



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

DECEMBER 8, 2015

10:00 A.M.

COUNCIL CHAMBERS
FORT VERMILION, AB



STRATEGIC PRIORITIES CHART

COUNCIL PRIORITIES (Council/CAO)

NOW		ADVOCACY
<ol style="list-style-type: none"> 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>
		<p><u>Codes:</u> BOLD CAPITALS – Council NOW Priorities CAPITALS – Council NEXT Priorities <i>Italics</i> – Advocacy Regular Title Case – Operational Strategies * See Monthly Capital Projects Progress Report</p>

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)			
<ol style="list-style-type: none"> 1. RATEPAYER ENGAGEMENT – Citizen Engagement Policy 2. REGIONAL RELATIONSHIPS – Regional Sustainability Plan Phase II (RFP) 3. REGIONAL RELATIONSHIPS – Rainbow Lake Agreement 4. FISCAL RESPONSIBILITY – non-traditional municipal revenue streams 	Sept. Oct. Nov. Nov.	<input type="checkbox"/> <i>La Crete Library – Lease Agreement</i> <input type="checkbox"/> <i>AUPE Negotiations – internal review of the agreement</i> <input type="checkbox"/> Regional Emergency Planning – Risk & Self-Assessment <input type="checkbox"/> Municipal Climate Resilience Workshop <input type="checkbox"/> <i>Connectivity with NPTC</i>	Oct. Dec. Nov. Nov. Nov.
ECONOMIC DEVELOPMENT (Joulia/Byron)		AGRICULTURAL SERVICES (Grant)	
<ol style="list-style-type: none"> 1. ECONOMIC DEVELOPMENT – Establish Action Plan (Award RFP) 2. TRANSPORTATION DEVELOPMENT – Meet Ministers (P5/Zama, RBLK/Hwy 58) 3. INDUSTRY RELATIONS – Meet Industry Partners 	Sept. Nov.	<ol style="list-style-type: none"> 1. MASTER FLOOD CONTROL PLAN – Provincial Endorsement 2. Emergency Livestock Response Plan 3. _____ <input type="checkbox"/> Easements for Existing Drainage Channel 	Oct. Oct.
COMMUNITY SERVICES (Ron/Len)		PUBLIC WORKS* (Ron/Len)	
<ol style="list-style-type: none"> 1. CAMPGROUNDS – build roads in expansion area 2. RECREATION CENTRES & ARENA UPGRADES – Assessment 3. COR Certificate – Self Audit Review <input type="checkbox"/> Dock expansion plan for campgrounds 	Nov. Dec. Dec.	<ol style="list-style-type: none"> 1. Review Alternate Dust Control Products 2. Review 105 St. Closure (LC) 3. Finalize Meander River Gravel Pit Transfer <input type="checkbox"/> Hamlet 3 Year Upgrading Plan – Review & Update <input type="checkbox"/> Engineering Services Procurement RFP <input type="checkbox"/> Utility Laneway/Back Alley Policy 	Dec. Dec. Dec. Dec. Dec.
PLANNING & DEVELOPMENT (Byron)		LEGISLATIVE SERVICES (Carol)	
<ol style="list-style-type: none"> 1. Infrastructure Master Plans 2. LC & FV Design Guide – Award RFP 3. _____ <input type="checkbox"/> Land Use Framework <input type="checkbox"/> LC & FV Airports – Infrastructure Review 	Oct. Sept. 2016	<ol style="list-style-type: none"> 1. Website “Content” Review & Update 2. Filing/Records Management Procedures 3. _____ <input type="checkbox"/> Human Resource Policy Review <input type="checkbox"/> Communication Plan 	Dec Dec
FINANCE (Mark)		ENVIRONMENTAL (Fred)	
<ol style="list-style-type: none"> 1. FISCAL RESPONSIBILITY – Mill Rate Discussion & Policy 2. <i>AUPE Negotiations (calculations)</i> 3. Multi-year capital plan 	Nov. Nov. Dec.	<ol style="list-style-type: none"> 1. FV Frozen Services Plan 2. Hamlet Easement Strategy 3. _____ 	Nov. Dec.

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, December 8, 2015
10:00 a.m.**

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

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the November 25, 2015 Regular Council Meeting	7
		b) Minutes of the Special Council (Budget) Meeting November 30, 2015	21
DELEGATIONS:	4.	a) Benny & Jeannie Gerbrandt – Road Construction NE 34-105-15-W5M (1:30 P.M)	
		b)	
		c)	
GENERAL REPORTS:	5.	a) CAO Report	27
		b) Finance Committee Meeting Minutes	45
		c) Municipal Planning Commission Meeting Minutes	65
		d)	
		e)	
TENDERS:	6.	a) Sale by Tender – Salt & Sand Structure (1:00 P.M.)	81

b)

c)

PUBLIC HEARINGS: Public hearings are scheduled for 1:15 p.m.

7. a)

b)

**COMMUNITY
SERVICES:**

8. a)

b)

c)

UTILITIES:

9. a)

b)

c)

OPERATIONS:

10. a) Waste Transfer Station Hauling Proposal Awarding 83

b)

c)

**PLANNING &
DEVELOPMENT:**

11. a) Land Stewardship Committee 85

b)

c)

FINANCE:

12. a) Bylaw 1011-15 Short Term Borrowing of Funds 87

b) Request to Waive Minimum Tax Rolls 91

c) Penalties on Tax Roll 084062 93

d)

		e)		
ADMINISTRATION:	13.	a)	Appointment of Members-at-Large to County Boards and Committees	95
		b)	Regional Sustainability Study Phase II – Request for Proposals	105
		c)	Brazeau County – Statement on Bill 6	107
		d)	Fort Vermilion Area Board of Trade – Request to Change Fort Vermilion Airport Designator	109
		e)	Letter of Support – Jubilee Park Committee	112
		f)		
		g)		
INFORMATION / CORRESPONDENCE:	14.	a)	Information/Correspondence	115
IN CAMERA SESSION:	15.	a)	Legal <ul style="list-style-type: none">• Semi Annual Summary Report• Waste Transfer Station Hauling Contract• Mackenzie Housing Management Board – Appointment of Members	
		b)	Labour <ul style="list-style-type: none">• Council/Administration Protocol• AUPE Negotiations	
		c)	Land	
NOTICE OF MOTION:	16.		Notices of Motion	
NEXT MEETING DATES:	17.	a)	Special Council (Budget) Meeting Monday, December 14, 2015 10:00 a.m. Fort Vermilion Council Chambers	
		b)	Special Council (Budget) Meeting	

Monday, December 21, 2015
10:00 a.m.
Fort Vermilion Council Chambers

c) Special Council (Budget) Meeting
Monday, January 11, 2016
10:00 a.m.
Fort Vermilion Council Chambers

d) Regular Council Meeting
Tuesday, January 12, 2016
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 18. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 8, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Minutes of the November 25, 2015, Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the November 25, 2015 Regular Council Meetings 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 November 25, 2015 Regular Council Meetings be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

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

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

PRESENT:

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve (arrived at 10:34 a.m.)
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
John W. Driedger	Councillor
Eric Jorgensen	Councillor
Josh Knelsen	Councillor
Ricky Paul	Councillor
Lisa Wardley	Councillor

REGRETS:

ADMINISTRATION:

Joulia Whittleton	Chief Administrative Officer (arrived at 12:00 p.m.)
Ron Pelensky	Director of Community Services & Operations
Len Racher	Director of Facilities & Operations (South)
Byron Peters	Director of Planning & Development
Fred Wiebe	Manager of Utilities
Carol Gabriel	Manager of Legislative and Support Services/Recording Secretary
Carrie Simpson	Executive Assistant to the CAO

ALSO PRESENT: Members of the public and the media.

Minutes of the Regular Council meeting for Mackenzie County held on November 10, 2015 in the Fort Vermilion Council Chambers.

CALL TO ORDER: **1. a) Call to Order**

Reeve Neufeld called the meeting to order at 10:04 a.m.

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

MOTION 15-11-836 **MOVED** by Councillor Driedger

That the agenda be approved with the following additions:

- 13. d) Mackenzie Regional Waste Management Commission – Tipping Fee Increase
- 13. e) Alberta Transportation Proposed Speed Zone Amendment – Town of High Level
- 15. a) Town of Rainbow Lake – Revenue Sharing Agreement

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

**3. a) Minutes of the October 28, 2015 Special Council
(Budget) Meeting**

MOTION 15-11-837

MOVED by Councillor Bateman

That the minutes of the October 28, 2015 Special Council (Budget) Meeting be adopted as presented.

CARRIED

**3. b) Minutes of the October 28, 2015 Regular Council
Meeting**

MOTION 15-11-838

MOVED by Councillor Wardley

That the minutes of the October 28, 2015 Regular Council Meetings be adopted with the following correction:

Request for Proposal for Engineering Services – Rural Potable Water Infrastructure

Stantec Proposal should be \$378,901.08

CARRIED

GENERAL REPORTS: 5. a) CAO Report

MOTION 15-11-839

MOVED by Councillor Wardley

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

CARRIED

5. b) Community Services Committee Meeting Minutes

MOTION 15-11-840 **MOVED** by Councillor Braun

That the Community Services Committee Meeting Minutes of June 1, 2015 be received for information.

CARRIED

PUBLIC HEARING: 7. a) None

COMMUNITY SERVICES: 8. a) 2015 Campground Caretaker Bonus

MOTION 15-11-841 **MOVED** by Councillor Bateman

That the campground caretaker scores be removed as they were not scored equally.

CARRIED

MOTION 15-11-842 **MOVED** by Councillor Driedger
Requires 2/3

That the 2015 Campground Caretaker Bonus for Hutch Lake be approved as recommended.

CARRIED

MOTION 15-11-843 **MOVED** by Councillor Braun
Requires 2/3

That the 2015 Campground Caretaker Bonus for Wadlin Lake be approved as recommended.

CARRIED

Councillor Wardley declared herself in conflict and abstained from the discussion and the vote on Motion 15-11-844.

MOTION 15-11-844 **MOVED** by Councillor Paul
Requires 2/3

That the 2015 Campground Caretaker Bonus for Machesis Lake be approved as recommended.

CARRIED

8. b) Recreational Lease Application Process

MOTION 15-11-845 **MOVED** by Councillor Wardley

That a letter be sent to the Minister of Alberta Agriculture and Forestry requesting a meeting to discuss the recreational lease application process.

CARRIED

8. c) Community Services Capital Projects – Reallocation

MOTION 15-11-846

Requires 2/3

MOVED by Councillor Bateman

That the 2015 Capital Project – Wadlin Lake Water Well (\$8,920), and the 2015 Other Capital Project (\$40,000) be reallocated to purchase block docks for the Hutch Lake day use area and Wadlin Lake.

CARRIED

8. d) Terms of Reference – Community Services Committee

MOTION 15-11-847

MOVED by Councillor Wardley

That the Community Services Committee Terms of Reference be approved as amended.

CARRIED

UTILITIES:

9. b) La Crete Lift Station Repairs

MOTION 15-11-848

MOVED by Councillor Braun

That administration proceeds with the La Crete Lift Station Repair - removing the bypass pumping; meter supply and install; and electrical portions of the original proposal in order to stay within the current 2015 budget.

CARRIED

Deputy Reeve Sarapuk arrived at 10:34 a.m.

9. c) Fort Vermilion Backwash Waste Dechlorination

MOTION 15-11-849

Requires 2/3

MOVED by Councillor Wardley

That \$50,000 be allocated from the Water Treatment Plant Reserve to the Fort Vermilion Backwash Waste Dechlorination project.

CARRIED

MOTION 15-11-850 **MOVED** by Councillor Jorgensen

That administration engages ATAP Infrastructure Management Ltd. to manage the Fort Vermilion Backwash Waste Dechlorination project.

CARRIED

OPERATIONS: **10. a) Policy PW039 Rural Road, Access Construction and Surface Water Management Policy**

Reeve Neufeld recessed the meeting at 11:04 a.m. and reconvened the meeting at 11:18 a.m.

Councillor Wardley and Councillor Paul rejoined the meeting at 11:19 a.m.

Councillor Jorgensen rejoined the meeting at 11:21 a.m.

MOTION 15-11-851 **MOVED** by Councillor Wardley

That administration bring back Policy PW039 Rural Road, Access Construction and Surface Water Management with the intent that the tax base not be responsible for anything other than the first access and that the municipality have the ability to remove an access.

CARRIED

MOTION 15-11-852 **MOVED** by Councillor Bateman

That the Road Reserve Policy be brought to the next budget meeting.

CARRIED

10. b) Disposal – Salt & Sand Shelter

MOTION 15-11-853 **MOVED** by Councillor Braun

That the La Crete salt and sand shelter be advertised for sale.

CARRIED

10. c) Blue Dot Program

MOTION 15-11-854 **MOVED** by Councillor Derksen

That a letter of support be sent to the Minister of Transportation in support of the High Level Forests Public Advisory Committee's Blue Dot Program.

CARRIED

Reeve Neufeld recessed the meeting at 11:50 a.m. and reconvened the meeting at 12:38 p.m.

Joulia Whittleton arrived at 12:00 p.m.

UTILITIES:

9. a) Fort Vermilion Frozen Water Services

MOTION 15-11-855 **MOVED** by Councillor Jorgensen

That the municipality commits to resolving the frozen water services in the Hamlet of Fort Vermilion over a period of three years and that administration hold an open house with affected landowners.

CARRIED

MOTION 15-11-856 **MOVED** by Deputy Reeve Sarapuk

That administration proceeds with completing the Fort Vermilion water service repairs on county property on a per service basis, while allowing the owner the option to continue repairs on private property at their own cost and that administration research payment options.

CARRIED

TENDERS: **6. a) Request for Proposal – Waste Transfer Station Hauling**

MOTION 15-11-857 **MOVED** by Councillor Driedger

That the Waste Transfer Station Hauling Request for Proposals be opened.

CARRIED

Councillor Bateman declared herself in conflict and left the meeting at 1:06 p.m.

Proposals Received

	Option 1	Option 2 – A	Option 2 - B
L & P Disposals	\$276,415.00	\$103,352.75	\$183,561.70
JL Waste	\$267,770.00	\$101,894.00	\$169,538.00
JL Waste	\$252,000.00		

MOTION 15-11-858 **MOVED** by Councillor Wardley

That administration review the Waste Transfer Station Hauling Contract proposals and bring it back to Council for awarding.

CARRIED

Councillor Bateman rejoined the meeting at 1:16 p.m.

UTILITIES:

9. d) Engineering Services Proposals Award – Rural Potable Water Infrastructure

MOTION 15-11-859 **MOVED** by Councillor Wardley

That the Rural Potable Water Infrastructure - Engineering Services project be awarded to MPE Engineering Ltd.

CARRIED

OPERATIONS:

10. d) Knelsen Gravel Pit Hauling

Councillor Derksen declared himself in conflict and refrained from the discussion and the vote on Motion 15-11-860.

MOTION 15-11-860 **MOVED** by Councillor Wardley

That the County support the proposed gravel extraction route by Knelsen Sand & Gravel (road allowance west on Township Road 106-4 for 1 mile and back north for 1 mile) and that administration be authorized to work with the developer on the construction of the public roadway inclusive of the application with the provincial government.

CARRIED

**PLANNING &
DEVELOPMENT:**

11. a) Sanitary Sewer System Expansion – La Crete

MOTION 15-11-861 **MOVED** by Councillor Braun

That the La Crete sanitary sewer system expansion be referred to the next budget meeting for further review.

CARRIED

**11. b) Land Sale Request, Lot 23PUL, Plan 922 2231
Hutch Lake Subdivision (High Level Rural)**

MOTION 15-11-862 **MOVED** by Councillor Wardley

That the request to purchase Plan 922 2231, Lot 23PUL in the Hutch Lake Subdivision be DENIED.

CARRIED

**11. c) Development Statistics Report
January to September 2015**

MOTION 15-11-863 **MOVED** by Councillor Wardley

That the development statistics report for January to September 2015 be received for information.

CARRIED

FINANCE: **12. a) Financial Reports – January 1 to September 30, 2015**

MOTION 15-11-864 **MOVED** by Councillor Jorgensen

That the financial reports for the period, January 1 – September 30, 2015, be accepted for information.

CARRIED

Reeve Neufeld recessed the meeting at 2:04 p.m. and reconvened the meeting at 2:15 p.m.

DELEGATIONS: **4. a) O2 Design – Economic Development & Streetscape
Design Project**

Presentation by O2 Design regarding the Economic Development and Streetscape Design project.

ADMINISTRATION: **13. a) Bylaw 1010-15 Honorariums and Related Expense
Reimbursement for Councillors and Approved
Committee Members**

Councillor Jorgensen stepped out of the meeting at 2:35 p.m.

MOTION 15-11-865 **MOVED** by Councillor Bateman

That third reading be given to Bylaw 1010-15 being the Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members as AMENDED.

CARRIED

Councillor Jorgensen rejoined the meeting at 2:38 p.m.

13. b) Policy FIN025 Purchasing Authority Directive and Tendering Process

MOTION 15-11-866 **MOVED** by Councillor Knelsen

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

CARRIED

13. c) 2016 Growing the North Conference

MOTION 15-11-867 **MOVED** by Councillor Wardley

That Mackenzie County sponsor the 2016 Growing the North Conference Sponsorship as a Gold Sponsor in the amount of \$5,000.00.

CARRIED

13. d) Mackenzie Regional Waste Management Commission – Tipping Fee Increase (ADDITION)

MOTION 15-11-868 **MOVED** by Councillor Knelsen

That the Mackenzie Regional Waste Management Commission tipping fee increase be approved.

CARRIED

13. d) Alberta Transportation Proposed Speed Zone Amendment – Town of High Level (ADDITION)

MOTION 15-11-869 **MOVED** by Councillor Driedger

That Alberta Transportation's proposed speed zone amendment for the Town of High Level be received for information.

CARRIED

TENDERS:

6. a) Request for Proposal – Waste Transfer Station Hauling

Councillor Bateman declared herself in conflict and left the meeting at 3:15 p.m.

MOTION 15-11-870

MOVED by Councillor Knelsen

That the Waste Transfer Station Hauling contract be forwarded to the Public Works Committee for review and recommendation to Council.

DEFEATED

MOTION 15-11-871

MOVED by Councillor Wardley

That the Waste Transfer Station Hauling contract be awarded to the best qualified proposal, L & P Disposal, based on Option 1 as recommended by administration.

DEFEATED

MOTION 15-11-872

MOVED by Councillor Knelsen

That the Waste Transfer Station Hauling contract be awarded as follows:

Option 2 – Group 1 – L & P Disposals

Option 2 – Group 2 – JL Waste Management

Deputy Reeve Sarapuk requested a recorded vote.

In Favor

Councillor Derksen

Councillor Driedger

Reeve Neufeld

Councillor Braun

Councillor Knelsen

Opposed

Councillor Paul

Councillor Wardley

Deputy Reeve Sarapuk

Councillor Jorgensen

CARRIED

Reeve Neufeld recessed the meeting at 3:45 p.m. and reconvened the meeting at 3:53 p.m.

Councillor Bateman rejoined the meeting at 3:53 p.m.

**INFORMATION/
CORRESPONDENCE:**

14. a) Information/Correspondence

MOTION 15-11-873 **MOVED** by Deputy Reeve Sarapuk

That the information/correspondence items be received for information.

CARRIED

MOTION 15-11-874 **MOVED** by Councillor Jorgensen

That the Mackenzie Municipal Services Agency wetlands presentation be received for information.

CARRIED

MOTION 15-11-875 **MOVED** by Councillor Wardley

That the County support the Northwest Health Foundation Country Christmas as a snack sponsor and Christmas tree sponsor.

CARRIED

**IN-CAMERA
SESSION:**

15. In-Camera Session

MOTION 15-11-876 **MOVED** by Councillor Braun

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 4:10 p.m.

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

CARRIED

MOTION 15-11-877 **MOVED** by Councillor Jorgensen

That Council move out of camera at 4:20 p.m.

CARRIED

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

MOTION 15-11-878 **MOVED** by Councillor Paul

That a response letter be sent to the Town of Rainbow Lake in regards to the revenue sharing agreement.

CARRIED

NEXT MEETING DATES:

- 17. a) Committee of the Whole Meeting
Wednesday, November 25, 2015
10:00 a.m.
Fort Vermilion Council Chambers
- b) Regular Council Meeting
Wednesday, November 25, 2015
1:00 p.m.
Fort Vermilion Council Chambers
- c) Special Council (Budget) Meeting
Monday, November 30, 2015
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: **18. a) Adjournment**

MOTION 15-11-879 **MOVED** by Councillor Jorgensen

That the council meeting be adjourned at 4:21 p.m.

CARRIED

These minutes will be presented to Council for approval on November 25, 2015.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 8, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Minutes of the November 30, 2015, Special Council (Budget) Meeting

BACKGROUND / PROPOSAL:

Minutes of the November 30, 2015 Special Council Budget 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 November 30, 2015 Special Council (Budget) Meeting be adopted as presented.

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

**MACKENZIE COUNTY
SPECIAL COUNCIL MEETING**

**November 30, 2015
10:00 a.m.**

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

PRESENT:	Bill Neufeld	Reeve
	Walter Sarapuk	Deputy Reeve
	Jacque Bateman	Councillor
	Peter F. Braun	Councillor
	Elmer Derksen	Councillor
	John W. Driedger	Councillor (arrived at 10:35 a.m.)
	Eric Jorgensen	Councillor (arrived at 10:09 a.m.)
	Ricky Paul	Councillor
	Lisa Wardley	Councillor
 REGRETS:	 Josh Knelsen	 Councillor
 ADMINISTRATION:	 Joulia Whittleton	 Chief Administrative Officer
	Mark Schonken	Interim Director of Finance
	Ron Pelensky	Director of Community Services & Operations
	Len Racher	Director of Facilities & Operations (South)
	Byron Peters	Director of Planning & Development
	Fred Wiebe	Manager of Utilities
	Peng Tian	Finance Controller
	Carol Gabriel	Manager of Legislative & Support Services/Recording Secretary
	Alexandra Codispodi	Municipal Intern
 ALSO PRESENT:	 None	

Minutes of the Special Council meeting for Mackenzie County held on November 30, 2015 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 10:03 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 15-11-906 MOVED by Councillor Braun

That the agenda be approved with the following additions:

5. b) Bill 6 Farm and Ranch Workplace Legislation Changes

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

3. a) None

DELEGATIONS:

4. a) None

BUSINESS:

5. a) **2016 Operating & Capital Budget**

Councillor Jorgensen arrived at 10:09 a.m.

Reviewed changes to the operating budget following the October 28, 2015 budget meeting.

Review of 2016 Non-TCA Projects

Councillor Driedger arrived at 10:35 a.m.

Review of 2016 Non-TCA Projects

Reeve Neufeld recessed the meeting at 11:09 a.m. and reconvened the meeting at 11:22 a.m.

Councillor Wardley stepped out of the meeting at 11:23 a.m.

MOTION 15-11-907

MOVED by Councillor Bateman

That administration draft a policy regarding lagoon/sludge application on farmland.

CARRIED

Councillor Wardley rejoined the meeting at 11:26 a.m.

Review of 2016 Non-TCA Projects

Highlights of the Cash Flow Requirements for 2016.

- Capital Grant Revenues
- Operating Grant Revenues
- Contributions to Reserves
- Disposal of Assets in 2016

Review of 2015 Carry Forward Projects requiring additional

funding.

Reeve Neufeld recessed the meeting at 12:25 p.m. and reconvened the meeting at 1:10 p.m.

Review of 2016 Capital Projects.

MOTION 15-11-908

MOVED by Councillor Bateman

That the following items be removed from the 2016 capital project list as wildfires are the responsibility of the provincial government:

- FV – Fire Caddy
- LC – Wildland/Mini Pumper Unit (with equipment)
- LC – Fabricate/Wildland/Mini Pumper Unit (with equipment)

CARRIED

Continuation of the review of 2016 capital projects.

Reeve Neufeld recessed the meeting at 2:01 p.m. and reconvened the meeting at 2:15 p.m.

Continuation of the review of 2016 capital projects.

Reeve Neufeld recessed the meeting at 3:08 p.m. and reconvened the meeting at 3:24 p.m.

Continuation of the review of 2016 capital projects.

BUSINESS:

5. b) Bill 6 Farm and Ranch Workplace Legislation Changes (ADDITION)

MOTION 15-11-909

Requires Unanimous

MOVED by Councillor Braun

That Mackenzie County offer to assist in hosting an information session regarding Bill 6.

CARRIED UNANIMOUSLY

IN CAMERA SESSION:

6. a) Town of Rainbow Lake Revenue Sharing Agreement

MOTION 15-11-910

MOVED by Councillor Driedger

That the letter to the Town of Rainbow Lake regarding the revenue sharing agreement be sent.

CARRIED

NEXT MEETING DATE: 7. a) Next Meeting Date

Special Council (Budget) Meeting
Monday, December 14, 2015
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 8. a) Adjournment

MOTION 15-11-911 MOVED by Councillor Jorgensen

That the Special Council Budget meeting be adjourned at 4:39 p.m.

CARRIED

These minutes will be presented to Council for approval on December 8, 2015.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 8, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	CAO Report

BACKGROUND / PROPOSAL:

The CAO and directors 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 and Directors report for November 2015 be received for information.

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

Mackenzie County

Monthly CAO Report to Council – November 2015

This report will be the last CAO report to Council in 2015. As I reflect on what progress (projects, initiatives, etc.) took place during 2015, I have to admit this has been another challenging year for Mackenzie County. That said, a lot has been accomplished in terms of infrastructure improvements, services improvements, growth of Mackenzie County's team on professional level and with overall morale in the organization (personnel), and relationships building (never ending process); and the most successful County's Agricultural Fair has been held thus far.

Some County's initiatives and successes should be highlighted:

- *Regional relationships (local municipalities)* – more understanding has been gained between the local municipalities through the Regional Sustainability Study process. While the Phase II is yet to be completed, the outcome should be positive for all partners as we look for the programs and initiatives we could provide through cooperation and collaboration, therefore improving effectiveness and efficiencies of the public services.
- *First Nations relationships* – improved communications with First Nations through FCM workshops; satisfactory resolve of the Fox Lake (south access) issues last winter, negotiations of new agreements with Tall Cree, involvement of First Nations in the County's Agricultural Fair, etc.
- *Seniors housing* – while some feel that the seniors housing issues have not been adequately addressed in all parts of our Region (and until we have an adequate facility in each community, this will be a continuing issue), having a new facility established in the Region (High Level) will benefit many seniors and it is a Regional accomplishment to be celebrated.
- *Building relationships with industries*– the County has been a supporter of our leading industries (forestry, oil & gas, agriculture). The ongoing interaction between the County and the local leaders in these industries is necessary for all involved and has been successful. Whether assisting Tolko in their work with AT to reclassify the bridges for making their hauls more efficient, or assisting farmers during 2015 drought, or facilitating a dialog between the community members (business owners) and Apache leaders, the County has been doing very good work overall. The Economic Development Action Plan that is in works will help to set a path for future success.
- *RCMP School Liaison support* – the County has been a leader in this new program, recognizing that establishing connections and building relationships early in life will contribute to healthier young adults. There are youth that will establish healthy connections and develop healthier habits through this program whereby they may not have the same opportunities or guidance at their home (this is a reality).
- *Ratepayers engagement* – we are making small steps towards increased ratepayers engagement, as that is what has been asked of us in the ratepayers (June 2015). As the first step, a new policy was put in place and all departments are moving towards increased engagement with ratepayers (streetscape design and economic development action plan project, the upcoming surface water management workshop, consultations with ratepayers on projects that will affect them, etc.)

- *Personnel* – we have been fortunate to retain some very good professionals, the county's retention records have also improved over the last year. Introduction of the suggestion boxes in 2015 encourages more communications between management and staff.

Despite the challenges we are facing (fulfilling the requests to lower taxes while maintaining level of service and facing the reduction in assessment, the "limping" oil & gas industry, changes in legislature and in government, internal disagreements, rivalries between communities, etc.), these all can be overcome or achieved if we focus on one main thing – public service.

Here are some November 2015 highlights:

Administration submitted the final claim to AT for the La Crete lagoon project, which is now completed. The startup project with MPE Engineering regarding the rural water cardlocks and water line project was held and a presentation is scheduled to be made to council at the January 27 COW meeting. The connectivity project with NPTC has been postponed as Daniel Walton is no longer with NPTC and he was the lead on this initiative. The management team attended one day training "Playing Nice in the Sandbox". A couple committee meetings were held to discuss AUPE negotiations and this is in progress, administration is working on gathering relevant information; no formal meeting with AUPE has been arranged yet.

The following initiatives are scheduled to take place before the year end that I will be participating in:

- La Crete Library meeting – working with the local group on renovating the old ATB building (December 2)
- Regional Sustainability Study – Phase II proposals review (December 3)
- Reeve & CAO meeting (December 4)
- Regional risk assessment and Mackenzie Municipal Emergency Agency meeting (December 9)
- Surface Water Management workshop (December 14)
- Climate Change Action Plan workshop (December 15)

Please review the attached Directors reports and we will be happy to answer your questions.

Respectfully submitted,

Joulia Whittleton

MONTHLY REPORT TO THE CAO

For the month of November 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 maintenance. Repaired Electronics in the FV winter plow truck, completed CVIP on Ford Gravel Truck
Dogs	Ongoing	Completed animal control in Fort Vermilion, La Crete and Rocky Lane. Picked up one dog from La Crete area
Bylaw	Ongoing	Dealing with smoke issues, encouraging farmers in problem area to reduce smoke, dealing with parking concerns in La Crete, assisting with mapping of fire works locations and set backs
Emergency/Disaster Service	Ongoing	Set up a Regional meeting on Dec 9
Health and Safety	Ongoing	November 26 Joint health and safety meeting
Peace Officer	Ongoing	Patrolled La Crete three separate weekends in November. Issued 18 tickets and 55 warnings tickets \$4307.00 in fines issued
Fire Department	October	Fort Vermilion responded to 2 Medical Assists, 1 Motor Vehicle collision, 1 Fire Alarm, 1 La Crete tanker assist La Crete responded to 1 Medical Assists, 8 Motor vehicle collision, 2 Structure Fires, 1 FV assist Zama no calls
Fire Department Training	Ongoing	6 people completed wildland firefighter training also Chief Wiebe completed Multi Unit Response Management Course

Zama Public Works	Ongoing	Regular Winter maintenance
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Capital Projects

Projects	Timeline	Comments
High Level to Ainsworth Rural Waterline	November	Town of High Level and Mackenzie County waterline is 99% complete. Completed last inspection and noted settlement problems and a problem with pressure at the end of the line.
Gravel Crushing	November	Completed crushing program.
Zama Shower unit	November	Shower unit is built, and is placed. Waiting for coin operating machine to be adjusted.
Regraveling Tender	November	Project is complete
Gravel Truck with Trailer	November	Purchased a Kenworth truck and belly dump trailer
Hutch Lake Campground Expansion	November	8 new sites were created, road and sites are graveled. Working with Tolko and High Level School to build some tables
FV 48 st and 47 Ave Paving	November	Contract awarded to Knelsen Sand & Gravel Project is complete
Rocky Lane Paving	November	Contract awarded to Knelsen Sand & Gravel Beaver First Nation removed the Asphalt Project is Complete
Purchase 3 Graders	November	Graders were purchased from Finning Project is Complete
Meander River Genetic site road improvements	November	Road upgraded, waiting for ESRD to take over the road
Replacement Bridge file culvert 75117 (on Store Rd)	November	Tender awarded to Northern Road Builders Project is Complete

Fire Department Radios	November	New Radios are in place. Relocated the tower from Tomkins to Buffalo Head tower. Waiting for new pagers as the last ones didn't work properly
Fire Department Training yard	November	Training cans purchased Training yard landscaped, Graveling planned
Bridge Campsite expansion	November	Small section of road survey complete. Alberta Culture and Tourism has requested a archaeological survey of the area

Personnel Update:

One grader operator position off on long term disability. All positions are filled

Other Comments:

Opened tenders for Rocky Lane Caretaker contract. Signed contract with lowest qualified contractor – Ronald Lambert.

MONTHLY REPORT TO THE CAO

For the Month November 2015

From: Len Racher
Director of Facilities and Operations (South)

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	Ice blading roads
Roads to New Lands	Ongoing	- This is an ongoing venture as we have a number of roads at various stages of construction.
Strategic Priorities	Ongoing	Tender for the new Salt shed is being drafted. Sale by tender for the old salt shed frame will be opened Dec.8/15 I met with Jake Wiebe and Ryan Becker with Knelsen on Friday Nov. 27/15. We drove their gravel haul route and down to the pit. I discussed with them if they would be open to discussing the alternate route along Mackenzie County undeveloped road allowance. They both said no as they have too much invested in the road they have developed now. They said they will continue to work with Mackenzie County and honor the road use protection agreement and let them know if problems arise. The haul is now complete and 10 loads of gravel was place on the route.
2016 Budget	Ongoing	Developing new budget

Capital Projects

Projects	Timeline	Comments
BF 78103	Ongoing	We are entering into negotiations with land owners to build a road to the lands and eliminate this bridge.
Employee hiring		We are interviewing candidates for the equipment operator position
Various culverts	Ongoing	Culvert maintenance of poor drainage and blocked culverts

Personnel Update:

Santa I have been a good boy, just ask Joulia my boss.

Other Comments:

Respectfully,

Len Racher
Director of Facilities and Operations (South)

Facility Maintenance Report November 2015

- Rocky Lane grader shop move air intake vent to prevent ice buildup by man door
- Repair furnace Zama mobile home
- Install gas meter guards in FV, EMS base and water treatment plan
- Assist Ron Dyck with communication system shack repairs, testing equipment
- Assist Julius Peters with repositioning antenna for communication system LC water treatment plant
- Install repaired pump LC office heating system
- Replace partial wash bay floor. A portion of the existing floor was starting to sag creating a tripping hazard. FV shop wash bay
- Insulate storage shed FV office
- Construct wood frames for streetscape signs
- numerous minor repairs, lights etc.

MONTHLY REPORT TO THE CAO

For the month of November 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. Current rumour says it will begin in early 2016.
Community Infrastructure Master Plans	Fall 2015	Final drafts have been reviewed, working with consultant to update some key figures that somewhat skew the overall picture. Otherwise the documents are well done. Beginning work on offsite levies. Consultant promises these will be completed before he retires.
La Crete & Fort Vermilion Design Guidelines & Economic Development Strategy	Spring 2016	Open houses, breakfast meetings and other meetings were held week of November 9. Ec dev phone interviews ongoing. Website and community board feedback ongoing. What we heard report will be submitted before Christmas. Proceeding with advisory committees as approved by council.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Community Investment Readiness package	Spring 2016	Information has been added to the website. REDI is completing profiles, and we plan to create portfolios after REDI has completed current project. REDI has had hiccups, delaying the start of our work.

Capital Projects

Projects	Timeline	Comments
Rural Addressing	2015	Project was progressing well, but has been shut down for winter. Townships 102 to Twp-104 are complete excepting brand new yard-sites completed this year. They will be addressed as part of the Phase 2 spring addressing check and future developments will be addressed at the Permit stage. Most of Township 105 is complete while Townships 106 thru Twp-108 the Range Road address signs are installed.

Personnel Update:

All current positions are filled.

Other Comments:

Development and subdivision applications have essentially come to a halt.

Have been making a deliberate effort to attend Board of Trade and Chamber meetings. They both appreciate our presence at the meetings and look forward to creating a better relationship.

I have been working with some locals to look into the possibility of an oat processing plant in our area. Very preliminary at this time, but there is early excitement from producers and they are the ones driving the project.

The mobile home that encroaches into the back alley will hopefully be addressed in spring. Keeping in contact with the owner.

Are beginning to work on Land Use Bylaw amendments, compile contributed asset information, review old subdivisions that have developers requesting clarification, etc.

REPORT TO THE CAO

For November 2015

From: Alexandra Codispodi
Municipal Intern

Department: Finance

- Completed bank reconciliation.
- Completed and posted master card statement reconciliations.
- Participated in the utility billing process from posting and printing the bills to envelope stuffing and sending out the bills.
- Created adjustments on a customer's utility bill, closed an account and moved out the water meter attached to the account.
- Helped apply the 12% tax penalty to customer tax rolls.
- Sent out tax certificates as requested along with the corresponding invoices.
- Completed a change of address, adjustments and waived penalties on tax rolls.
- Reviewed "Learning Payroll I" handbook from the Canadian Payroll Association.
- Did a site visit at the Town of Beaumont and spent time with their planning, GIS, communications and recreation departments.
- Attended AAMDC Fall Convention.
- Did a site visit to Northern Sunrise County where I attended a Joint Health and Safety Committee meeting as well as spent time with their engineering, legislative, assessment and community services departments.
- Attended "Playing Nice in the Sandbox" management workshop where we discussed imperatives, principles, strategies and collaborative interface for establishing cooperation within local government.
- Completed internal recording of invoices.
- Allocated fuel usage to departments based on average monthly prices.
- Filed invoices.

Other Comments:

MONTHLY REPORT TO THE CAO

For the month of November, 2015

From: Grant Smith, Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
The ASB Pump rental program ended November 1 st .	2015	Total rentals were 27.
Weed warning letters have been sent out to ratepayers who are not practicing satisfactory weed control.	2016	Weed notices will be issued in spring of 2016 to ensure control measures are implemented.
Fusarium Sampling	2015	We have submitted 3,500 cereal samples to AB Agriculture in Lethbridge for testing. Samples were obtained from random locations in the county by the Weed Inspector.
The Regional ASB Conference is in Guy, Alberta on November 5 th .		There are three resolutions to be voted on.

Capital Projects

Projects	Timeline	Comments
Buffalo Head/Steephill Surface Water Management project.	Ongoing	We are still awaiting AEP approval to proceed.
Blue Hills Erosion Repair	2015	This project was awarded to Northern Road Builders for \$187,000 on August 26 th . Completion date is October 31 st . Project is complete. All that is left is a final inspection.
Flood Control Channel Repairs	2015	All Flood control channel repairs have been completed.

Personnel Update:

Other Comments:

MONTHLY REPORT TO THE CAO

For the Month of November 2015

From: Fred Wiebe
Manager of Utilities

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Sept/15	- Complete
Strategic Priorities	1.Ongoing 2.Ongoing	1. FV Frozen Services Plan 2. Hamlet Easement Strategy

Capital Projects

Projects	Timeline	Comments
Comprehensive Water Study	Complete	Complete. Report was forwarded to Planning and Development to include in their planning documents.
FV- Lights Replacement	Complete	Lights installed June 12/15.
Master Meters	Ongoing	About 100 master meters remaining in each hamlet FV and LC
FV- Gas Meter Guards	Complete	
LC-Filter Media Replacement	Sept/15	Media install is complete. Monitoring media levels to ensure media loss isn't more than acceptable amounts.
LC- North Point Lift Station Fence	Complete	Complete.
FV- Hydrant Replacement	Sept/15	Hydrants are installed. Clean up completed with trench settlements to be repaired in 2016 along with final landscaping and seeding.

ZA- SCADA Computer Replacement	Complete Apr/15	Complete. Installed and working well.
ZA- Well Reclamation	Complete	Work is complete. Report has been sent to Alberta Environment.
FV-Frozen Water Service Repairs	Ongoing	Need to hold public meeting with affected residents to discuss repair plan.
FV-Raw Water Truckfill Upgrade	Dec/15	Need to send out for new estimates on revised scope of work.
LC-Raw Water Truckfill Upgrade	Dec/15	Electrical programming has begun with contractors hopefully installing in Dec.
Generators for WTP's	Complete	Generators were installed, commissioned and tested at all 3 locations in February/15.
LC- Lagoon Upgrade	Oct/16	Some seeding to be completed in spring 2016 and 1 year inspection to occur in fall 2016.
ZA-FV Sewer Flusher	Complete	Flusher shipping damage is repaired and is fully operational.
LC- Main Lift Station Repair/Upgrade	Oct/15	Need to send out for new estimates on revised scope of work.
LC- Sanitary Sewer Main Upgrade	Oct/16	Getting agreements signed by residents and re-tendering in early 2016.
LC-Lift Station Grinder	Dec/15	Grinder manhole is installed, waiting for items that were missed in original shipment.
FV- 49 th Ave Sewer Repair	Complete	
FV- 48 th Ave Water Services	Oct/16	Services installed with asphalt and landscaping to be completed in 2016.
Rural Potable Water Infrastructure	Ongoing	Start-up meeting with MPE Siemens on Dec 1/15, with initial designing to follow.
FV- Dechlorination	April/16	ATAP help onsite startup meeting and are moving project forward.

Personnel Update:

One of our summer GML's in LC was done at the end of October with one more still working week to week until master meters are installed. Will be able to assist in both hamlets.

Other Comments:

Mackenzie County received the written warning from Environment Canada regarding the contravention of subsection 36(3) of the *Fisheries Act* and subsection 18(1) of the *Wastewater Systems Effluent Regulations* made pursuant to the *Fisheries Act*. As seen above in my report, the dechlorination system is in progress and we are continuing to use dechlorination pucks in the meantime.

Respectfully submitted,

Fred Wiebe
Manager of Utilities
Mackenzie County



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 8, 2015
Presented By:	Mark Schonken, Interim Director of Finance
Title:	Finance Committee Meeting Minutes

BACKGROUND / PROPOSAL:

Approved minutes of the February 11, 2015, May 6, 2015, July 31, 2015, and October 7, 2015 Finance Committee meetings are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

COMMUNICATION:

Approved Finance Committee minutes are posted on Docushare.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the February 11, 2015, May 6, 2015, July 31, 2015, and October 7, 2015 Finance Committee meetings be received for information.

Author: s. Wiebe Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
FINANCE COMMITTEE MEETING**

**February 11, 2015
11:00 a.m.**

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

- PRESENT:** Jacquie Bateman Councillor
 Peter F. Braun Councillor – Chair
 Josh Knelsen Councillor – Vice Chair
 Bill Neufeld Reeve, *ex-officio*
 Lisa Wardley Councillor
- ADMINISTRATION:** Joulia Whittleton Chief Administrative Officer
 Mark Schonken Interim Director of Finance
 Elizabeth Nyakahuma Finance Officer/ Recording Secretary
 Peng Tian Controller
- ABSENT:** Chelsea Derksen Finance Officer
- CALL TO ORDER:** **1. a) Call to Order**
- Peter F. Braun, Chair, called the meeting to order at 11:08 a.m.
- AGENDA:** **2. a) Adoption of Agenda**
- MOTION FC-15-02-01** **MOVED** by Councillor Wardley
- That the agenda be adopted with the following additions:
8. a) Minimum Tax Bylaw
 8. b) Self-Assessment Questionnaire
- CARRIED**
- ADOPTION OF
PREVIOUS MINUTES:** **3. a) Minutes of the November 28, 2014 Committee Meeting**
- MOTION FC-15-02-02** **MOVED** by Councillor Knelsen
- That the November 28, 2014 Meeting Minutes be approved as presented.
- CARRIED**

**BUSINESS ARISING
FROM PREVIOUS
MINUTES:**

4. a) **None**

DELEGATIONS:

5. a) **None**

BUSINESS:

6. a) **FIN024 Electronic Signatures**

MOTION FC-15-02-03

MOVED by Councillor Wardley

That Policy FIN024 be taken to Council as amended for approval.

CARRIED UNANIMOUSLY

6. b) **ADM051 Facility Rental Policy**

Councillor Wardley declared herself in conflict at 11:23 a.m. and abstained from voting for the following motion.

MOTION FC-15-02-04

MOVED by Councillor Bateman

That Policy ADM051 be taken to Council as amended for approval.

CARRIED

6. c) **ADM002 Vehicle Usage Policy**

MOTION FC-15-02-05

MOVED by Councillor Bateman

That Policy ADM002 be taken to Council as amended for approval.

CARRIED

6. d) **Freedom of Information and Privacy Regulations**

MOTION FC-15-02-06

MOVED by Reeve Neufeld

That the Freedom of Information and Privacy Regulations be received for information.

CARRIED

6. e) Fort Vermilion Recreation Board Policies & Procedures

MOTION FC-15-02-07

MOVED by Councillor Wardley

That this item be taken to Council for further discussion.

CARRIED

Chair Braun recessed the meeting at 12:23 p.m. and reconvened the meeting at 1:03 p.m.

6. f) Request for recovery of costs – Helen Randolph

MOTION FC-15-02-08

MOVED by Councillor Bateman

That the request to cover costs be denied.

CARRIED

6. g) Quarterly Fuel Report

MOTION FC-15-02-09

MOVED by Councillor Wardley

That the quarterly fuel usage reports for quarter 4 of 2014 be received for information.

CARRIED

6. h) Councillors' Honorariums and Expense Claims

MOTION FC-15-02-10

MOVED by Reeve Neufeld

That the Councillors' Honorariums and Expense Claims be amended as discussed.

CARRIED

6. i) MasterCard Statements

MOTION FC-15-02-11

MOVED by Councillor Wardley

That the MasterCard statements for November 2014, December 2014 and January 2015 be received for information.

CARRIED

6. j) CAO Expense Claim

MOTION FC-15-02-12

MOVED by Councillor Knelsen

That the CAO expense claim be approved as presented.

CARRIED

IN CAMERA:

7. a) None

**ADDITIONS TO
AGENDA:**

8. a) Minimum Tax Bylaw

MOTION FC-15-02-13

MOVED by Councillor Bateman

That the Minimum Tax Bylaw be received for information.

CARRIED

Chair Braun recessed the meeting at 2:00 p.m. and reconvened the meeting at 2:13 p.m.

8. b) Self-Assessment Questionnaire

MOTION FC-15-02-14

MOVED by Councillor Knelsen

That administration finalizes results and results be taken to Council.

CARRIED

NEXT MEETING DATE:

9. a) Chair's call
Fort Vermilion Corporate Office

ADJOURNMENT:

10. a) Adjournment

MOTION FC-15-02-15

MOVED by Reeve Neufeld

That the Finance Committee meeting be adjourned at 3:12 p.m.

CARRIED

These minutes were approved by the Finance Committee on May 6, 2015.

(original signed)

Peter Braun
Chair, Councillor

(original signed)

Joulia Whittleton
Chief Administrative Officer

**MACKENZIE COUNTY
FINANCE COMMITTEE MEETING**

**May 6, 2015
2:00 p.m.**

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

PRESENT:	Jacquie Bateman	Councillor
	Peter F. Braun	Councillor – Chair
	Josh Knelsen	Councillor – Vice Chair
	Bill Neufeld	Reeve, <i>ex-officio</i>
	Lisa Wardley	Councillor
ADMINISTRATION:	Joulia Whittleton	Chief Administrative Officer
	Peng Tian	Controller
	Chelsea Derksen	Finance Officer/ Recording Secretary
	Stephanie Wiebe	Finance Officer

CALL TO ORDER: 1. a) Call to Order

Peter F. Braun, Chair, called the meeting to order at 2:09 p.m.

AGENDA: 2. a) Adoption of Agenda

MOTION FC-15-05-16 MOVED by Councillor Knelsen

That the agenda be adopted with the following addition:

6. k) Emergent Funding – Fort Vermilion Rec Board

CARRIED

**ADOPTION OF
PREVIOUS MINUTES: 3. a) Minutes of the February 11, 2015 Committee Meeting**

MOTION FC-15-05-17 MOVED by Councillor Bateman

That the February Meeting Minutes be approved as presented.

CARRIED

**BUSINESS ARISING
FROM PREVIOUS
MINUTES:**

4. a) None

DELEGATIONS:

5. a) None

BUSINESS:

6. a) Bursaries

MOTION FC-15-05-18

MOVED by Reeve Neufeld

That the bursary applications be approved as discussed, totaling \$10,500, provided that required information is supplied by all applicants, and that the bursary program continue to be advertised with an extension date of August 31, 2015.

CARRIED

6. b) Quarterly Fuel Report

MOTION FC-15-05-19

MOVED by Councillor Wardley

That the quarterly fuel usage reports for quarter 1 of 2015 be accepted for information.

CARRIED

6. c) Cheque Lists

MOTION FC-15-05-20

MOVED by Councillor Wardley

That the cheque lists from February 26th – May 1st 2015 be accepted for information.

CARRIED

6. d) Emergent Funding – La Crete Rec Board

MOTION FC-15-05-21

MOVED by Councillor Bateman

That the emergent funding request be approved and the La Crete Rec Board submit invoices to the Finance Committee for reimbursement.

CARRIED

6. e) Emergent Funding – Zama City Rec Board

MOTION FC-15-05-22

MOVED by Councillor Bateman

That administration be authorized to reimburse the Zama City Recreation Board for emergency repairs for the furnace.

CARRIED

6. f) Incomplete 2014 Rec Board Projects

MOTION FC-15-05-23

MOVED by Councillor Wardley

That a recommendation be taken to Council to transfer \$32,280 from the General Capital Reserve to fund unfinished projects from 2014, allocating \$15,000 to the Recreation Reserve – Fort Vermilion, and \$17,280 to the Recreation Reserve – Zama.

CARRIED

Chair Braun recessed the meeting at 3:00 and reconvened the meeting at 3:10.

6. g) Bylaw 974-14 Honorariums & Expense Reimbursement

MOTION FC-15-05-24

MOVED by Councillor Knelsen

That Bylaw 974-13 be received for information.

CARRIED

6. h) Councillors' Honorariums and Expense Claims

MOTION FC-15-05-25

MOVED by Reeve Neufeld

That the Councillors' Honorariums and Expense Claims be approved as presented.

CARRIED

6. i) CAO Expense Claims

MOTION FC-15-05-26

MOVED by Councillor Wardley

That the CAO expense claim be approved as presented.

CARRIED

6. j) MasterCard Statements

MOTION FC-15-05-27

MOVED by Councillor Knelsen

That the MasterCard statements for February and March 2015 be received for information.

CARRIED

6. k) Emergent Funding – Fort Vermilion Rec Board

MOTION FC-15-05-28

MOVED by Councillor Bateman

That administration be authorized to reimburse the Fort Vermilion Rec Board for emergency repair costs incurred, and the rec board provide the Finance Committee with invoices for the remaining repair costs.

CARRIED

IN CAMERA:

7. a) None

**ADDITIONS TO
AGENDA:**

8. a) AUPE Negotiations

MOTION FC-15-05-29

MOVED by Councillor Wardley

That the AUPE Negotiations be discussed at the next finance committee meeting.

CARRIED

NEXT MEETING DATE:

9. a) Chair's call
Fort Vermilion Corporate Office

ADJOURNMENT:

10. a) Adjournment

MOTION FC-15-05-30

MOVED by Reeve Neufeld

That the Finance Committee meeting be adjourned at 4:00 p.m.

CARRIED

These minutes were approved by the Finance Committee on July 31, 2015.

(original signed)

Peter Braun
Chair, Councillor

(original signed)

Joulia Whittleton
Chief Administrative Officer

**MACKENZIE COUNTY
FINANCE COMMITTEE MEETING**

**July 31, 2015
10:00 a.m.**

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

PRESENT:	Jacquie Bateman Peter F. Braun Bill Neufeld	Councillor Councillor – Chair Reeve, <i>ex-officio</i>
ADMINISTRATION:	Joulia Whittleton Peng Tian Chelsea Derksen Stephanie Wiebe	Chief Administrative Officer Controller Finance Officer Finance Officer/ Recording Secretary
ABSENT:	Josh Knelsen Lisa Wardley	Councillor – Vice Chair Councillor

CALL TO ORDER: **1. a) Call to Order**

Peter F. Braun, Chair, called the meeting to order at 10:04 a.m.

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

MOTION FC-15-07-31 **MOVED** by Councillor Bateman

That the agenda be adopted as presented.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:** **3. a) Minutes of the May 6, 2015 Committee Meeting**

MOTION FC-15-07-32 **MOVED** by Reeve Neufeld

That the May Meeting Minutes be approved as presented.

CARRIED

BUSINESS ARISING **4. a) None**

**FROM PREVIOUS
MINUTES:**

DELEGATIONS: 5. a) None

BUSINESS: 6. a) Water Cardlock Cards

MOTION FC-15-07-33 MOVED by Reeve Neufeld

That a recommendation be taken to council to amend Bylaw 997-15.

CARRIED

MOTION FC-15-07-34 6. b) Transfer of Utility Arrears Balance to Tax Roll

MOVED by Councillor Bateman

That a recommendation be taken to council to amend FIN011.

CARRIED

MOTION FC-15-07-35 MOVED by Reeve Neufeld

That a recommendation be taken to council to amend UT004.

MOTION FC-15-07-36 6. c) Auditing Services

MOVED by Councillor Bateman

That administration requests a proposal for auditing services and a recommendation be made to council to extend the contract with Wilde & Company.

CARRIED

MOTION FC-15-07-37 6. d) Bursary RSA Amendments

MOVED by Councillor Bateman

That a recommendation be made to council to amend ADM049 as discussed.

CARRIED

MOTION FC-15-07-38 6. e) Celsey Schlamp (Handout)

MOTION FC-15-07-38

MOVED by Councillor Bateman

That administration pay Celsey Schlamp \$2000 for approved but previously unpaid 2010 bursary.

CARRIED

6. f) Municipal Government Act Amendments

MOTION FC-15-07-39

MOVED by Reeve Neufeld

That the Municipal Government Act Amendments be received for information

CARRIED

6. g) Short Term Investments

MOTION FC-15-07-40

MOVED by Reeve Neufeld

That administration proceeds with recommended action.

CARRIED

6. h) Quarterly Fuel Report

MOTION FC-15-07-41

MOVED by Reeve Neufeld

That the quarterly fuel usage report for quarter 2 of 2015 be received for information.

CARRIED

6. i) Councillors' Expense Claims (Handout)

MOTION FC-15-07-42

MOVED by Councillor Bateman

That the Councillors' expense claims of April, May, and June 2015 be received for information and be amended as discussed.

CARRIED

6. j) MasterCard Statements

MOTION FC-15-07-43

MOVED by Councillor Bateman

That the MasterCard statements for April and May 2015 be received for information.

CARRIED

6. k) Cheque Lists (Handout)

MOTION FC-15-07-44

MOVED by Reeve Neufeld

That the cheque list for May1 – July 31, 2015 be received for information.

CARRIED

IN CAMERA:

7. a) None

**ADDITIONS TO
AGENDA:**

8. a) None

NEXT MEETING DATE:

9. a) Chair's call
Fort Vermilion Corporate Office

ADJOURNMENT:

10. a) Adjournment

MOTION FC-15-07-45

MOVED by Reeve Neufeld

That the Finance Committee meeting be adjourned at 11:22 a.m.

CARRIED

These minutes were approved by the Finance Committee on October 7, 2015.

(original signed)

Peter Braun
Chair, Councillor

(original signed)

Joulia Whittleton
Chief Administrative Officer

**MACKENZIE COUNTY
FINANCE COMMITTEE MEETING**

**October 7, 2015
2:00 p.m.**

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

PRESENT:	Jacquie Bateman Peter F. Braun Bill Neufeld Lisa Wardley	Councillor Councillor – Chair Reeve, <i>ex-officio</i> Councillor
ADMINISTRATION:	Joulia Whittleton Ron Pelensky Byron Peters Mark Schonken Carol Gabriel Fred Wiebe Louise Flooren Peng Tian Stephanie Wiebe Elizabeth Nyakahuma Alexandra Codispodi	Chief Administrative Officer Director of Community Services & Operations (North) Director of Planning & Development Interim Director of Corporate Services Manager of Legislative & Support Services Manager of Utilities Human Resources Finance Controller Finance Officer/ Recording Secretary Finance Officer (arrived at 3:20 p.m.) Municipal Intern
ABSENT:	Josh Knelsen	Councillor – Vice Chair

CALL TO ORDER: 1. a) Call to Order

Peter F. Braun, Chair, called the meeting to order at 2:05 p.m.

AGENDA: 2. a) Adoption of Agenda

MOTION FC-15-10-46 MOVED by Councillor Wardley

That the agenda be approved with the following changes
Switch item 6. c) with item 6. a)
Move item 6.c) to 8.a) In-camera

CARRIED

3. a) Minutes of the July 31, 2015 Committee Meeting

MOTION FC-15-10-47

MOVED by Councillor Bateman

That the minutes of the July 31, 2015 Finance Committee meeting be approved as presented.

CARRIED

**BUSINESS ARISING
FROM PREVIOUS
MINUTES:**

4. a) None

DELEGATIONS:

5. a) None

IN CAMERA:

8. a) AUPE Negotiations

MOTION FC-15-10-48

MOVED by Councillor Wardley

That Finance Committee move in-camera at 2:06 p.m. to discuss AUPE negotiations

CARRIED

Peng Tian and Stephanie Wiebe left the meeting at 2:06 p.m.

MOTION FC-15-10-49

MOVED by Councillor Wardley

That Finance Committee move out of camera at 3:20 p.m.

CARRIED

Peng Tian and Stephanie Wiebe rejoined the meeting at 3:20 p.m.

Elizabeth Nyakahuma joined the meeting at 3:20 p.m.

MOTION FC-15-10-50

MOVED by Reeve Neufeld

That Roberto Noce from Miller Thomson LLP be involved as the legal consultant for 2015 AUPE negotiations.

CARRIED

BUSINESS:

6. b) Fort Vermilion Recreation Board Emergent Request

MOTION FC-15-10-51

MOVED by Councillor Bateman

That administration pay Coolin' Joe's Inc. invoice #100217 and administration is to get clarification on Coolin' Joe's Inc. invoice #100235 and bring it to the November 26, 2015 Finance Committee Meeting.

CARRIED

6. a) 2015 Bursaries

MOTION FC-15-10-52

MOVED by Reeve Neufeld

That an amended service agreement be brought to the next council meeting and that the 2015 Bursary applications be approved as discussed, totaling \$14,500, provided that required information is supplied by all applicants.

CARRIED

Chair Braun recessed the meeting at 4:05 p.m. and reconvened the meeting at 4:10 p.m.

6. d) Councillors' Expense Claims

MOTION FC-15-10-53

MOVED by Councillor Wardley

That Councillor Sarapuk's June 2015 expense claim be approved.

CARRIED

MOTION FC-15-10-54

MOVED Reeve Neufeld

That the councillor's expense claims for June, July and August be approved as amended.

CARRIED

6. e) MasterCard Statements

MOTION FC-15-10-55 **MOVED** by Councillor Wardley

That the MasterCard statements for July and August 2015 be received for information.

CARRIED

6. f) Cheque Lists

MOTION FC-15-10-56 **MOVED** by Councillor Wardley

That the cheque lists for August 1, 2015 - October 2, 2015 be received for information.

CARRIED

6. g) Reserves

MOTION FC-15-10-57 **MOVED** by Reeve Neufeld

That the reserves be received for information.

CARRIED

**ADDITIONS TO
AGENDA:**

8. a) None

NEXT MEETING DATE:

9. a) Thursday, November 26, 2015
10 a.m.
Fort Vermilion Corporate Office

ADJOURNMENT:

10. a) Adjournment

MOTION FC-15-10-58 **MOVED** by Councillor Wardley

That the Finance Committee meeting be adjourned at 4:30 p.m.

CARRIED

These minutes were approved by the Finance Committee on November 26, 2015.

(original signed)

Peter Braun
Chair, Councillor

(original signed)

Joulia Whittleton
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 8, 2015
Presented By:	Byron Peters, Director of Planning & Development
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The adopted minutes of the November 12, 2015 & November 24, 2015 Municipal Planning Commission meetings are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Municipal Planning Commission meeting minutes of November 12, 2015 & November 24, 2015 be received for information.

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

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, November 12, 2015 @ 10:00 a.m.

PRESENT: John W. Driedger Councilor, MPC Member
Jacquie Bateman Councilor, MPC Member
Erick Carter MPC Member
Beth Kappelar MPC Member
Jack Eccles MPC Member

ADMINISTRATION: Byron Peters Director of Planning & Development
Morgan Friesen Administrative Assistant, Recording Secretary

**MEMBERS OF
PUBLIC:** John Hiebert
Annie Hiebert
Debbie Hiebert
Agatha Klassen
Dave Froese
Frank Goertzen

MOTION 1. **Call to Order**

Byron Peters called the meeting to order at 10:02 a.m.

2. **Adoption of Agenda**

MPC-15-11-197 **MOVED** by Beth Kappelar

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

3. **Elections**

CARRIED

3. **Elections**

a) **Chair**

Byron Peters called for nominations for the position of Chairperson.

First Call: Jacquie Bateman nominated Erick Carter. Declined.

Second Call: Erick Carter nominated John W. Driedger.
Accepted.

Third Call: No further nominations.

MPC-15-11-198

MOVED by Beth Kappelar

That the nominations cease for the position of chairperson.

CARRIED

Byron Peters declared John W. Driedger Chairperson by
acclamation.

b) Vice Chair

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

First Call: John W. Driedger nominated Jack Eccles. Accepted.

Second Call: Jacquie Bateman nominates Erick Carter.
Accepted.

Third Call: No further nominations.

MPC-15-11-199

MOVED by Beth Kappelar

That the nominations cease for the position of Vice
Chairperson.

CARRIED

Byron Peters declared Erick Carter Vice Chairperson by
majority vote.

Byron Peters turned the meeting over to Chairperson John W.
Driedger at 10:11 a.m.

4. Minutes

a) Adoption of Minutes

MPC-15-11-200

MOVED by Beth Kappelar

That the minutes of the October 22, 2015 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

5. DEVELOPMENT

a) None.

6. SUBDIVISION

**a) 49-SUB-15 John Hiebert
(Bluehills Area)
NE 11-107-13-W5M**

MPC-15-11-201

MOVED by Jacquie Bateman

That Subdivision Application 49-SUB-15 in the name of John and Annie Hiebert on Se 29-103-17-W5M be APPROVED with the following conditions:

1. This approval is for a TYPE A subdivisions, one 40 acre (16.187 hectare) parcel.

2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:

a) Prior to any further development on the proposed subdivision, the developer shall obtain all necessary permits from the Municipality.

i. Provision of access to both of the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.

b) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.

i. Both Dwellings shall each install an approved sewer system. Approved sewer permits will be required prior to registration at Alberta Land titles.

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

CARRIED

MPC-15-11-202

MOVED by Jacquie Bateman

That the definition of "Garden Suite" under Section 3.3 of the Land Use Bylaw be brought to Council for amendment to clarify it's meaning in the Land Use Bylaw.

CARRIED

John and Annie Hiebert, Debbie Hiebert, and Agatha Klassen left the meeting at 10:45 a.m.

John W. Driedger recessed at 10:46 a.m. and reconvened at 10:55 a.m.

**b) 39-SUB-14 Team Auctioneers
(La Crete Rural)
NW 24-107-14-W5M**

MPC-15-11-203

MOVED by Beth Kappelar

That a time extension for subdivision 39-SUB-14 be approved. (Applicant will have to complete the form and pay the fee, before administration will issue the extension).

CARRIED

Dave Froese left the meeting at 11:18 a.m.

**c) 45-SUB-15 Gary Wolfe
(La Crete Rural)
SW 7-106-15-W5M & Plan 892 1620, Block 1, Lot 1**

MPC-15-11-204

MOVED by Jacquie Bateman

That Subdivision Application 45-SUB-15 in the name of Gary Wolfe on SW 7-106-15-W5M and Plan 892 1620, Block 1, Lot 1 be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 4.50 acre (1.82 hectares) and a **BOUNDARY ADJUSTMENT** of a 5.19 acre (2.10 hectares) to 10 acres (4.04 hectares).

2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:

a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.

b) Provision of access to both of the subdivisions and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.

c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.

d) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.

e) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$17,500.00 per acre. Municipal reserve is charged

at 10%, which is \$1,750.00 per subdivided acre. **4.5 acres times \$1,750.00 equals \$7,875.00.**

f) The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667 (1) (a).

g) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.

h) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.

i) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

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

CARRIED

7. MISCELLANEOUS ITEMS

a) Action List

For information.

8. IN CAMERA

a) None

9. MEETING DATES

❖ November 24, 2015 at 10:00 a.m. in Fort Vermilion

❖ December 17, 2015 at 10:00 a.m. in La Crete

10. ADJOURNMENT

MPC-15-11-205

MOVED by Jack Eccles

That the Municipal Planning Commission Meeting be adjourned at 11:52 a.m.

CARRIED

These minutes were adopted this 24th day of November, 2015.

John W. Driedger, Chair

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Tuesday, November 24, 2015 @ 10:00 a.m.

PRESENT: John W. Driedger Chair, Councilor, MPC Member
Jacquie Bateman Councilor, MPC Member
Erick Carter Vice Chair, MPC Member
Beth Kappelar MPC Member

REGRETS: Jack Eccles MPC Member

ADMINISTRATION: Liane Lambert Planner
Caitlin Smith Development Officer
Morgan Friesen Administrative Assistant, Recording Secretary

MOTION

1. Call to Order

John W. Driedger called the meeting to order at 10:02 a.m.

2. Adoption of Agenda

MPC-15-11-206

MOVED by Beth Kappelar

That the agenda be adopted as presented.

CARRIED

3. Minutes

a) Adoption of Minutes

MPC-15-11-207

MOVED by Erick Carter

That the minutes of the November 12, 2015 Municipal Planning Commission meeting be adopted with the amendment of the following item:

**6. a) 49-SUB-15 John Hiebert
(Bluehills Area)
SE 29-103-17-W5M**

That Subdivision Application 49-SUB-15 in the name of John and Annie Hiebert on SE 29-103-17-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE A** subdivisions, one 40 acre (16.187 hectare) parcel.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any further development on the proposed subdivision, the developer shall obtain all necessary permits from the Municipality.
 - i. Provision of access to both of the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - b) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
 - i. Both Dwellings shall each install an approved sewer system. Approved sewer permits will be required prior to registration at Alberta Land titles.
 - c) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
 - d) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - e) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
 - f) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
 - g) Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low levels of the proposed development. It is the responsibility of**

developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or ancillary buildings.

CARRIED

b) Business Arising from Previous Minutes

4. DEVELOPMENT

a) None.

5. SUBDIVISION

**a) 51-SUB-15 David & Cynthia Driedger
(La Crete Rural)
SW 33-105-15-W5M**

MPC-15-11-208

MOVED by Jacquie Bateman

That Subdivision Application 51-SUB-15 in the name of David & Cynthia Driedger on SW 33-105-15-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** single lot subdivision, 10 acres (4.04 hectares) in size.

2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:

a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.

b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.

c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.

i) The existing sewer pumpout discharge line shall be relocated to the mark indicated on the Tentative Plan drafted by Midwest Surveys, Job # DWG GP-0237-15-TSB,

July 7, 2015 so that it meet the current Alberta Private Sewage Systems Standard of Practice.

d) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.

e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.

f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.

g) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

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

CARRIED

**b) 52-SUB-15 Henry & Tina Peters
(La Crete Rural)
NE 16-106-15-W5M**

MPC-15-11-209

MOVED by Beth Kappelar

That Subdivision Application 52-SUB-15 in the name of Henry & Tina Peters on NE 16-106-15-W5M be APPROVED with the following conditions:

1. This approval is for a Single Rural General Industrial lot, 30 acres (12.14 hectares) in size.

2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:

- a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
- b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
- c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
- d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- e) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$15,000.00 per acre. Municipal reserve is charged at 10%, which is \$1,500.00 per subdivided acre. **30 acres times \$1,500.00 equals \$45,000.00.**
- f) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667 (1) (a).**
- g) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- h) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- i) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- j) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development.**

It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.

CARRIED

6. MISCELLANEOUS ITEMS

- a) **Bylaw 10xx-15 Land Use Bylaw Amendment to Rezone Part of NW 13-106-15-W5M from Recreational "REC" to Country Recreational District "CR"(La Crete Rural)**

MPC-15-11-210

MOVED by Jacquie Bateman

That Bylaw 10xx-15 be TABLED until further information has been received.

CARRIED

b) Action List

For information.

7. IN CAMERA

- a) None

8. MEETING DATES

- ❖ December 17, 2015 at 10:00 a.m. in La Crete
- ❖ January 7, 2015 at 10:00 a.m. in La Crete
- ❖ January 21, 2015 at 10:00 a.m. in Fort Vermilion

9. ADJOURNMENT

MPC-15-11-211

MOVED by Erick Carter

That the Municipal Planning Commission Meeting be adjourned at 10:20 a.m.

CARRIED

These minutes were adopted this 17th day of December, 2015.

John W. Driedger, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 8, 2015
Presented By:	Len Racher, Director of Facilities & Operations (South)
Title:	Sale by Tender – Salt & Sand Structure

BACKGROUND / PROPOSAL:

At the November 10, 2015 Regular Council Meeting the following motion was made:

10. b) Disposal – Salt & Sand Shelter

MOTION 15-11-853 **MOVED** by Councillor Braun

That the La Crete salt and sand shelter be advertised for sale.

CARRIED

Administration prepared and advertised the Salt & Sand Structure tender with a closing date of 1:00 p.m., December 8, 2015 to be opened that same day during the Council meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

Author: S Wheeler **Reviewed by:** Len Racher **CAO:** JW

COMMUNICATION:

Inform successful bidder as result of tender opening.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Motion 1:

That the tenders for the Salt & Sand Structure be opened.

Simple Majority Requires 2/3 Requires Unanimous

Motion 2:

That the Salt & Sand Structure be sold to the highest bidder.

Author: S Wheeler **Reviewed by:** Len Racher **CAO:** JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 8, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Waste Transfer Station Hauling Proposal Awarding

BACKGROUND / PROPOSAL:

During the November 10th, 2015 Council meeting, Request for Proposals was opened for Waste Transfer Station Hauling.

Waste Transfer Stations:

Option 1	Option 2 - Group 1	Option 2 - Group 2
Blue Hills	Blumenort	Blue Hills
Blumenort	Fort Vermilion	Buffalo Head Prairie
Buffalo Head Prairie	Indian Cabins	La Crete
Fort Vermilion	Rocky Lane	
Indian Cabins	Steen River	
La Crete	Zama	
Rocky Lane		
Steen River		
Zama		

Proposals Received

	Option 1	Option 2 – A	Option 2 - B
L & P Disposals	\$276,415.00	\$103,352.75	\$183,561.70
JL Waste	\$267,770.00	\$101,894.00	\$169,538.00
JL Waste	\$252,000.00		

At the November 25th, 2015 Council meeting Council made the following motion:

MOTION 15-11-904 *That the awarding of the Waste Transfer Station Hauling Contract be TABLED to the next meeting.*

CARRIED

Author: _____ Reviewed by: _____ CAO: _____

A draft contract will be presented In Camera for Councils review.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

2 year contract with 1- one year options for renewal option

COMMUNICATION:

Administration will contact all proponents of Councils decision.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That administration negotiates and enters into a contract for the Waste Transfer Station Hauling with the best qualified proponent, L&P Disposals, as per the issued Request for Proposal and the submitted proposal.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 8, 2015
Presented By:	Byron Peters, Director of Planning & Development
Title:	Land Stewardship Committee

BACKGROUND / PROPOSAL:

At the November 25th Council meeting Councilor Jorgensen requested that the creation of a Land Stewardship Committee be brought for discussion.

It is becoming increasingly more important to consider cumulative effects of various resource sectors on the environment. The province has recognized this, and is in various stages of implementing an assortment of conventions to regulate the impact of human activity on the natural environment. Two of the more significant items are the wetland policy and the regional plans.

Industries are no longer allowed to work in isolation as it applies to land use. Oil & gas, forestry and agriculture are the three environmentally intensive land uses in our region.

Other natural items such as pine beetles and clubroot also have significant adverse effects on the environment, but in a way that drastically impacts the sector utilizing that portion of the environment.

Currently the County has multiple departments and/or committees that delve into slices of these considerations. The Municipal Planning Commission and Planning Department regulate the construction across all sectors as defined by the Land Use Bylaw. The Ag Service Board looks at a number of environmental issues such as drainage and noxious weeds. The Agricultural Land Use Planning Committee is tasked with agricultural land expansion. The Community Sustainability Committee looks at ensuring sustainability of the County, but only in a broad sense of overarching long term goals, many of which are advocacy and not policy based.

The County does not currently have any mechanism to ensure a holistic approach to industrial, agricultural or environmental sustainability. A committee with the knowledge base and mandate to consider all of these aspects would be an asset to the County. It

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

would not be an easy task, as conflicting needs across various sectors will compete for priority, and to understand the issues and impacts would likely take significant amounts of time, both for staff and committee members. Administration believes that nearly all recommendations coming from the committee would be highly contentious as a result.

OPTIONS & BENEFITS:

Creating dialogue between various external stakeholders and internal departments to initiate a holistic approach to our sustainability would be beneficial. It would allow the county to be better prepared to address conflicting land uses and ensure long term vitality of all sectors by influencing provincial regulation and implementing County policies.

COSTS & SOURCE OF FUNDING:

To be determined based on the direction provided.

SUSTAINABILITY PLAN:

This is a major theme of the sustainability plan, which has about ten different goals that are directly applicable to the implementation of a holistic approach to land use, environmental, social and economic impacts.

COMMUNICATION:

As required; dependent on the direction provided.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: BP Reviewed by: _____ CAO: JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 8, 2015
Presented By:	Mark Schonken, Interim Director of Finance
Title:	Bylaw 1011-15 – Short Term Borrowing of Funds

BACKGROUND / PROPOSAL:

Finance prepares monthly investment reports to monitor levels of cash, near-cash (T-bills), short and long-term investments. In turn, this report assists our projection of cash flows in the near and intermediate term.

Cash flow projections are prepared in order to determine the estimated levels of funds required on a monthly basis to meet the County's financial obligations and invest the estimated available funds on a short-term basis until such time as needed in order to maximize the County's investment income.

A short-term borrowing bylaw would ensure that the County has the flexibility needed to make timely payments of operating and capital expenses if needed.

Mackenzie County Council approved Bylaw 881-12 on November 28, 2012. This bylaw expires on December 31, 2015.

OPTIONS & BENEFITS:

Review of the internally prepared projected cash flow reports indicates that the County has good cash flow. It is recommended that Council approve a short-term borrowing bylaw for \$2,000,000 should additional funds be needed in the future.

Please review the attached Bylaw 1011-15. The Bylaw is for \$2,000,000 with a three year term – January 1, 2016 to December 31, 2018.

Author: E. Nyakahuma Reviewed by: _____ CAO: JW

Under the MGA, a borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years if borrowing for operating and under 5 years if borrowing for capital.

COSTS & SOURCE OF FUNDING:

If the County borrows these funds, interest will be charged and recorded to operating expenses.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the first reading be given to Bylaw 1011-15, being a bylaw authorizing the short-term borrowing of funds.

Simple Majority Requires 2/3 Requires Unanimous

That the second reading be given to Bylaw 1011-15, being a bylaw authorizing the short-term borrowing of funds.

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1011-15, being a bylaw authorizing the short-term borrowing of funds.

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1011-15, being a bylaw authorizing the short-term borrowing of funds.

Author: E. Nyakahuma Reviewed by: _____ CAO: JW

BYLAW NO. 1011-15**BEING A BYLAW OF THE
MACKENZIE COUNTY IN THE PROVINCE OF ALBERTA,
TO AUTHORIZE THE SHORT-TERM BORROWING OF FUNDS,
FROM TIME TO TIME, AS MAY BE NECESSARY TO MEET THE
OPERATING AND CAPITAL OBLIGATIONS OF
MACKENZIE COUNTY**

WHEREAS, under the authority and pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, the Council may pass a bylaw to borrow money on a short-term basis for the financing of a operating expenditure and/or capital property expenditure; and

WHEREAS, it is deemed proper and expedient for the Council of Mackenzie County to authorize the Reeve and Chief Administrative Officer or designate to borrow sums considered necessary to meet the current operating expenditures and capital obligations of the Corporation as per the approved annual budgets.

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

1. That the Council of the Corporation does authorize borrowing from ATB Financial a sum or sums not exceeding Two Million (\$2,000,000.00) Dollars, which the Council deems necessary to expend to meet the current operating expenditures and capital obligations of the Corporation, until such time taxes levied or to be levied therefore can be collected, or as grants can be received from the Province of Alberta, and as the Corporation applies for and receives funds by way of issuance of long-term debenture, and to pay or agree to pay interest on the sum or sums so borrowed either in advance or at maturity, and in either case after maturity, at such rate as may be agreed upon from time to time between Council and ATB Financial.
2. That the sum or sums so borrowed be evidenced and secured by the promissory note or notes of the Reeve and Chief Administrative Officer or designate of the Corporation given on its behalf, and the said Reeve and Chief Administrative Officer or designate are hereby authorized and empowered to execute and give such promissory note or notes as may be required by ATB Financial and to determine and agree upon from time to time the rate of interest applicable to the amount of same borrowed hereunder, remaining from time to time outstanding.
3. That the Council of the Corporation does hereby pledge to ATB Financial security for the money borrowed hereunder, unpaid taxes and penalties on taxes assessed and/or levied by the Corporation in previous years together with penalties thereon and taxes assessed or to be assessed and/or to be levied for

the current year and the following year, equal only to the amount of used promissory note or notes including interest but not to exceed the sum of Two Million (\$2,000,000.00) Dollars.

4. The Corporation shall deposit in an account with the said ATB Financial the amount of said taxes, penalties and other designated revenues as collateral security for the money to be borrowed hereunder and interest thereon, and the sum shall be applied as necessary in payment of monies borrowed hereunder and interest thereon.
5. That the said ATB Financial shall not be restricted to the said taxes, penalties and other designated revenues for the payment of the monies borrowed as aforesaid, or to be bound to wait until such taxes, penalties and other designated revenues can be collected, or be required to see that the said taxes, penalties and other designated revenues are deposited as aforesaid.
6. That nothing herein contained shall waive, prejudicially affect or exclude any right, power, benefit or security by statute, common law or otherwise given to or implied in favour of the said ATB Financial.
7. This Bylaw shall come in effect on January 1, 2016 and expire on December 31, 2018.

READ a first time this _____ day of December 2015.

READ a second time this _____ day of December 2015.

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

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 8, 2015
Presented By:	Mark Schonken, Interim Director of Finance
Title:	Request to Waive Minimum Tax Rolls

BACKGROUND / PROPOSAL:

The property owner of tax roll 208329, 197559 and 077126 has requested that the minimum municipal taxes applied to these tax rolls be waived. The property owner's minimum tax policy on GIPO applications allows them to pay a maximum of \$100.00 per account.

The affected tax roll numbers and municipal tax amounts are as follows:

Tax roll	Amount Outstanding
208329	100.00
197559	264.31
77126	19.96
Total	384.27

OPTIONS & BENEFITS:

That Council waives the minimum taxes pertaining to these tax rolls.

COSTS & SOURCE OF FUNDING:

Decrease in 2015 grants in lieu of property taxes.

Author: _____ Reviewed by: _____ CAO: JW

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the remaining balances payable in Grant in Lieu of Property Taxes in the amount of \$100.00 on roll 208329, \$267.31 on roll 197559, and \$19.96 on roll 077126 be written off.

Author: _____ Reviewed by: _____ CAO: JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 8, 2015
Presented By:	Mark Schonken, Interim Director of Finance
Title:	Penalties on Tax Roll 084062

BACKGROUND / PROPOSAL:

Tax roll 208125, SW35-105-15W5, was on preauthorized payments and was subdivided in 2014. The title was changed on December 18, 2014. The owner then sold the remainder of the quarter and continued to live in the same house on the new piece of property.

Tax roll 084062, 142 5656; 01; 08, is the parcel that was divided from the above parcel. The owner of this parcel assumed that the preauthorized payments would continue. The preauthorized payments were discontinued as a payment plan agreement is specific to a property roll and legal description.

The owner would like the penalties waived because he was unaware of the effect that subdividing his property would have on his existing preauthorized payment plan agreement.

OPTIONS & BENEFITS:

The property owner has paid the 2015 levy of \$4,467.85. The total amount of penalties outstanding is \$1,313.76.

COSTS & SOURCE OF FUNDING:

If granted, the 2015 Operating Revenue will be reduced.

SUSTAINABILITY PLAN:

N/A

Author: _____ Reviewed by: _____ CAO: JW

COMMUNICATION:

The owner of Tax roll 084062 will be notified by letter of Council's decision.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 8, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Appointment of Members-at-Large to County Boards and Committees

BACKGROUND / PROPOSAL:

Member-at-Large appointments are made annually to internal council committees and boards.

Insufficient applications were received for the following Boards/Committees and were re-advertised.

- Assessment Review Board
- Subdivision & Development Appeal Board
- Inter-Municipal Subdivision & Development Appeal Board

The deadline for application was November 27, 2015. A copy of the applications are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Member at Large honorariums and expenses are paid from the operating budget.

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION:

Members at Large appointed to Council Committees are notified in writing of their appointment.

Vacant positions are advertised in the County Image and on the County Website.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Members at Large be appointed to the Subdivision & Development Appeal Board and the Inter-Municipal Subdivision & Development Appeal Board for a one year term ending October 2016.

- Wally Schroeder
- Joe Froese

Simple Majority Requires 2/3 Requires Unanimous

That the following Members at Large be appointed to the Subdivision & Development Appeal Board for a one year term ending October 2016.

- Jerry Chomiak

Simple Majority Requires 2/3 Requires Unanimous

That the Member-at-Large positions be re-advertised for the following Boards/Committees:

- Assessment Review Board

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

Mackenzie County Board/Committee “Member-at-Large” Positions Available



ASSESSMENT REVIEW BOARD (1 POSITION)

Mackenzie County is seeking applications to fill one (1) position from the public at large, on the Assessment Review Board. Appointments to the Board are for either a two or three-year term.

The responsibility of the Board is to hear matters relating to assessment complaints. A Local Assessment Review Board hears complaints about residential property with 3 or less dwelling units, farm land or matters shown on a tax notice. A Composite Assessment Review Board hears complaints about residential property with 4 or more dwelling units or non-residential property.

Individuals appointed to this Board must successfully complete a training program set or approved by the Minister. Assessors, employees of the municipality, or agents are ineligible to apply.

INTER-MUNICIPAL SUBDIVISION & DEVELOPMENT APPEAL BOARD (2 POSITIONS)

The Inter-municipal Subdivision & Development Appeal Board is seeking two (2) public members to sit on the Board. Appointments to the Board are for a one-year term.

The Board's duties are primarily to review appeals on decisions related to subdivision and development applications which relate to lands within the Inter-Municipal Development Plan area (40 km radius around the Town of High Level). A background in building construction and development is not required.

SUBDIVISION & DEVELOPMENT APPEAL BOARD (3 POSITIONS)

Mackenzie County is seeking applications to fill three (3) positions from the public at large, on the Subdivision and Development Appeal Board. Appointments to the Board are for a one-year term.

It is the responsibility of the Subdivision and Development Appeal Board to hear all information relating to a subdivision or development appeal at the local level. The Board meets as necessary to hear appeals of subdivisions and development.

Appointments to the Board

All appointments will be made by County Council. Members-at-large, appointed to council committees, are paid a per diem according to the current Honorarium and Expense bylaw.

Application Process

To apply, please complete the Member at Large Application Form (available at any County Office or on our website) and forward to:



Mackenzie County

Carol Gabriel, Manager of Legislative & Support Services
Mackenzie County, P.O. Box 640, Fort Vermilion, AB T0H 1N0
Email: cgabriel@mackenziecounty.com
Phone: 780.927.3718
Fax: 780.927.4266

In order to qualify, you must be at least 18 years of age. Must be able to attend daytime meetings.

Deadline for applications is Friday, November 27, 2015.

**Mackenzie County
BOARD & COMMITTEE "MEMBER-AT-LARGE"
APPLICATION FORM**

Board/Committee: SDAB

(Please complete a separate application form for each Board/Committee you are applying.)

Applicant Information:

Name of Applicant: Jerry Chomiak

Mailing Address: [REDACTED]

Civic/Legal Address: 10416 107 ave

City: High Level Phone (Daytime): [REDACTED]

Postal Code: T0h 1Z0 Phone (Cell): [REDACTED]

Fax: [REDACTED]

Email: [REDACTED]

Occupation: Self employed

Are you 18 years of age or older? Yes No

Length of residence in Mackenzie County? non resident Your Ward #

Citizenship: Canadian Other -- Please Specify

Relevant volunteer and/or employment experience:

Business owner, councillor for High Level (8 years), Chamber of Commerce director

What skills/interests/experience will you bring to this board/committee?

I have been an ARB and SDAB member for High Level and Mackenzie County for the past few years.



Why are you interested in applying for a Member-at-Large Appointment with this board/committee?

I am interested in local politics.

References:

Name: Peter Ernst
Phone: [REDACTED] Email: _____

Name: Lester Brewster
Phone: [REDACTED] Email: _____

Signature: [REDACTED] Date: Nov. 17, 2015

Submit completed form to:

MACKENZIE COUNTY
Attn: Carol Gabriel, Manager of Legislative Services
Box 640
4511-46 Avenue
Fort Vermilion, AB
T0H 1N0
Fax: (780) 927-4266
Email: cgabriel@mackenziecounty.com

For more information please call (780) 927-3718.

The personal information provided by you is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act.



Mackenzie County BOARD & COMMITTEE "MEMBER-AT-LARGE" APPLICATION FORM

Board/Committee: SUBDIVISION & DEVELOPMENT APPEAL BOARD
(Please complete a separate application form for each Board/Committee you are applying.)

Applicant Information:

Name of Applicant: JOE FROESE

Mailing Address: [REDACTED] CA CRETE, AB T0H 2H0

Civic/Legal Address: NW 18 - 108 - 16 - WSM

City: HIGH LEVEL Phone (Daytime): [REDACTED]

Postal Code: T0H - 1Z0 Phone (Cell): [REDACTED]

Fax: N/A

Email: [REDACTED]

Occupation: farmer

Are you 18 years of age or older? Yes No

Length of residence in Mackenzie County? _____ Your Ward # 8

Citizenship: Canadian Other - Please Specify _____

Relevant volunteer and/or employment experience:

I have 10 years experience as an appraiser within MACKENZIE COUNTY. I have construction experience with building 2 houses for myself. I have worked for an architect within the City of Edmonton

What skills/interests/experience will you bring to this board/committee?

As an appraiser I dealt with zoning bylaws for existing & new development. Working for an architect, I learned what is involved from the designer / developer's point of view.



Why are you interested in applying for a Member-at-Large Appointment with this board/committee?

I want to contribute to the community in as best a way as I can and will gain knowledge + experience in these areas.

References:

Name: MARK MILLER

Phone: [Redacted] Email: [Redacted]

Name: PATRICK POWEROY

Phone: [Redacted] Email: [Redacted]

Signature: [Handwritten Signature] Date: November 23, 2015

Submit completed form to:

MACKENZIE COUNTY
Attn: Carol Gabriel, Manager of Legislative Services
Box 640
4511-46 Avenue
Fort Vermilion, AB
T0H 1N0
Fax: (780) 927-4266
Email: cgabriel@mackenziecounty.com

For more information please call (780) 927-3718.

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Mackenzie County
BOARD & COMMITTEE "MEMBER-AT-LARGE"
APPLICATION FORM

RECEIVED
NOV 20 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE

Board/Committee: Subdivision and Development Appeal Board
(Please complete a separate application form for each Board/Committee you are applying.)

Applicant Information:

Name of Applicant: Wally Schroeder

Mailing Address: [REDACTED]

Civic/Legal Address: 10017-96 Ave

City: LaCrete Phone (Daytime): [REDACTED]

Postal Code: T0H 2H0 Phone (Cell): [REDACTED]

Fax: -

Email: [REDACTED]

Occupation: retired school principal

Are you 18 years of age or older? Yes No

Length of residence in Mackenzie County? 29 Your Ward # 3

Citizenship: Canadian Other - Please Specify _____

Relevant volunteer and/or employment experience:

I have served on many church, County and provincial boards and committees in the past 16 years and have served on the Subdivision and Development Appeal Board in past years.

What skills/interests/experience will you bring to this board/committee?

In the past I have chaired many Subdivision and Appeal Board hearings.



Why are you interested in applying for a Member-at-Large Appointment with this board/committee?

I thought I would put my name forward for this board since it is a board difficult to recruit for, the reason being that there are very few meetings ie one every 2 years or more.

References:

Name: Bill Janzen
Phone: [Redacted] - [Redacted] 54 Email: [Redacted]

Name: John Unger
Phone: [Redacted] Email: [Redacted]

Signature: W. Schued Date: Nov 16/15

Submit completed form to:

MACKENZIE COUNTY
Attn: Carol Gabriel, Manager of Legislative Services
Box 640
4511-46 Avenue
Fort Vermilion, AB
T0H 1N0
Fax: (780) 927-4266
Email: cgabriel@mackenziecounty.com

For more information please call (780) 927-3718.

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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 8, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Regional Sustainability Study Phase II –Request for Proposals

BACKGROUND / PROPOSAL:

The Request for Proposal results for Phase II of the Regional Sustainability Study will be presented at the meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

For discussion.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 8, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Brazeau County – Statement on Bill 6

BACKGROUND / PROPOSAL:

Please see the attached correspondence from Brazeau County regarding Bill 6.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority
 Requires 2/3
 Requires Unanimous

For Discussion.

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



Brazeau County

7401 – Twp Rd 494, P.O. Box 77, Drayton Valley, Alberta T7A-1R1
 PHONE: (780) 542-7777 - FAX: (780) 542-7770
www.brazeau.ab.ca

November 30, 2015

Dear Elected Official Colleagues:

RE: CONCERNS OVER BILL 6

Due to the concerns of Brazeau County Council and the constituents we represent as elected officials for Brazeau County, we feel a responsibility to speak to the Province of Alberta's proposed Bill 6.

This Bill has created a stir throughout our community and province. Few Albertans understand what the long-term ramifications are. Farmers do, and see more negative impact than positive consequences. Because of that, we need a sober second thought. This Bill needs to be stopped at this point.

As a council supporting our agricultural neighbours, and in light of the negative consequences Bill 6 could have on our community, we're opposing the passage of this Bill.

All governments need to understand that if they're going to be the directors of change in policy, they have to be willing to write the cheque for the consequences of those changes. Farmers can't afford the cost of Bill 6.

In addition, this Bill will change the culture of rural Alberta. Fear will be a factor in visiting a farm, learning the industry and even lending a helping hand.

I would challenge any Minister to come to a farm in Brazeau County and walk a mile in a farmer's shoes.

There will always be risks in anything we do. The reason our rural life has prevailed is due to our common sense, work ethic and diligence to safety for ourselves, our families and friends. Legislating common sense doesn't work. Let's educate, not legislate.

Bart Guyon
 Reeve, Brazeau County

CC: All Alberta Municipalities



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 8, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Fort Vermilion Area Board of Trade – Request to Change Fort Vermilion Airport Designator

BACKGROUND / PROPOSAL:

Attached is correspondence from the Fort Vermilion Area Board of Trade. They are requesting the renaming of the Fort Vermilion Airport to reflect on the history and recognition of Wop May, an early aviation pioneer who completed a mercy flight to Fort Vermilion in 1929, stopping a diphtheria outbreak. The Fort Vermilion Board of Trade is asking for the present airport designator, CEZ4, be changed to CWOP in honor of him.

OPTIONS & BENEFITS:

Changing the Fort Vermilion Airport designator would honor and recognize Wop May for his historical achievement.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

That administration investigate the possibility of renaming the Fort Vermilion Airport designator as requested by the Fort Vermilion Board of Trade.

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

Fort Vermilion Area Board of Trade

Box 456

Fort Vermilion, AB T0H 1N0

Email: admin@fortvermilionboardoftrade.ca



November 24, 2015

To: Mackenzie County Council,

We, the Fort Vermilion Area Board of Trade would like to have the Fort Vermilion Airport re-named as the Wop May Regional Airport. As you know, Wop May completed the mercy flight to Fort Vermilion in 1929, stopping a diphtheria outbreak.

There have been numerous accolades mentioning him but there is no airport named after this early Alberta aviation pioneer. It would be fitting to name our airport after him as recognition and to keep his memory alive.

The airport designator for Fort Vermilion as of now is CEZ4, we would ask that you request of Nav Canada/Transport Canada to change the airport designation as CWOP. Thank you.

Sincerely,

Maarten Braat *President*
Fort Vermilion Area Board of Trade

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DEC 3 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 8, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Letter of Support – Jubilee Park Committee (La Crete & Area Chamber of Commerce)

BACKGROUND / PROPOSAL:

The Jubilee Park Committee is asking for a letter of support for a grant application. Please see the attached correspondence.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Council's decision will be sent to the Jubilee Park Committee with a letter.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a letter of support be provided to the La Crete Chamber of Commerce to be used to apply for grant monies from the Community Facility Enhancement Program.

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



La Crete & Area Chamber of Commerce
10406-100 Street
P.O. Box 1088, La Crete, AB T0H 2H0
Phone (780) 928-2278 Fax (780) 928-2234
Admin@LaCreteChamber.com
LaCreteChamber.com

Mackenzie County
Box 640
Fort Vermilion, AB
T0H 1N0

December 2, 2015

Dear Joulia and Councillors:

The Jubilee Park committee is seeking to write one more grant and hopefully finish the development in 2016.

We are requesting a support letter for a grant application to:

Community Facility Enhancement Program
Culture and Community Spirit
Suite 212, 17205-106A Avenue
Edmonton, AB
T5S 1M7

We are applying for matching funding for an entrance arbour, a sign, four surveillance cameras, two garbage cans, and railing for the gazebo ramp.

Andrew Fehr
President
La Crete & Area Chamber of Commerce



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 8, 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:

- 2015-11-16 Correspondence – Alberta Municipal Affairs (Minister’s Award of Excellence)
- 2015-11-24 Correspondence – Alberta Environment and Parks (Managing Disease Risk in Alberta’s Wood Buffalo)
- 2015-11-26 Correspondence – Town of High Level (Appointment to board)
- 2015-10-16 Correspondence – Alberta Municipal Affairs (2013 Prov. Mid-Size Oil & Gas Audit)
- 2015-11-30 Correspondence – Northwest Transportation Advisory Council (REDI & PREDA Partnership)
- 2015-11-27 Correspondence VSI Services
- Correspondence CCEM – Climate Change Adaptation Leaders Forum
- Meeting Minutes - REDI
- Organizational Minutes – Mackenzie Housing Management Board
- Meeting Minutes – Mackenzie Housing Management Board
- 2015-11-30 Council Action List
-

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Author: C. Simpson 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: _____



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Lesser Slave Lake*

AR80978

November 16, 2015

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NOV 23 2015

Ms. Beth Kappelar
Chair, Mackenzie County Library Board
Box 640
Fort Vermilion Alberta T0H 1N0

MACKENZIE COUNTY
FORT VERMILION OFFICE

Dear Ms. Kappelar,

As the newly appointed Minister of Alberta Municipal Affairs, I am pleased to announce the seventh annual Minister's Awards for Excellence in Public Library Service. These awards formally recognize great services at public libraries and promote knowledge-sharing within Alberta's library community.

The YOU Libraries Award will continue in 2016. This award is adjudicated by a popular vote open to all Albertans. All nominations that meet the Minister's Award criteria will be automatically eligible for the YOU Libraries Award. A jury will select up to four winning submissions that demonstrate excellence and/or innovation in library service to receive the Minister's Award.

Nomination forms and additional details are available at www.albertalibraries.ca. The nominations will open on December 1, 2015, and the submission deadline is March 11, 2016. Winners will be notified by mid-April 2016 and announced at the Alberta Library Conference in Jasper from April 28 - May 1, 2016.

If you have any questions on the awards program, please contact Karen Petch, Branch Information Co-ordinator, Public Library Services Branch, toll-free at 310-0000, then 780-427-9709, or at libraries@gov.ab.ca.

I would like to recognize again the 2015 award recipients: the library boards for Airdrie, Grande Prairie, Spruce Grove, and Westlock for, respectively, Early Literacy Partnerships, LibriCon, Innovation Lab, Movie Cost-Sharing Initiative, and the first YOU Libraries Award winner, Sheep River, for the Sheep River Ramblers.

.../2



ALBERTA
ENVIRONMENT AND PARKS

*Office of the Minister
MLA, Lethbridge-West*

75904

NOV 24 2015

Reeve Bill Neufeld
MacKenzie County
PO Box 640
4511 - 46 Avenue
Fort Vermilion AB T0H 1N0

Dear Reeve Neufeld:

Thank you for your letter regarding Mackenzie County's concerns with managing disease risk in Alberta's wood bison outside of Wood Buffalo National Park.

I recognize your concerns regarding bovine tuberculosis and brucellosis infecting cattle. Over the last several years, the Alberta Diseased Bison Working Group, composed of staff from Environment and Parks, Agriculture and Forestry, and Aboriginal Relations, has implemented strategies to manage disease risk. As you know, the committee developed the report *Managing Disease Risk in Northern Alberta Wood Bison – Outside of Wood Buffalo National Park*, which suggests a multi-stakeholder process that encourages all participants to share their interests and concerns and forge a consensus on the long-term solution.

Parks Canada is responsible for managing diseased bison herds inside Wood Buffalo National Park. Our department will continue to work with Parks Canada, the cattle industry, First Nations and other stakeholders to achieve a long-term, effective solution. For more information about how we are moving forward to address this issue, please contact Mr. Dave Kay, Commercial Wildlife and Priority Species, in our Edmonton office. Mr. Kay can be reached at 780-644-4646, or at dave.kay@gov.ab.ca.

Sincerely,



Shannon Phillips
Minister

cc: Debbie Jabbour, MLA
Peace River

Dave Kay
Environment and Parks

RECEIVED
DEC 1 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE



Town of High Level
 10511 - 103rd Street
 High Level, AB Canada
 T0H 1Z0
 Telephone: (780) 926-2201
 Facsimile: (780) 926-2899
 town@highlevel.ca
 www.highlevel.ca

File: 0360 01

OFFICE OF THE MAYOR

November 26, 2015

Mr. Jerry Chomiak
 Box 3336
 High Level, AB T0H 1Z0

Dear Mr. Chomiak,

Thank you for your expression of interest to serve on boards with the Town of High Level.

At the Regular Council meeting of November 24, 2015, Council was pleased to appoint you to the following boards:

- Assessment Review Board (ARB);
- Subdivision and Development Appeal Board (SDAB); and
- Inter-Municipal Subdivision and Development Appeal Board (IMSDAB).

The IMSDAB is a joint board between the Town of High Level and MacKenzie County; a copy of this letter will be sent to notify them of your appointment.

Should you require any further information please feel free to contact the undersigned at the Town of High Level Administration at (780) 821-4008.

Yours truly,

Sandra Beaton
 Municipal Secretary

Cc. Town of High Level Council
 Adam Clarkson, CAO
~~Julia~~ Julia Whittleton, CAO Mackenzie County

Gateway To The South

RECEIVED
 DEC 1 2015

MACKENZIE COUNTY
 FORT VERMILION OFFICE



November 30, 2015

Dear Former Northwest Corridor Development Corporation Member:

On behalf of the Northwest Transportation Advisory Council (NWTAC), we are pleased to inform you that the Regional Economic Development Initiative (REDI) and the Peace Region Economic Development Alliance (PREDA) have partnered to ensure the transportation needs of the northwest region are at the forefront of government and industry decision makers.

Background: In November 2014 the Board of Directors for PREDA and REDI discussed continuing the efforts of the Northwest Corridor Development Corporation (NCDC)* that were focused on northwest Alberta's transportation priorities. The membership of both PREDA and REDI were asked for input on next steps and commitment to continue under a new moniker – the Northwest Transportation Advisory Council (NWTAC). The purpose of NWTAC would mirror that of the previous NCDC but focus solely on the needs of northwest Alberta. In 2015 the leadership team for NWTAC consisted of Alberta based Board of Director members from the previous NCDC; the Chairpersons of PREDA and REDI, and selected representatives from both PREDA and REDI memberships. NWTAC's current leadership team is listed below.

Elaine Garrow – MD of Spirit River #133 (PREDA)	Leanne Beaupre – County of Grande Prairie
Lisa Wardley – Mackenzie County (REDI)	Eric Jorgensen – Mackenzie County
Carolyn Kolebaba – Northern Sunrise County	Keven O'Toole – City of Grande Prairie
Veronica Bliska – MD of Peace #135	Crystal McAteer – Town of High Level
Charlie Johnson – Clear Hills County	Ernie Newman – MD of Fairview #136

* NCDC initiated being dissolved in September 2014.



In 2015, NWTAC's leadership team discussed transitional steps and transportation priorities for the northwest. Key decisions emerging from the transitional discussions are:

- 1) The Northwest Transportation Advisory Council (NWTAC) will be a joint-committee overseen by PREDA and REDI.
- 2) PREDA and REDI will each contribute a value of \$12,000 to off-set the administrative costs of the joint-committee.
- 3) The Northwest Transportation Advisory Council (NWTAC) will be Alberta based and focused on the transportation needs of the northwest region;
- 4) Previous Alberta based members of the Northwest Corridor Development Corporation (NCDC) will be grandfathered under the Northwest Transportation Advisory Council (NWTAC); membership fees for grandfathered members will remain the same as that charged by the Northwest Corridor Development Corporation (NCDC);
- 5) In 2016 the Northwest Transportation Advisory Council (NWTAC) leadership team will create a Terms of Reference and identify strategic priorities.

Attached you will find an invoice for your municipality's 2016 Membership in the Northwest Transportation Advisory Council. If you have any questions please do not hesitate to contact us. Thank-you for your support of our collective regional efforts.

Regards,

Lisa Wardley – Chairperson, Regional Economic Development Initiative (REDI)
lisa@mackenziecounty.com Phone: (780) 683-2378 (Zama City Office)

Elaine Garrow – Chairperson, Peace Region Economic Development Alliance (PREDA)
egarrow@mdspiritrivier.ab.ca Phone: (780) 864-3500

V.S.I. SERVICES (1980) LTD

A nonprofit organization providing veterinary care in Alberta

BOX 202FAIRVIEW, AB T0H 1L0
PH 780 835 4531

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

RECEIVED November 27, 2015
DEC 3 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE

Dear Joulia

Enclosed are two (2) copies of the 2016 VSI contract for Mackenzie County. The copy with the attached schedules is yours to keep. Please sign and return the other copy.

The VSI Board of Directors approved a basic 2.2% increase in fees to stay in line with the Alberta Veterinary Medical Association (AB.VMA) recommended fees. This year it was decided to have all of the VSI jurisdictions sign a full contract rather than an extension. The primary reason for this was a change that was made to the definition of an "Approved Producer" [clause 1(i)]. This change was proposed by the M.D. of Greenview.

Under the old contract (last signed in 2012) clause 1(i) read as follows:

"Approved Producer" normally means a resident of the Jurisdiction determined from time to time to be eligible to receive veterinary services pursuant to the V.S.I. Program.

The new wording is:

"Approved Producer" means an individual, group of individuals, or corporate entity determined from time to time, by the Jurisdiction, to be eligible to receive veterinary services pursuant to the V.S.I. Program.

This amendment allows the Jurisdiction the option of giving a V.S.I. number to a non-resident but the control of who gets a number is still under the complete discretion of the Jurisdiction.

I ask that you please review the full contract carefully and be prepared to bring forward any possible amendments to the 2016 Board meeting.

Dr. Claudia Metz gave a presentation, at the V.S.I. AGM, on B.S.E. (mad cow) testing. She was invited to speak because Northern Sunrise County submitted a proposal that V.S.I. should provide an incentive to encourage producers to submit eligible animals for B.S.E. testing. There is concern about the possibility that Canada might not meet testing quotas which could affect access to international markets. Discussion led to the consensus that an incentive program doesn't really fit V.S.I.'s mandate but could facilitate the paper work that allow individual V.S.I. Jurisdictions to offer an incentive for testing. Participation by an individual Jurisdiction is completely voluntary. If you wish to participate please let me know so that we can develop a system for the handling of claims. I refer you to the AGM and Board minutes for more detail. Copies have been e-mailed to your Ag Fieldmen for distribution to your V.S.I. Representative and other interested individuals as they see fit.

P2 V.S.I. Letter re 2016 Contract

Similar to last year the Board also recommended that a 10% contingency be factored into the estimates for 2015. This is intended to prevent the need for Councils to find money at the end of the year to cover any over expenditures.

The \$38,500.00 figure in your contract was reached as follows:

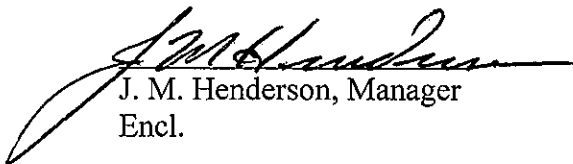
- a) The cost of your claims, for the period October 1, 2014 to September 30, 2015, was increased by 12.2% (2.2% fee increase plus a 10% contingency).
- b) Estimated net administration costs of \$4,400, were added to the above total.
Note: Net administrative cost includes GST
- c) The final step was to round off the estimate to the nearest \$500.00

Please **do not remit any funds at this time.**

Your requisition will be determined in late January or early February, after all of your 2015 claims have been processed. Your requisition will be based on actual claims for 2015, plus 12.2%, plus an estimate of your net administrative cost. Deficits or surpluses, as of December 31, 2015, will be added to, or subtracted from, your 2016 requisition.

Please feel free to call me if there are any questions or if you see any errors in my estimates.

Thank you



J. M. Henderson, Manager
Encl.



CLIMATE CHANGE AND
EMISSIONS MANAGEMENT
(CCEMC) CORPORATION

P.O. Box 3197, Sherwood Park, AB
Canada T8H 2T2

T: 780-417-1920

Dear Sir/Madam

As a key stakeholder in our province's future, we want to invite you to participate in a dialogue and working session about adapting to the impacts of climate change.

On **January 20, 2016**, the Climate Change and Emissions Management Corporation will host Alberta's first Climate Change Adaptation Leaders Forum. This one-day gathering of decision makers from business, academia, NGOs and municipal, provincial and federal governments provides an important opportunity to collectively shape our approach to adaptation.

Our changing climate will have wide-ranging economic, environmental and social implications for all Albertans. In the years ahead, the impacts will be diverse and it is critical that we collaborate to identify ways to prepare for and manage the risks associated with these changes.

You and your organization have an important voice in this conversation and we would like you to participate to ensure your interests are represented. Suggestions from the working sessions will be summarized into a report for the Government of Alberta, CCEMC and key stakeholders that will help us mobilize plans to address climate change adaptation in Alberta.

Visit **CCEMC Adaptation Leaders Forum** to register for this event in Edmonton that will take place on January 20, 2016.

Sincerely,

Kirk Andries
Managing Director
Climate Change and Emissions Management Corporation



**Board Meeting
REDI Northwest Alberta**

*Town of High Level Office – Room 150, High Level
November 10th, 2015 • 5:30 pm*

MEETING MINUTES

incredible!

ATTENDANCE

REDI Board Members

Chris MacLeod, Chair
Boyd Langford, Vice-chair
Lisa Wardley, Sec/Treasurer
Mike Osborn
Dan Fletcher
Peter Braun
Kevin Delorey
Dan Dibbelt, REDI REDA Manager

Guests

Byron Peters, Mackenzie County
Natalie Gibson, Trevor Davidson, Chris Hardwick – Mackenzie County ED Strategy

Regrets

Maarten Braat
Larry Neufeld
Barry Toker
Crystal McAteer

1. CALL TO ORDER

REDI Chair, Chris MacLeod called the meeting to order and declared quorum at 5:36 pm.

PRESENTATIONS:

Natalie Gibson, Trevor Davidson, Chris Hardwick - InnoVisions and Associates and O2 Planning & Design reviewed tasks and plans for Phase I Streetscapes and Phase II of the Mackenzie County Economic Development Strategy over the next few months.

2. REVIEW & ADOPTION OF THE AGENDA

Motion:

That REDI accept the agenda as amended.

CARRIED

Moved by: Peter Braun

3. MINUTES OF SEPTEMBER 15TH, 2015 REDI MEETING

Motion:

That REDI accept the minutes of the REDI September, 2015 meeting as amended.

CARRIED

Moved by: Lisa Wardley

4. YTD FINANCIAL REPORT TO OCTOBER 31, 2015

Motion:

That REDI accept the YTD Financial report for October 31, 2015 as information.

CARRIED

Moved by: Boyd Langford

5. OLD BUSINESS & PROJECT UPDATES

i. Carcajou Project Final Draft Report

REDI Manager Dan will write letter to County of Northern Lights thanking Council for considering involvement but that the Report was not able to include County of Northern Lights area. It may be possible if Phase II were to proceed. Dan will also complete and submit the final grant report.

Motion:

Moved by: Lisa Wardley

That REDI accept the Carcajou Final Report as presented and that REDI explore options for Phase II.

CARRIED

ii. REDI Business Attraction RFP

Discussion included methods for conducting the Business Survey and compiling the data. REDI Manager Dan will investigate methods Ardrie, Ab has used.

Motion:

Moved by: Peter Braun

That REDI proceed with the Request for Proposals for the Data Analysis, Business Survey, Regional Investment and Attraction and Marketing Material as presented.

CARRIED

iii. MARA Hemp Project

The Mara Hemp study has been completed and a copy of the final report will be circulated to REDI Board members. Discussion was held on the deployment of Oats processing in the region.

5. OTHER

i. Discussion concerning the upcoming Alberta Land Use Framework process that may begin early 2016 for northern Alberta and that REDI receive and circulate the MMSA position paper.

6. REDI MEETINGS

Motion:

Moved by: Lisa Wardley

That the REDI meetings will be on the second Wednesday of each month for the remainder of 2015 & 2016. The next REDI meeting be on Wed., December 9, 2015.

CARRIED

7. REDI ELECTION OF OFFICERS

Motion:

Moved by: Chris MacLeod

That, as outlined in REDI's Bylaws, the following Executive Officers be approved;

REDI Chair - Mackenzie County Councillor Lisa Wardley,

REDI Vice Chair – Town of High Level Councillor Chris MacLeod,

REDI Secretary/Treasurer – Town of Rainbow Lake Mayor Boyd Langford

CARRIED

Motion:

Moved by: Chris MacLeod

That the REDI Signing Officers be any two of the following;

REDI Chair Lisa Wardley; REDI Vice Chair Chris MacLeod; REDI Secretary/Treasurer – Town of Rainbow Lake Mayor Boyd Langford; Board Member Mike Osborn

CARRIED

8. ADJOURNMENT

Meeting was adjourned at 8:15 PM

REDI Chair

**MACKENZIE HOUSING MANAGEMENT BOARD
ORGANIZATIONAL BOARD MEETING**

**November 2, 2015 – 10:30 AM
Fireside Room – Heimstaed Lodge**

- In Attendance:** George Friesen
Wally Olorenshaw joined the meeting at 10:10 am
Wally Schroeder
Paul Driedger
Ellis Forest
Shirley Rechlo
John W Driedger
Erick Carter
- Regrets:** Peter H. Wieler
Nadia Jensen
- Administration:** Barbara Spurgeon, Chief Administrative Officer
Evelyn Peters, Executive Assistant
- Call to Order:** Chief Administrative Officer Barbara Spurgeon called the Board meeting to order at 10:00 am.
- Agenda:** **Approval of Agenda**
- 15-110 Moved by John W Driedger
- That the agenda be approved as presented.
- Carried
- Oath of Confidentiality**
- All board members signed the oath of confidentiality.
- New Business:** **Election of Chairperson**
- Barbara Spurgeon asked for nominations for the position of Chair.
- Wally Schroeder nominated George Friesen, George Friesen accepted.

15-111 Moved by Shirley Rechlo

That Nominations cease.

Carried

George Friesen as Chair by acclamation.

George Friesen in the Chair at 10: 07 am.

Election of Vice-Chair

Ellis Forest nominated Wally Schroeder, Wally Schroeder accepted.

15-112 Moved by John W Driedger

That Nominations cease.

Carried

Wally Schroeder as Vice-Chair by acclamation.

Appointment of Signing Authority

15-113 Moved by Ellis Forest

That Paul Driedger be given signing authority, as per policy #Adm-001Signing Authorities

Carried

Building Committee

15-114 Moved by Wally Schroeder

That Ellis Forest, John W Driedger, Wally Olorenshaw, and Shirley Rechlo be appointed to the Building.

Carried

Board Member Orientation Date

15-115 Moved by John W Driedger

That the new board members orientation date set to Tuesday November 3, 2015 at 9:00 am in the Chief Administrative Office of Heimstaed Lodge.

Carried

Policy Review Committee

15-116 Moved by Wally Schroeder

That Paul Driedger, John W Driedger, and Ellis Forest, be appointed to the policy review committee.

Carried

Meeting Dates

15-117 Moved by Paul Driedger

That regular board meetings be held at the Heimstaed Lodge at 10:00 a.m. on the following dates:

November 2, 2015
November 30, 2015
January 25, 2016
March 14, 2016
April 25, 2016
May 30, 2016
June 27, 2016
September 26, 2016
October 31, 2016

Carried

Adjournment:

15- 118

Moved by Shirley Rechlo

That the organizational board meeting of November 2, 2015
be adjourned at 10:17 am.

Carried

George Friesen, Chair

Evelyn Peters, Executive Assistant

**MACKENZIE HOUSING MANAGEMENT BOARD
REGULAR BOARD MEETING
November 2, 2015 – 10:30 A.M.
Fireside Room – Heimstaed Lodge**

- In Attendance:** George Friesen-Chair
Wally Olorenshaw
Ellis Forest
Wally Schroeder-Vice Chair
Paul Driedger
Shirley Rechlo
John W Driedger
Erick Carter
- Regrets:** Nadia Jensen
Peter H. Wieler
- Administration:** Barbara Spurgeon, Chief Administrative Officer
Evelyn Peters, Executive Assistant
Zona Peters, Health Care Manager
Eva Klassen, Lodge Manager
Henry Goertzen, Property Manager
Phill Peters, Financial Officer
- Call to Order:** Chair George Friesen called the Board meeting to order at 10:30 a.m.
- Agenda:** **Approval of Agenda**
- 15-119 Moved by Ellis Forest
- That the agenda be approved as distributed
- Carried
- Minutes:** **September 28, 2015 Board Meeting**
- 15-120 Moved by Wally Schroeder
- That the September 28, 2015 board meeting minutes be approved as distributed.
- Carried

Reports:

CAO Report

15-121

Moved by Wally Olorenshaw

That the Chief Administrative Officer report be received for information.

Carried

Financial Reports

Housing Financial Reports – September 30, 2015

15-122

Moved by Wally Schroeder

That September 30, 2015 Housing financial report be received for information.

Carried

Lodge Financial Reports – September 30, 2015

15-123

Moved by Erick Carter

That the September 30, 2015 Lodge financial report be received for information.

Carried

High Level Lodge Reports – September 30, 2015

15-124

Moved by Ellis Forest

That the September 30, 2015 High Level Lodge financial report be received for information.

Carried

Assisted Care Financial Reports – September 30, 2015

15-125

Moved by John W Driedger

That the September 30, 2015 Assisted Care financial report be received for information.

Carried

Arrears Report to September 30, 2015

15-126

Moved by Shirley Rechlo

That the September 30, 2015 arrears report be received for information.

Carried

Chair George Friesen recessed the meeting at 11:18 am

Chair George Friesen reconvened the meeting at 11:30 am

New Business:

Memorandum of Understanding

15-127

Moved by Wally Olorenshaw

That the draft of the Memorandum of Understanding be amended to delete 2.o. and add a clause stating "agreement could be amended at any time with the agreement of both parties".

Carried

Change to Ministerial Order

15-128

Moved by Wally Schroeder

That a letter be sent to all members of MHMB requesting support for a change to the Ministerial Order.

Carried

Proposed Closure of 105 Street

15-129

Moved by John W Driedger

That the Proposed Closure of 105 Street be received as information.

Carried

Staff Survey

15-130

Moved by John W Driedger

That the summary of the 2015 staff surveys be received for information.

Carried

Added Care

15-131

Moved by John W Driedger

That emails regarding added care funding be received for information.

Carried

Information:

Information Items

15-132

Moved by Wally Schroeder

That the following be accepted for information.

- Bank reconciliation for September 30, 2015

Carried

Next Meeting Date:

Policy Review Committee date: Monday November 16, 2015 at 10:00 am
Building Committee date: Wednesday November 4, 2015 at 1:00 pm at the Heimstaed Lodge, Fireside room,

Regular Board Meeting – November 30, 2015 at 10:00 am
Fireside Room – Phase I Heimstaed Lodge

Adjournment:

15-133

Moved by John W Driedger

That the board meeting of November 2, 2015 be adjourned at 12:05 pm.

Carried

George Friesen, Chair

Evelyn Peters
Executive Assistant

Mackenzie County Action List as of November 30, 2015

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
February 27, 2013 Council Meeting			
13-02-121	That administration continue to work towards expanding the Fort Vermilion Bridge Campground recreational area by applying for a lease with Alberta Environment & Sustainable Resource Development that encompasses both existing and future area.	Ron	Application for lease in progress
May 28, 2013 Council Meeting			
13-05-375	That the Zama Access paving be the first capital priority for paving a road outside a hamlet boundary and that administration continue reviewing options and applying for provincial and/or federal grants as these may become available with intent to complete the paving of this road.	Joulia	In progress Letter sent to DM Rob Penny and meeting held
October 8, 2013 Council Meeting			
13-10-693	That administration be instructed to continue pursuing taking over the lease for the Meander North and Meander South gravel pits from Environment & Sustainable Resource Development (ESRD) and negotiate with ESRD to fund reclamation and survey costs.	Ron Mark	In progress Survey Completed FN Consultation - In Progress
October 30, 2013 Council Meeting			
13-10-833	That administration negotiate with the property owner for the mobile home encroaching into laneway.	Byron	Spring 2016
October 29, 2014 Council Meeting			
14-10-765	That the County move forward with the application for the acquisition of lands in Zama under PLS 080023 and that administration work with the government to pursue a land swap.	Don	In progress
January 13, 2015 Council Meeting			
15-01-023	That the park located in the Knelsen Subdivision in La Crete be named the "Knelsen Park" and that the 108 Street Park in La Crete be named "The Big Backyard Park".	Len	Signs waiting for installation
January 30, 2015 Council Meeting			
15-01-050	That the report on the intersections Range Roads 14-5 and 17-2 and Highway 697 be received for information and that <u>administration prepare a list of non-conforming intersections on provincial highways.</u>	Ron Len	In progress
15-01-051	That the Public Works Committee review the collector roads within the County including condition of intersections.	Ron Len	PW Committee

Motion	Action Required	Action By	Status
15-01-054	That administration research swales in new developments.	Len Byron Trent	Presentation on traffic calming devices
April 14, 2015 Council Meeting			
15-04-247	That administration budget in 2016, to hire a bridge consultant engineering firm to draft new road standards for the County, which allows for lower design criteria bridges and lower road classifications. This would allow the County to consider lower standard bridges and would reduce initial construction costs. This would include classifying all the roads in the County and restricting development or requiring the developer to upgrade roads where required.	Ron Len Trent	2016 Budget
May 27, 2015 Council Meeting			
15-05-397	That ATCO Electric be authorized to proceed with the repair of one problem street light pole in the Hamlet of La Crete (estimated at \$5,500.00), with funding coming from the General Operating Reserve, and that the remaining street light pole repairs be deferred to the 2016 budget.	Mark Len	2016 Budget Deliberations Waiting for ATCO
15-05-398	That administration investigates the invested versus the non-invested option for street lighting.	Mark	Waiting for ATCO Proposal
June 10, 2015 Council Meeting			
15-06-411	That Mackenzie County participates with the First Nations and North Peace Tribal Council in the regional connectivity initiative and that the Reeve and Deputy Reeve or designate be authorized to attend meetings.	Joulia	In progress
15-06-444	That the La Crete Municipal Nursing Association request for partial closure of 105 th Street in the Hamlet of La Crete be referred to the Public Works Committee.	Len	October 20, 2015 PW Committee Meeting
June 22, 2015 Council Meeting			
15-06-462	That a land use bylaw amendment be brought back to include a definition of panhandles and that developers be encouraged to use the road allowance in the interim.	Byron	In progress
July 29, 2015 Council Meeting			
15-07-531	That administration be authorized to negotiate a Mutual Aid Agreement with Tall Cree First Nation.	Joulia Ron	2015-10-13
August 26, 2015 Council Meeting			
15-08-565	That Mackenzie County cover the cost of the investigation survey for Plan 5999CL, Lot E with funding coming from the General Operating Budget.	Byron	In progress
15-08-566	That the County obtain a copy of the investigation survey for Plan 5999CL, Lot E and request that the responsible party reimburse the County for the cost of the investigation survey.	Byron	In progress
15-08-590	That three Notice Demand Accounts be set up with ATB	Peng	In progress

Motion	Action Required	Action By	Status
	Financial.	Joulia	
15-08-599	That the Agricultural Service Board be requested to invite Garth Steidl from the Canadian Grain Commission to meet with local grain producers to discuss grain transportation issues.	Grant	In progress
15-08-604	That administration further review and bring back additional information regarding access issues on the Sand Hills Road.	Byron Len	Meet with Land Owner
September 8, 2015 Council Meeting			
15-09-621	That administration drafts letters to Alberta Transportation and to BC Hydro regarding the Tompkins Ferry Crossing as discussed.	Joulia	In progress
September 30, 2015 Council Meeting			
15-09-650	That Mackenzie County requests the Registrar to cancel the existing Certificate of Title for the following parcels of land and issue new Certificates of Title in the name of Mackenzie County. • Tax Roll 082443, 1030 Tower Road, Zama	Mark	In progress
15-09-670	That administration be authorized to meet with representatives of Mackenzie Library Board and La Crete Library Society to negotiate the facility (future La Crete Public Library) leasing agreement within the general parameters and conditions as outlined in the draft agreement and that the final draft be presented to Council for ratification.	Joulia	2015-12-02
October 13, 2015 Council Meeting			
15-10-692	That administration be authorized to retroactively refund the water pump renters for the rentals beginning April 1, 2015.	Grant	
15-10-693	That the 2015 municipal tax portion on roll 083837, legal SE17-108-12-05, be reduced to \$35.00 (minimum farmland tax) due to the fragmented parcel that was created during the Highway 88 construction.	Mark	Randy & Norma working on this
15-10-708	That the service road allowance along the north side of Plan 052 4622, Block 21, Lot 10 be sold to Frontier Auto at market value of \$115,000 per acre and that the East and West Utility Right-of-Ways be extended to the La Crete North Access Road.	Byron	In progress
15-10-711	That the Zama City properties located at 1072 Industrial Drive and 1084 Industrial Drive be sold to Radar Hot Shots for \$100.00, subject to the conditions of the clean-up agreement.	Ron Joulia	
October 27, 2015 Organizational Council Meeting			
15-10-725	That a recommendation be made to the Tri-Council to abolish the Land Use Framework Ad Hoc Joint Committee	Joulia	

Motion	Action Required	Action By	Status
	and that all land use be dealt by Council as a whole.		
October 27, 2015 Special Council (Budget) Meeting			
15-10-782	That the additional GIS/Inspections position be TABLED to the 2017 budget deliberations.	Joulia Mark	2017 Budget Deliberations
15-10-778	That the Mackenzie Housing Skate Shack in Fort Vermilion be moved to the Fort Vermilion Rodeo Grounds.	Ron	
October 28, 2015 Special Council (Budget) Meeting			
15-10-790	That the organizational chart be TABLED for further information.	Joulia	2015-12-14 Special Council (Budget) Meeting
October 28, 2015 Council Meeting			
15-10-801	<p>That administration draft a fireworks policy based on the following: The Municipality will, prior to issuing permission:</p> <ul style="list-style-type: none"> • Respecting the purchase, possession, handling, discharge, fire or set-off; obtain from the applicant written confirmation that the person: • Will conduct activities in accordance with safe practices outlined in the Alberta Fire Code, • Is of at least 18 years of age, and • Respecting sales, obtain from the owner of the retail business, written confirmation that the business: • Holds a valid municipal business license or confirmation of ownership of the business when the municipality does not require business to hold such license, • Employees handling fireworks for sale are of at least 18 years of age, • Manufacturer's instructions are posted at the sales location and provided with each sale, • Record of each sale is retained for examination by the Fire SCO, and • Stores fireworks in conformance with Part 3 of the Alberta Fire Code 	Ron Carrie	In progress 2016-02-27
15-10-802	That administration and the Public Works Committee develop the hamlet utility corridors maps for each Hamlet with public input and bring these back for approval by Council as schedules to Policy PW040 Hamlet Utility Corridors and Back Alleys.	Ron Len	In progress
15-10-806	That the 2016 veterinary services contract be approved as presented.	Grant	
15-10-807	That the bovine therapeutic hoof trimming subsidy to the vet be reinstated.	Grant	
15-10-810	That administration be authorized to enter into a similar agreement with Alberta Transportation for the construction of the Tompkins Ice Bridge for the period September 2016 to April 2019.	Len Joulia	2015-12-02 Meeting with AT

Motion	Action Required	Action By	Status
15-10-815	That a Request for Proposal be issued for the design build of the La Crete Salt & Sand shelter replacement.	Len	In progress
15-10-825	That gravel be provided to the La Crete Agricultural Society for the purpose of expanding the gravel parking area at no cost up to a maximum of 220 cubic meters.	Len	
15-10-827	That administration research hauling transfer station waste to Long Lake Regional Landfill.	Ron	
15-10-832	That the Lease Agreements with Alberta Health Services for the La Crete, Fort Vermilion, and High Level ambulance buildings be extended for one five-year term as per Schedule B Special Provisions, Extension of Term Conditions.	Joulia	In progress
15-10-833	That final payment for the land agreement adjacent to the La Crete airport be paid upon submission of invoice and confirmation of completion.	Joulia Byron	
November 10, 2015 Council Meeting			
15-11-848	That administration proceeds with the La Crete Lift Station Repair - removing the bypass pumping; meter supply and install; and electrical portions of the original proposal in order to stay within the current 2015 budget.	Fred	
15-11-850	That administration engages ATAP Infrastructure Management Ltd. to manage the Fort Vermilion Backwash Waste Dechlorination project.	Fred	
15-11-851	That administration bring back Policy PW039 Rural Road, Access Construction and Surface Water Management with the intent that the tax base not be responsible for anything other than the first access and that the municipality have the ability to remove an access.	Len Ron	
15-11-852	That the Road Reserve Policy be brought to the next budget meeting.	Mark	2015-12-14 Budget Meeting
15-11-855	That the municipality commits to resolving the frozen water services in the Hamlet of Fort Vermilion over a period of three years and that administration hold an open house with affected landowners.	Fred	Open House January/February 2016
15-11-856	That administration proceeds with completing the Fort Vermilion water service repairs on county property on a per service basis, while allowing the owner the option to continue repairs on private property at their own cost and that administration research payment options.	Fred	
15-11-868	That the Mackenzie Regional Waste Management Commission tipping fee increase be approved.	Ron	
November 25, 2015 Council Meeting			

Motion	Action Required	Action By	Status
15-11-883	That administration negotiates and enters into a contract for the Rocky Lane Waste Transfer Station Caretaker with the lowest qualified bidder and that an update be provided to Council in future CAO reports.	Ron	
15-11-885	That administration proceeds with supplying a truckfill on the east side of the Fort Vermilion Water Treatment Plant for agricultural purposes using infrastructure from one of the existing potable truckfills on the west side of the Water Treatment Plant.	Fred	
15-11-886	That an Ad Hoc Community Advisory Committee for the Economic Development and Streetscape project be created for each Fort Vermilion and La Crete, and that the Community Sustainability Committee be authorized to appoint members to the advisory committee.	Byron	
15-11-887	That the Ad Hoc Community Advisory Committee public members for the Economic Development and Streetscape be selected and invited to participate by the administration and the Community Sustainability Committee members.	Byron	
15-11-892	That Councillor Bateman be appointed to the Northern Lakes College Community Education Committee for the High Level campus.	Carrie	
15-11-896	That a letter of support be provided to the La Crete Community Library for facility improvements under the Community Facility Enhancement Program with Mackenzie County's contribution of \$100,000.	Joulia (Carrie)	
15-11-898	That the creation of a Land Stewardship Committee be brought to the next meeting for discussion.	Byron	2015-12-08
15-11-901	That the Knelsen gravel haul route concerns be received for information and that administration work with the contractor to address the concerns.	Len	
15-11-902	That the County requests a legal opinion on the conflict of interest letter that was hand delivered by Isaac Hiebert and written by Parlee McLaws regarding Councillor Bateman's disqualification from Council.	Joulia	In progress
15-11-904	That the awarding of the Waste Transfer Station Hauling Contract be TABLED to the next meeting.	Ron	2015-12-08
November 30, 2015 Special Council (Budget) Meeting			
15-11-907	That administration draft a policy regarding lagoon/sludge application on farmland.	Fred	

Motion	Action Required	Action By	Status
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Community Sustainability Plan – Action Items

Tasks	Responsibility	Approximate Deadline
Sustainable governance items:		
Citizen-engagement plan, formal avenues for active citizen involvement in strategic planning, long-term planning; undertake citizen satisfaction surveys;	CAO	
Local elections – collect, keep and report to Council voter data from municipal elections (comparative between elections);	Carol	
Review and/or establish Council Policy/Procedure on media communications, responding to citizens, contact with Government, etc.;	CAO, Carol	
Establish a Council Library in the Corporate Office (make a variety of municipal government related books and magazines available);	CAO, Carol	Completed
Service delivery items:		
Review standards for the services that are delivered and establish a formal process to review and evaluate compliance with those standards;	Management Team	
Infrastructure items:		
Review and recommend options regarding an infrastructure management system;	Management Team	
Review/develop a plan for maintaining municipal infrastructure;	Management Team	
Economic vitality items:		
Bring options regarding establishing an annual business licensing;	Byron	Completed
Risk management items:		
Review and report to Council regarding a municipal service continuity plan;	Management Team	In progress
Review and report to Council regarding Occupational Health and Safety practices (inclusive of CORE certification status).	CAO	In progress