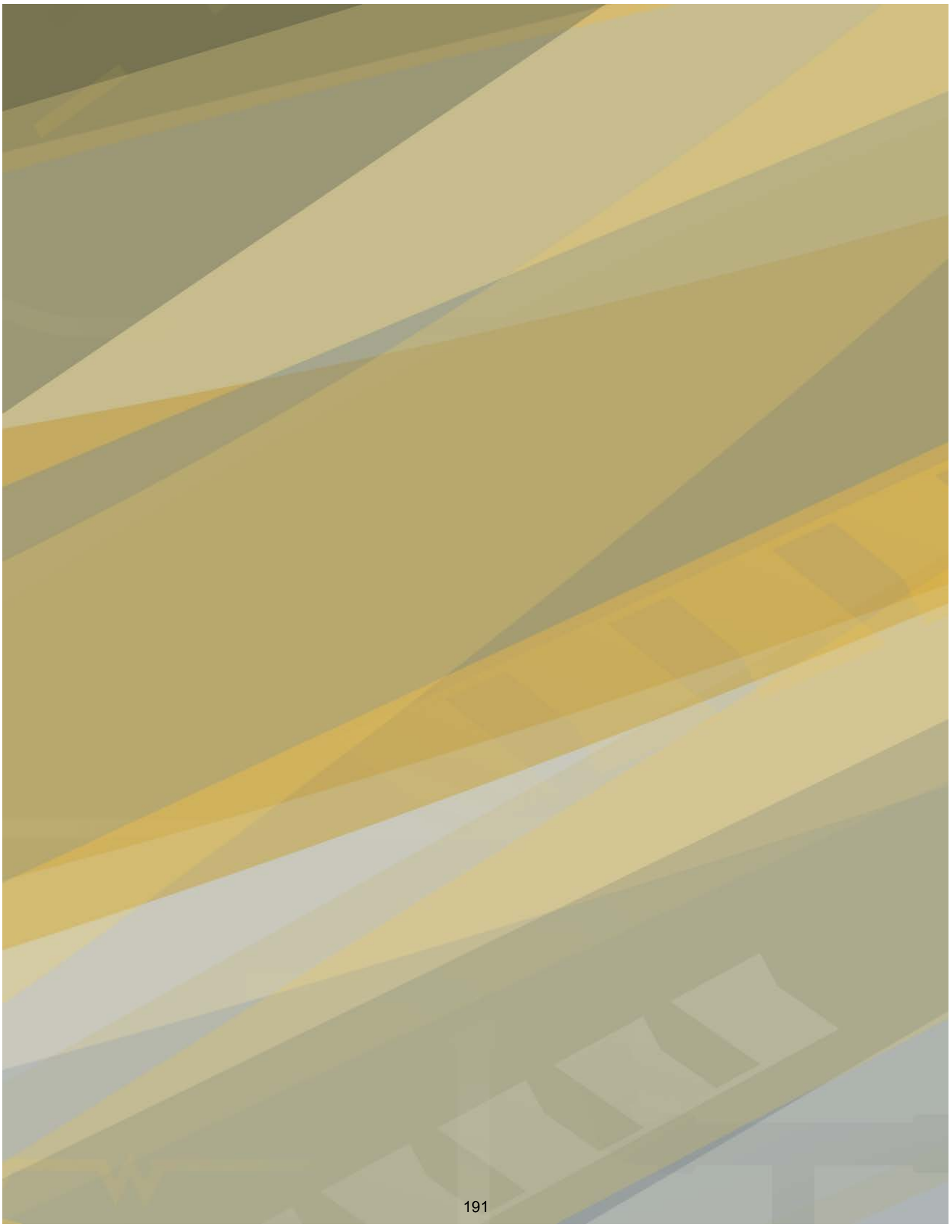
The following are deemed ineligible expenditures:

- a) expenditures incurred before the approval of the project by Canada;
- b) expenditures incurred after the Project Completion Date with the exception of expenditures related to audit and evaluation requirements pursuant to the Agreement;
- c) the expenditures related to developing a business case or proposal for funding;
- d) the expenditures related to purchasing land, buildings and associated real estate and other fees;
- e) financing charges and interest payments on loans;
- f) leasing land, buildings, equipment except those noted under i) above and other facilities;
- g) furnishings and non-fixed assets which are not essential for the operation of the project;
- h) general repairs and maintenance of a project and related structures, unless they are part of a larger capital expansion project;
- i) services or works normally provided by the Ultimate Recipient, incurred in the course of implementation of the project, except those specified as eligible expenditures;
- j) the expenditures related to any goods and services which are received through donations or in kind;
- k) any overhead expenditures, including salaries and other employment benefits of any employees of the Ultimate Recipient, direct or indirect operating or administrative expenditures of Ultimate Recipients, and more specifically expenditures related to planning, engineering, architecture, supervision, management and other activities normally carried out by staff except in accordance with subsections c) and h) in the Eligible Expenditures above;
- l) taxes for which the Ultimate Recipient is eligible for a tax rebate and all other expenditures eligible for rebates;
- m) for Agreement administration expenditures involving the salaries and benefits of existing staff and general administration expenditures unrelated to Agreement implementation; and
- n) Legal fees.

Schedule 3 – Review and Ranking Criteria

Criteria	Maximum Score Out of 100	Scoring Guide
Project is a partnership between two or more municipalities	15	<p>No Score – Project is not a partnership between two or more municipalities.</p> <p>Maximum Score – Project is a partnership between two or more municipalities.</p>
Project is part of a capital planning process that identifies the project as a municipal priority	5	<p>No Score – Municipality has not demonstrated that the project is in a capital planning process.</p> <p>Maximum Score – Municipality has demonstrated that the project is included in a capital planning process.</p>
Municipality has identified risks and methods to mitigate them	5	<p>No Score– No evidence municipality has assessed project for any potential risks.</p> <p>Partial Score – Risks identified by municipality, with no or minimal mitigation plans.</p> <p>Maximum Score – Risks identified by municipality, with comprehensive mitigation plans.</p>
Project addresses a significant health and/or safety concern	20	<p>No Score – Municipality has not demonstrated that the project addresses a health and/or safety concern.</p> <p>Partial Score - Municipality has demonstrated that the project addresses a health and/or safety concern.</p> <p>Maximum Score – Municipality has demonstrated that the project addresses a significant health and/or safety concern that could lead to serious injuries/health consequences if not immediately addressed.</p>
Project contributes to a cleaner environment	10	<p>No Score – Municipality has not demonstrated that the project contributes to a cleaner environment.</p> <p>Partial score – There is some evidence that the project will contribute to a cleaner environment.</p> <p>Maximum Score – Municipality has demonstrated that the project includes or adds multiple features to reduce the asset's environmental footprint.</p>

Project addresses significant pressure on existing municipal infrastructure	15	<p>No Score – Municipality has not demonstrated that the project addresses infrastructure pressures in the municipality.</p> <p>Partial Score - Municipality has demonstrated that the project addresses infrastructure pressures in the municipality.</p> <p>Maximum Score – Municipality has demonstrated that the project addresses significant infrastructure pressures in the municipality.</p>
Resulting asset is financially sustainable	10	<p>No Score – Municipality has not demonstrated an operating plan in place to fund the operations of the asset.</p> <p>Partial Score – Municipality has demonstrated that it has an operating plan to fund the asset on an ongoing basis.</p> <p>Maximum Score – Municipality has demonstrated a comprehensive plan to operate the asset, as well as replace it at the end of its life cycle.</p>
Project contributes to productivity and economic development	10	<p>No Score – Municipality has not demonstrated that the project contributes to productivity and/or economic development of the municipality.</p> <p>Partial Score – Municipality has demonstrated that the project contributes to productivity and economic development of the municipality.</p> <p>Maximum Score – Municipality has demonstrated that the project contributes to productivity and economic development of the municipality in the region.</p>
Project provides other benefits to the local community	10	<p>No Score – Municipality has not demonstrated that the project provides other benefits to the local community.</p> <p>Partial Score –Municipality has demonstrated that the project provides other benefits to the local community.</p> <p>Maximum Score –Municipality has demonstrated that the project provides significant other benefits to a broad area of the local community and/or the region.</p>





RECEIVED
MAR 3 2015

February 27, 2015

MacKenzie County
Box 640
Fort Vermilion AB T0H1N0

MACKENZIE COUNTY
FORT VERMILION OFFICE

Dear Joulia ;

RE: Alberta Sand & Gravel Association 2015 Membership Renewal

On behalf of the Alberta Sand and Gravel Association (ASGA) I would like to thank you and MacKenzie County for your membership, and invite you to renew with us for another year. Enclosed is an invoice for 2015 membership dues in anticipation of your continued support of the ASGA.

ASGA Mission Statement

The mission of the Alberta Sand and Gravel Association is to represent the interests of Alberta sand and gravel operators on key industry related issues and proposed regulatory changes and to promote and educate today's aggregate consumers. The ASGA advocates the environmentally responsible and orderly development of this valuable non-renewable natural resource.

We advocate for you, our members, at the provincial government level, and continue to engage Counties and Municipal Districts across the province on local development and operating concerns. ASGA is participating in the Alberta Association of Municipal Districts and Counties (AAMDC) Tradeshow on March 16th to continue our outreach efforts to Alberta Communities. We are preparing our 2015 plan for training opportunities, and are already planning the 2016 Annual General Meeting.

The launch of a quarterly newsletter will be out soon, and we're making updates to the ASGA website – keep checking asga.ab.ca for more features and information. A survey of ASGA members is under development to seek your input to our operations; however, please contact our office anytime to share your thoughts in relation to ASGA activities, or programs.

We look forward to continuing to represent you as Alberta Sand and Gravel Association members!

Sincerely,

Sandra Stemmer
Executive Director, Alberta Sand & Gravel Association

Encl. 2015 Membership Renewal and Invoice

"As the ASGA moves into its 51st year representing Sand and Gravel producers in Alberta, I'm inclined to reflect on the relevance and importance of the association and its work. We provide a key link for over one hundred individual businesses, the public, and the regulatory bodies that oversee us.

The ASGA is a critical voice for lobbying on the issues that affect the way we operate each and every day."

Travis Coates, ASGA President

MEMBERSHIP FEE STRUCTURE

	CATEGORY	FEE
1	Associates/Consultants	\$325
2	One Pit or up to 300,000 tonnes of annual production or throughput	\$325
3	Two Pits or up to 1,000,000 of annual tonnes or throughput	\$650
4	More than two pits & less than 3,000,000 tonnes	\$1,500
5	Annual production in excess of 3,000,000 tonnes	\$4,500
6	Branch Office	\$325

From: [Suzanne Roy](#)
To: [Suzanne Roy](#)
Cc: [Paul Major](#)
Subject: Satellite Dental Clinic Update
Date: Wednesday, March 04, 2015 5:04:29 PM
Importance: High

Local Government Officials & Health Centre Administrators:



The School of Dentistry would like to inform you of the latest update on the Satellite Dental Clinics.



The University has received an extension to continue operating the Satellite Dental Clinics as part of the Dental Outreach Program until July 31, 2015. At that time, the program responsibility will transfer to Alberta Health Services (AHS) on August 1, 2015.



The University is actively working with AHS and Alberta Health to develop viable options to transfer the Satellite Clinics to AHS in order to maintain the services to your communities under a different model.



Unfortunately, this is all we know right now. When new information is available, we will update you further. Thank you for your continued support of this important program.



Sincerely,



Suzanne Roy

Assistant Chair - Administration

School of Dentistry, Faculty of Medicine & Dentistry

5-470 Edmonton Clinic Health Academy (ECHA)

University of Alberta | Edmonton, Alberta | Canada T6G 1C9

780.492.2101 | suzanne.roy@ualberta.ca | <http://www.dentistry.ualberta.ca>



AAMDC Submission Regarding the Community Aggregate Payment Levy Regulation

The *Municipal Government Act* authorizes municipalities to pass a community aggregate payment levy bylaw to allow municipal councils the ability to raise revenue by imposing a levy on sand and gravel businesses operating in a municipality. Revenue raised as a result of this levy contributes to infrastructure needs and other municipal costs.

The **Community Aggregate Payment Levy (CAPL) Regulation** came into effect on January 1, 2006 and was last reviewed in 2010. It is set to expire December 31, 2015 and the AAMDC invited members to provide input to help form the association's submission to the Government of Alberta. Based on information received and on resolutions previously endorsed by the membership, the AAMDC submitted the following points on this matter:

- The regulation should continue to be discretionary in nature, rather than mandatory. Not all municipalities use a levy and municipal autonomy on this matter should carry forward.
- There should be an adjustment to the current levy rate of \$0.25/tonne. Since this rate has been in place for a number of years, it does not reflect inflation or the current costs of infrastructure repair and maintenance.
- There should be a mechanism for regular review of the levy rate to ensure it remains relevant and accurately reflects infrastructure costs incurred by municipalities as a result of heavy loads being transported on municipal roadways.
- Currently, aggregate producers provide annual tonnage information reports to the Province. These reports should also be provided to municipalities.
- There are inconsistencies being exercised in taxing resource based industrial activities in Alberta. Some AAMDC members indicated that it may be appropriate to broaden the levy to address other materials or activities.

The AAMDC would like to thank members for their input into this submission and will share developments involved with the CAPL Regulation as they become available.

Enquiries may be directed to:

Tasha Blumenthal
Policy Analyst
780.955.4094

Kim Heyman
Director of Advocacy and Communications
780.955.4079

Local Road Bridge Standard Drawings Now Available

Alberta Transportation has released new **Local Road Bridge Standard Design Drawings**. The drawings are intended to provide standard design options for bridges on low-volume, municipally-managed rural roads. **The following drawings are available:**

- Single-lane and two-lane option using SL pre-cast concrete girders for bridges with a length of twelve metres or less.
- Single-lane and two-lane option using pre-cast concrete panels on steel girders on steel substructure in 18.684 metre and 24.400 metre lengths.
- Non-engineered details for a geotextile reinforced soil (GRS) foundation option.

The drawings are the product of a collaborative effort between Alberta Transportation and the AAMDC, in which the two organizations jointly identified options to reduce the cost and time that municipalities would be required to spend in order to construct safe and reliable local road bridges.

The drawings are intended to be used in tandem with the recently released **Local Road Bridge Design Guidelines**, which offer direction on bridge design, structure type, etc. that is especially suited for local road bridges that accommodate low traffic volumes. The drawings and guidelines are intended to provide rural municipalities with lower-cost design and construction options better suited for use on low-volume bridges.

Although the guidelines and drawings are expected to reduce bridge construction costs for rural municipalities, the AAMDC is continuing to advocate for the re-funding of the Local Road Bridge Program. Stable funding for local road bridges combined with these resources would be tremendously helpful in strengthening rural Alberta's transportation infrastructure.

Enquiries may be directed to:

Wyatt Skovron
Policy Analyst
780.955.4096

Kim Heyman
Director, Advocacy & Communications
780.955.4079

AAMDC Spring 2015 Resolutions

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

1-15S Strategic Direction for the AAMDC (AAMDC)

2-15S Elk Quota Hunt (MD of Greenview)

3-15S Legal Opinion on the Jurisdiction of the Weed Control Act on CN Rail (MD of Smoky River)

4-15S Landowner Special Licence for Elk (Mountain View County)

5-15S Review of Alberta SuperNet Agreement with Axia SuperNet Ltd. (MD of Taber)

6-15S Management of Farm Development and Agricultural Leases (MD of Big Lakes)

7-15S Reinstatement of Commercial Fishing Quotas in Alberta (Mackenzie County)

8-15S Government Prioritizing Northern Alberta Highways (Clear Hills County)

9-15S Implications of the New Home Buyers Protection Act (Mackenzie County)

- 5) Acceptance of Emergent Resolutions (if needed)
- 6) Vote on Emergent Resolutions (if needed)
- 7) Closing of Resolution Session

Strategic Direction for the AAMDC

AAMDC

*Simple Majority Required
Individual Resolution*

WHEREAS the Alberta Association of Municipal District and Counties (AAMDC) is a member-driven organization; and

WHEREAS setting strategic direction is an important process in establishing a clear picture of organizational expectations in serving members and clients; and

WHEREAS a member approved strategic direction will guide the AAMDC Board of Directors and staff in developing a strategic plan in which association activities will align with strategic priorities; and

WHEREAS the AAMDC's previous strategic plan, *Mapping Success: The AAMDC's Strategic Plan*, expired in March 2014;

THEREFORE BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties adopts the Strategic Direction as presented at the Spring 2015 Convention to guide the planning and activities for the organization;

FURTHER BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties review the strategic directions document in four years.

AAMDC Background

The AAMDC last underwent a strategic direction setting process in 2010 to revise or re-affirm the mission and vision, and create a tool to guide the AAMDC's activities from November 2010 to March 2014. The AAMDC membership endorsed *Mapping Success: The AAMDC's Strategic Plan* at the Fall 2010 Convention which has guided the association to date.

To obtain member input to refresh the AAMDC's strategic direction, members were invited to participate in strategic planning sessions at the Fall 2014 Convention. Similar opportunities were provided for the AAMDC board and staff. These strategic planning sessions invited valuable input from members and resulted in the development of a proposed strategic direction to guide the planning and activities of the AAMDC.

The AAMDC's draft strategic direction was distributed to the membership for feedback in early February 2015. The purpose of the strategic direction is to establish an updated vision and mission for the association, as well as values, roles, and strategic priorities that will best position the AAMDC to continue to serve the needs of its members in the future. It is intended to reflect the AAMDC's diverse member offerings and its role as a provider of advocacy and aggregated business services.

The draft strategic direction is included in this resolution background. As the deadline for member input on the draft strategic direction takes place after the convention print deadline, input will be incorporated into a revised copy which will be presented to the membership during a plenary session and will be available on tables for the resolution session. Copies of the revised draft can also be found at www.aamdc.com.

Draft Strategic Direction

The following vision, mission, values, roles and strategic priorities will guide the planning and activities for the AAMDC.

Vision - Strong, vibrant and resilient rural communities

Mission - AAMDC empowers its members through proactive leadership, strategic partnerships, effective advocacy and collective business services

Values - The AAMDC is committed to the following values:

- Lead in a proactive, responsive and collaborative manner
- Operate with integrity and honesty
- Accountable and transparent in our actions
- Connected with and trusted by our members
- Be stewards of the environment

Roles - The AAMDC performs the following roles for our members:

- Act as a municipal and rural advocate
- Assure the rural voice is at the table for active participation and decision making
- Work collaboratively and partner with organizations
- Provide education on current issues and developments
- Provide timely two-way communication
- Facilitate networking and information sharing
- Research and share best practices
- Provide quality business services
- Create joint ventures for business expansion
- Operate as an innovative, responsive and learning organization
- Monitor our performance regularly to ensure continuous improvement

Strategic Priorities -The AAMDC's strategic priorities are:

- Preserve and promote rural municipalities and rural way of life
- Provide proactive leadership and effective advocacy
- Increase two way communication and build member relationships
- Provide education, research and best practices
- Expand aggregated business services and member utilization
- Achieve sustainable funding for members and association

WHEREAS many Eastern Slopes and Peace Region municipalities are having difficulties with problem elk populations; and

WHEREAS many Peace Region municipalities have submitted many resolutions in this regard for these same problems; and

WHEREAS minimal and modest increases have been made to Eastern Slopes and Peace Region Wildlife Management Unit's (WMU's) harvest limits; and

WHEREAS these increases in tag allocations have not resulted in alleviating or mitigating economic losses sustained by producers;

THEREFORE BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties request that the Minister of Environment and Sustainable Resource Development implement an Elk Quota Hunt, based upon the principles of the former Chronic Wasting Disease Quota Hunt.

Member Background

Peace Region Wildlife Non-Waterfowl Damage

Crop Year	Acres Damaged	Loss
2011	33,608	\$3,818,333.68
2012	17,033	\$3,104,054.51
Total	50,641	\$6,922,388.19

Source: Agriculture Financial Services Corporation (AFSC)

Average Elk Harvest in 300, 400, and 500 WMU's

300 Series					
2013	2012	2011	2010	2009	5 Year Average
12.475%	15.119%	13.709%	15.262%	13.176%	m = 13.95%
400 Series					
2013	2012	2011	2010	2009	5 Year Average
11.172%	9.379%	14.270%	7.641%	6.048%	m = 9.7%
500 Series					
2013	2012	2011	2010	2009	5 Year Average
12.742%	22.058%	18.750%	15.936%	18.035%	m = 17.50%

Source: Alberta Environment and Sustainable Resource Development (AESRD)

Based upon previous statistics crop losses are significant, while hunter harvest success ratios are on average below 20%.

In 2006, the Government of Alberta implemented a quota hunt to help decrease the number of deer in the Chronic Wasting Disease control area. Using the principles of this quota hunt would help Alberta Environment and Sustainable Resource Development (AESRD) reduce elk herds in the problem areas.

Suggested measures:

To reduce elk densities in known high risk areas (areas of elk crop depredation), increased elk hunting opportunities should be made available in these WMUs. Elk hunt quota licences for all resident hunters can be made available through the hunting draws process, and the undersubscribed special licences process. In addition, area landowners or their immediate family could apply for these licences through local offices of AESRD – similar to existing landowner licence approvals.

Three tags should be issued with each elk hunt quota licence. The first two tags are valid for two antlerless elk. The third tag can be used for any elk, but is not valid until the heads from the first two elk have been submitted to an AESRD office for verification.

AAMDC Background

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

Legal Opinion on the Jurisdiction of the Weed Control Act on CN Rail

MD of Smoky River

*Simple Majority Required
Endorsed by Northern District*

WHEREAS the resolution “Legal opinion on the jurisdiction of the *Weed Control Act* on CN Rail” (attached, in member background) was carried at the October 24, 2014 Peace Region Agriculture Service Board Conference requesting that action be taken by the Alberta Association of Municipal District and Counties (AAMDC); and

WHEREAS during the debate on the resolution, the point was made that the AAMDC would require support from the member municipalities to take the requested action, and the support would be best garnered by resolution at the AAMDC Spring Convention; and

WHEREAS CN Rail has expressed the opinion that the *Weed Control Act of Alberta* (WCA) has no jurisdiction on their property; and

WHEREAS a legal opinion on this question was received by Alberta Agriculture and Rural Development, however it is unable to be shared due to attorney/client privilege; and

WHEREAS CN Rail operates in over 50% of the AAMDC member municipalities and the question of jurisdiction impacts whether municipalities can legally enforce the WCA and recoup weed control costs, as well as if appointed inspectors could be charged with trespassing; and

WHEREAS CP Rail, unlike CN, has made no claims regarding the jurisdiction of the WCA on their properties;

THEREFORE BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties obtain a legal opinion on the jurisdiction of the *Weed Control Act of Alberta* on CN Rail property, and that the opinion be shared with all of its member municipalities.

Member Background

This situation started in the summer of 2013, when the MD of Smoky River’s Agricultural Fieldman was informed via e-mail, by a CN staff member in charge of the vegetation program for the province that “CN Rail is federally regulated and the *Weed Control Act of Alberta* does not have jurisdiction on CN property”, and further stated that: “It is considered trespassing if there is entry onto CN property without the proper CN documentation and permissions.” Alberta Agriculture and Rural Development (AARD) staff attempted to meet with CN Rail staff to discuss weed control issues on CN property, however CN declined to meet.

A resolution requesting AARD to obtain legal opinion on the jurisdiction issue was carried at the January 2014 Provincial ASB Conference, and though AARD did receive the legal opinion, it cannot be shared due to attorney/client privilege.

This is an issue which impacts the majority of Alberta’s rural municipalities, and having each one request a legal opinion is wasteful, and may be perilous if contradicting legal opinions are received. It is necessary to prove the municipalities’ legal jurisdiction so that if our inspectors are accosted by CN Police, they will have proof of their legal right to be on the property and could offer the potential argument that the CN Police are in contravention of WCA Section 11, which states it is an offence to obstruct or delay an inspector. It is necessary to protect the members of the AAMDC from a potential costly legal battle to prove their right to enforce the WCA and to recoup weed control costs.

Supporting Information Included:

- “Legal opinion on the jurisdiction of the Weed Control Act on CN Rail” resolution carried at the October 24, 2014 Peace Region A.S.B. Conference
- CN Railways Weed control resolution, passed at the Provincial ASB Conference January, 2014
- Resolution response from AARD and CN
- July 7th, 2014 letter from CN’s Mario Pagé to Provincial ASB Committee Chair Patrick Gordeyko
- July 11th letter from AARD Deputy Minister Jason Krips to Provincial ASB Committee Chair Patrick Gordeyko
- July 16th letter from M.D. of Smoky River Reeve Robert Brochu to AARD’s David Feindel
- August 1st letter from AARD DM Krips to MDSR Reeve Brochu
- August 13th letter from MDSR Reeve Brochu to Provincial ASB Committee Chair Patrick Gordeyko
- August 14th letter from MDSR Reeve Brochu to AARD DM Krips
- September 11th letter from AARD DM Krips to MDSR Reeve Robert Brochu

Emergent Resolution No. 1 – Peace Region A.S.B. Conference

Legal opinion on the jurisdiction of the Weed Control Act on CN Rail

Whereas: At the 2014 Provincial A.S.B. Conference, a resolution was passed asking in the Therefore Be It Resolved that; Alberta Agriculture and Rural Development work with Alberta Justice, Canadian National Railways and Alberta’s Municipalities to confirm that CN Rail is bound by the Weed Control Act of Alberta, and

Whereas: Alberta Agriculture and Rural Development have received legal opinion on the matter from Alberta Justice, but have stated in letters from Deputy Minister Jason Krips that the opinion is confidential under the client relationship that is created, and

Whereas: Deputy Minister Krips encourages municipal authorities who require clarification to seek their own legal advice on issues relating to the Alberta *Weed Control Act* (WCA), and

Whereas: In a letter from the M.D. of Smoky River to Deputy Minister Krips, we opined that *“Having each affected municipality request their own legal opinion in such a matter would be a criminal waste of money, in addition to potentially creating more issues if some legal opinion was positive (we have jurisdiction) and others were negative.”* Our opinions regarding having individual municipalities requesting legal opinion in this matter have not changed, and

Whereas: In the responses and correspondence received from CN rail regarding the resolution, there is no indication that CN's stance vis a vis being bound by the Weed Control Act has changed.

THEREFORE BE IT RESOLVED THAT ALBERTA'S AGRICULTURAL SERVICE BOARDS REQUEST THAT the Association of Alberta Municipal District's and Counties (AAMD&C) obtain a legal opinion on the jurisdiction of the Weed Control Act of Alberta on CN Rail property, and that the opinion be shared with all of its member municipalities.

Sponsored by: Municipal District of Smoky River No. 130

Moved by: _____

Seconded by: _____

Carried: _____

Defeated: _____

Status: AAMD&C Board of Directors

Resolution No. 1 – Provincial A.S.B. Conference January 2014

CN Railways Weed control

Whereas: Canadian National Railways is a large private company which owns land in the province of Alberta. Ongoing issues with CN's weed control programs exist in the province, and

Whereas: Over the course of the summer season 2013, CN staff stated that 'CN Rail is Federally Regulated and the Weed Control Act of Alberta does not have jurisdiction on CN property', and further stated that: 'It is considered trespassing if there is entry onto CN property without the proper CN documentation and permissions.', and

Whereas: In past responses to Resolutions requesting Railways in Alberta to control the noxious weeds on their properties, CN has stated they wish to work with municipal inspectors and accepted their responsibility under the Weed Control Act, and

Whereas: CN requires an onerous and involved work permit application, contractor training course and insist on a minimum 24 hours notice just to allow entry onto property, which during the busy weed season, when a 5 minute walk onto a Right-of-way may be needed to confirm a plant's identity, is ludicrous, and

Whereas: The *Railway Safety Act* states: "No person shall, without lawful excuse, enter on land on which a line work is situated", and

Whereas: The *CN Guidelines Regarding Access to Workplace* lists Types of Access, Requirements and Documentations ie for Contractors, Visitors and "Regulators in line of duty (for example: Transport Canada, Transportation Safety board, Human Resources Development of Canada (HDRC), Federal Railroad Administration (FRA), National Transportation Safety Board (NTSC)" whose requirements for access are simply - 'Must present Inspector/Investigator ID card' and 'Must be given Safety Briefing where applicable' Documentation required is 'Regulatory ID card'.

THEREFORE BE IT RESOLVED THAT ALBERTA'S AGRICULTURAL SERVICE BOARDS REQUEST THAT Alberta Agriculture and Rural Development work with Alberta Justice, Canadian National Railways and Alberta's Municipalities to confirm that CN Rail is bound by the Weed Control Act of Alberta.

AND FURTHER THEREFORE BE IT RESOLVED THAT ALBERTA'S AGRICULTURAL SERVICE BOARDS REQUEST THAT Alberta Agriculture and Rural Development, work with CN to confirm that Inspectors appointed under the Weed Control Act of Alberta are considered to be "Regulators in line of duty" under *CN Guidelines Regarding Access to Workplace* thereby waiving the requirements for Work Permits, Contractor training and notice to be given prior to entry onto CN Rail property.

Sponsored by: Municipal District of Smoky River No. 130

Moved by: _____

Seconded by: _____

Carried: _____ Defeated: _____

Status: Provincial

Department: Alberta Agriculture and Rural Development

Resolution #1

CN Railways Weed Control

Therefore be it resolved that Alberta's Agricultural Service Board request that Alberta Agriculture and Rural Development work with Alberta Justice, Canadian National Railways and Alberta's Municipalities to confirm that CN Rail is bound by the Weed Control Act of Alberta.

And further be it resolved that Alberta's Agricultural Service Boards request that Alberta Agriculture and Rural Development, work with CN to confirm that Inspectors appointed under the Weed Control Act of Alberta are considered to be "Regulators in line of duty" under *CN Guidelines Regarding Access to Workplace* thereby waiving the requirements for Work Permits, Contractor training and notice to be given prior to entry onto CN Rail property.

Response:

Alberta Agriculture and Rural Development

Thank you for your February 14, 2014 letter requesting a Departmental Response to the Agricultural Service Board Provincial Committee Resolution #1, Canadian National (CN) Railways Weed Control. I appreciate the opportunity to provide the following response on behalf of Agriculture and Rural Development (ARD).

Railways often have right-of-way weed inspection/enforcement issues that obstruct appointed municipal inspectors in the efforts to enforce the Weed Control Act (WCA). While railway right-of-ways in Alberta are covered under the WCA, the railways also have issues that need to be considered for WCA enforcement in areas that may present safety concerns for railways. For example, CN property requires an approved work permit in place prior to entry, which even includes urban Police forces should they wish entry onto railway lands. These permits can be dated for a maximum of one year, and the railway requires that each municipality have its own work permit in place, as permits are limited to one general location, and the railway supervisors responsible for the track in each area can vary.

With these issues in mind, ARD staff are reviewing situations in neighbouring provinces that have developed a plan to deal with weed management issues. This review will help inform the development of our own plan that sets out procedures that satisfy both WCA-appointed inspectors, and any railway safety and procedural concerns. Both CN and Canadian Pacific Railways will be involved, as each railway has weed problems and safety concerns.

If there are any questions with regard to this issue, they can be directed to Mr. David Feindel, Branch Head of AARD's Crop Research and Extension Division at 780-422-4911 (toll-free by first dialing 310-0000).

Further response from Alberta Agriculture and Rural Development

Thank you for sending me copies of your June 11, 2014 letters in reference to the 2014 Resolution Number 1: CN Railway Weed Control. As you indicated in your letter, the Agricultural Service Board Provincial Committee was unclear whether an inspector appointed under the Alberta Weed Control Act was considered to be a "Regulator in the Line of Duty".

By way of clarification the term "Regulator in the Line of Duty" is in the CN policy that grants access to Federal Agencies: "Regulators in line of duty for example: (Transport Canada, Transportation Safety Board, Human Resources Development of Canada, Federal Railroad Administration, National Transportation Safety Board)". According to the enclosed CN document, CN Guidelines Regarding Access to Workplace, Weed Inspectors appointed under the Alberta Weed Control Act are not Regulators in the Line of Duty.

I assure you that Agriculture and Rural Development is committed to addressing this issue, and will keep you informed regarding our discussions with the railways on this matter.

CN

As you may already be aware, CN has an extensive weed control program in Alberta, and, indeed, throughout its network. We hire professional contractors to carry out the program, and these contractors are required to respect all applicable laws and regulations. Furthermore, these contractors are required to carry out all weed control activities in an environmentally responsible manner and following best-established industry standards.

Spraying for weeds on the railway is carried out for safety reasons. The elimination of weeds greatly reduces tripping hazards where CN personnel and contractors are working, and also limits the potential for drainage problems and damage to the tract infrastructure caused by invasive or fast-growing weeds. Furthermore, effective weed control also limits the future need for brush cutting in order to protect sightlines along our corridors. CN's weed control program helps us operate a safe and efficient railway.

As CN strives to be a good neighbor in all of the communities where we operate, we try to incorporate community concerns pertaining to specific locations and issues into the weed control work schedule, whenever feasible.

We note your letter states that railway safety concerns often obstruct municipal inspectors from being able to do their legislated inspection and enforcement duties. The process CN has put in place for accessing its property was developed for safety reasons. Under the Railway Safety Act, railways are responsible for all aspects of railway safety which includes ensuring the safety of CN personnel, the safety of operations through the communities we cross and the safety of third parties while on the right-of-way. Uncontrolled access to the rail right-of-way, without proper briefing and instructions, can have serious consequences. CN's right-of-entry process was developed for this very reason and application of this process also ensures compliance with the provisions of the Railway Safety Act.

Resolution No. 1 also refers to the simplified access procedure for regulators in the line of duty. It is important to note that this simplified procedure only applies to federal regulators specifically charged with overseeing CN compliance with various aspects of rail and workplace safety; these include Transportation Safety Board investigators and Transport Canada inspectors, and their equivalents in the United States. Representatives of these organizations are trained in railway safety and fully understand the risks associated with entry onto a railway right-of-way.

We hope that the information above has shed some light on CN's weed control program. CN would be pleased to collaborate with the ASB in the handling of any specific weed control issue you may identify in the future.



Mario Pagé
Chief of Staff

Office of the Executive Vice President and Chief
Operating Officer

935 de La Gauchetière St. West
Montreal, Quebec H3B 2M9

Chief de cabinet

Bureau du Vice-président exécutif et
Chef de l'exploitation

935, rue de La Gauchetière Ouest
Montréal (Québec) H3B 2M9

July 7, 2014

Patrick Gordeyko, Chair, ASB Provincial Committee
c/o Trent Keller, Secretary, ASB Provincial Committee
3602 - 48th Avenue
Athabasca, AB T9S 1M8

Subject: Resolution #1: CN Weed Control

Mr. Gordeyko,

This is in reference to your letter dated June 11, 2014, addressed to Mr. Jim Vena, which has been forwarded to me for response.

As you may already be aware, CN has an extensive weed control program in Alberta, and, indeed, throughout its network. We hire professional contractors to carry out the program, and these contractors are required to respect all applicable laws and regulations. Furthermore, these contractors are required to carry out all weed control activities in an environmentally responsible manner and following best-established industry standards.

Spraying for weeds on the railway is carried out for safety reasons. The elimination of weeds greatly reduces tripping hazards where CN personnel and contractors are working, and also limits the potential for drainage problems and damage to the track infrastructure caused by invasive or fast-growing weeds. Furthermore, effective weed control also limits the future need for brush cutting in order to protect sightlines along our corridors. CN's weed control program helps us operate a safe and efficient railway.

As CN strives to be a good neighbour in all of the communities where we operate, we try to incorporate community concerns pertaining to specific locations and issues into the weed control work schedule, whenever feasible.

We note your letter states that railway safety concerns often obstruct municipal inspectors from being able to do their legislated inspection and enforcement duties. The process CN has put in place for accessing its property was developed for safety reasons. Under the *Railway Safety Act*, railways are responsible for all aspects of railway safety which includes ensuring the safety of CN personnel, the safety of operations through the communities we cross and the safety of third parties while on the right-of-way. Uncontrolled access to the rail right-of-way, without proper briefing and instructions, can have serious consequences. CN's right-of-entry process was developed for this very reason, and application of this process also ensures compliance with the provisions of the *Railway Safety Act*.

Resolution #1 also refers to the simplified access procedure for regulators in the line of duty. It is important to note that this simplified procedure only applies to federal regulators specifically charged with overseeing CN compliance with various aspects of rail and workplace safety; these include Transportation Safety Board investigators and Transport Canada inspectors, and their equivalents in the United States. Representatives of these organizations are trained in railway safety and fully understand the risks associated with entry onto a railway right-of-way.

We hope that the information above has shed some light on CN's weed control program. CN would be pleased to collaborate with the ASB in the handling of any specific weed control issue you may identify in the future.

Best regards,

A handwritten signature in black ink that reads "Mario Pagé". The signature is written in a cursive, flowing style.

Mario Pagé
Chief of Staff

July 11, 2014

Mr. Patrick Gordeyko
Chair, ASB Provincial Committee
c/o Trent Keller, Secretary
3602 – 48 Avenue
Athabasca, AB T9S 1M8

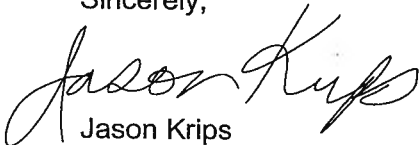
Dear Mr. Gordeyko:

Thank you for sending me copies of your June 11, 2014, letters in reference to the 2014 Resolution Number 1: CN Railway Weed Control. As you indicated in your letter, the Agricultural Service Board Provincial Committee was unclear whether an inspector appointed under the *Alberta Weed Control Act* was considered to be a "Regulator in the Line of Duty".

By way of clarification, the term "Regulator in the Line of Duty" is in the CN policy that grants access to Federal Agencies: "Regulators in line of duty for example: (Transport Canada, Transportation Safety Board, Human Resources Development of Canada, Federal Railroad Administration, National Transportation Safety Board)". According to the enclosed CN document, *CN Guidelines Regarding Access to Workplace*, Weed Inspectors appointed under the *Alberta Weed Control Act* are not Regulators in the Line of Duty.

I assure you that Agriculture and Rural Development is committed to addressing this issue, and will keep you informed regarding our discussions with the railways on this matter.

Sincerely,



Jason Krips
Deputy Minister

Enclosure

cc: David Feindel, Branch Head, Crop Research and Extension Division



Municipal District of Smoky River No. 130

P.O. Box 210 FALHER, ALBERTA T0H 1M0

Phone: (780) 837-2221

Fax: (780) 837-2453

July 16, 2014

Mr. David Feindel
Branch Head of ARD's Crop Research and Extension Division
17507 Fort Road NW
Edmonton Alberta
T5Y 6H3

RE: CN Weed Control and AARD's response to the 2014 Resolution

Dear Mr. Feindel:

Council of the M.D. of Smoky River No. 130 reviewed the responses to the Provincial ASB Conference resolutions at their July 16th meeting, and Council wishes to express their dissatisfaction with the response to the M.D. of Smoky River sponsored resolution "CN Railways Weed Control" - a copy of the response received so far is attached to this letter.

First, the Therefore Be It Resolved of the Resolution asks that AARD work with Alberta Justice (and others...) 'to confirm that CN Rail is bound by the Weed Control Act of Alberta'. It is our understanding that Alberta Justice has not yet disproved CN's stated opinion they are not bound by the Act. The statement in the response: "While railway right-of-ways in Alberta are covered under the WCA..." is to our knowledge attributable to Deputy Minister Krips. This Council has no wish to demean the importance of DM Krips or his opinions, however this ASB, and by passing the Resolution at the Provincial ASB Conference, the ASB's of Alberta have requested a legal opinion from Alberta Justice on this matter. CN operates throughout the Province and has repeatedly ignored their responsibilities to destroy Prohibited Noxious and control Noxious weeds in many municipalities both urban and rural. CN has also repeatedly ignored weed notices issued under the Act under the guise they are above the laws of the province. Can we not have a legal opinion from Alberta Justice to settle this matter once and for all?

Second, the Further TBIR is not addressed in the response whatsoever. Inspectors must be able to enter onto CN property to fulfill their duties, and doing so safely is certainly of paramount importance to everyone. Completing a work permit application to allow someone to walk within the right-of-way does not assure a person's safety. CN needs to recognize the difference between inspecting (which for efficiency's sake may need to be done immediately, without giving notice) and weed control which would require planning and therefore giving notice is not an issue.

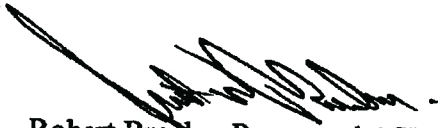
In 2013 after the 5 work permits were submitted and approved by the M.D. of Smoky River we needed to pay and take the time to complete an online Contractor's Safety Course, give 10 days

notice of our intent to enter and meet with the CN Track Supervisor for orientation, and then we were supposed to give 24 hours notice each time we planned to enter and inspect CN property. This is not conducive to allowing for inspections to take place when often all that is required is a 5 minute walk from a municipal right of way to confirm the identity of a plant noticed while driving by. Inspectors appointed under the Weed Control Act need to be recognized by CN as 'Regulators in line of duty'.

We ask that Alberta Agriculture fulfill the requests outlined in the CN Railways Weed Control resolution so that the inspectors appointed under the Weed Control Act of Alberta are able to perform their duties knowing they have the jurisdiction under the Weed Control Act, and without the need to complete the onerous work permits and contractor training required by CN.

Feel free to contact me, or our Agricultural Fieldman Normand Boulet at 780-837-2221 ext 115, cell 780-837-0043 or e-mail asb@mdsmokyriver.com with any questions in this regards.

Sincerely,



Robert Brochu, Reeve and ASB Chairman
780-837-0522

Cc: Honourable Verlyn Olson, Minister of Agriculture and Rural Development
Jason Krips, Deputy Minister
Patrick Gordeyko, Chairman Provincial ASB Committee

August 1, 2014

Mr. Robert Brochu
Reeve and ASB Chairman
M.D. of Smoky River
Falher, AB T0H 1M0

Dear Mr. Brochu:

Thank you for your July 16, 2014, letter to David Feindel, Director, Agriculture and Rural Development (ARD), regarding the M.D. of Smoky River's dissatisfaction with ARD's response to the Provincial Agricultural Service Board (ASB) Resolution on CN Railway Weed Control.

You have requested that Alberta Justice provide a legal opinion on whether the Alberta *Weed Control Act* (WCA) binds CN Rail. Alberta Justice is not in a position to provide legal advice to third parties outside of the Government of Alberta (GOA). Information requested by ARD, from Alberta Justice, is subject to solicitor-client privilege.

While ARD cannot share specific legal advice, ARD has expressed our general position on the application of the WCA to railways to Patrick Gordeyko, Chair, ASB Provincial Committee, in the March 11, 2014 response which you referenced.

To address your concern that an Agricultural Fieldman be recognized as a "Regulator in the Line of Duty," a July 3, 2014, response letter was sent by Mario Page, Chief of Staff, CN, to Mr. Gordeyko, outlining CN's policy in this regard. ARD cannot speak further to this internal CN policy matter. For your information, I have enclosed a copy of my July 11, 2014, letter to Mr. Gordeyko on this issue.

CN has expressed a willingness to further discuss specific weed control concerns issues. ARD has requested that Agricultural Fieldmen document cases where they feel they have not been able to conduct their duties due to railway policy or actions. ARD is willing to meet with the parties to discuss these issues, and assist where possible in resolving weed control issues with the railways. Thank you again for writing to share your concerns.

Sincerely,



Jason Krips
Deputy Minister

Enclosure

cc: Norm Boulet, Agricultural Fieldman, M.D. of Smoky River
David Feindel, Director, Pest Surveillance Branch



Municipal District of Smoky River No. 130

P.O. Box 210 FALHER, ALBERTA T0H 1M0

Phone: (780) 837-2221

Fax: (780) 837-2453

August 13, 2014

Patrick Gordeyko, Chair
Provincial ASB Committee
c/o Trent Keller, Secretary
3602 – 48th Ave
Athabasca, AB
T9S 1M8

Re: CN's July 7th letter of response to Resolution #1: CN Weed Control

Dear Mr. Gordeyko:

The M.D. of Smoky River ASB are strong believers in the ASB Resolution process and in the work of the Provincial ASB Committee. It is our hope the Committee will continue to push for responses and action to resolutions when these are deemed as unsatisfactory to the requests posed by the Resolution.

The July 7th response from CN's Mario Pagé, Chief of Staff is in our opinion an unsatisfactory response. We find it interesting and telling that CN states their contractors have to respect all applicable laws, but at no time does CN state they must do weed control for lawful reasons, i.e. in accordance with the Weed Control Act (WCA). Many other reasons; tripping, drainage, infrastructure protection, sightlines, 'being a good neighbour' are cited, but it appears they maintain that CN does not have to abide by Alberta's WCA. This continues to leave our municipal inspectors and enforcement programs in a quandary, and being as Alberta Justice does not wish to have their opinions shared, the simplest answer would be to have CN admit they have legal responsibilities under the WCA.

Regarding the question of CN's right-of-entry process, and a potentially simplified access procedure; we certainly hope that the resolve of the Committee does not sway at the first 'no' it receives. Certainly our municipal inspection programs would not go far if we shied away from an issue just by being told 'no'!

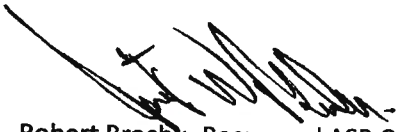
The safety of our municipal inspectors is paramount to all concerned, however there must be consideration given to the difference between inspection and enforcement. Entering rail right of way with equipment to conduct enforcement is completely different and certainly requires more notification than inspection. However even for enforcement; completing an 18 page Safe Work Permit (one permit for each municipality being inspected), taking an online contractor's safety course, receiving an orientation from the track superintendent, giving 10 days notice to the track superintendent, and then giving 24 hours notice prior to entering each time is beyond the bounds of being reasonable. Rather, it appears to be a process intended to either have people give up and ignore the problem, or just go forward with inspections and enforcement without notification of entry – and hope they don't get caught. Neither of these avenues serves the end needs.

Our inspectors receive training and orientation to enter onto other hazardous sites, like oil and gas exploration and production areas. They can be trained in railway safety and already understand the risks associated with entry onto a railway right-of-way – so allowing a simplified access procedure is possible, CN just has to agree that it is something they wish to allow.

The M.D. of Smoky River ASB hopes the Provincial ASB Committee will continue to press for positive changes on behalf of the ASBs of Alberta.

Feel free to contact myself or our Agricultural Fieldman Normand Boulet, CCA at 780-837-0043 asb@mdsmokyriver.com with any questions.

Sincerely,



Robert Brochu, Reeve and ASB Chair
780-837-0522

Cc: Honourable Verlyn Olson, Minister of Agriculture and Rural Development
Jason Krips, Deputy Minister
Corey Beck, Peace Region Representative, Provincial ASB Committee
Maureen Vadnais, ASB Specialist



Municipal District of Smoky River No. 130

P.O. Box 210 FALHER, ALBERTA T0H 1M0

Phone: (780) 837-2221

Fax: (780) 837-2453

August 14, 2014

Jason Krips
Deputy Minister
Alberta Agriculture and Rural Development
#300, 7000 – 113 St.
Edmonton, AB
T6H 5T6

Dear Deputy Minister Krips:

Thank you for responding to our letter of July 16th to Mr. Feindel, and for including a copy of the July 11th letter to Chairman Gordeyko. We certainly appreciate your interest in this matter, and the work AARD has done and is continuing to do on behalf of all Albertans to rectify these situations.

It is extremely disconcerting to this Council that the legal opinion expressed by Alberta Justice cannot be shared with the municipalities – your partners under the Weed Control Act. We are certainly not legal experts, but it would seem that a question posed to Alberta Justice on the applicability of a Provincial Act under which a local authority ‘shall appoint inspectors to enforce and monitor compliance with this Act’, should be shared with the very people to which the question has the most bearing. Especially when the answer could have serious repercussions to the local authorities ‘empowered’ under this legislation. According to our research, there are 347 municipalities in Alberta which are legally required to appoint inspectors under the WCA. Although we are not certain how many have CN properties within their borders, it stands to reason that many of them do. As Alberta Justice will not share their findings, and if a municipality decides to request their own legal opinion it would most likely also not be allowed to be shared with others either, we have to wonder where exactly we stand. ARD’s opinion is that the WCA applies, CN’s opinion is that it does not – not a particularly comfortable position for municipalities to be in. Having each affected municipality request their own legal opinion in such a matter would be a criminal waste of money, in addition to potentially creating more issues if some legal opinion was positive (we have jurisdiction) and others were negative.

As the discussions between the Provincial ASB Committee, AARD and CN progress (and in reference to your letter to Mr. Gordeyko dated July 11th) we would like to be very clear on the “Regulators in line of duty” issue. We acknowledge that CN Policy does not currently recognize inspectors appointed under the Weed Control Act as “Regulators in line of duty”, but we maintain that Policies can change. It requires a desire to change on behalf of CN. For there to be a desire to change, CN needs to recognize that an issue exists – and we certainly hope the information being gathered by the municipalities will provide your staff the tools needed to resolve these issues.


To reiterate points made in our letter of August 13th to Chairman Gordeyko, through these discussions a distinction needs to be made between inspection and enforcement (weed control). Inspection may need to take place on very short notice, without the time for notification to take place. However inspection can also be as simple a matter as walking a few hundred meters from a road right of way or field onto rail property. During an extremely busy and short inspection season, inspectors with large areas of a municipality to cover do not have the luxury of time to give 24 hours' notice and return to an area they were in the day before. Certainly there are instances where a day of rail inspections can be planned and notice given, but often inspections are done on the spur of the moment, when a potential issue is seen and needs to be dealt with while the inspector is in the area.

Enforcement would require planning and equipment which could include rail riding vehicles or ATVs. Obviously notification and involving railway personnel is needed to ensure this type of work can be done safely, without impeding rail service.

However, to go through the entire onerous process of 18 page work permits, online contractor training, orientation, 10 days advance notice and then give 24 hours' notice to make a 5 minute inspection onto a rail ROW, perhaps just to confirm the identity of a plant (and likely to pick that plant if it is a regulated weed) is ludicrous.

Feel free to contact me, or our Agricultural Fieldman Normand Boulet at 780-837-2221 ext 115, cell 780-837-0043 or e-mail asb@mdsmokyriver.com with any questions in this regards.

Sincerely,



Robert Brochu, Reeve and ASB Chairman
780-837-0522

Cc: Patrick Gordeyko, Chairman, Provincial ASB Committee
David Feindel, Branch Head, Crop Research and Extension Division
Corey Beck, Peace Region representative, Provincial ASB Committee
Trent Keller, AAAF First V.P. and Secretary Provincial ASB Committee

September 11, 2014

Mr. Robert Brochu
Reeve and ASB Chairman
M.D. of Smoky River
Falher, AB T0H 1M0

Dear Mr. Brochu:

Thank you for your August 14, 2014, letter regarding third-party access to Alberta Justice's legal opinions, and CN's access policies. I appreciate the opportunity to respond to your comments.

An Agriculture and Rural Development (ARD) request for legal opinion from Alberta Justice is analogous to a private citizen retaining the services of a lawyer, in that the opinion is confidential under the client relationship that is created. I would encourage municipal authorities seeking clarity on issues relating to the Alberta *Weed Control Act* (WCA) and how it is interpreted in specific cases to also seek legal advice.

Regardless, legal opinions are considered along with all available research and input when ARD provides guidance to delegated authorities on issues related to enforcement policies and processes. With respect to access onto CN property, municipalities are required to follow guidelines set by the railway companies, mainly due to safety issues. As mentioned in my August 1, 2014 letter, CN has demonstrated a willingness to discuss specific weed issues. It would be beneficial if Agricultural Fieldmen would document specific cases where weed control along rail lines is an issue that can be addressed. ARD is willing to meet with the railway companies and Agricultural Fieldmen to assist in resolving these issues.

I appreciate the continued support municipalities provide to enforce the WCA, and to keep weeds from spreading in the province.

Sincerely,



Jason Krips
Deputy Minister

cc: Norm Boulet, Agricultural Fieldman, M.D. of Smoky River
 David Feindel, Director, Agriculture and Rural Development

AAMDC Background

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

Landowner Special Licence for Elk

Mountain View County

*Three-fifths (3/5) Majority Required
Endorsed by Central District*

WHEREAS Alberta ungulate populations, primarily elk, are increasing rapidly due to current wildlife management policies; and

WHEREAS the increased elk population is responsible for damage to hay land, pasture, forages and other crops primarily located in agricultural areas; and

WHEREAS the introduction of an Antlerless Elk Season in many of the Wildlife Management Units (WMU), was to control elk populations; and

WHEREAS landowners are currently required to apply in the regular draw process if they wish to obtain an Antlerless Elk Licence; and

WHEREAS if the landowner is unsuccessful in the draw, they may apply for a Landowner Special Licence which requires ownership of a minimum of 160 acres and is only valid for the single season applied for; and

WHEREAS first parcel out subdivisions restrict the landowner's ability to obtain a Landowner Special Licence;

THEREFORE BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties request that Alberta Environment and Sustainable Resource Development (ESRD) amend the Landowner Special Licence criteria to remove the requirement to enter in the draw process and that landowners of agricultural property with less than 160 acres qualify for the special licence; and

FURTHER BE IT RESOLVED that ESRD permit Landowner Special Licences to be used in any declared season within that Wildlife Management Unit.

Member Background

Non-migrating herds of elk are becoming established in Alberta's agricultural areas. These local populations are destroying both standing and stockpiled forages intended for use as cattle feed. The damage is compounded by the fact that the elk trample and defecate on unconsumed forage rendering it unpalatable.

Limited effective control measures are available for producers dealing with the dilemma of these non-native herds. Amending hunting regulations in Agricultural zones will reduce the number of non-native elk, while having no effect on elk populations in their traditional habitat.

Environment and Sustainable Resource Development is responsible for preventing and mitigating ungulate damage by providing producers with deterrent, intercept feed, temporary fencing, and in chronic cases, permanent fencing materials. While these techniques are effective for small areas such as stored feed areas, this approach does not work over large areas.

It is assumed that the introduction of an Antlerless Elk Season in many of the Wildlife Management Units (WMU), was to control increasing elk populations. Presently, landowners are required to apply in the draw process if they wish to obtain an Antlerless Elk Licence. If they are unsuccessful in the draw, they may apply as a person named on title on a parcel of 160 acres or more. They may then be eligible for a Landowner Special Licence. This licence is only useable on the titled land and during the season applied for. With multiple hunting seasons available in many WMU's, the Landowner Special Licence should be valid during any identified season.

With increasing growth and development pressures in Alberta it is common for 160 acre quarter sections to be subdivided with a first parcel out. First parcel out subdivisions typically only remove 5-10 acres from

the Agricultural quarter. The remaining parcel (150 acres plus) is typically utilized for agricultural purposes in the production of crop or forage. These landowners would no longer qualify to apply for a Landowners Special Licence on the 150 acre parcel which could be directly affected by depredation by elk.

As the licences are only valid on one parcel of titled land, landowners would not be inclined to apply if elk were not an issue on their land. However, as elk herd movement is unpredictable landowners who did not apply for the regular draw often experience elk depredation. It is suggested that the requirement for landowners to apply for the draw be removed, and allow landowners more flexibility to apply for the special licence when it is needed. In the main elk WMU's the Antlerless Elk Special Licence is only valid in one of the specified seasons, however there are 2-5 seasons depending on the WMU. If the object of the draw is to reduce the elk population it would make sense that measures should be in place to provide every opportunity for success. From reviewing the 2013 harvest estimates (see reference link) it is clear that success rates can be quite low, and current regulations may not be achieving the desired level of elk population management in Agricultural areas.

References:

www.albertaregulations.ca/pdfs/hunt-draws/Landowner-Special-Licence.pdf

www.mywildalberta.com/Hunting/documents/ElkHunterHarvest-2013.pdf

AAMDC Background

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

Review of Alberta SuperNet Agreement with Axia SuperNet Ltd.

MD of Taber

*Simple Majority Required
Endorsed by Foothills Little Bow District*

WHEREAS establishing a fibre optic network is essential for the provision of high speed internet services within the Province of Alberta and is a key element for future rural economic development; and

WHEREAS the Alberta SuperNet was constructed by the Province of Alberta at a cost of four hundred million dollars to provide a fibre optic high-speed wireless system across the Province; and

WHEREAS the Province of Alberta, through the Minister of Service Alberta, administers an agreement with Axia SuperNet Ltd. (a private corporation) for the management and operation of the Alberta SuperNet infrastructure under an agreement which is not public and which will expire in 2018; and

WHEREAS Axia SuperNet Ltd. has kept the price for access to the SuperNet high as compared to other fibre optic service providers; and

WHEREAS Axia SuperNet Ltd. has entered the retail market which conflicts with their Alberta SuperNet management role and which places them at a competitive advantage over other internet service providers; and

WHEREAS the underutilization of the fibre optic network within Alberta is directly attributable to the management of this public infrastructure by a private corporation focused on private profits rather than on a public good;

THEREFORE BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties request that Service Alberta not renew the Axia SuperNet Ltd. agreement until a complete examination of how the Alberta SuperNet can be managed in such a way as to promote a cost competitive, reliable, sustainable and Alberta-based solution for fibre optic internet services which meets the increasing demand for high speed internet service within the Province of Alberta with sufficient emphasis to rural connectivity.

Member Background

Concerns regarding the Axia SuperNet Agreement:

Although the Alberta SuperNet was built utilizing \$400 million in public funds and is recognized within Service Alberta's own website information as being an 'essential service,' the agreement between Service Alberta and Axia SuperNet has never been made public. The agreement has been renewed temporarily until 2018, however it is the opinion of many within the industry, local government and the public at large that it is time to critically examine how this public utility can be better administered to foster the delivery of broadband service to Albertans generally.

A service as critical to rural Alberta as access to high speed broadband requires a review of the current agreement and a complete transformation of the current manner in which the Alberta SuperNet is administered and managed to one which truly reflects the public and critical nature of high speed broadband internet service.

Recognition that the Alberta SuperNet is critical infrastructure for Alberta businesses and that the Axia SuperNet Agreement has needlessly stifled the development and propagation of this service is essential for the delivery of broadband service to Albertans into the future.

Background

According to the Service Alberta website (<http://www.servicealberta.gov.ab.ca/1561.cfm>) the SuperNet seeks to deliver the following:

The Alberta SuperNet was built to connect public institutions across the province – schools, hospitals, colleges, universities, libraries, and municipal offices – to a broadband network for high-speed Internet access, video conferencing, and other services. It's a network of fibre cables and towers currently reaching 429 communities across Alberta.

Public sector customers:

Government, learning, health, library and municipal (GoA/LHLM) end users across the province
Residential and business customers in rural/remote Alberta:

- Served by private sector Internet service providers (ISPs)
- ISPs use SuperNet backbone
- ISPs to bridge the final mile
- Residential and business customers within each SuperNet PoP community served by ISPs

Common Benefits

The SuperNet delivers these common benefits to Albertans:

- Accessibility – province-wide service footprint
- Reliability – leading-edge technology; monitored 24x7 by network operations centre
- Performance – leading technology provides excellent speed, security and quality
- Affordability – universal fee structure across the province; monthly flat-rate service fees
- Flexibility – service options from 0.256 Kb/sec–800 Mb/sec and evolving

Rural Internet

Access to high-speed Internet service is an essential service and critical foundational element for economic development in Alberta. The Government of Alberta (GoA) has been working to make access possible for all Alberta homes and businesses.

In 2005, the GoA's completion of the Alberta SuperNet resulted in delivery of a high-speed communications backbone across Alberta connecting over 4,200 schools, hospitals, libraries, government and municipal offices in 429 communities. Delivery of Internet access from this communications backbone and others was and still remains the responsibility of local Internet Service Providers (ISPs). Alberta has a competitive environment for providing Internet services in rural areas. Outside of urban areas, this is accomplished primarily through Fixed Wireless Access (FWA).

- There are more than 45 Wireless Internet Service Providers (WISPs) in the province
- Some areas have as many as 4 or 5 WISPs providing service, while other, more remote locations have only 1
- Currently, nearly 98% of Alberta households (HH) have access to a minimum of 1.5 Mbps Internet service.

Feedback on the Alberta SuperNet

Currently Service Alberta is requesting feedback on the use, need and potential innovations around broadband services in the Province of Alberta. Opinions can be forwarded to the following email address: albertasupernetconsult@gov.ab.ca

AAMDC Background

8-14F: Improvement of High-Speed Internet Services in Rural Alberta

THEREFORE BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties lobby the Government of Alberta to make the investments necessary to improve high-speed internet services in rural Alberta.

DEVELOPMENTS: The AAMDC is awaiting government response on this resolution.

Management of Farm Development and Agricultural Leases

MD of Big Lakes

*Simple Majority Required
Endorsed by Northern District*

WHEREAS currently the Department of Public Lands, under the Ministry of Environment and Sustainable Resource Development (ESRD), manage the use and operation of farm development leases and agricultural leases; and

WHEREAS Alberta Agriculture and Rural Development would be better adapted to manage the lease land as their expertise in agricultural production would give stronger representation to the needs of producers; and

WHEREAS the current policies and practices utilized by ESRD do not account for the unique nature of agriculture and the frequency in which the market changes, thus effecting the financial ability of producers to operate; and

WHEREAS more direct control from the Ministry of Agriculture and Rural Development would allow policies and procedures to be adapted in a more timely manner minimizing the negative effects on producers;

THEREFORE BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties request that Alberta Environment and Sustainable Resource Development transfer management of farm development leases and agricultural leases to the Ministry of Agriculture and Rural Development.

Member Background

Farm development leases are currently managed by the Department of Public Lands under the Ministry Environment and Sustainable Resources (ESRD). Under the current management practice, Farm Development Leases are leased for 10 years terms, with a five year review. At this time lease rates are adjusted based on current market value. The most recent assessments were done at seven years, two full years overdue. This caused major increases to lease rates in the region.

The assessment does not consider environmental factors that affect the producers. The problem with this type of approach is that most Crown leases are in marginal areas which would not otherwise be suited for farming. Many leases are in areas that flood from year to year; in some instances over ninety percent of the usable land is under water. The current policies do not address this issue and producers are charged the full acreage rate whether the land is useable or not. Forage production is also overlooked as land production varies from quarter to quarter and the assessments can be derived for upward of 10 kilometers away from the lease site.

Another factor overlooked by ESRD is that comparing private lease land and crown lease land is not a direct comparison, as there are restrictions set in place on lease land that would not otherwise be placed on private leases. ESRD has limited the ability to clear brush, develop drainage, or install sensible fencing designs to further help efficiency thus lowering the production potential. No consideration is made for better farming practices.

Saskatchewan and Manitoba have both defined agricultural leases and now manage them under their Ministries of Agriculture, as they saw the need to have a more direct role in management practices. Saskatchewan has implemented the use of field agronomists to help determine more accurate land production and thus helping calculate lease rates. Annual reviews are implemented with the producer having the ability to dispute lease rates within the current season, based on economic and environment factors.

The agendas of ESRD and ARD are very different and thus producers need to have representation on a provincial level from a ministry that shares the same goals and objective as Alberta's agricultural producers.

AAMDC Background

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

Reinstatement of Commercial Fishing Quotas on Alberta Lakes

Mackenzie County

*Simple Majority Required
Endorsed by Northern District*

WHEREAS the Alberta commercial fishing industry was created in 1910, when Alberta issued its first commercial licence, ensuring all Albertans have access to a fresh food supply as is recommended in the Canadian Food Guide; and

WHEREAS prior to August 1, 2014, eight zones in Alberta were identified for commercial fishing with a total of 66 lakes (Zone A – 23, Zone B – 3, Zone C – 7, Zone D – 20, Zone E – 10, Zone F – 0, Zone G – 2, Zone H – 1); and

WHEREAS in 2012 Alberta Environment and Sustainable Resource Development (ESRD) engaged Dr. Colby of Ontario to independently assess lakes in Zone E, with regards to the commercial fishing industry, with an undesirable outcome for Zone E; and

WHEREAS ESRD closed all lakes in Alberta to commercial fishing on August 1, 2014, stating “an extensive third-party review have been completed to assess the long-term viability of Alberta’s commercial fishery and determined that Alberta’s commercial fishery is no longer viable.”¹, while utilizing Dr. Colby’s report for Zone E and some unidentified additional provincial assessments; and

WHEREAS ESRD released the latest Fish Conservation and Management Strategy for Alberta in September 2014, in order to “provide economic and biodiversity benefits and to enrich the quality of life for Albertans”², with ESRD’s mandate “to develop an integrated resource management system” that “identifies and achieves the environmental, economic and social outcomes that Albertans expect from resource development and maintains the government’s social licence to develop resource through the province”²; and

WHEREAS ESRD’s Fish Conservation and Management Strategy highlights public involvement and consultation as one of its priorities and objectives as “stakeholder’s expectations, biological realities and desired outcomes must be aligned to foster good decision making”³; and

WHEREAS Alberta’s municipalities support ESRD’s strategy; however, ESRD has selected not to undertake assessments of other Zones or to undertake public and stakeholder consultations in all Zones prior to closing the commercial fishing industry in Alberta; and

WHEREAS ESRD selected to close all lakes to commercial fishing due to the perceived high cost to maintain the provincial licensing system, fishery regulation, monitoring, and enforcement for a few lakes; and

WHEREAS commercial fishing is a livelihood for many commercial fishermen in rural Alberta. The blanket suspension of the fishing industry in Alberta has created unnecessary hardships for many rural Albertans that conducted their fishing operations in a responsible and sustainable manner from the lakes that have not been scientifically identified to be “in danger”;

¹ <http://esrd.alberta.ca/fish-wildlife/fisheries-management/commercial-fishing-alberta.aspx>

² Pg. 4, Fish Conservation and Management Strategy, AB ESRD

³ Pg. 39, Fish Conservation and Management Strategy, AB ESRD

THEREFORE BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties urge Alberta Environment and Sustainable Resource Development (ESRD) to reinstate the commercial fish quotas on all lakes that were not assessed by the Colby Report, and commence an assessment of each individual Zone, with stakeholder input, to determine the sustainability of Alberta's commercial fishing industry, to ensure that the lakes, the industry, and the food source are sustainable in the future for all Albertans; and

FURTHER BE IT RESOLVED that ESRD engages the stakeholders of Zone E, and reassesses the Commercial Fishing Industry and practices in Zone E.

Member Background

Mackenzie County was notified by local commercial fishermen in June 2014 regarding letters received from ESRD advising of their decision to close commercial fishing:

“This decision has been made to address concerns that have been highlighted over the past few years. To help understand these concerns, the Government of Alberta, in collaboration with the commercial fisheries, facilitates an independent, third-party review of commercial fishing on selected lakes which was prepared and written by Dr. Peter Colby of Ontario.”

On July 15, 2014, Mackenzie County sent a letter requesting that commercial fishing be reinstated at Zone G lakes and suggested implementing a ten-year moratorium for transferring of licenses for the Bistcho Lake.

On August 1, 2014 Mackenzie County received a response from ESRD stating:

“Over the last few years many concerns have been raised about the sustainability of Alberta's commercially fished lakes, including apportionment of fish between user groups and the difficulties in commercial fisheries avoiding sport fish by-catch. In response, ESRD worked with commercial fishers to develop a third-party independent review of commercial fishing management. Following this review the Colby Report was prepared. ESRD has accepted this report and, following additional provincial assessments, concluded the long-term sustainability of commercially fished lakes is no longer viable.”

Further, in December 2014 the local commercial fishermen received letters from ESRD offering “an ex grata payment” based on the number of licensed nets that were assigned for the 2013 fishing season. This has amounted to \$100 per licensed net.

On January 9, 2015 Mackenzie County sent a letter respectfully stating that “a blanket” suspension of commercial fishing in all lakes is not fair.

On February 2, 2015 Mackenzie County received a letter from ESRD stating:

“While a small number of lakes may be sustainable for commercial fishing, the cost would be prohibitive for maintaining the provincial licensing system, fishery regulation, monitoring, and enforcement for so few lakes.”



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

July 15, 2014

The Honourable Robin Campbell
Minister of Environment and Sustainable Resource Development
323 Legislature Building
10800 - 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

RE: COMMERCIAL FISHING AT BISTCHO LAKE, ZONE G

We have recently learned that all commercial fishing in Alberta has been suspended. This decision comes following preparation of assessment of commercial fisheries management at selected twelve lakes in Zone E by Alberta ESRD (prepared by Dr. Peter J. Colby of Ontario).

Mackenzie County respectfully requests that the decision to suspend the commercial fishing at Bistcho Lake, Zone G (Zama area) be reconsidered due to a healthy fish population in this lake, and we also suggest implementing a ten year moratorium for transferring of licenses for the Bistcho Lake.

Thank you for your attention to this matter. If necessary, I can be contacted on my cell at (780) 841-1806, or please contact our Chief Administrative Officer, Joulia Whittleton, at (780) 927-3718.

Yours sincerely,

Bill Neufeld
Reeve

c: Mackenzie County Council
Joulia Whittleton, Chief Administrative Officer



ALBERTA

ENVIRONMENT AND SUSTAINABLE RESOURCE DEVELOPMENT

*Office of the Minister
MLA, West Yellowhead*

August 1, 2014

Reeve Bill Neufeld
MacKenzie County
PO Box 640
4511 - 46 Avenue
Fort Vermilion AB T0H 1N0

Dear Reeve Neufeld:

Thank you for your July 15, 2014, letter regarding the Government of Alberta's decision to close its commercial fishery effective August 1, 2014.

The Government of Alberta is committed to the long-term sustainability of Alberta's fish populations in our lakes. Over the last few years many concerns have been raised about the sustainability of Alberta's commercially fished lakes, including the apportionment of fish between user groups and the difficulties in commercial fishers avoiding sport fish by-catch. In response, Environment and Sustainable Resource Development worked with commercial fishers to develop a third-party independent review of commercial fishing management.

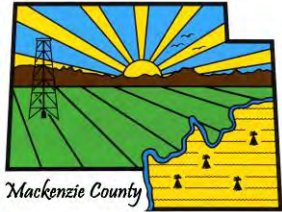
Following this review the Colby Report was prepared. Environment and Sustainable Resource Development has accepted this report and, following additional provincial assessments, concluded the long-term sustainability of commercially fished lakes is no longer viable.

Sincerely,

Robin Campbell
Minister

RECEIVED
AUG 15 2014

MACKENZIE COUNTY
FORT VERMILION OFFICE



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 9, 2015

The Honourable Kyle Fawcett
Minister of Environment and
Sustainable Resource Development
420 Legislature Building
10800 - 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

RE: COMMERCIAL FISHING AT BISTCHO LAKE, ZONE G

In June 2014 Mackenzie County respectfully requested that the decision to suspend the commercial fishing at Bistcho Lake, Zone G (Zama area) be reconsidered due to a healthy fish population in this lake. We also suggested implementing a ten year moratorium for transferring of licenses for the Bistcho Lake.

Our request was based on the fact that the commercial fishing suspension is due to the assessments of 12 lakes and fishing practices in Zone E as summarized in the Dr. Peter J. Colby's report.


Since no assessments of lakes in Zone G have been undertaken, Mackenzie County Council believes that "a blanket" suspension is not fair. Therefore, Mackenzie County Council respectfully requests that commercial fishing in Zone G be reinstated.

Thank you for your attention to this matter. If necessary, I can be contacted on my cell at (780) 841-1806, or please contact our Chief Administrative Officer, Joulia Whittleton, at (780) 927-3718.

...2

Hon. Kyle Fawcett
Page 2
January 9, 2015

Yours sincerely,

A handwritten signature in black ink, appearing to read "B. Neufeld". The signature is written in a cursive style with a large initial "B".

Bill Neufeld
Reeve

c: Hon. Frank Oberle, MLA for Peace River
Everett McDonald, Chair, Northern Alberta Development Council
Tom Burton, Director, AAMDC District 4
Mackenzie County Council
Joulia Whittleton, Chief Administrative Officer



ALBERTA
ENVIRONMENT AND SUSTAINABLE RESOURCE DEVELOPMENT

*Office of the Minister
MLA, Calgary-Klein*

February 2, 2015

Reeve Bill Neufeld
MacKenzie County
PO Box 640
4511 - 46 Avenue
Fort Vermilion AB T0H 1N0

Dear ~~Reeve Neufeld~~: *Bill*

Thank you for your January 12, 2015, letter regarding your request to allow commercial fishing at Bistcho Lake in Zone G.

After considerable assessment and independent review, the Government of Alberta concluded that commercially fished lakes are no longer viable across the province. The report you mention did focus on Zone E, but the conditions supporting a closure are found across the province. Our government closed the commercial fishery to ensure our province's fish resources are managed sustainably to maximize the benefits they provide to Albertans. This change is not being reconsidered.

As part of its assessment, Environment and Sustainable Resource Development also considered the costs and benefits of closing the commercial fishery. While a small number of lakes may be sustainable for commercial fishing, the cost would be prohibitive for maintaining the provincial licensing system, fishery regulation, monitoring, and enforcement for so few lakes. This would be the case with a water body such as Bistcho Lake, given its remote location and the lack of a permanent access road.

In light of increasing demands on the limited number of lakes in Alberta, closing the commercial fisheries will help ensure the continued use and enjoyment of our fisheries by all Albertans and visitors to the province.

Sincerely,

~~Kyle Fawcett~~
Minister

cc: Honourable Frank Oberle, MLA
Peace River

June 24, 2014

[REDACTED]

Over the past few years, commercial fisheries have undergone a review to assess the long term viability of the industry in relation to increasing pressure and demands placed on the limited number of lakes in Alberta. In addition, there have been concerns with the sustainability of commercially fished lakes, apportionment of fish between user groups and the difficulties in avoiding sport fish by-catch. In some areas of the province, commercial fishers have questioned the science used to manage commercial fishing, including inventory, interspecific ecological fish dynamics, and lake health.

Following significant deliberations and understanding the significant issues with respect to the sustainability of commercial fishing in Alberta occurring throughout the province, a decision has been made to close this type of fishing in the province. After August 1, 2014, no further commercial fisheries will be held. No commercial fisheries not already scheduled prior to August 1, 2014 identified in the 2014/15 Guide to Commercial Fishing Seasons will be permitted.

This decision has been made to address concerns that have been highlighted over the past few years. To help understand these concerns, the Government of Alberta, in collaboration with the commercial fishers, facilitated an independent, third-party review of commercial fishing on selected lakes which was prepared and written by Dr. Peter Colby of Ontario.

In his report, prepared for Environment and Sustainable Resource Development, Dr. Colby assessed commercial fisheries management using twelve lakes in Zone E. He concluded that current commercial use of these lakes in Alberta is not sustainable given current expectations and practices and has recommended that lakes need to be managed differently to achieve sustainable status.

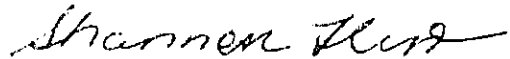
Environment and Sustainable Resource Development has accepted this report and based on additional provincial assessments have concluded the long term sustainability of commercially fished lakes is not viable.

1/2

The department is developing a process by which the closing of commercial fisheries will be implemented. Department staff will meet or discuss details of this process in July. Following this letter, you will receive additional correspondence indicating details of your ex gratia payment.

If you have any questions prior to a meeting, please do not hesitate to call me at (780) 422-8463 or Matt Besko, Head, Fisheries Management Policy at (780) 427-7769.

Sincerely,

A handwritten signature in black ink that reads "Shannon Flint". The signature is written in a cursive, flowing style.

Shannon Flint
Assistant Deputy Minister
Environment and Sustainable Resource Development

December 11, 2014

[REDACTED]

The closure of the commercial fishery in Alberta was a difficult decision made following significant deliberations, and one which reflects our government's commitment to safeguard the long-term sustainability of fisheries in the province.

We recognize this decision has a personal impact and may cause an inconvenience to you. The Government of Alberta would like to offer an ex gratia payment in recognition of your inconvenience. This payment is based upon the number of licensed nets you were assigned for the 2013 fishing season, and takes into consideration our commitment to manage public funds responsibly.

Therefore, we are offering you an ex gratia payment of \$800. Attached to this letter is a form which provides the details of this payment. Please sign and return the form in the self-addressed stamped envelope to acknowledge your payment. Our finance department will provide the payment to you immediately upon receipt.

Please be aware that you are under no obligation to accept this payment. If you choose not to, no other payment will be offered to you in relation to this decision to close the commercial fishery. This payment offer expires January 16, 2015.

If you wish to discuss this payment, please contact David Park, Section Head, Fisheries Management Policy, at 780-427-8347.

Sincerely,



Shannon Flint, Assistant Deputy Minister
Environment and Sustainable Resource Development

Enclosure

cc: David Park
Environment and Sustainable Resource Development

Release

In consideration of receipt of the ex gratia payment from Her Majesty the Queen in Right of Alberta as represented by the Minister of Environment and Sustainable Resource Development (the Crown) in the amount of \$800 (the payment), I agree as follows:

1. The Crown has no legal obligation to make the payment to me.
2. The payment is a one-time payment only and acceptance of it is the sole consideration for this Release.
3. The payment is voluntary on the part of the Crown and does not constitute an admission of fault of any kind.
4. To unconditionally release and forever discharge the Crown from all claims, demands, actions, causes of action, costs, or suits, at law or equity, whatsoever that I or my successors or assigns now have or at any time hereafter may have by reason of, resulting from or in any way relating to or arising out of:
 - i) the closure of the commercial fishery in Alberta which was effective August 1, 2014.
 - ii) the cancellation of any commercial fishing zone licences and net licences that I have or may have had.
5. This agreement is the entire agreement between myself and the Crown concerning the subject matter of this Release.
6. I was given sufficient opportunity to obtain independent legal advice with respect to this Release.

Dated at _____, Alberta, this ____ day of _____, 2014.
(city, town, village)

Cynthia Willson-Bateman Signature

Date

Witnessed by Name and Signature

Date

Guide to Commercial Fishing Seasons 2014-2015

Commercial Fishing in Alberta

Schedule of Lake Openings

Issued by the Fish and Wildlife Policy Branch, Policy Division, for the convenience of commercial fishing operators:

- No person shall fish in any of the waters opened by this Schedule of Lake Openings unless they are the holders of a valid Commercial Fishing Licence and specific Commercial Fishing Lake Licence.
 - Fishing operators are responsible for ensuring that ALL licence privileges are renewed by **March 31, 2015**. This is the licence holder's responsibility. Failure to renew lake netting privileges will result in lost fishing privileges.
 - **Limitations of Catch:** The total weight of the species of fish mentioned in the following schedule of lake openings shall not exceed the quota stated.
 - **ROQ:** Remainder of Quota
 - **Note: Commercial fisheries which are suspended or those that are subject to testing and have no assigned quota are not included in this Guide.**
- * Indicates waterbodies with depth or area restrictions. Details on closures are listed on lake licences, at fish plants or are available at Fish and Wildlife District Offices.
- ** Total number of nets ("nets") assigned to a single gear unit.
- i. A "Net" is interpreted as a portion of a gill net that does not exceed 95 m in length, but a net may be set as part of a gill net that exceeds 95 meters in length but is less than 275 meters in length;
 - ii. A length of gill net that is greater than 95 meters in length is to be calculated as a number of nets greater than one net, using net lengths of 95 meters added together, and if there is a remaining portion that is less than 95 meters in length that portion is counted as one additional net;
 - iii. A length of gill net greater than 95 meters in length must have a permanent and physical marker clearly indicating each gear unit of 95 meters or portion thereof; and
 - iv. Nets that are attached together must not exceed 300 yards in length

Zone A					
Waters	Mesh Size	Nets**	Season Dates	Quota	
Cowoki Reservoir (19-13-W4)	Not less than 140 mm	3	08:00 hours December 15 to 16:00 hours December 18, 2014	8100 kg	Whitefish
				500 kg	Pike
				200 kg	Walleye
	Not less than 140 mm	3	TBD	ROQ kg	Whitefish
				ROQ kg	Pike
				ROQ kg	Walleye
Fincastle Reservoir (10-15-W4)	Not less than 140 mm	4	On Request	4500 kg	Whitefish
				135 kg	Pike
				45 kg	Walleye
Jensen Reservoir (4-22-W4)	Not less than 140 mm	4	On Request	4500 kg	Whitefish
				225 kg	Pike
				45 kg	Walleye
Keho Reservoir (11-23-W4)	Not less than 140 mm	2	TBD	18000 kg	Whitefish
	Trap Net			900 kg	Pike
				450 kg	Walleye
Little Bow Lake (14-20-W4)	Not less than 140 mm	3	TBD	13600 kg	Whitefish
				450 kg	Pike
				125 kg	Walleye
Louisiana #13 (17-11-W4)	Not less than 140 mm	3	On Request	TBD kg	Whitefish
				TBD kg	Pike
				TBD kg	Walleye
*McGregor Lake (18-22-W4)	Not less than 140 mm	6	TBD	TBD kg	Whitefish
				TBD kg	Pike
				TBD kg	Walleye
	Not less than 140 mm	6	On Request	ROQ kg	Whitefish
				ROQ kg	Pike

				ROQ kg	Walleye
Murray Lake (10-7-W4)	Not less than 140 mm	4	08:00 hours April 16 to 16:00 hours April 18, 2014	4550 kg 450 kg 200 kg	Whitefish Pike Walleye
*Newell Lake (17-15-W4)	Not less than 140 mm	6	08:00 hours November 3 to 16:00 hours November 21, 2014	82000 kg 200 kg 900 kg	Whitefish Pike Walleye
*Rattlesnake Reservoir (12-8-W4)	Not less than 140 mm	3	On Request	9050 kg 450 kg 225 kg	Whitefish Pike Walleye
*Ridge Reservoir (5-19-W4)	Not less than 140 mm	6	TBD	9050 kg 900 kg 200 kg	Whitefish Pike Walleye
Rock Lake (20-15-W4)	Not less than 140 mm	4	On Request	TBD kg TBD kg TBD kg	Whitefish Pike Walleye
*Rolling Hills Reservoir (16-14-W4)	Not less than 140 mm	3	On Request	TBD kg TBD kg TBD kg	Whitefish Pike Walleye
Scope Reservoir (13-14-W4)	Not less than 140 mm	3	08:00 hours April 21 to 16:00 hours April 23, 2014	9050 kg 450 kg 170 kg	Whitefish Pike Walleye
*Sherburne Reservoir (9-14-W4)	Not less than 140 mm	3	TBD	9050 kg 300 kg 100 kg	Whitefish Pike Walleye
St Mary Reservoir (4-24-W4)	Not less than 140 mm	6	TBD	9050 kg 300 kg 200 kg	Whitefish Pike Walleye

Stafford Reservoir (8-18-W4)	Not less than 140 mm	4	On Request	13600 kg 220 kg 95 kg	Whitefish Pike Walleye
*Tilley B Reservoir (18-12-W4)	Not less than 140 mm	2	08:00 hours March 1 to 16:00 hours March 20, 2015	31880 kg 900 kg 200 kg	Whitefish Pike Walleye
*Travers Reservoir (14-21-W4)	Not less than 140 mm	6	On Request	TBD kg TBD kg TBD kg	Whitefish Pike Walleye
Unnamed Lake (10-12,13-W4)	Not less than 140 mm	3	TBD	18000 kg 600 kg 200 kg	Whitefish Pike Walleye
Upper Chin Reservoir (-W4)	Not less than 140m	3	On Request	TBD kg TBD kg TBD kg	Whitefish Pike Walleye
Waterton Reservoir (4-28-W4)	Not less than 127 mm	6	On Request	2250 kg 300 kg 50 kg	Whitefish Pike Trout
Yellow Reservoir (9-11,12-W4)	Not less than 140 mm	3	TBD	18000 kg 900 kg 200 kg	Whitefish Pike Walleye

Zone B

Waters	Mesh Size	Nets**	Season Dates	Quota
*Chip Lake (54-10-W5)	Not less than 89 mm	6	On Request	10000 kg Pike
*Lac Ste Anne (55-3-W5)	Not less than 140 mm	3	08:00 hours March 2 to 16:00 hours March 12, 2015	45000 kg 900 kg Whitefish Perch

				550 kg Pike 450 kg Walleye
*Pigeon Lake (46-1-W5)	Not less than 152 mm	1	TBD	50000 kg Whitefish 1300 kg Pike 750 kg Walleye 500 kg Perch

Zone C

Waters	Mesh Size	Nets**	Season Dates	Quota
*Cold Lake (64-1-W4)	Trap Net		08:00 hours September 15 to 16:00 hours October 31, 2014	50000 kg Whitefish 24000 kg Tullibee 25 kg Pike 25 kg Trout 25 kg Walleye
*Ethel Lake (64-3-W4)	Not less than 152 mm	1	08:00 hours November 28 to 16:00 hours November 30, 2014	4000 kg Whitefish 300 kg Tullibee 300 kg Pike 50 kg Walleye
Ipiatik Lake (73-7-W4)	Not less than 140 mm	8	On Request	6800 kg Whitefish 2000 kg Pike
*Moose Lake (61-7-W4) < 10 ft (3 m)	Not less than 152 mm	6	08:00 hours October 9 to 16:00 hours October 21, 2014	18000 kg Whitefish 9050 kg Tullibee
	Trap net		08:00 hours October 9 to 16:00 hours October 21, 2014	400 kg Pike 250 kg Walleye 100 kg Perch
Primrose Lake (67-1-W4)	Not less than 140 mm	2	08:00 hours July 5 to 16:00 hours July 15, 2014	11750 kg Whitefish 4800 kg Pike 500 kg Walleye
	Not less than 140 mm	4	08:00 hours December 27, 2014 to 16:00 hours January 4, 2015 (subject to Base approval)	18800 kg Whitefish ROQ kg Pike 7050 kg Walleye

*Spencer Lake (67-9-W4) > 15 ft (4.6 m)	Not less than 140 mm	8	08:00 hours December 4 to 16:00 hours December 14, 2014. (subject to Base approval)	15000 kg Whitefish 600 kg Pike 450 kg Perch 250 kg Walleye
*Wolf Lake (66-7-W4) > 46 ft (15 m)	Not less than 140 mm	2	08:00 hours February 12 to 16:00 hours February 18, 2015	12000 kg Whitefish 900 kg Perch 200 kg Pike 150 kg Walleye

Zone D

Waters	Mesh Size	Nets**	Season Dates	Quota
Amisk Lake (64-18-W4) > 20 ft (6 m)	Not less than 140 mm	3	On Request	3150 kg Whitefish 1000 kg Tullibee 110 kg Pike 75 kg Walleye
Base Lake (77-12-W4)	Not less than 140 mm	6	On Request	900 kg Whitefish 330 kg Pike
*Beaver Lake (66-13-W4) > 20 ft (6 m) north basin	Not less than 140 mm	8	08:00 hours December 29, 2014 to 16:00 hours March 31, 2015	18000 kg Whitefish 500 kg Pike 400 kg Walleye 200 kg Perch
*Christina Lake (76-6-W4) > 46 ft (15 m)	Not less than 140 mm	8	On Request	5420 kg Whitefish 4550 kg Tullibee 400 kg Pike 350 kg Perch 115 kg Walleye
Edwards Lake (75-9-W4)	Not less than 140 mm	6	On Request	260 kg Whitefish 95 kg Pike

*Elinor Lake (64-11-W4) > 20 ft (6 m)	Not less than 140 mm	6	08:00 hours December 1 to 16:00 hours December 14, 2014	3200 kg Whitefish 450 kg Pike 450 kg Perch 200 kg Walleye
Fork Lake (63-11-W4)	Not less than 140 mm	10	08:00 hours September 15 to 16:00 hours September 21, 2014	6700 kg Whitefish 450 kg Pike
Glover Lake (75-9-W4)	Not less than 140 mm	6	On Request	900 kg Whitefish 125 kg Pike
Goodfish Lake (61-13-W4)	Not less than 102 mm	6	On Request	5000 kg Tullibee 1500 kg Whitefish 500 kg Pike 100 kg Walleye 50 kg Perch
Goodwin Lake (74-11-W4)	Not less than 140 mm	18	On Request	4000 kg Whitefish 800 kg Pike
Helena Lake (66-11-W4)	Not less than 140 mm	6	On Request	11500 kg Whitefish 400 kg Pike 75 kg Walleye
*Ironwood Lake (65-11-W4) > 20 ft (6 m)	Not less than 140 mm	6	08:00 hours September 22 to 16:00 hours September 28, 2014	3150 kg Whitefish 450 kg Pike 200 kg Perch 100 kg Walleye
Jumbo Lake (73-4-W4)	Not less than 140 mm	6	On Request	2100 kg Whitefish 70 kg Pike
Kirby Lake (75-5-W4)	Not less than 140 mm	8	On Request	4500 kg Whitefish 750 kg Pike
Logan Lake (70-9-W4)	Not less than 102 mm	6	On Request	540 kg Pike 80 kg Perch 30 kg Walleye

*North Buck Lake (66-17-W4)	Not less than 140 mm	6	08:00 hours September 29 to 16:00 hours October 12, 2014	11400 kg Whitefish 450 kg Tullibee 400 kg Pike 200 kg Perch 150 kg Walleye
Piche Lake (70-11-W4)	Not less than 102 mm	6	On Request	5000 kg Tullibee 200 kg Pike 500 kg Whitefish 200 kg Walleye
Royemma Lake (75-1-W4)	Not less than 140 mm	6	On Request	2700 kg Whitefish 450 kg Pike
Touchwood Lake (67-10-W4) > 50 ft (15 m)	Not less than 140 mm	6	08:00 hours February 9 to 16:00 hours March 31, 2015	18000 kg Whitefish 5000 kg Tullibee 300 kg Pike 200 kg Perch 150 kg Walleye 100 kg Trout
Wappau Lake (75-11-W4)	76 mm	6	On Request	1800 kg Pike

Zone E

Waters	Mesh Size	Nets**	Season Dates	Quota
*Calling Lake (72-22-W4)	Not less than 140 mm	3	08:00 hours January 19 to 16:00 hours January 30, 2015	100000 kg Tullibee 60000 kg Whitefish 1500 kg Pike 1800 kg Perch 500 kg Walleye
Corn Lake (88-25-W4)	Not less than 127	1	On Request: January – March 2015	1200 kg Whitefish 150 kg Pike

*Graham Lake (87-4-W5)	Not less than 140 mm	3	On Request: 08:00 hours January 5 to 16:00 hours January 30, 2015	10000 kg Whitefish 1000 kg Tullibee 1000 kg Pike 450 kg Walleye 100 kg Perch
Iosegun Lake (63-19-W5)	Not less than 140 mm	1	TBD	4500 kg Whitefish 3000 kg Tullibee 400 kg Pike 100 kg Walleye
*Lesser Slave (74-11-W5) (East Basin)	Not less than 140 mm	10	08:00 hours May 20 to 16:00 hours June 13, 2014	206000 kg Whitefish 9100 kg Pike 6600 kg Walleye 5000 kg Tullibee 500 kg Perch
*Lesser Slave (74-11-W5) (East Basin) (less than 15 ft)	Not less than 140 mm	1	08:00 hours October 6 to 16:00 hours November 7, 2014	ROQ kg Whitefish ROQ kg Pike ROQ kg Walleye ROQ kg Tullibee ROQ kg Perch
*Lesser Slave (74-11-W5) (East Basin)	Not less than 140 mm	10	08:00 hours January 7 to 16:00 Hours January 23, 2015	ROQ kg Whitefish ROQ kg Pike ROQ kg Walleye ROQ kg Tullibee ROQ kg Perch
Long Lake (89-4-W5)	Not less than 140 mm	1	On Request: November 2014	800 kg Whitefish 250 kg Tullibee 100 kg Walleye
*Orloff Lake (73-23-W4)	Not less than 140 mm	3	TBD	15850 kg Tullibee 9500 kg Whitefish 1150 kg Pike 450 kg Walleye

*Rock Island Lake (75-22-W4)	Not less than 140 mm	3	08:00 hours January 2 to 16:00 hours January 4, 2015	9050 kg Tullibee 3250 kg Whitefish 850 kg Pike 350 kg Walleye
*Snipe Lake (71-19-W5)	Not less than 152 mm	1	08:00 hours May 20 to 16:00 hours May 23, 2014 No nets set through the ice	23500 kg Whitefish 1950 kg Pike 250 kg Walleye 1 kg Tullibee
*Winagami Lake (76-18-W5)	Not less than 152 mm	1	08:00 hours May 26 to 16:00 hours May 30, 2014 Not nets set through the ice 12 hour daytime maximum soak time No overnight gill net sets	78000 kg Whitefish 3000 kg Pike 290 kg Walleye 1 kg Tullibee

Zone F

Waters	Mesh Size	Nets**	Season Dates	Quota
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No commercial fisheries are scheduled for Zone F

Zone G

Waters	Mesh Size	Nets**	Season Dates	Quota
Bistcho Lake (124-6-W5)	Not less than 114 mm	8	08:00 hours November 20 to 16:00 hours December 20, 2014	75000 kg Whitefish 19500 kg Pike 7000 kg Walleye

			08:00 hours February 15 to 16:00 hours April 5, 2015	ROQ kg Whitefish ROQ kg Pike 3000 + ROQ kg Walleye
Burnt Lake #2 (23,27-95-25-W4)	Not less than 152 mm	1	08:00 hours January 8 to 16:00 hours January 11, 2015	4425 kg Whitefish 500 kg Pike

Zone H

Waters	Mesh Size	Nets**	Season Dates	Quota
Athabasca Lake (117-1-W4)	Not less than 102 mm	8	08:00 hours June 1 to 16:00 hours August 1, 2014	90000 kg Walleye 50000 kg Whitefish 45000 kg Pike 10000 kg Trout
	Not less than 102 mm	8	08:00 hours December 1, 2014 to 16:00 hours March 1, 2015	ROQ kg Walleye ROQ kg Whitefish ROQ kg Pike ROQ kg Trout

AAMDC Background

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

Government Prioritizing Northern Alberta Highways

Clear Hills County

*Simple Majority Required
Endorsed by Northern District*

WHEREAS rural municipalities are the economic drivers of Alberta with their natural resources; and

WHEREAS primary resource extraction activities are putting significant stress on highway road infrastructure in northern Alberta; and

WHEREAS highways in northern Alberta must be improved in order to ensure the safe and efficient movement of natural resources and people;

THEREFORE BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties lobby the Government of Alberta to improve the condition of highway infrastructure in northern Alberta by setting them as a highest priority level for the province.

Member Background

The highway network in northern Alberta is a vital contributor to the economic well-being of the province. These roads link resources to refineries and suppliers to buyers, and therefore it is essential that they be upgraded and maintained to a standard that satisfies current and future traffic needs.

Due to increased use for industrial purposes, northern Alberta highways are being damaged. When industrial development occurs that affects the condition of, or requires the improvement of, a highway, the provincial government must be responsible for bringing the road to an acceptable standard and work to ensure it will be placed at the highest level of priority to ensure industrial and agricultural goods and products can reach markets in a timely and efficient manner.

AAMDC Background

6-14F: Improvement of Highways in Alberta

THEREFORE BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties lobby the Government of Alberta to improve the condition of highway infrastructure in Alberta.

DEVELOPMENTS: The AAMDC is awaiting government response on this resolution.

Implications of the New Home Buyers Protection Act

Mackenzie County

*Three-fifths (3/5) Majority Required
Endorsed by Northern District*

WHEREAS the Government of Alberta passed the *New Home Buyers Protection Act* on November 20, 2012; and

WHEREAS the rules and regulations pertaining to the *New Home Buyers Protection Act* came into effect February 1, 2014; and

WHEREAS the implementation and application of the *New Home Buyers Protection Act* by builders and lenders is inconsistent; and

WHEREAS financial implications on rural and remote rural home buyers are disproportionately higher than for urban home buyers due to the implementation of the *New Home Buyers Protection Act*; and

WHEREAS the mandatory implementation of the *New Home Buyers Protection Act* appears to directly implicate the shortcomings of the *Safety Codes Act* but fails to address the problem at hand; and

WHEREAS the province failed to develop a sufficient system to address the needs of builders in a timely manner or provide the necessary education to the public, home builders and permit issuers which caused undue delays to permit issuance;

THEREFORE BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties opposes the mandatory nature of the *New Home Buyers Protection Act* and its associated rules and regulations, and urges the Government of Alberta to amend the legislation to allow consumers to decide if they wish their new homes to be covered by warranty; and

FURTHER BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties opposes the *New Home Buyers Protection Act* and its associated rules and regulations being mandatory in all areas of the province as a blanket legislation which unduly harms small businesses and community growth in rural Alberta; and

FURTHER BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties urge the Government of Alberta to respect the individual freedoms of all Albertans to sell and purchase their homes on terms amenable to both parties, recognizing that the terms of the transaction between two individuals do not require regulation by government;

FURTHER BE IT RESOLVED that Alberta Association of Municipal Districts and Counties encourages the Province of Alberta to correct the shortcomings of the *Safety Codes Act* and ensure the diligent enforcement thereof.

Member Background

The rules and regulations of the *New Home Buyers Protection Act* came into force February 1, 2014. This legislation makes purchasing a warranty on various components of new home construction mandatory.

Whereas the option to purchase new home warranties has been available on new homes prior to this government action, the government is now forcing all home builders to purchase an insurance product regardless of individual circumstances.

The increased costs for this warranty program will accrue to both those seeking to build a new home, and municipalities tasked with ensuring compliance with the new program.

Now that the program has been operating for a year it is apparent that the increased costs are higher than the Government of Alberta indicated prior to the program implementation. Initial estimates for warranty coverage were approximately \$1700, whereas the known costs today are \$3400. Furthermore, before program implementation, the program was to include the ability to be exempt from the program if the homeowner built the house. Now we know there is a \$750 non-refundable application fee, and it took several months after the program was implemented before guidelines regarding what qualifies as an owner builder were provided.

As clearly identified on the Alberta Municipal Affairs website, several lenders will not issue a mortgage without proof of the warranty provided under the Act. [1] This adds undue complexity, time and cost to the process of building a home. In remote rural Alberta there are very few lenders to choose from.

The actual costs of obtaining a warranty are also disproportionately higher for the small father/son type builders, which is what the predominant number of builders in remote rural Alberta are. Without any substantial portfolio of projects for the insurer to consider, the rates rise significantly. As permit issuers [2], we have been notified of cases where the insurance cost was to be in excess of \$15,000. In one of these instances the prospective home owner was informed that the entire amount of the insurance had to be paid up front and could not be incorporated into the mortgage. Understandably, this stopped the project indefinitely.

These costs are exorbitant and have far reaching effects on remote rural communities within Alberta. The *New Home Buyers Protection Act* is directly to blame for hindering development. Small home builders (approximately three homes constructed per year) cannot compete in this environment. Residents cannot afford to live in rural Alberta when these additional costs are legislated upon them. This affects the livelihood of the builders and reduces one's hope of building a new home in rural Alberta. This also manipulates the competitive environment that should be free enterprise and distorts it into a relative monopoly for the high volume builders.

The Government of Alberta was not prepared for the program to commence, causing extreme wait times. Specific examples of the delays caused are detailed here:

A prospective homeowner applied for the owner/builder exemption, which took 55 days (40 business days) to receive. [3] The Municipal Affairs website indicates the entire process should not take more than 10 business days.

A large home builder in the region (approximately 15 homes per year) applied to construct an eight unit condominium. It took 147 days (104 business days) to navigate the process to receive the mandatory insurance. This delay was in large part due to the *New Home Buyers Protection Act* and the online system not accommodating multiple units for one registered lot. [4]

While new home buyers may initially feel comforted with the idea of having a warranty on their new home, the warranty insurance provider may exclude policy coverage for "negligent or improper maintenance, or improper operations of the new home". Further, warranties may be voided where a homeowner undertakes renovations and does not hire the original builder to make the changes. [5] There are instances where through issues with the home due to poor workmanship and material selection (however minor they may be), the homeowner is effectively legislated to continue using the poorly performing original builder for all successive renovations to the home. This places homeowners in an incredibly difficult situation, and again serves to monopolize the residential construction industry by eliminating the ability of another contractor to obtain work without voiding a homeowner's existing warranty.

As clearly stated above, the ramifications to prospective home owners, owner builders, small volume builders and rural communities are many. The Act has already caused small volume builders to cease building residential homes [6], has caused investment to leave the community; and in some circumstances has caused development to stop. Yet people and our government lament the population and growth problems of rural and small town Alberta, and our government creates economic development action plans

and other strategies to spur on growth in our regions. Perhaps all it takes for rural Alberta to prosper is to allow rural Alberta to do what it always has done, do what it needs to do, and let it grow organically from what it already is. For all acts to be enforced as blanket legislation across the province does not allow this to happen. There are already enough challenges of living remotely, removed from a large urban center. This legislation adds yet one more layer of challenges, costs and headaches to rural residents, and does not create a thriving rural Alberta, and certainly does not eliminate the anger, mistrust and anxiety of perspective homeowners.

While there may be instances where shoddy construction or dishonest practices of a few contractors who do not do a good job [7] have created financial burdens on those who may have purchased a home of sub-standard quality, the ability of a purchaser to select a new home with a warranty or research the reputation of a contractor were in place prior to mandatory warranty practices being put in place by the Government of Alberta.

Home builders already experience significant costs in obtaining safety and building code permits. These permits are supposed to ensure the home is built to provincial standards. Reputable contractors follow the rules, take pride in the quality of their work, and provide Albertans with safe homes. Mandating a warranty concurrently with requiring safety code permits leads one to conclude that the standards are either inadequate or not being enforced as well as homeowners expect.

Mandating the purchase of an insurance product violates an individual's free agency, and the principles of free enterprise.

Resolution 19-14F, titled simply "New Home Buyers Protection Act" was previously presented at the AAMD&C convention. Portions of this resolution are directly copied from resolution 19-14F.

[1] Alberta Municipal Affairs website, retrieved on February 5, 2015
http://www.municipalaffairs.alberta.ca/home_warranties_information_for_owner_builders.cfm

[2] References Mackenzie County and MD of Smoky River

[3] Mackenzie County Development Permit number 108-DP-14 and corresponding Building Permit number 098-B-SC-14

[4] Mackenzie County Development Permit number 40-DP-14 and corresponding Building Permit number 092-B-SC-14

[5] Section 7; *Insurance Act –Home Warranty Insurance Regulation*. Alberta Regulation 225/2013

[6] County of Paintearth letter to Honourable Diana McQueen, dated October 9, 2014. See attached.

[7] Minister Griffiths; New legislation to give new home buyers in Alberta more protection. CTV Edmonton. October 25, 2012



COUNTY OF PAINT EARTH No. 18

P.O. BOX 509, CASTOR, ALBERTA T0C 0X0

Toll Free: 1-888-882-3156

Phone: 403-882-3211

Fax: 403-882-3560

www.countypaintearth.ca

October 9, 2014

Honourable Diane McQueen
Minister, Alberta Municipal Affairs
404 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister McQueen:

Last fall, the County of Paintearth wrote then Municipal Affairs Minister Griffiths a letter expressing concerns over the upcoming legislation regarding the Alberta New Home Warranty program and its impacts on rural Alberta. Those concerns included residents, carpenters and municipalities as permit issuers.

After 6 months of the NHBPA coming into effect, we are starting to see the concerns becoming a reality, with negative and potentially drastic effects to rural Alberta's small communities and the carpenters/framers that live and work here. Our County is not alone in this situation, as many small municipalities expressed concern about problems and issues with the program at the recent Alberta Development Officers Association conference which featured a session with staff from the program. While delegates were expressing these concerns and bringing real problems of actual issues to light, they were met with a defensive attitude from program staff whose response "well, that's your opinion" showed little compassion or desire to make a questionable program better.

Some specific examples of negative impacts from our County alone include:

- a young couple who are building and contracting their own home were denied Owner Builder Authorization based on both of them working full time despite them meeting the published requirements. Their rejection was from never publicized criteria for disqualification, and this process delayed their build by 2 months. We are sure you can appreciate the short building season in Alberta and the impacts and added costs that a 2 month delay can wreak.
- In small rural centers and counties, we don't necessarily have "builders" with all encompassing trades under a master corporate umbrella. We have journeymen carpenters, quite frequently independent father-son teams or small construction businesses who build quality homes in cooperation with other "trades" such as independent plumbers, gas fitters, electricians, roofers, etc. All generally contracted by the home owners themselves, which by the definition in the NHBPA would meet the requirements of an owner-builder.
- some of these carpenters or small businesses have been denied coverage by private industry home warrantors as they are not all inclusive with all trades, nor are they in a position to assume the risk of the other trades they have no association or control over. As a result, more than a few have decided to cease building homes thus severely limiting new residential construction in rural Alberta.

... 2

Honourable Diana McQueen
Minister, Alberta Municipal Affairs
Page 2

The residential construction industry in rural Alberta was supported by successful partnerships with the Safety Codes inspection process, which ensured proper techniques and workmanship went into the building process. In addition, in small center rural Alberta, the success of a carpenter is their reputation for quality work, which has far more impacts than any government regulation. While we may not have the pressures of large scale construction inspection demands such as in the central corridor, out here it was (and is) effective and timely.

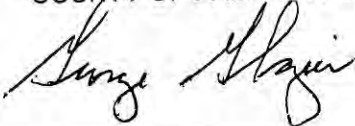
The NHBPA in our opinion was rushed through with little or no consultation to the affected municipalities, and hastened into legislation far too quickly to be able to be effective. Many financial institutions already had requirements for warranties that largely made the government program redundant. While we appreciate the consumer protection aspect of the program, in rural Alberta this program does more harm than good, impacting the livelihoods of rural carpenters and their communities.

We would strongly encourage yourself and the department of Municipal Affairs to revisit the benefits and impacts of this program with a sober second thought to the damage and consequences it has wrought on rural Alberta and the small communities and builders who live and work here.

We, as a County, would be willing to co-operate with the department in any consultative role or process should you choose to review this program. Currently, the Alberta Government is seen to be addressing and correcting previously implemented shortcomings in policy and legislation in a favourable way, we wish that Municipal Affairs would please consider this program in the same perspective.

Yours truly,

COUNTY OF PAINTEARTH NO. 18



George Glazier
Reeve

TP/GG

CROWFOOT CROSSING ... Remembering Our Past, Building Our Future

AAMDC Background

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

From: [Joy Vonk](#)
To: "Joy Vonk"
Subject: Expression of Interest for Rural Housing Initiative -
Date: Tuesday, March 03, 2015 2:47:01 PM
Attachments: [Expression of Interest for Rural Housing Initiative Final.pdf](#)

Expression of Interest for Rural Housing Initiative.

Dear Specialized Municipalities,

Does your rural Alberta community have a homelessness issue and a lack of affordable housing? The Alberta Rural Development Network (ARDN) is issuing this **call for Expressions of Interest**.

We are seeking rural Alberta locations to build attractive and appropriate housing complexes for homeless and low income individuals and families. Each complex would house approximately 30 people. If your rural community or organization is potentially interested in donating land and either providing or finding building and tenant management services upon completion.

Please submit a no obligation Expression of Interest as soon as possible, but **no later than March 30, 2015**

Please direct any inquiries and the completed Expression of Interest to:

Dee Ann Benard, Executive Director
Alberta Rural Development Network (ARDN)
exec.dir@ardn.ca
Tel: 780-915-1751

Thank you,

Joy Vonk

Operations Manager
Alberta Rural Development Network (ARDN)
780-935-2790

operations@ardn.ca | www.ardn.ca





February 2, 2015

Attention: Honourable Mayors,
Members of Council and
Chief Administrative Officers

RECEIVED
FEB 25 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE

Re: National Public Works Week, May 17-23, 2015 – "Community Begins Here"

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 17-23, 2015 as National Public Works Week in your community. This year's theme is "Community Begins Here".

National Public Works Week is observed each year during the third full week of May and this is the 55th year. NPWW calls attention to the importance of public works in community life and seeks to acknowledge the efforts of tens of thousands of men and women in North America who provide and maintain civil infrastructure and services. NPWW also allows Councils to remind the public of the 24/7 services that they are responsible for and are proud of. Many Councils and Public Works departments make this an annual celebration in their communities.

The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to www.publicworks.ca for information about this year's theme and resources on making your Public Works Week a success. If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Please note that declarations should be forwarded to:

APWA Alberta Chapter
44095 Garside Postal Outlet
EDMONTON AB T5V 1N6

Yours truly,

Dean Berrecloth
APWA President



APWA Alberta Chapter 44095 Garside Postal Outlet Edmonton AB T5V 1N6
www.publicworks.ca



PROCLAMATION
"Community Begins Here"
PUBLIC WORKS WEEK
MAY 17-23, 2015

WHEREAS: *public works infrastructure, facilities and services are vital to the health, safety and well-being of the residents of (Enter your city/municipality/town/etc name); and*

WHEREAS: *such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers and administrator who are responsible for building, operating and maintaining the public works systems that serve our citizens; and*

WHEREAS: *the Public Works Association instituted Public Works Week as a public education campaign "to inform communities and their leaders on the importance of our nation's public infrastructure and public works services"; and*

WHEREAS: *it is in the public interest of citizens and civic leaders to gain knowledge of the public works needs and programs of their respective communities;*

WHEREAS: *Public Works Week also recognizes the contributions of public works professionals.*

NOW THEREFORE, I, (Enter Mayor's Name), Mayor of the (Enter your city/municipality/town/etc name), do hereby proclaim the week of **May 17-23, 2015**, as **Public Works Week** in Enter your municipality.

Dated this day of _____, 2014.

(Enter Mayor's Name), Mayor

RECEIVED
MAR 4 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE

PCN Patient candidly describes battle with depression

Submitted by Tamara Vineberg,
Edmonton Southside Primary Care Network

When Gary Krutzfeldt started feeling empty and helpless, he turned to his family doctor for help.

Dr. Don Korzenowski of Millwoods Family Medical Clinic prescribed anti-depressants for Gary but told him this was only half the answer and he needed to see a behavioural health specialist from Edmonton Southside Primary Care Network (ESS PCN).

"I have to admit I was pretty reluctant. I said I would think about that," says Gary, who didn't know what to expect from this type of visit.

He explained he was worried that Melodie Letwin, the behavioural health specialist based out of the clinic, would dig into his past or make him talk about subjects he was uncomfortable about. Gary had separated from his wife three years previously and the depression began two years later after a trip to Mexico with his two adult daughters.

"I told them about it but I don't think they really understood what I was going through. I needed help. I never had a feeling like that before. You feel like you are losing your mind a little bit. You have no energy. You have no desire to do anything. You can hardly get out of bed in the morning," says Gary.

"You get out of bed and 15 minutes later, you are lying on the sofa. Your mind is playing all these games. The anxiety builds and seems to feed on itself."

Gary started to have thoughts of suicide before and even after seeing Dr. Korzenowski. He mistakenly thought by taking a

prescription pill that it would all disappear quickly. He then discovered that the medication takes six to eight weeks before it starts to kick in and work.

Once he started taking the medication, it was still a struggle for him to function every day. He had to force himself to go to his office. It was hard to focus.

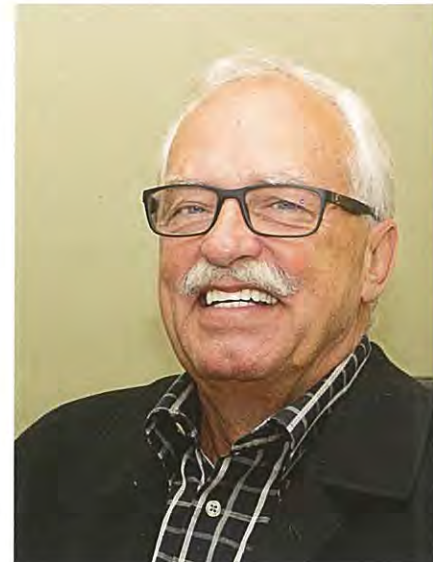
Through researching depression, Gary learned exercise helped and began walking daily in the morning, no matter how cold and miserable it was outside or how much he didn't feel like doing it. After a few weeks of taking the medication and walking daily, he decided to meet with Melodie because he felt he needed more help. It was improving but only slightly and too slowly for his liking.

"The first meeting I had with her was very relaxing and she put me at ease right away. We talked about many issues. She wasn't prying and she was a great listener. I felt comfortable. It was very easy for me to open up and talk about things that were on my mind," says Gary.

She encouraged him to register for Changeways™, a group workshop that provides strategies on how to deal with depression and anxiety. Gary was reluctant to join the group but took Melodie's advice. He found that Changeways™ was very helpful.

"It is a step by step process. We would have round table discussions on different experiences. There would be questionnaires on how did you feel yesterday. There would be some homework," he explains.

"You quickly realize that there are other people out there that have the same issues. It was certainly very supportive and everyone took



Gary Krutzfeldt overcame depression with the help of ESS PCN support and programs

(continued on back)

42 PCNS IN ALBERTA
MORE PCNS IN DEVELOPMENT

3,000+ PHYSICIANS AND
HUNDREDS OF HEALTH CARE PROFESSIONALS
WORKING IN PCNS

3.1 million+ PATIENTS
CARED FOR BY PCN TEAMS

Grande Prairie PCN After-Hours Clinic reaches milestone

Submitted by Judd Dowhy, Grande Prairie Primary Care Network

The Grande Prairie Primary Care Network (GP PCN) After-Hours Clinic has made a significant impact on access to health care services in Grande Prairie. The facility recently reached its first anniversary. The mandate of the clinic is to provide services to those in the community who do not have a family physician, or who cannot visit their family physician during typical office hours.

"We're seeing, on average, between 350 and 400 people per week," says PCN Operations Lead Samantha Semograd. "By the end of our first year we will have seen nearly 20 thousand patients."

The impact on the community has been clear.

"According to our patient surveys roughly half of those patients indicate they would have gone to the emergency room, and many others would not have sought treatment at all," says Semograd.

She also points out that the success and popularity of the clinic would not have been possible without the dedication and hard work of the clinic staff.

"We are really proud of the clinic staff. They have been fantastic. Actually, all the PCN staff have been great."

PCN welcomes new executive director

The GP PCN welcomed new Executive Director Kevin Keller into the organization on November 1, 2014.

Keller and his wife Tanya moved with their two young sons from Stony Plain and look forward to discovering all the outdoor and community programs available to families in Grande Prairie.

"The move to Grande Prairie was a great opportunity to further develop my management capabilities while remaining in a non-profit organization," Keller said. "And being able to live in a community with all the essential services we need was important to us as well."

While finding a new physical home for the organization is a priority, Keller also wants to streamline internal procedures to ensure that high quality services continue to be provided to clients, stakeholders, and staff.

Keller is looking forward to 2015 being another great year for the GP PCN, "We're going to get out there and increase our footprint in the community. Whether that is



Kevin Keller, Executive Director, Grande Prairie Primary Care Network

communicating PCN changes, or taking part in community events, the Grande Prairie PCN will be there."

Visit www.grandeprairiepcn.com for more information.

PCN Patient candidly describes battle with depression *(continued)*

time to listen to everyone's story. Melodie was a great moderator for the whole group and did a great job of explaining the ins and outs of depression and the process to make yourself better."

Melodie admires how Gary has progressed. "Life's challenges impact us all. A patient-centered approach to prevention, education, connection to community resources and guidance in the application of evidence based strategies for mental wellness are accessible to all patients connected to a PCN physician. It has been a privilege to witness Gary's progress. I admire his candid and honest way of sharing a difficult experience to encourage others to access supports," she says.

From his experience, Gary realizes there are many people who battle depression and need to hear that they aren't alone.

"It's been interesting since I've had it and I've been pretty open about it. I have no problem with telling anyone that I have suffered from depression. If you think you can fight this on your own, you are kidding yourself. Get help before it's too late. I would recommend the PCN to anyone. Who knows, it may have saved my life," he says.

For more information about Edmonton Southside PCN, visit www.edmontonsouthsidepcn.ca.