



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

JUNE 28, 2017

10:00 A.M.

COUNCIL CHAMBERS
FORT VERMILION, AB

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, June 28, 2017
10:00 a.m.**

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

AGENDA

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CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the June 13, 2017 Regular Council Meeting	7
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		b) Caribou Update (to be presented at the meeting)	
		c)	
		d)	
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UTILITIES:	15.	a)	Bylaw 1074-17 Water and Sewer System	181
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- | | | | | |
|--|-----|----|--|-----|
| INFORMATION /
CORRESPONDENCE: | 16. | a) | Information/Correspondence | 199 |
| IN CAMERA
SESSION: | 17. | a) | Legal <ul style="list-style-type: none">• Local Crushing and Stockpiling Contract | |
| | | b) | Labour | |
| | | c) | Land <ul style="list-style-type: none">• Fort Vermilion Airport Terminal Building | |
| NOTICE OF MOTION: | 18. | a) | | |
| NEXT MEETING
DATES: | 19. | a) | Committee of the Whole Meeting
July 25, 2017
10:00 a.m.
Fort Vermilion Council Chambers | |
| | | b) | Regular Council Meeting
July 26, 2017
10:00 a.m.
Fort Vermilion Council Chambers | |
| | | c) | Regular Council Meeting
August 8, 2017
10:00 a.m.
Fort Vermilion Council Chambers | |
| ADJOURNMENT: | 20. | a) | Adjournment | |



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the June 13, 2017 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the June 13, 2017, Regular Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Approved Council Meetings minutes are posted on the County website.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the June 13, 2017 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, June 13, 2017
10:00 a.m.**

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

PRESENT:

Bill Neufeld	Reeve
Lisa Wardley	Deputy Reeve
Jacque Bateman	Councillor
Elmer Derksen	Councillor
Peter F. Braun	Councillor
John W. Driedger	Councillor
Josh Knelsen	Councillor
Eric Jorgensen	Councillor (arrived at 10:02 a.m.)
Walter Sarapuk	Councillor
Ray Toews	Councillor

REGRETS:

ADMINISTRATION:

Len Racher	Chief Administrative Officer
Byron Peters	Director of Planning & Development
Fred Wiebe	Director of Utilities
Doug Munn	Director of Community Services
Karen Huff	Director of Finance
Dave Fehr	Director of Operations
Grant Smith	Agricultural Fieldman
Don Roberts	Zama Site Manager
Carol Gabriel	Director of Legislative & Support Services/Recording Secretary

ALSO PRESENT: Josh Fehr, Assistant General Manager, CanWest Air
Members of the Public and the Media

Minutes of the Regular Council meeting for Mackenzie County held on June 13, 2017 in the Fort Vermilion Council Chambers.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 10:01 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 17-06-398 **MOVED** by Councillor Driedger

That the agenda be approved with the following additions:

- 9. g) Environmental Law Centre
- 13. a) Oil Dust Control
- 17. a) Gravel Negotiations

Councillor Jorgensen joined the meeting at 10:02 a.m.

CARRIED

ADOPTION OF PREVIOUS MINUTES: **3. a) Minutes of the May 24, 2017 Regular Council Meeting**

MOTION 17-06-399 **MOVED** by Deputy Reeve Wardley

That the minutes of the May 24, 2017, Regular Council Meeting be adopted as presented.

CARRIED

COUNCIL COMMITTEE REPORTS: **5. a) Council Committee Reports**

MOTION 17-06-400 **MOVED** by Councillor Braun

That the Council Committee reports be received for information.

CARRIED

5. b) Municipal Planning Commission Meeting Minutes

MOTION 17-06-401 **MOVED** by Councillor Driedger

That the Municipal Planning Commission meeting minutes of May 18, 2017 be received for information.

CARRIED

5. c) Finance Committee Meeting Minutes

MOTION 17-06-402 **MOVED** by Councillor Braun

That the unapproved Finance Committee meeting minutes of May 23, 2017 be received for information.

CARRIED

GENERAL REPORTS: 6. a) CAO Report

MOTION 17-06-403 MOVED by Councillor Bateman

That the CAO report for May 2017 be received for information.

CARRIED

TENDERS: 7. a) None

PUBLIC HEARINGS: 8. a) None

DELEGATIONS: 4. a) Josh Fehr, CanWest Air

ADMINISTRATION: 9. c) CanWest Air – Request for Letter of Support

MOTION 17-06-404 MOVED by Councillor Toews

That a letter of support be provided to CanWest Air for their proposal to provide air ambulance service for Alberta Health Services.

CARRIED

Reeve Neufeld recessed the meeting at 11:02 a.m. and reconvened the meeting at 11:13 a.m.

MOTION 17-06-405 MOVED by Councillor Bateman

That Council move in-camera at 11:14 a.m. to discuss the Fort Vermilion Airport Terminal Building.

CARRIED

MOTION 17-06-406 MOVED by Councillor Jorgensen

That Council move out of camera at 11:29 a.m.

CARRIED

IN-CAMERA: 17. c) Land – Fort Vermilion Airport Terminal Building

MOTION 17-06-407 MOVED by Councillor Braun

That administration be authorized to negotiate the terms and

conditions for construction and lease of a new terminal building at the Fort Vermilion Airport, as discussed, and that administration bring back options for the removal of the old building to the next meeting.

CARRIED

ADMINISTRATION: 9. a) Policy ADM058 Appointments to Boards/Committees

Deputy Reeve Wardley declared herself in conflict and abstained from the vote.

MOTION 17-06-408 MOVED by Councillor Bateman

That Policy ADM058 Appointments to Boards/Committees be approved as amended with the removal of:

- Not currently employed by the municipality

Councillor Derksen requested a recorded vote.

In Favor:

Councillor Toews
Councillor Sarapuk
Councillor Jorgensen
Councillor Knelsen
Councillor Bateman

Opposed:

Reeve Neufeld
Councillor Derksen
Councillor Driedger
Councillor Braun

CARRIED

ADMINISTRATION: 9. b) Alberta Forest Products Association Conference

MOTION 17-06-409 MOVED by Councillor Derksen

That the Alberta Forest Products Association Conference be received for information.

DEFEATED

MOTION 17-06-410 MOVED by Councillor Sarapuk

That the following four Councillors be authorized to attend the Alberta Forest Products Association Conference on September 27 – 29, 2017 in Jasper, Alberta.

Nominated/Elected (by secret ballot)

1. Deputy Reeve Wardley

2. **Councillor Jorgensen**
3. **Councillor Braun**
4. **Councillor Knelsen**
5. Councillor Driedger
6. Councillor Bateman

Reeve Neufeld recessed the meeting at 11:50 a.m. for administration to count the ballots and reconvened the meeting at 11:55 a.m.

CARRIED

- ADMINISTRATION:** 9. d) **Fort Vermilion School Division – Request for Funding (School Nutrition Program)**

MOTION 17-06-411
Requires 2/3

MOVED by Councillor Bateman

That the request for funding from the Fort Vermilion School Division for the school nutrition program be received for information.

CARRIED

Reeve Neufeld recessed the meeting at 12:01 p.m. and reconvened the meeting at 12:36 p.m.

- ADMINISTRATION:** 9. e) **Rainbow Lake Youth Centre Society – Request for Funding**

MOTION 17-06-412
Requires 2/3

MOVED by Councillor Bateman

That the request for funding from the Rainbow Lake Youth Centre Society be approved in the amount of \$7,500.00 with funding coming from the Grants to Other Organizations Reserve.

CARRIED

- ADMINISTRATION:** 9. f) **Caribou Update**

MOTION 17-06-413

MOVED by Councillor Sarapuk

That the caribou update be received for information.

CARRIED

- OPERATIONS:** 13. a) **Oil Dust Control (ADDITION)**

MOTION 17-06-414

Requires Unanimous

MOVED by Councillor Driedger

That the oil dust control in the Isaac Dyck subdivision be TABLED to the next meeting and that administration bring back costs.

CARRIED UNANIMOUSLY

ADMINISTRATION:

9. g) Environmental Law Centre (ADDITION)

MOTION 17-06-415

Requires Unanimous

MOVED by Councillor Bateman

That the Environmental Law Centre be received for information.

CARRIED

**AGRICULTURE
SERVICES:**

10. a) Bylaw 1067-17 Genetically Engineered Alfalfa

MOTION 17-06-416

MOVED by Councillor Knelsen

That first reading be given to Bylaw 1067-17 being a bylaw to designate Genetically Engineered Alfalfa to a Prohibited Noxious status under the Alberta Weed Control Act.

CARRIED

MOTION 17-06-417

MOVED by Councillor Jorgensen

That second reading be given to Bylaw 1067-17 being a bylaw to designate Genetically Engineered Alfalfa to Prohibited Noxious status under the Alberta Weed Control act.

CARRIED

**COMMUNITY
SERVICES:**

11. a) Community Peace Officer Policies

MOTION 17-06-418

MOVED by Councillor Wardley

That Policy ENF003 Peace Officer Public Complaints and Disciplinary Policy be amended as presented.

CARRIED

MOTION 17-06-419

MOVED by Councillor Braun

That Policy ENF005 Peace Officer Video Recording Policy be amended as presented.

CARRIED

MOTION 17-06-420 **MOVED** by Councillor Bateman

That Policy ENF007 Peace Officer Property Control Policy be approved as presented.

CARRIED

MOTION 17-06-421 **MOVED** by Councillor Braun

That Policy ENF008 Peace Officer Records Management Policy be approved as presented.

CARRIED

COMMUNITY SERVICES: **11. c) Town of High Level – Cost Sharing Request for Fire Department Air Resupply Project**

MOTION 17-06-422 **MOVED** by Councillor Bateman
Requires 2/3

That the Town of High Level cost sharing request for Fire Department Air Resupply Project be received for information.

CARRIED

COMMUNITY SERVICES: **11. d) Fort Vermilion Recreation Board – Request to Provide Funding for Training**

MOTION 17-06-423 **MOVED** by Councillor Toews
Requires 2/3

That the funding request by the Fort Vermilion Recreation Board be approved in the amount of \$3,127, for the purposes of training for the new ice plant equipment, with funding coming from the General Operating Reserve.

CARRIED

COMMUNITY SERVICES: **11. e) Bridge Campground – Provincial Funding**

MOTION 17-06-424 **MOVED** by Deputy Reeve Wardley
Requires 2/3

That the 2017 Budget for the Improvement to Provincial Park -

Bridge Campground be amended such that the \$15,000 allocated by the County for the historical assessment be used for this project without requiring matching funds.

CARRIED

COMMUNITY SERVICES:

11. f) Cell Service on Major Highways

MOTION 17-06-425

MOVED by Councillor Braun

That a letter be sent to all cell service providers requesting that they provide cell service along all major Highway (Highway 35, 58, 88 & 697) corridors and with a copy going to our Members of Parliament, Member of Legislative Assembly, Regional Economic Development Initiative, Northern Transportation Advocacy Bureau, Northern Alberta Development Council, Alberta Urban Municipalities Association, and the Alberta Association of Municipal Districts and Counties.

CARRIED

COMMUNITY SERVICES:

11. g) Land Purchase - Hutch Lake Cabin Area

MOTION 17-06-426

MOVED by Deputy Reeve Wardley

That administration prepare a cost estimate to complete the preliminary work for the development of additional lots at Hutch Lake Cabins and bring back to Council for review.

CARRIED

COMMUNITY SERVICES:

11. h) Fire Chief & Deputy Fire Chief Appointments – Zama City

MOTION 17-06-427

MOVED by Deputy Reeve Wardley

That Mike Kettle be appointed as Zama Fire Chief for a two year term effective June 13, 2017.

CARRIED

MOTION 17-06-428

MOVED by Councillor Braun

That Matthew Davis be appointed as Zama Deputy Fire Chief for a two year term effective June 13, 2017.

CARRIED

FINANCE:

12. a) Bylaw 1070-17 Short Term Borrowing for La Crete Recreation Board – Dressing Room Expansion, Lobby Renovation and Arena Entrance Upgrade

MOTION 17-06-429
Requires 2/3

MOVED by Councillor Braun

That first reading be given to Bylaw 1070-70 being the Short Term Borrowing bylaw for the La Crete Recreation Board – Dressing Room Expansion, Lobby Renovation and Arena Entrance Upgrade.

CARRIED

MOTION 17-06-430
Requires 2/3

MOVED by Deputy Reeve Wardley

That second reading be given to Bylaw 1070-70 being the Short Term Borrowing bylaw for the La Crete Recreation Board – Dressing Room Expansion, Lobby Renovation and Arena Entrance Upgrade.

CARRIED

MOTION 17-06-431
Requires Unanimous

MOVED by Councillor Toews

That consideration be given to go to third reading of Bylaw 1070-70 being the Short Term Borrowing bylaw for the La Crete Recreation Board – Dressing Room Expansion, Lobby Renovation and Arena Entrance Upgrade at this meeting.

CARRIED UNANIMOUSLY

MOTION 17-06-432
Requires 2/3

MOVED by Councillor Braun

That third reading be given to Bylaw 1070-70 being the Short Term Borrowing bylaw for the La Crete Recreation Board – Dressing Room Expansion, Lobby Renovation and Arena Entrance Upgrade.

CARRIED

**PLANNING &
DEVELOPMENT:**

14. a) None

UTILITIES:

15. a) Bylaw 909-13 Water and Sewer Systems

MOTION 17-06-433 MOVED by Councillor Braun

That Bylaw 909-13 Water and Sewer Systems be brought back to amend sections 4.6.2 and 4.7.1 (a).

CARRIED

Reeve Neufeld recessed the meeting at 1:52 p.m. and reconvened the meeting at 2:06 p.m.

COMMUNITY SERVICES:

11. b) Playground Equipment Tender

MOTION 17-06-434 MOVED by Councillor Braun

That the playground equipment tenders be awarded as follows, as recommended by the Community Services Committee.

Location	Equipment	Company	Amount
Location 1 – Mackenzie Housing	Toddler Playground Equipment	Park N Play	\$13,364.28
Location 2 – Hutch Lake Cabins	Youth Playground Equipment	Blue Imp	\$31,156.00
Location 3 – Big Back Yard	Handicap Accessible Swing & Slide	Park N Play	\$29,878.74
Location 4 – Knelsen Park	Playground Equipment	Blue Imp	\$74,822.00

CARRIED

INFORMATION: 16. a) Information/Correspondence

MOTION 17-06-435 MOVED by Councillor Knelsen

That the information/correspondence items be received for information.

CARRIED

IN-CAMERA SESSION: 17. In-Camera Session

MOTION 17-06-436 MOVED by Councillor Sarapuk

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 2:25 p.m.

- 17. a) Legal
 - Gravel Negotiations

- 17. b) Labour
- 17. c) Land
 - P3 Fire Hall Proposal – Fort Vermilion

CARRIED

MOTION 17-06-437 **MOVED** by Councillor Sarapuk

That Council move out of camera at 3:04 p.m.

CARRIED

IN-CAMERA: **17. a) Gravel Negotiations**

MOTION 17-06-438 **MOVED** by Councillor Driedger

That administration continue to complete gravel negotiations as discussed.

CARRIED

IN-CAMERA: **17. c) Land – P3 Fire Hall Proposal – Fort Vermilion**

MOTION 17-06-439 **MOVED** by Councillor Bateman

That administration look at options for a future fire hall in the Hamlet of Fort Vermilion, outside of the downtown core.

CARRIED

NOTICE OF MOTION: **18. a) None**

NEXT MEETING DATES: **19. a) Committee of the Whole Meeting**
June 27, 2017

1:00 p.m.
La Crete Conference Room

b) Regular Council Meeting
June 28, 2017
10:00 a.m.
Fort Vermilion Council Chambers

c) Regular Council Meeting
July 26, 2017
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment

MOTION 17-06-440 MOVED by Councillor Sarapuk

That the council meeting be adjourned at 3:07 p.m.

CARRIED

These minutes will be presented to Council for approval on June 28, 2017.

Bill Neufeld
Reeve

Len Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Byron Peters, Director of Planning & Development
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the June 8, 2017 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Municipal Planning Commission meeting minutes of June 8, 2017 be received for information.

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

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, June 8, 2017 @ 10:00 a.m.

PRESENT: John W. Driedger Chair, Councillor, MPC Member
Erick Carter Vice Chair, MPC Member
Jack Eccles MPC Member via teleconference
Beth Kappelar MPC Member

ADMINISTRATION: Byron Peters Director of Planning and Development
Hayley Gavin Planner
Liane Lambert Planner
Caitlin Smith Development Officer
Lynda Washkevich Administrative Assistant/Recording Secretary

REGRETS: Jacquie Bateman Councillor, MPC Member

MOTION 1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

MPC-17-06-076 MOVED by Beth Kappelar

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC-17-06-077 MOVED by Erick Carter

That the minutes of May 18, 2017 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) Business Arising from Previous Minutes

None.

4. TERMS OF REFERENCE

For Information.

5. DEVELOPMENT

- a) 102-DP-17 REDI
Historical Sign
Agricultural "A" (North Vermilion)
North Vermilion Settlement, Lot 4 (RL 04-108-13-W5M)**

MPC-17-06-078 MOVED by Beth Kappelar

That Development Permit 102-DP-17 on North Vermilion Settlement,, Lot 04 in the name of Regional Economic Development Initiative be APPROVED with the following conditions:

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

1. **This permit may be revoked at any time if, in the opinion of the Development Authority, the proposed development has become detrimental or otherwise incompatible with the amenities of the neighbourhood.**
2. **The sign shall be placed on site and is not permitted to be placed on any County lands and/or road rights-of-way.**
3. If a sign is placed on the property the sign shall be located a minimum of:
 - a. 200 meters from regulatory signs, and
 - b. 3 meters (9 feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.
4. The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.
5. The sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
6. **The sign shall:**
 - a. **Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,**
 - b. **Not unduly interfere with the amenities of the district,**

- c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and**
- d. Not create visual or aesthetic blight.**

7. Wiring and conduits of the sign must be concealed from view.
8. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
9. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
10. **The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.**
11. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

CARRIED

- b.) **111-DP-17 Mark Krahn
Garage-Detached with 11 % Size Variance and
25% Height Variance
Rural Country Residential 3 "RC3"
Plan 062 7138, Block 03, Lot 15 (River Drive Estates)**

MPC-17-06-079 MOVED by Beth Kappelar

That Development Permit 111-DP-17 on Plan 062 7138, Block 03, Lot 15 in the name of Mark Krahn be APPROVED with the following conditions:

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

1. **Minimum building setbacks:**
 - a. **15.2 meters (50 feet) front (West) yard;**
 - b. **7.6 meters (25 feet) interior side (North & South) yards;**
 - c. **7.6 meters (25 feet) rear (East) yard; from the property lines.**
2. An **11% Size Variance** for the Garage – Detached is hereby granted. The maximum area of the Garage – Detached shall be 1200 square feet.

3. A **25% Height Variance** for the Garage – Detached is hereby granted. The maximum interior ceiling height shall not exceed 4.57 meters (15 feet) in height and be a maximum of one storey.
4. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
5. **The Garage – Detached is approved for residential purposes only and no commercial activity is permitted in this building. If the developer/landowner/occupant or other person or persons intend to use the Garage - Detached for commercial or industrial uses, a new development permit is required prior to the commencement of the commercial or industrial use.**
6. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
7. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
8. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
9. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
10. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

**c.) 116-DP-17 Isaac Martens (Peace Ag Repairs)
Automotive & Equipment Repair, Major
(Shop Addition) (48'x60')
Agricultural "A" (Blumenort)
Plan 132 5315, Block 01, Lot 01 (SW 13-107-15-W5M)**

MPC-17-06-080 MOVED by Erick Carter

That Development Permit 116-DP-17 on Plan 132 5315, Block 01, Lot 01

in the name of Isaac Martens be APPROVED with the following conditions:

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

1. Minimum building setbacks: 41.15 meters (135 feet) from any road allowances and 15.24 meters (50 feet) from any other property lines.
2. **The Shop Addition shall meet all Alberta Safety Code requirements for Commercial/Industrial Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
3. **No vehicle shall be located in such a way that it impedes visibility for vehicular and/or pedestrian traffic.**
4. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
5. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
6. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
7. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 45 square meters of building area, which in this case is 16 public parking stalls. "One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."
8. If a sign is placed on the property the sign shall be located a minimum of:
 - a. 200 meters from regulatory signs, and
 - b. 3 meters (9 feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.
9. The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.
10. The sight and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
11. The sign shall:

- a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.
12. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
13. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

6. SUBDIVISION

- a.) 12-SUB-17 John & Margaret Wolfe
Agricultural "A" (Savage Prairie Area)
SW 22-104-14-W5M**

MPC-17-06-081 MOVED by Beth Kappelar

That Subdivision Application 12-SUB-17 in the name of John & Margaret Wolfe on SW 22-104-14-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE A** single lot subdivision, approximately 80 acres (32.37 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 both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) Dedication by caveat of the most westerly 5.18 meters of the SW 22-104-14-W5M for future road widening.
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.

- e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- g) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- h) 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.
- i) **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.) **Bylaw 106X-17
Partial Road Closure and Purchase of County Land
Agricultural "A" (Bluehills Rural)
NW 11-104-17-W5M**

MPC-17-06-082 MOVED by Beth Kappelar

That the Municipal Planning Commission recommend to Council to approve Bylaw 10XX-17 being a partial road closure bylaw, should Council be in agreement to sell Part of NW 11-104-17-W5M, for the purpose of it all being consolidated with C of T SW 14-104-17-W5M.

CARRIED

- b.) **Action List**

8. IN CAMERA

None

9. MEETING DATES

- ❖ Thursday, June 22, 2017 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, July 6, 2017 @ 10:00 a.m. in La Crete
- ❖ Friday, July 21, 2017 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, August 10, 2017 @ 10:00 a.m. in La Crete
- ❖ Thursday, August 24, 2017 @ 10:00 a.m. in Fort Vermilion

10. ADJOURNMENT

MPC-17-06-083 **MOVED** by Beth Kappelar

That the Municipal Planning Commission Meeting be adjourned at 10:15 a.m.

CARRIED

These minutes were adopted this 22nd day of June, 2017.

John W. Driedger, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Doug Munn, Director of Community Services
Title:	Community Services Committee Meeting Minutes

BACKGROUND / PROPOSAL:

Unapproved minutes of the June 12, 2017 Community Services Committee Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the unapproved minutes of the June 12, 2017 Community Services Committee Meeting be received for information.

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

**MACKENZIE COUNTY
Community Services Committee Meeting**

**June 12, 2017
2:00 PM**

**La Crete Meeting Room
La Crete, Alberta**

MINUTES

PRESENT:

Lisa Wardley	Deputy Reeve/Chair
Peter Braun	Councillor/Vice Chair
Josh Knelsen	Councillor
Ray Toews	Councillor
Bill Neufeld	Reeve

ALSO PRESENT:

Len Racher	Chief Administrative Officer
Doug Munn	Director of Community Services
Dave Fehr	Director of Operations
Jennifer Batt	Public Works Administrative Officer / Finance Controller/ Recording Secretary

CALL TO ORDER:

1. **Call to Order: 2:00 p.m.**
Chair Wardley called the meeting to order.

AGENDA:

2. **Adoption of Agenda**

MOTION CS-17-06-037

MOVED by Councillor Braun

That the agenda be approved with additions:

8. a) *Alberta Parks Conference*
8. b) *Wadlin Lake*

CARRIED

DELIGATION:

3. **None**

MINUTES:

4. **Minutes of the May 3, 2017 meeting**

MOTION CS-17-06-038

MOVED by Councillor Toews

That minutes of the May 3, 2017 Community Services Committee meeting be accepted as presented.

CARRIED

BUSINESS ARISING

FROM THE MINUTES:

6. **None**

NEW BUSINESS:

7. a. **Machesis Lake Power Project**

MOTION CS-17-06-039

MOVED by Reeve Neufeld

That administration proceed with alternate options for power at Machesis Lake caretaker site while remaining within budget.

CARRIED

7. b. **La Crete Ferry Campground Warning**

MOTION CS-17-06-040

MOVED by Councillor Knelsen

That administration to send a letter to Alberta Environment and Parks disputing some of the claims listed for Investigation No. PR23599.

CARRIED

7. c. **Bridge Campground Proposal Improvements**

MOTION CS-17-06-041

MOVED by Councillor Braun

That administration proceed with Bridge Campground expansion as discussed.

CARRIED

Deputy Reeve Wardley recessed the meeting at 2:37 p.m. and reconvened the meeting at 2:43 p.m.

7. d. **Action List**

MOTION CS-17-06-042

MOVED by Councillor Braun

That the Action list be received for information.

CARRIED

ADDITIONS:

8. a. **Alberta Parks Conference**

MOTION CS-17-06-043

MOVED by Reeve Neufeld

That the Community Services Committee recommends to Council that the 2017 Alberta Parks Conference and the FCSS Conference in the Community Services Committee Terms of Reference be reallocated for 2 attendees to attend the Alberta Forestry Products Conference in September.

CARRIED

Dave Fehr left the meeting

Deputy Reeve Wardley recessed the meeting at 2:55 p.m. and reconvened the meeting at 3:01 p.m.

TENDERS:

3. a. Playground Equipment

MOTION CS-17-06-044

MOVED by Councillor Braun

That the Playground Equipment Request for Proposals be opened.

CARRIED

Proposals Received:

Location	Product #	Playground Guys	Habitat Systems Incorporated	Park N Play Design	Blue Imp #1	Blue Imp #2
#1 Mackenzie Housing	1	\$13,265.00	\$17,213.70	\$13,364.28	\$16,904.00	
#2 Hutch Lake Cabins	1	\$29,745.50	\$31,475.85	\$28,227.37	\$31,156.00	\$30,399.00
#3 Big Back Yard Park	1	\$17,559.03	\$22,867.95	\$29,878.74	\$22,695.00	
#3 Big Back Yard Park	2	\$7,302.00	\$5,744.55	N/A	\$6,508.00	\$5,614.00
#4 Knelsen Park	1	\$83,546.08	\$81,514.65	\$53,610.93	\$74,822.00	
#4 Knelsen Park	2	\$636.00	\$3,731.70	N/A	\$6,920.00	

MOTION CS-17-06-045

MOVED by Councillor Knelsen

That the Community Services Committee recommends to Council to award the Playground Equipment Request for proposal to:

Location	Product #	Park N Play Design	Score	Blue Imp #1	Score
#1 Mackenzie Housing	1	\$13,364.28	96		
#2 Hutch Lake Cabins	1			\$31,156.00	90
#3 Big Back Yard Park	1	\$29,878.74	94		
#3 Big Back Yard Park	2	INCLUDED IN ABOVE			
#4 Knelsen Park	1			\$74,822.00	96
#4 Knelsen Park	2	NOT AWARDED		NOT AWARDED	

CARRIED

8. b. **Wadlin Lake**

MOTION CS-17-06-046

MOVED by Councillor Braun

That the caretaker be authorized to reserve the upper level campsites at their discretion for the 2017 season.

CARRIED

9. a. **Peace Officer Program Update (Verbal)**

MOTION CS-17-06-047

MOVED by Reeve Neufeld

That the Peace Officer report be received for information.

CARRIED

9. b. **School Resource Officer Grant**

MOTION CS-17-06-048

MOVED by Councillor Braun

That the School Officer grant report be received for information.

CARRIED

9. c. Alberta Parks Funding Letter

MOTION CS-17-06-049

MOVED by Councillor Braun

That administration submit all plans required to Alberta Parks to meet funding requirements.

CARRIED

NEXT MEETING DATE: 9.

a. The next Community Service Committee Meeting be scheduled for 10:00 am August 3, 2017 in Fort Vermilion.

ADJOURNMENT:

MOVED by Councillor Knelsen

MOTION CS-17-06-050

Meeting was adjourned at 4:10 p.m.

CARRIED

DRAFT



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Doug Munn, Director of Community Services
Title:	Municipal Emergency Advisory Committee Meeting Minutes

BACKGROUND / PROPOSAL:

Unapproved minutes of the June 9, 2017 Municipal Emergency Advisory Committee Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the unapproved minutes of the June 9, 2017 Municipal Emergency Advisory Committee Meeting be received for information.

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

**MACKENZIE COUNTY
Municipal Emergency Advisory Committee Meeting**

**Friday June 9, 2017
10:00 a.m.**

**Fort Vermilion Meeting Room 1
Fort Vermilion, Alberta**

PRESENT: Bill Neufeld Reeve
 Lisa Wardley Deputy Reeve
 Ray Toews Councillor

REGRETS:

ADMINISTRATION: Len Racher Chief Administrative Officer
 Doug Munn Director of Community Services
 Fred Wiebe Director of Utilities
 Don Roberts Zama Site Manager
 Carol Gabriel Director of Legislative and Support Services
 Jessica Ruskowsky Executive Assistant to the CAO/Recording Secretary

ALSO PRESENT: Peter F. Braun Councillor (as a guest)

Minutes of the Municipal Emergency Advisory Committee Meeting for Mackenzie County held on June 9, 2017 in Meeting Room 1 of the Mackenzie County Fort Vermilion Office.

CALL TO ORDER: 1. a) Call to Order

Donny called the meeting to order at 10:11 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 17-06-001 MOVED by Deputy Reeve Wardley

That the Agenda be adopted as presented.

CARRIED

**PREVIOUS MINUTES: 3. a) Minutes from Emergency Response Committee Meeting
November 12, 2015**

MOTION 17-06-002 MOVED by Reeve Neufeld

That the Minutes from Emergency Response Committee Meeting November 12, 2015 be accepted as presented.

CARRIED

TERMS OF REFERENCE:

4. a) Review Emergency Response Committee Terms of Reference

MOTION 17-06-003

MOVED by Councillor Toews

That The Emergency Response Committee Terms of Reference be amended as presented and include these changes:

- Membership includes: Reeve, one Councillor from each hamlet (3), CAO, and all Municipal Directors.
- Quorum includes: 2 members of Council, Chief Administrative Officer (CAO), Director of Emergency Management (DEM), Deputy Director of Emergency Management (DDEM), and one additional Municipal Director.
- Term appointments revised from one (1) year period to two (2) year period; remove “of each year”.
- Meeting Schedule – committee shall meet a minimum twice a year – once the spring and once in the fall.
- General Responsibilities – remove h (outlined under heading “Quorum”)

CARRIED

Don Roberts recessed the meeting at 10:55 a.m. and reconvened the meeting at 11:02 a.m.

BYLAWS:

5. a) Review Bylaw 420-04 Appointment Director Disaster Services

MOTION 17-06-004

MOVED by Councillor Toews

That the committee recommends that Bylaw 420-04 be amended as presented with the following additional change and be brought to council for final approval:

- Appointments: 1. The Director of Community Services be appointed to the position Director of Emergency Management (DEM)

CARRIED

BYLAWS: 5. b) Review Bylaw 1039-16 Regional Emergency Management Bylaw

MOTION 17-06-005 **MOVED** by Deputy Reeve Wardley

That Bylaw 1039-16 Regional Emergency Management Bylaw be amended as presented with the following additions and be brought to council for approval.

- 4.2 a) by resolution, appoint the Reeve and one Councillor of each hamlet (3) to serve the Committee
- 4.2 d) The DDEM as appointed by Council Bylaw
- 4.2 e) Quorum includes: 2 members of Council, Chief Administrative Officer (CAO), Director of Emergency Management (DEM), Deputy Director of Emergency Management (DDEM), and one additional Municipal Director

CARRIED

MOTION 17-06-006 **MOVED** by Deputy Reeve Wardley

That any of the two appointed councillors on the Municipal Emergency Advisory Committee be approved to attend the Northwest Alberta Regional Emergency Agency (NAREA).

CARRIED

COMMUNITY EMERGENCY MANAGEMENT PROGRAM (CEMP): 6. a) Review Community Emergency Management Program - CEMP

MOTION 17-06-007 **MOVED** by Reeve Neufeld

That the presentation of the Community Emergency Management Program be received for information.

CARRIED

Don Roberts recessed the meeting at 12:00 p.m. and reconvened the meeting at 12:32 p.m.

6. b) Review Mackenzie County Emergency Municipal Plan

MOTION 17-06-008 **MOVED** by Deputy Reeve Wardley

That the Committee recommends that the Mackenzie County Emergency Municipal Plan be brought to council for information.

CARRIED

DISASTER SOCIAL SERVICES:

7. a) Evacuation Protocols with High Level

MOTION 17-06-09

MOVED by Reeve Neufeld

That the Evacuation Protocols with High Level be received for information.

CARRIED

ALBERTA EMERGENCY ALERT SYSTEM:

8. a) Review Alberta Emergency Alert System

MOTION 17-06-010

MOVED by Deputy Reeve Wardley

That the information on the Alberta Emergency Alert System be received for information.

CARRIED

TRAINING:

9. a) Review Training Matrix and Courses

MOTION 17-06-011

MOVED by Councillor Toews

That the Training Matrix and Courses be received for information.

CARRIED

ADDITIONAL ITEMS:

10. a) Emergency Public Notification – Siren Notification Alert System

MOTION 17-06-012

MOVED by Toews

That the Committee recommends the Siren Notification Alert System be clearly defined and brought to Council for final approval/further discussion.

CARRIED

NEXT MEETING DATES:

**19. a) Municipal Emergency Advisory Committee
November 28, 2017**

1:00 p.m.
Fort Vermilion Meeting Room 1

ADJOURNMENT: **20. a) Adjournment**

MOTION 17-06-013 **MOVED** by Reeve Neufeld

That the council meeting be adjourned at 1:38 p.m.

CARRIED

Bill Neufeld
Reeve

Len Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Byron Peters, Director of Planning & Development
Title:	Northwest Species at Risk Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the Northwest Species at Risk Committee are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Northwest Species at Risk Committee meeting minutes of May 9 and 17, 2017 be received for information.

Author: H.Gavin Reviewed by: B.Peters CAO: L.Racher

Northwest Species at Risk Committee

**Town of High Level Office
High Level, AB**

Wednesday, May 9, 2017 at 6:00 p.m.

PRESENT:	Lisa Wardley Jacquie Bateman Eric Jorgensen Mike Morgan Crystal McAteer Linda Halabisky Michelle Farris Terry Ungarian	Chair, Deputy Reeve, Mackenzie County Councillor, Mackenzie County Councillor, Mackenzie County (arrived 6:10) Councillor, Town of High Level Vice Chair, Mayor, Town of High Level Councillor, County of Northern Lights Mayor, Town of Rainbow Lake Councillor, County of Northern Lights
REGRETS:	Chris Mitchell	Councillor, Town of Rainbow Lake
ADMINISTRATION:	Dan Fletcher Ashleigh Bulmer Hayley Gavin Susie Dziwenka Byron Peters	CAO, Town of High Level Director of Development and IT Services, Town of High Level Planner/Recording Secretary, Mackenzie County CAO, Town of Rainbow Lake Director of Planning and Development, Mackenzie County
ALSO PRESENT:	Diana McQueen Evan Gardner Maarten Braat Lyle Duperron	Owner, DMC Consulting (via teleconference) Constituency Assistance, Peace River Alberta Beef Producers Fort Vermilion Delegate (arrived 6:10) Local Trapper and Outfitter (arrived 6:17)

MOTION

1. Call to Order

Lisa Wardley called the meeting to order at 6:08 p.m.

2. Adoption of Agenda

17-05-005

MOVED by Crystal McAteer

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

6. GOA Helicopter Flight Offer
7. Budget Discussion

8. Round Table Discussion

CARRIED

3. Adoption of Minutes

17-05-006

MOVED by Terry Ungarian

That the minutes from the May 3, 2017 NWSAR Committee meeting be adopted as presented.

CARRIED

Eric Jorgensen and Maarten Braat joined the meeting.

4. Administration Update on NWSAR Deliverables

Lisa: I'd like to see some mapping similar that of what Ray Hilts presented with the difference when buffers are applied to disturbances.

Terry: Do we have approval to access LuSEE?

Dan: Dave West sent along the total volume for their FMA (F26) and percentage of harvest within caribou ranges – we will need this information for P19, P20, P8 and P21 too. We are also calculating the total km² of areas burnt from wildfire to provide a total reclamation – (province to replant these areas?)

Lyle Duperron joined the meeting.

Dan: We've been looking at the costs of managing provincial parks; the Castle Wildland Park is looking at \$20 million over 4 years – we have 5 caribou ranges (i.e. 5 different potential large parks) the province should factor these costs into their development of parks. Tourists will not travel up here to see caribou; distance is too far. Also listing all wells in existing ranges – Theresa has sent us a township map for CNL; we're identifying active and abandoned wells. We're also providing a break-down, by range, for different types of production and using AER directives to set certain costs for abandonment and restoration and define average surface reclamation costs, ground water, gas venting, 25% contingency factor which ultimately adds another \$250,000 per well. Looking at sweet vs sore gas wells too.

Lisa: Would obtaining the average abandonment costs from 5

local companies operating within this area work better?

Dan: yes.

Terry: using the average is difficult though isn't it, what about if we have a major salt water spill – the costs for this reclamation would be much higher.

Diana: it's important to include footnotes anytime challenges can be made on any of the data we use/provide; footnotes will cover us.

Dan: without the production values from the LuSEE we will struggle to provide an accurate picture, as the model holds the revenue generating values we need. I've created the snap-shot of linear assessment, trapline loss, DIDs data and the forestry values. These costs are the ones that will take an immediate hit once range plans are implemented. The other numbers will give us the 50-100 year bigger picture.

Diana: perhaps, you can pull as much information from Industry Canada for all industry to forecast 100 years, then you could break it down into 5/10/20/50/100 year impacts.

Lisa: do your numbers include all traplines?

Dan: so far, only for the Fur Management Areas within Mackenzie County. I'm working on Clear Hills and the County of Northern Lights.

Terry: so that number could double then?

Lyle: that's just the value invested or loss of revenue?

Dan: loss of revenue. Industry Canada collects tax data from all businesses who declare themselves as a trapper and outfitter and divide between number of individuals plus investment. We can forecast over the next 50-100 years.

Eric: we have an opportunity to meet with Frank Oberle.

Lyle: I spent some time on the phone with him; he is now consulting with industries, First Nations and private groups seeing as he has a good working knowledge of the environment and government he is willing to meet with us next Wednesday May 17, 2017 between 1-3pm.

Diana: Frank has a good forestry background and was the

minister for a short while. His knowledge is very much around forestry side, it would be beneficial to meet with him.

Lyle: he was very much a part of the Special Places 2000 and the Caribou Mountains Wildland Park. He does not want to be the one standing in front of the minister; bringing these issues to the forefront, but he's willing to meet with us.

Terry: having Diana on board with us is a great asset; if we are able to get Frank on board too, it may be very beneficial for us.

Diana: if he's giving a good advice, then he shouldn't be the one speaking with the minister, but by all means hear what he has to say. I can join via teleconference.

Lyle: he's great at meeting and connecting with people.

Hayley: I'll follow with Frank tomorrow. GOA range planners are looking to schedule a follow up meeting with the DM Corbould and us in High Level on June 7, 2017 – what are everyone's thoughts?

Lisa: can we add a field component? – keep them up here for a couple of days? Can we ask to schedule for week of the 19th of June?

Hayley: I'll contact them and come back to you all shortly.

17-05-007

MOVED by Terry Ungarian

That administration extends committee membership to Clear Hills County via formal invitation.

CARRIED

6. Helicopter Flight Offer

Crystal: GOA High Level Forestry manager Terry Jessiman contacted Evan, Hayley and I to partake in a helicopter ride to the Caribou Mountains and possibly Bistcho lake. If there is any additional interest from other committee members, I'll give their names to Terry.

Lisa: if we could arrange for flights with DM and range planners when they come up, let's organize it through Terry. What about taking some shots with a camera?

Terry, Lisa and Linda are interested in additional flights

Crystal: This is not consultation; we have a great relationship with their department. I told them I'd never been to Bistcho or Caribou Mountains before, now they'd like to take some of us.

7. Budget Discussion

Jacque: are all the other municipalities asking their Council for additional funds for our committee budget?

Crystal: what about that joint grant we just got confirmation from?

Byron: my initial hope was to utilize the budget from that grant for this project, but given our timeline we won't have the time to send out an RFP. We'll have to use this for other projects, such as the MGA changes and the Lower Peace Regional Plan.

Lisa: we can sell the data and socio-economic stuff back from this project?

Byron: one requirement of the joint grant is that we have to work with Dave Hervieux.

17-05-008

MOVED by Crystal McAteer

That Mackenzie County administration provides a project budget for the next meeting, namely:

- How much Mackenzie County has spent on the caribou project (including wolf bounty)
- Quotes from all external consultants (report components)
- Costs relating to engaged consultant (Diana McQueen)
- All municipalities are responsible for costs incurred by committee members (see TOR stipulations). Budget should include a historical list of costs incurred since the committee began and the future projections since the committee commenced with current direction.

CARRIED

8. Round Table Discussion

Terry: who have we sent meeting requests to during FCM?

Byron: half a dozen ministers, the necessary parliamentary

secretaries and critics; our goal is for all ministers to be aware of the local impacts of range planning when Catherine McKenna stands up to present on caribou.

Crystal: maybe we can get 10 minutes with the policy analysts during FCM and they can pass along our documents to the ministers?

Diana: try and try 10 minutes on the rural agenda ta FCM to raise awareness on the issues.

Eric: the rural and remote sessions do not have the chance for us to follow up on our previous discussions that we started when we met with FCM in March – our concerns may not leave the room. Let's try and meet with the 4 people from FCM again.

Terry: the contractor meetings with Ray Hilts last week got good turnouts. Can you provide us with invitation for the open house and I'll pass along to everyone who attended the Manning Ray Hilts session?

Hayley: yes, I'll draft something up in the coming days.

Crystal: I'll phone the Mirage to see if we can book this for our open house.

Terry: Ray Hilts also sent us their AFA update; feds do not want full range plans – this is encouraging news for us.

Eric Jorgensen stepped out of the meeting at 7:05 p.m.

Byron: caribou is more significant than the 24% tariff imposed by the soft lumber agreement; this tariff is a short term blip, compared with range planning that is potentially permanent and of much higher concern.

Mike: Tolko were anticipating tariffs at 25% as it stands it is at 19.5% - still are second duties though. They audited the 5 biggest companies and derived their tariff percentages from them.

Eric Jorgensen returned to the meeting at 7:08 p.m.

Eric: ATA meeting at Terry Batt's last Friday night I met Anne Coles (ATA president), Gordy had updated her on NWSAR, etc. The ATA is trying to manage wolf numbers on traplines where caribou are and some members have drafted up a proposal for

wolf management with First Nations opportunities; I'm hoping to receive this proposal soon.

Terry: can we re-arrange our next meeting with range planners to May 17 from May 16 so that we can try and meet with Frank Oberle and Dave West?

Hayley: I'll contact them and advise accordingly.

Lisa Wardley recessed the meeting at 7:23 p.m.

9. Stakeholder Delegation: First Nations and Metis

Crystal McAteer reconvened the meeting at 7:44 p.m.

Stakeholder delegation transcripts to come

9. Next Meeting Dates

17-05-009

MOVED by Crystal McAteer

- ❖ Tuesday May 16, 2017 at 4:00 p.m. in High Level
- ❖ Wednesday May 24, 2017 at 4:00 p.m. in High Level

CARRIED

10. Adjournment

17-05-010

MOVED by Jacquie Bateman

That the Northwest Species at Risk Committee meeting be adjourned at 10:00 p.m.

CARRIED

These minutes were adopted this 16th day of May, 2017.

Lisa Wardley, Chair

Northwest Species at Risk Committee

**Town of High Level Office
High Level, AB**

Wednesday, May 17, 2017 at 1:00 p.m.

PRESENT:	Lisa Wardley Jacquie Bateman Eric Jorgensen Crystal McAteer Linda Halabisky Michelle Farris Terry Ungarian Chris Mitchell Miron Croy	Chair, Deputy Reeve, Mackenzie County Councillor, Mackenzie County Councillor, Mackenzie County (arrived 1:50pm) Vice Chair, Mayor, Town of High Level Councillor, County of Northern Lights Mayor, Town of Rainbow Lake Councillor, County of Northern Lights Councillor, Town of Rainbow Lake Councillor, Clear Hills County
REGRETS:	Mike Morgan	Councillor, Town of High Level
ADMINISTRATION:	Dan Fletcher Byron Peters Hayley Gavin	CAO, Town of High Level Director of Planning and Development/ Recording Secretary, Mackenzie County Planner, Mackenzie County
ALSO PRESENT:	Frank Oberle Lyle Duperron Maarten Bratt Dave West Peter Wiebe	MNP (arrived at 1:50 pm) (arrived at 1:40 pm)

MOTION

1. Call to Order

Lisa Wardley called the meeting to order at 1:15 p.m.

2. Adoption of Agenda

17-05-011

MOVED by Linda Halabisky

That the agenda be adopted as amended.

CARRIED

3. Adoption of Minutes

17-05-012

MOVED by Terry Ungarian

That the minutes from the May 9, 2017 NWSAR Committee

meeting be adopted as presented.

CARRIED

4. Delegation: Frank Oberle (1:00 – 3:00p.m.)

Frank: The federal government doesn't want to have to figure out how to find balance between caribou and economy. They want the provinces to figure it out. Can help behind the scenes, but cannot directly connect us to current government; would have to be through MNP. I suspect forest industry plans will fail because the NDP won't recognize their importance/lifestyle. If we go to the news, we need the First Nations on board. Agree that the NDP approach is more about land use protection (parks) than SAR. The First Nations have timber rights, traditional use, have political/news pull.

Lyle: Province seems to oppose us working together with First Nations. They will likely try to go to First Nations separately.

Frank: They are legally obligated to anyway. The First Nations can/will oppose the creation of protection areas derived from Ottawa/Edmonton. We need to leverage traditional use/First Nation rights to get the government to listen, but obviously need to be careful of the approach. We need to discuss a different approach to caribou management than 65% undisturbed habitat. This distracts from the real need and tends to foster land protection instead. Need to request death rates of caribou that are collared. (Dave Moyles, Lyle Fullerton, Nataalka) Need to create a unified message and get some news coverage.

Lisa: The province is still doing prescribed burns in the forest. They are proposing to revegetate some fire disturbed areas with trees that are not as flammable. These species of trees don't facilitate lichen growth.

Frank: Doesn't believe the federal government will really intervene. Their only standard is whether it will withstand a court challenge.

Lisa: Need to show how the economy will be affected, and provide alternatives to minimize disruption. Have to figure out how to tie the economy to conservation; tie in species/ecosystem relationship, and other components.

Frank: The science argument is likely unwinnable. A lot of information is still unknown; will continuously argue. The

compromise of interests will work, but not just science.

We want a healthy, working landscape.

- Focus on common interests
- Who gets to decide how this is managed?
- Be careful with industry looking out for themselves; allow this to happen
- Emphasize the need to have a co-managed landscape. First Nations believe we have enough knowledge and science locally to do a better job than city biologists.

For our solutions portion – we need to include an emphasis on how more solutions can be developed given more time and resources.

Frank: Give opposition MLS's questions for QP. Doesn't see us being very successful at the federal level. There is no table for even our MLA to get issues to government. Cabinet hardly has this platform, and no one else does. Need to remember that department is AEP, not ESRD. Key difference. Need to know how to speak to this audience.

Diana: We need to see what the provincial reaction is to our plan before we create provincial/federal communications strategy.

We need to have a structured, strategic, curated plan for communications. Cannot fear monger, cannot pit conservation/caribou against First Nations, industry, etc. Need to target the audiences independently, with consistent messages, define all aspects. Frank/MNP can provide this (Diana/RSG can too).

Dave: We need to focus on our unique forestry, First Nations, trappers, and largely disturbed habitat. Need to pitch solutions/options for experimental options/research, because we have so much land/space with relatively low disturbance. Create adaptive management solutions for the rest of Alberta; partner with province, First Nations, etc.

- 'Boreal Management Framework'

Frank: Need to discuss/challenge/seek clarity on the purpose of the plan; is it caribou?

- RSG – Samantha is in communications

5. Delegation: GOA Range Planners (3:30 – 5:30p.m.)

Jen: There is no current plan to engage everyone together, only individually at this time. Think they're valuable, but don't have time to do it. Want to finish gathering information by the end of June. By August long weekend the report submitted to cabinet. Looking at socioeconomic analysis for report to cabinet. Will be hiring someone to help coordinate the data. Someone to ask the right questions and gathering the right information.

George: It's a big assumption to assume that the caribou range plan will have a negative impact on the northwest.

Jen: Socio-economic analysis will only be provided on the book-end scenarios that are developed and presented to cabinet. Will be more localized than a provincial level. From a range planning perspective, primary goal is to achieve 65% undisturbed habitat. Significant reasoning is to avoid legal action. The goal is to protect caribou habitat first and foremost. There is projected forest harvesting to occur within caribou mountain range over the coming years. Range plans for ranges that are close to 65% can include in the plan that we believe disturbance is over accounted, commission published report to prove this point. Only after working towards 65% and determining/watching the outcomes will they then look at other biological/management factors.

George: We will still be able to operate on the landscape. We just need to figure out how and at what pace.

Jen: We have the opportunity to discuss management practices vs. simply habitat protection. Discussion needs to be bigger. Need to create discussion, tie into biodiversity/healthy landscapes.

For Follow Up:

- Request a multi-stakeholder meeting
- Request socio-economic modelling that provides detail specific to our ranges, real world implications on how it effects communities i.e. are not alternative employment options.
- We understand you are being lobbied to create parks. Are you getting lobbied by the areas potentially affected to create parks?

6. Extend Membership to Manning Discussion

That administration provides a letter extending NWSAR membership to the Town of Manning.

CARRIED

7. Next Meeting Dates

17-05-014

MOVED by Crystal McAteer

- ❖ Wednesday May 24, 2017 at 4:00 p.m. in High Level (open house)
- ❖ Thursday May 25, 2017 at 4:30 p.m. in Manning (open house)

CARRIED

8. Adjournment

17-05-015

MOVED by Jacquie Bateman

That the Northwest Species at Risk Committee meeting be adjourned at 7:55 p.m.

CARRIED

These minutes were adopted this 21st day of June, 2017.

Lisa Wardley, Chair

COSTS & SOURCE OF FUNDING:

2017 Capital Budget of \$80,000 which administration has allocated \$50,000 for the asbestos abatement, and \$30,000 for the demolition and disposal of the building.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Administration to communicate Council decision with all proponents.

RECOMMENDED ACTION:

Motion 1:

Simple Majority Requires 2/3 Requires Unanimous

That the quotes for Asbestos Abatement from a Two Story Office Building – Fort Vermilion, AB be opened.

Motion 2:

Simple Majority Requires 2/3 Requires Unanimous

That the Asbestos Abatement from a Two Story Office Building – Fort Vermilion, AB project be awarded to the lowest qualified bidder.

Author: J Batt Reviewed by: _____ CAO: _____

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2017 Operating budget

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Administration to communicate Council decision with all proponents.

RECOMMENDED ACTION:

Motion 1:

Simple Majority Requires 2/3 Requires Unanimous

That the proposals for Assessment Services be opened.

Motion 2:

Simple Majority Requires 2/3 Requires Unanimous

That administration review all proposals, and bring back a recommendation to Council later in the meeting.

Motion 3:

Simple Majority Requires 2/3 Requires Unanimous

That the Assessment Services be awarded to the best qualified proponent.

Author: J Batt Reviewed by: K Huff CAO: _____

5%	Proposal Content	
	Meets Proposal mandatory submission requirements	5
Total Points		5
15%	Comprehension	
	Communication Plan	3
	Public Relations	3
	Overall Knowledge of Assessment Issues	5
	Meeting Municipal Requirements	3
Total Points		14
25%	Methodology	
	Meeting ASSET, GMAS requirements	3
	Electronic data transfer requirement; CAMA	3
	Compatibility with Great Plains Dynamics	3
	Preparation of data required by the Minister	3
	Assessment appeals - approach & timelines	1
	Assessment changes reconciliation – ongoing	1
	Specialty Plants	1
	Responding to administrative inquiries	1
	Responding to public inquiries	1
	Conducting Inspections/Investigations	1
	Scheduled meetings (open house, ratepayers)	1
	Representation at Assessment Review Board	1
	Council Presentations	1
Total Points		21
35%	Experience and Past Performance	
	Similar Contracts – List	5
	Senior Assessor Experience	3
	Experience References	3
	Demonstrate Knowledge of Municipal	5
	Mun. Assess. Past Exp. & Performance	5
	Project Organizational Plan clw Chart	1
	Residential Assessment Experience	1
	Commercial Assessment Experience	1
	Farmland Assessment Experience	1
	Machinery & Equipment Assessment Experience	1
	Industrial Assessment Experience	1
	Specialty Plants Assessment Experience	1
	Assessment Review Board Experience	1
	Municipal Government Board Experience	1
	Court of Law Experience	1
	GIS System (Optional)	7
Total Points		33
20%	Budget	
	Financial Understanding Statement	1
	Fee Schedule	1
	Proposed Budget	5
Total Points		7
TOTAL		85



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Grant Smith, Agricultural Fieldman
Title:	TENDER Buffalo Head Prairie Flood Mitigation Project (11:00 a.m.)

BACKGROUND / PROPOSAL:

MPE was engaged to develop and tender the Buffalo Head Prairie Flood Mitigation project, which closes June 27, 2017 at 4:30 p.m.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Mackenzie County was approved for \$3.8 million dollars through the Community Resilience Funding program.

The ASB has also budgeted \$1.4 million for this capital project. Budget contributions for this project began in 2014 through the County drainage reserve.

SUSTAINABILITY PLAN:

COMMUNICATION:

Author: _____ Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the Buffalo Head Prairie Flood Mitigation tenders be opened.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the Buffalo Head Prairie Flood Mitigation tender be forwarded to Administration for review and bring back awarding recommendations later in the meeting.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Fred Wiebe, Director of Utilities
Title:	TENDER 49th Avenue Water Re-Servicing (11:00 a.m.)

BACKGROUND / PROPOSAL:

WSP was engaged to develop and tender the 49th Avenue Water Re-Servicing project, which closes on June 27, 2017 at 4:30 PM.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

49th Avenue Water Re-Servicing TCA total project budget - \$228,000
Engineering Fees - \$26,289
Remaining Budget - **\$201,711**

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: S. Martens **Reviewed by:** F. Wiebe **CAO:** _____

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the 49th Avenue Water Re-Servicing tenders be opened.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the 49th Avenue Water Re-Servicing tender be awarded to the lowest qualified proponent, while remaining in budget.

Author: S.Martens Reviewed by: F. Wiebe CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Fred Wiebe, Director of Utilities
Title:	TENDER 50th Street Water and Sewer Extension (11:00 a.m.)

BACKGROUND / PROPOSAL:

MPE was engaged to develop and tender the 50th Street Water and Sewer Extension project, which closes June 27, 2017 at 4:30 PM.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

50th Street Water and Sewer Extension TCA
Total project budget - \$329,480
Engineering (Apr 30/17) - \$6,843
Land Purchase - \$4,929.00
Remaining Budget - **\$317,708**

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: S. Martens **Reviewed by:** F. Wiebe **CAO:** _____

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the 50th Street Water and Sewer Extension tenders be opened.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the 50th Street Water and Sewer Extension tender be awarded to the lowest qualified proponent, while remaining in budget.

Author: S.Martens Reviewed by: F. Wiebe CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Bylaw 1077-17 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members

BACKGROUND / PROPOSAL:

A municipal council establishes a bylaw that outlines types of meetings and activities for which the honorariums and reimbursable expenses, and at what levels, can be claimed.

This bylaw was reviewed by the Finance Committee on June 20, 2017 as a result of the travel required to attend the annual Federation of Canadian Municipalities (FCM) Conference. When travel is required out of province to attend this conference, an additional travel day is required.

Therefore, the Finance Committee has recommended that the following change be made to the Bylaw:

4. Travel time to and from any council meeting, approved council committee meeting, seminar and/or convention shall be paid mileage and meal allowance, where applicable.
 - (a) Councillors or committee members driving to a seminar/convention shall be paid \$200.00 for one travel day there and one travel day back. Only one per diem per day shall be allowed.
 - (b) An additional travel day may be allowed when travel is in excess of 1,000 kilometers from the individual's home and their destination via the shortest route.

A copy of the amended bylaw is attached.

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

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Expenses associated with councillors' honorariums and reimbursements are included in the County's annual operating budgets.

SUSTAINABILITY PLAN:

COMMUNICATION:

Municipal bylaws are made available on the Mackenzie County website.

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1077-17 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1077-17 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members.

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

BYLAW NO. ~~1010-15~~ 1077-17

**BEING A BY-LAW OF THE
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA**

**TO PROVIDE FOR HONORARIUMS AND RELATED EXPENSE
REIMBURSEMENT FOR COUNCILLORS
AND APPROVED COMMITTEE MEMBERS**

WHEREAS, the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, hereinafter referred to as the “M.G.A.” provides for decisions of council to be made by resolution or bylaw, and

WHEREAS, the council is desirous of establishing compensation of Councillors and approved committee members for their meeting time and their out of pocket expenses while on official municipal business,

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

DEFINITIONS:

“Council Meeting/Special Council Meeting” – refers to a duly called meeting according to the Municipal Government Act.

“Committee Meetings” – refers to meetings related to Council Committees, Committee of the Whole, AAMDC Zone Meetings, Tri-Council Meetings, etc.

HONORARIUMS

1. Monthly honorariums shall be paid to each Councillor for their time spent conducting the daily local business of the municipality as follows:
 - (a) Reeve \$1,050.00 per month
 - (b) Deputy Reeve \$ 900.00 per month
 - (c) Councillor \$ 750.00 per month
2. Councillors in attendance at council meetings, approved council committee meetings, seminars and conventions shall be paid according to the following rates plus mileage and meal allowance, where applicable.

- (a) Council Meeting/Special Council Meetings \$300.00
- (b) Committee Meetings \$200.00
- (c) Seminars/Conventions/Workshops (see note) \$300.00

- 2.1 Councillors attending less than half of a Council Meeting may claim only half the honorarium.
 - 2.2 A combined maximum of two meetings may be claimed per day under Section 2 (a) and 2 (b).
 - 2.3 Honorariums claimed under Section 2. (c) are all inclusive. Only one (1) per diem may be claimed per day.
3. Members-at-large appointed to approved council committees shall be paid \$200.00 per meeting when in attendance at approved council committee meetings, seminars and conventions, plus mileage and meal allowance, where applicable.
4. Travel time to and from any council meeting, approved council committee meeting, seminar and/or convention shall be paid mileage and meal allowance, where applicable.
- (a) Councillors or committee members driving to a seminar/convention shall be paid \$200.00 for one travel day there and one travel day back. Only one per diem per day shall be allowed.
 - (b) An additional travel day may be allowed when travel is in excess of 1,000 kilometers from the individual's home and their destination via the shortest route.
5. A monthly communication allowance shall be paid
- (a) an internet access allowance of \$75, and
 - (b) a personal computer allowance of \$50, if applicable, and
 - (c) a telephone allowance of \$60 for Councillors, and
 - (d) a telephone allowance of \$100 for the Reeve.

TRANSPORTATION EXPENSES

6. Mileage shall be paid at the current non-taxable rate (as per Canada Revenue Agency Reasonable per Kilometer Allowance) for each kilometer travelled by each Councillor or committee member who is travelling with their personal vehicle on business of the municipality or its committees. Such mileage shall be calculated from the place of residence of the Councillor or committee member to the place of the meeting and return. In addition, such mileage allowance shall apply to any approved convention or seminar.
7. Taxi fares, automobile rental, parking charges and public transportation fares will be reimbursed upon presentation of a receipt.

REIMBURSEMENT FOR ACCOMMODATIONS AND MEALS

8. Where a Councillor or committee member is required to travel on municipal business and overnight accommodation away from his/her regular place of residence is necessary, he/she may claim in respect of the time spent on travel status
 - (a) Either
 - (i) reimbursement of the cost of accommodation in a hotel, motel, guest-house, inn or other similar establishment, on a receipt submitted with the municipal expense account form, or
 - (ii) an allowance of \$50.00 per night
 - (b) in respect of each breakfast, lunch, or dinner,
 - (i) a meal allowance may be claimed as follows:

breakfast - \$15.00 including GST
(if time of departure is prior to 7:30 a.m.)

lunch - \$20.00 including GST
(if time of return is after 1:00 p.m.)

dinner - \$35.00 including GST
(if time of return is after 6:30 p.m.)
9. Meal claims will be calculated based on reasonable travel times to get to and return from meeting commencement and conclusion times.

10. A Councillor may claim reasonable government networking expenses while representing the County without prior approval. Reimbursement of these expenses will require approval by the Finance Committee based on the submission of actual receipts.
11. A Councillor or committee member may claim
 - (a) an allowance for personal expenses for each full 24-hour period on travel status (as per the Canada Revenue Agency Appendix C – Meals and Allowances 1.2 Incidental Expense Allowance).
 - (b) reasonable telephone expenses on County business.

ATTENDANCE AT POLITICAL EVENTS

In accordance with the Election Finances and Contributions Disclosure Act:

12. Should a member of Council be approved to attend a political event, on behalf of Mackenzie County, for which proceeds support a political party or candidate, Mackenzie County will reimburse the value of the meal or event upon submission of receipt. Mackenzie County will not reimburse any portion of a meal or event expense that constitutes proceeds to a political party or candidate. *(For example: If the individual charge is more than \$50, \$25 shall be allowed for expenses and the balance shall be considered as a contribution to the registered party, registered constituency association or registered candidate, as the case may be.)*
13. The individual purchasing the ticket may retain the tax receipt for his or her own purposes. The tax receipt issued by the party or candidate should be in the name of the individual purchasing the ticket.
14. Councillors are eligible to claim honorariums and mileage expenses to attend political functions.

BENEFITS

12. A group benefits package shall be made available to each Councillor at 50% of the cost of the benefit premiums.

SIGNING AUTHORITY

13. Administration shall have the authority to verify and sign the Reeve and Councillor expense claims and honorariums under the following conditions:

- (a) Councillors have attended Council meetings in person or by teleconference.
 - (b) Workshops, conferences, conventions that have been approved by Council prior to submission of expense claim.
 - (c) Attendance at Committee meetings or Task Force meetings will be in accordance with the bylaws or Terms of Reference of that committee or task force.
14. In the event that a discrepancy is noted on an expense or honorarium claim, Administration shall forward the claim to the Finance Committee for final decision. A Councillor shall have the option to appeal a decision of the Finance Committee to Council as a Whole.
15. Council members will supply their expense claims and honorariums within 60 days after submission date (1st of each month). After this time, the expense claims will not be paid, unless there are special circumstances. The Finance Committee shall review and make the final decision.
16. Council members will submit their December expense claim and honorarium by January 31 of the following year in order to expedite the closing of the year-end accounts.
17. No expenses other than those listed in this bylaw may be claimed.
18. This bylaw shall come into effect the day that it is passed and rescinds Bylaw ~~974-14~~ 1010-15 and all amendments made thereto.

First Reading given on the ____ day of _____, 2017.

Second Reading given on the ____ day of _____, 2017.

Third Reading and Assent given on the ____ day of _____, 2017.

Bill Neufeld
Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Doug Munn, Director Community Services
Title:	Bylaw 1075-17 to Establish the Position of the Director of Emergency Management and the Deputy Director of Emergency Management

BACKGROUND / PROPOSAL:

On June 9, 2017 Mackenzie County's Emergency Advisory Committee held a meeting.

The Committee reviewed Bylaw 420-04 and is recommending amendments to the Bylaw as presented. Most of the changes are needed to keep in line with the Regional Emergency Management Bylaw and the Alberta Emergency Management Act.

The Committee also recommends the following changes in regards to the appointment of the Director of Emergency Management.

Appointments:

1. That the ~~Chief Administrative Officer~~ Director of Community Services be appointed to the position of Director of ~~Disaster Services~~ Emergency Management.
2. That the Director of Emergency ~~Services~~ Management (DEM) designate the position of Deputy Director of ~~Disaster Services~~ Emergency Management (DDEM).

A copy of the amended bylaw is attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Author: D. Roberts/C. Gabriel Reviewed by: D. Munn CAO: _____

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1075-17 being a bylaw to Establish the Position of the Director of Emergency Management and the Deputy Director of Emergency Management for Mackenzie County.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1075-17 being a bylaw to Establish the Position of the Director of Emergency Management and the Deputy Director of Emergency Management for Mackenzie County.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1075-17 being a bylaw to Establish the Position of the Director of Emergency Management and the Deputy Director of Emergency Management for Mackenzie County at this meeting.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1075-17 being a bylaw to Establish the Position of the Director of Emergency Management and the Deputy Director of Emergency Management for Mackenzie County.

Author: D. Roberts/C. Gabriel **Reviewed by:** D. Munn **CAO:** _____

BYLAW NO. ~~420/04~~ 1075-17

BEING A BYLAW OF ~~MACKENZIE COUNTY THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23~~
IN THE PROVINCE OF ALBERTA

TO ESTABLISH THE POSITION OF
DIRECTOR OF ~~DISASTER SERVICES~~ EMERGENCY MANAGEMENT AND
~~TO ESTABLISH THE POSITION OF~~
DEPUTY DIRECTOR OF ~~DISASTER SERVICES~~ EMERGENCY MANAGEMENT

WHEREAS the Council for ~~the Municipal District of Mackenzie No. 23~~ Mackenzie County is responsible for the direction and control of its emergency response and is required, under the ~~Disaster Services~~ Emergency Management Act to appoint a Director of ~~the municipal disaster services agency~~ Emergency Management;

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

Appointments:

1. That the ~~Chief Administrative Officer~~ Director of Community Services be appointed to the position of Director of ~~Disaster Services~~ Emergency Management.
2. That the Director of Emergency ~~Services~~ Management (DEM) designate the position of Deputy Director of ~~Disaster Services~~ Emergency Management (DDEM).

Duties:

3. The Director of ~~Disaster Services~~ Emergency Management shall:
 - a) prepare and co-ordinate the Municipal Emergency Plan and related plans and programs for ~~the Municipal District of Mackenzie No. 23~~ Mackenzie County;
 - b) act as director of emergency operations on behalf of the ~~Municipal Disaster Services~~ Emergency Management Agency;
 - c) co-ordinate all emergency services and other resources used in an emergency; and
 - d) perform other duties as prescribed by ~~the Council for the Municipal District of Mackenzie No. 23~~ Mackenzie County.
4. The Deputy Director of ~~Disaster Services~~ Emergency Management shall:

- a) assist the Director of ~~Disaster Services~~ Emergency Management in all areas of preparation and/or execution of section 3.a), b), c), and d) inclusive.
5. In the event that the Director of ~~Disaster Services~~ Emergency Management is unavailable to perform the duties of his position, the Deputy Director of ~~Disaster Services~~ Emergency Management shall:
- a) prepare and co-ordinate the Municipal Emergency Plan and related plans and programs for ~~the Municipal District of Mackenzie No. 23~~ Mackenzie County;
- b) act as director of emergency operations on behalf of the ~~Municipal Disaster Services~~ Emergency Management Agency;
- c) co-ordinate all emergency services and other resources used in an emergency; and
- d) perform other duties as prescribed by ~~the Council for the Municipal District of Mackenzie No. 23~~ Mackenzie County.
6. This bylaw hereby rescinds Bylaw 420/04.
7. This bylaw shall take effect on the date of the third and final reading thereof.

READ a first time this ____ day of _____, 2017.

READ a second time this ____ day of _____, 2017.

READ a third time and finally passed this ____ day of _____, 2017.

Bill Neufeld
Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Doug Munn, Director Community Services
Title:	Bylaw 1076-17 Regional Emergency Management

BACKGROUND / PROPOSAL:

On June 9, 2017 Mackenzie County’s Emergency Advisory Committee held a meeting and reviewed the Regional Emergency Management Bylaw.

The Committee made the following recommendations for amendment to Section 4 – Mackenzie County Emergency Advisory Committee (MCEAC):

SECTION 4

MACKENZIE COUNTY MUNICIPAL EMERGENCY ADVISORY COMMITTEE (MCEAC)

4.1 There is hereby established a committee of Council to be known as the “Mackenzie County ~~Municipal~~ Emergency Advisory Committee”.

4.2 MEMBERSHIP:

The MCEAC ~~Council~~ shall:

- a. consist of voting members, appointed by resolution of Council:
 - I. Reeve and ~~two~~ **three** members of Council (~~one from each Hamlet~~) ~~to serve on the Committee;~~ and
- b. consist of non-voting members:
 - I. the CAO of Mackenzie County;
 - II. the DEM as appointed by Council Bylaw;
 - III. the DDEM as appointed by ~~the CAO~~ **Council Bylaw**.
 - IV. All Municipal Directors
- c. Quorum for this committee shall be ~~two (2) members of Council~~ **any two Members** of Council, the DEM, DDEM, CAO, and one additional Municipal Director.

Author: D. Roberts/C. Gabriel Reviewed by: D. Munn CAO: _____

See full recommended changes on attached copy

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1076-17 being the Regional Emergency Management Bylaw for Mackenzie County.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1076-17 being the Regional Emergency Management Bylaw for Mackenzie County.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1076-17 being the Regional Emergency Management Bylaw for Mackenzie County at this meeting.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1076-17 being the Regional Emergency Management Bylaw for Mackenzie County.

Author: D. Roberts/C. Gabriel **Reviewed by:** D. Munn **CAO:** _____

BYLAW NO. ~~1039-16~~ 1076-17

**BEING A BYLAW OF MACKENZIE COUNTY,
IN THE PROVINCE OF ALBERTA,
TO ESTABLISH A MUNICIPAL EMERGENCY ADVISORY COMMITTEE,
A REGIONAL EMERGENCY ADVISORY COMMITTEE AND
REGIONAL EMERGENCY AGENCY**

WHEREAS the *Municipal Government Act, RSA 2000, Chapter M-26*, provides that a Council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and for services provided by or on behalf of the municipality; and

WHEREAS, the Council of Mackenzie County is responsible for the direction and control of emergency response and is required under the *Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000* (hereinafter referred to as the "Act"), to appoint and establish and a Municipal Emergency Advisory Committee, a Regional Emergency Advisory Committee and maintain a Regional Emergency Agency; and

WHEREAS it is desirable in the public interest, and in the interest of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Councils' statutory powers and obligations under the said *Emergency Management Act*; and

WHEREAS it is recognized that an emergency or disaster of jurisdictional or multi-jurisdictional nature could affect any or all of the municipalities of Mackenzie County, the Town of High Level or the Town of Rainbow Lake to such a degree that local resources would be inadequate to cope; and

WHEREAS it is desirable in the public interest and in the interest of public safety that a regional group be formed for a regional approach for such disasters and programs;

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

**SECTION 1
NAME OF BYLAW**

1.1. This Bylaw may be cited as the "Regional Emergency Management Bylaw".

SECTION 2 INTERPRETATION

- 2.1 Where there is a conflict between this bylaw and any other bylaw pertaining to the municipal emergency management agency in the Municipality, the provisions of this bylaw shall prevail.

SECTION 3 DEFINITIONS

3.1 In this bylaw

- a. "Act" means the *Emergency Management Act, Chapter E -6.8, RSA 2000* and all amendments hereto;
- b. "CAO" means the Chief Administrative Officer of Mackenzie County;
- c. "Council" means the Council of Mackenzie County;
- d. Community Emergency Management Programs ("CEMP") means the Emergency Plan for Mackenzie County.
- e. "Deputy Director of Emergency Management" ("DDEM") means the person responsible for the duties of the Director of Emergency Management in their absence;
- f. "Director of Emergency Management" ("DEM") means the person appointed by resolution of Council as the person who shall be responsible for the municipality's emergency program;
- g. "Disaster" means an event that can result in serious harm to the safety, health or welfare of people, or in widespread damage to property;
- h. "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit the damage of property;
- i. "Emergency Coordination Centre" ("ECC") means the physical location at which the coordination of information and resources to support incident management (on scene operations) activities normally take place. An ECC may be a temporary facility, perhaps a higher level of organization within a jurisdiction. ECC's may be organized by major functional disciplines (e.g., fire, law enforcement and medical services), by jurisdiction or some combination thereof;
- j. "Minister" means the Minister charged with the administration of the Act;
- k. "Mackenzie County Emergency Advisory Committee" ("MCEAC") is the local authorities advisory committee created under the *Emergency Management Act, Chapter E-6.8, RSA 2000*.

- l. “Northwest Alberta Regional Emergency Advisory Committee” (“NAREAC”) means the regional emergency advisory committee established by agreement between and the by-laws of the respective municipal council of the Parties.
- m. “Northwest Alberta Regional Emergency Agency” (“NAREA”) (the “Agency”) means the regional emergency agency as established to act as the agent of Council to carry out its statutory powers and obligations under the *Emergency Management Act, Chapter E-6.8, RSA 2000*.
- n. “Parties” means the Municipality of Mackenzie County, the Town of High Level and the Town of Rainbow Lake;
- o. “Northwest Alberta Regional Emergency Plan” means the Northwest Alberta Regional Emergency Plan prepared by the Directors of Emergency (DEM’s) Management to coordinate the response to an emergency or disaster.

SECTION 4

MACKENZIE COUNTY MUNICIPAL EMERGENCY ADVISORY COMMITTEE (MCEAC)

4.1 There is hereby established a committee of Council to be known as the “Mackenzie County ~~Municipal~~ Emergency Advisory Committee”.

4.2 MEMBERSHIP:

The MCEAC ~~Council~~ shall:

- a. consist of voting members, appointed by resolution of Council:
 - l. Reeve and ~~two~~ three members of Council (one from each Hamlet) ~~to serve on the Committee; and~~
- b. consist of non-voting members:
 - l. the CAO of Mackenzie County;
 - ll. the DEM as appointed by Council Bylaw;
 - lll. the DDEM as appointed by ~~the CAO~~ Council Bylaw.
 - lV. All Municipal Directors
- c. Quorum for this committee shall be ~~two (2) members of Council~~ any two Members of Council, the DEM, DDEM, CAO, and one additional Municipal Director.

4.3 ROLES AND RESPONSIBILITIES

The MCEAC shall:

- a. have the authority to declare a State of Local Emergency pursuant to the *Emergency Management Act*;

- b. provide for the payment and expenses of its member(s) of the Committee;
- c. participate in Mackenzie County's Risk Assessment;
- d. ensure that emergency plans and programs are prepared to address emergencies or disasters in Mackenzie County;
- e. review and advise Council on the development and status of CEMP and related programs at least once annually.
- f. recommend local mitigations plans/initiatives to Council;
- g. participate in the Northwest Alberta Regional Emergency Advisory Committee.
- ~~h. quorum for this committee shall be 2 members of Council.~~

4.4 DECLARATION, CANCELLATION OR TERMINATION OF STATE OF LOCAL EMERGENCY

- 4.4.1 The power to declare or renew a State of Local Emergency under the *Emergency Management Act* and the powers and requirements specified in section 4 of this bylaw are hereby delegated to the MCEAC.
- 4.4.2 When a state of local emergency is declared, the Local Authority or the Committee making the declaration shall:
 - a. ensure that the declaration identifies the nature of the emergency and the area in which it exists;
 - b. cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - c. forward a copy of the declaration to the Minister forthwith.
- 4.4.3 When a state of local emergency is declared the person or person (s) making the declaration may:
 - a. cause the Northwest Alberta Regional Emergency Plan to be put into operation;
 - b. acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - c. authorize or require any qualified person to render aid of a type the person is qualified to provide;
 - d. control or prohibit travel to or from any area in the County;
 - e. provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the County;

- f. cause the evacuation of persons and the removal of livestock and personal property from any area of the County that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
 - g. authorize the entry into any building or on any land, without warrant, by any persons in the course of implementing an emergency plan or program;
 - h. cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
 - i. procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within Mackenzie County for the duration of the local state of emergency;
 - j. authorize the conscription of persons needed to meet an emergency.
- 4.4.4 When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
- 4.4.5 A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
- a. a resolution is passed under Section 4.4.4;
 - b. a period of seven (7) days has lapsed since it was declared, unless it was renewed by resolution;
 - c. the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
 - d. the Minister cancels the state of local emergency.
- 4.4.6 When a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.
- 4.4.7 No action lies against the County or a person acting under the County's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a state of local emergency.

SECTION 5

NORTHWEST ALBERTA REGIONAL EMERGENCY ADVISORY COMMITTEE (NAREAC)

5.1 There is hereby established a Northwest Alberta Regional Emergency Advisory Committee; to guide the creation, implementation and evaluation of the Northwest Alberta Regional Emergency Plan and Programs and to set the direction of the Northwest Regional Emergency Agency. This does not include the powers to declare, renew or terminate a state of local emergency.

5.2 MEMBERSHIP:

The NAREAC shall:

- a. consist of Voting members:
 - I. municipal councillors appointed by each of the Parties, with each municipality appointing two (2) members, each of whom shall have one (1) vote regarding any matter coming before the committee; and
- b. consist of Non-voting members:
 - I. CAO's from all Parties;
 - II. DEM/DDEM from all Parties;
- c. quorum for this committee is a minimum of four (4) with representation from each Council.
- d. A Chair shall be selected annually after municipal organizational meetings and be on a rotational basis from each Party;
- e. Each municipality shall be responsible for honorariums and expenses for respective members.
- f. The Parties shall host the meetings on a rotational basis.

5.3 ROLES AND RESPONSIBILITIES

The NAREAC shall:

- a. guide in the creation, implementation and evaluation of the Northwest Alberta Regional Emergency Plan;
- b. review the Northwest Regional Emergency Plan and related plans and programs on a regular basis; and
- c. advise Tri-Council committee, duly assembled, on the status of the Northwest Alberta Regional Emergency Plan and related plans and programs at least once each year.
- d. make recommendations to each respective Council for any regional agreements;

- e. committee members will attend the Northwest Alberta Regional Emergency Agency meetings.

SECTION 6

NORTHWEST ALBERTA REGIONAL EMERGENCY AGENCY (NAREA)

6.1 There is hereby established a Northwest Alberta Regional Emergency Agency to act in an advisory capacity and support local and regional emergency plans.

6.2 MEMBERSHIP:

The NAREA Agency shall:

- a. be comprised of the CAO, DEM or DDEM of all of the Parties, which is a member of the Northwest Alberta Regional Emergency Committee.

6.2 ROLES AND RESPONSIBILITIES:

The NAREA shall:

- a. be familiar with the Northwest Alberta Regional Emergency Plan;
- b. provide input and make recommendation for the CEMP Emergency Plan and the Northwest Alberta Regional Emergency Plan;
- c. participate in local and regional training;
- d. provide updated contact information to the Agency;
- e. participate in regional Agency meetings;
- f. share information to the Agency;
- g. participate in providing public education within their organization;
- h. provide an up-to-date resource and inventory list to the Agency.

The Agency may request that the following persons join or advise the Committee for each period of time that the Agency deems appropriate:

- a. N.C.O. in Charge of RCMP, or designate;
- b. Fire Chiefs or designates;
- c. Enforcement Services Manager or designates;
- d. Emergency Public Information Officer or designates;
- e. Community Operations Director, or designates;
- f. Alberta Health Services representatives or designates;
- g. School Superintendent or designates;
- h. Disaster Social Services Managers or designates;

- i. Representative(s) from adjacent municipalities which have entered in the Agency;
- j. Representatives from local business;
- k. Representatives from local industry or industrial associations;
- l. Representatives from Alberta Municipal Affairs;
- m. Representatives from local utility companies; and
- n. Anybody else who might serve as a useful purpose in the preparation or implementation of the Regional Emergency Plan.

SECTION 7

DIRECTOR OF EMERGENCY MANAGEMENT (DEM)

The DEM for all the Parties shall:

- a. assist in the preparation and coordination of the Northwest Alberta Regional Emergency Plan and prepare and coordinate related plans and programs for Mackenzie County;
- b. act as a director of emergency operations for his/her municipality, or ensure that someone is designated under the Northwest Alberta Regional Emergency Plan to act on behalf of the Municipal Emergency Advisory Committee;
- c. coordinate all emergency services or resources used in an emergency;
- d. coordinate and facilitate all necessary training exercises;
- e. responsible for the organization of any and all stakeholder meetings;
- f. responsible for all record keeping;
- g. responsible for all funding applications and for regional initiatives;
- h. responsible for public education and communication of the Emergency Plans;
- i. making recommendations to the Northwest Alberta Regional Emergency Advisory Committee;
- j. review the impacts of the incidents and be responsible for post-event debriefing;
- k. responsible for public education and communication of the Regional Emergency Plan; and the CEMP Emergency Plan;
- l. liaising with external agencies and surrounding municipalities;
- m. maintaining of all local and regional emergency agreements, which include HAZMAT, Emergency Social Services, etc.
- n. attend all of the Municipal Emergency Advisory Committee (MEAC) meetings, the Northwest Alberta Regional Emergency Advisory Committee (NAREAC) meetings; and the Northwest Alberta Regional Emergency Agency Meeting (NAREA).

**SECTION 8
RESOURCING**

8.1 The DEM of the affected municipality is to maintain executive control over its emergency operations. Once an Emergency Coordination Centre (“ECC”) has been activated by any Party, the DEM for the impacted municipality may request assistance of the DEMs of other Parties. The intent is to ensure there is qualified leadership in the ECC is the DEM of the impacted municipality is not available for whatever reason.

**SECTION 9
SEVERANCE**

9.1 If any provision herein is adjudged by a Court of competent jurisdiction to be invalid for any reason, then the provision shall be severed from the remainder of this Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.

**SECTION 10
COMING INTO EFFECT**

10.1 This Bylaw shall come into force and effect on the final day of passing thereof.

10.2 This Bylaw will repeal Bylaw ~~1000-15~~ 1039-16.

READ a first time this ____ day of _____, 2017.

READ a second time this ____ day of _____, 2017.

READ a third time and finally passed this ____ day of _____, 2017.

Bill Neufeld
Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Doug Munn, Director Community Services
Title:	Mackenzie County Emergency Advisory Committee Terms of Reference (previously the Emergency Response Committee)

BACKGROUND / PROPOSAL:

On June 9, 2017 Mackenzie County’s Emergency Advisory Committee held a meeting.

The Committee reviewed the Terms of Reference and recommends the following key changes:

1. Committee renamed the Mackenzie County Emergency Advisory Committee to remain consistent with the Regional Emergency Management Bylaw.
2. Membership includes: Reeve, one Councillor from each hamlet (3), CAO, and all Municipal Directors.
3. Quorum includes: 2 members of Council, Chief Administrative Officer (CAO), Director of Emergency Management (DEM), Deputy Director of Emergency Management (DDEM), and one additional Municipal Director.
4. Term appointments revised from one (1) year period to two (2) year period;
5. Meeting Schedule – committee shall meet a minimum of twice a year – once in the spring and once in the fall.

A copy of the amended Terms of Reference is attached.

If approved, an additional Councillor appointment is required for the Hamlet of La Crete as the current membership is as follows:

- Reeve Neufeld
- Deputy Reeve Wardley (Hamlet of Zama)
- Councillor Toews (Hamlet of Fort Vermilion)

Author: D. Roberts/C. Gabriel **Reviewed by:** D. Munn **CAO:** _____

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the Terms of Reference for the Mackenzie County Emergency Advisory Committee (previously the Emergency Response Committee) be accepted as presented.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

The Councillor _____ be appointed to the Mackenzie County Emergency Advisory Committee.

Author: D. Roberts/C. Gabriel **Reviewed by:** D. Munn **CAO:** _____

Community Infrastructure & Municipal Services

EMERGENCY RESPONSE COMMITTEE

MACKENZIE COUNTY EMERGENCY ADVISORY COMMITTEE

Refer to ~~Bylaw 1039-16~~ Regional Emergency Management Bylaw – Mackenzie County Municipal Emergency Advisory Committee

Purpose:

To carry out Council's statutory powers and obligations under the Emergency Management Act.

Committee Structure:

The membership of the Committee will be comprised of the following:

- Reeve
- ~~Two members of Council~~ One Councillor from each Hamlet (3)
- Chief Administrative Officer (CAO) ~~or designate~~
- ~~Director of Community Services & Operations~~
- ~~Director of Utilities~~
- Director of Emergency Management (DEM) ~~Coordinator~~ (as appointed by Bylaw)
- Deputy Director of Emergency Management (DDEM) (as appointed by Bylaw)
- All Municipal Directors
- Other resources as required

Quorum:

Any two Members of Council, the DEM, DDEM, CAO, and one additional Municipal Director ~~present at a meeting~~ shall be considered a quorum. In order for the meeting to take place the Chief Administrative Officer ~~or his/her designate~~ must be present.

Term:

All members of the Committee will hold office for a ~~one~~ two year period, with members being appointed at the Organizational Meeting in October ~~of each year~~.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment; such vacancy shall be filled by an appointment by Council as soon as possible.

Authority:

The Committee shall report directly to the County Council on all matters including recommendations with the Committee's approved minutes being presented to Council.

Meeting Schedule:

The committee shall meet ~~as required~~ a minimum of twice a year (Spring/Fall) in order to adequately address its Scope of Work in a timely manner.

General Responsibilities:

The Committee shall:

- ~~• Review the Municipal Emergency Plan and related programs on a regular basis (4.2);~~
 - ~~• Advise Council on the development and status of the Municipal Emergency Plan and related programs at least once annually (4.2);~~
 - ~~• Declare a State of Local Emergency pursuant to the *Emergency Management Act* (5.1);~~
 - ~~• Do all acts and take all necessary proceedings to address the emergency pursuant to the *Emergency Management Act* in the absence of a quorum of Council (5.2);~~
- a. have the authority to declare a State of Local Emergency pursuant to the *Emergency Management Act*;
 - b. provide for the payment and expenses of its member(s) of the Committee;
 - c. participate in Mackenzie County's Risk Assessment;
 - d. ensure that emergency plans and programs are prepared to address emergencies or disasters in Mackenzie County;
 - e. review and advise Council on the development and status of CEMP and related programs at least once annually.
 - f. recommend local mitigations plans/initiatives to Council;
 - g. participate in the Northwest Alberta Regional Emergency Advisory Committee.

Responsible for review of the following Bylaws/Documents:

- Municipal Emergency Plan
- Regional Emergency Management Bylaw

Approved External Activities:

- Emergency Management Courses
- Disaster Forum (all members)

(updated 2014-10-28)
(updated 2015-10-27)
(updated 2016-10-25)



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Doug Munn, Director Community Services
Title:	Mackenzie County Emergency Plan

BACKGROUND / PROPOSAL:

On June 9, 2017 Mackenzie County’s Emergency Advisory Committee held a meeting and reviewed the Mackenzie County Emergency Plan.

The committee recommends that the Mackenzie County Emergency Plan be presented to Council. The Emergency Management Act states that a local authority shall prepare and approve emergency plans and programs.

See attached condensed version of the Plan which excludes the forms, resource lists, and appendices.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Mackenzie County Emergency Plan be approved as presented.

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

Community Emergency Management Program

Emergency Plan for Community

Mackenzie County

--- In Progress ---

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Emergency Plan for Community

Mackenzie County

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1 Introduction

The Plan has been designed to ensure a quick and effective response, to deal with natural, man-made and technological hazards affecting Community Mackenzie County. The Plan is one element of the Mackenzie County Emergency Management Program (hereinafter referred to as the Program).

The Program establishes the elements of a continuous improvement process to develop, implement, maintain and evaluate emergency management in the region and address the functions of mitigation, preparedness, response and recovery. The elements of this continuous improvement process will include program management, planning, implementation, evaluation and management review by elected officials and administrators.

Natural and man-made hazards, and the risks they present to our communities, have been increasing. In order for this Plan to remain effective, it needs to be updated and exercised on a consistent basis to ensure sustainability. As such, the Plan should be considered a "Living" document.

The personal information included in this Plan is being collected in support of the Community Mackenzie County Emergency Management Program. The collection is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provisions within the FOIP Act. If you have any questions about the collection of this information, please contact the Chairperson of the Community Mackenzie County Emergency Management Agency in writing at:

Chair, Community Mackenzie County Emergency Management Agency

*Mackenzie County
PO Box 640
Alberta Canada
T0H1N0*

Vision for the Emergency Management Program

Deliver a jurisdiction-wide emergency management program that creates a resilient and safe community. This program encompasses all organizations, agencies, departments, and individuals that have a role in emergency management and security functions. It provides public education that includes emergency preparedness/awareness for both public and private sectors. This program will address hazards that are applicable to Mackenzie County.

Mission and Scope of the Emergency Management Program

Mission

The mission of Mackenzie County's Emergency Management Program is to develop, implement, and institutionalize a comprehensive program consisting of preparedness, mitigation, response, and recovery with the objective of producing a disaster-resilient community by collaborating with community members and local leaders.

Application and Scope

Mackenzie County's Emergency Management Program will serve the needs of citizens, businesses, non-profit, and governmental sectors in all geographical areas within formal jurisdictional boundaries. The program will seek to coordinate with adjacent jurisdictions, regional partners, and the Province of Alberta. The program will address hazards both natural and manmade that are relevant to Mackenzie County.

Community and Organizational Emergency Management Values

We recognize that the people in our community are the most important resource. We provide an environment that encourages communication, creativity, opportunities for collaboration, and a sense of ownership for all people.

We encourage members of the community to be involved in our organization and we form partnerships with the community to resolve problems.

We encourage creative problem solving and decision making at all levels.

We are committed to personal integrity.

We accept responsibility as individuals and as members of this community for our actions.

We value human life and treat all people with courtesy, dignity, respect, and acceptance.

3 Emergency Incident Notification - Incoming

Background

Notification is the process of communicating to community officials' information regarding incidents that may require additional considerations beyond first response procedures in order to ensure early and proactive emergency management coordination. When an incident is anticipated or after an incident occurs, agencies (typically first responders) arriving at the site should assess if the Director of Emergency Management (DEM) needs to be informed of the incident. This assessment should be based on established operational criteria resulting in the applicable notification decision.

Goal

In order to respond effectively to all occurring or anticipated incidents, the DEM, the Deputy DEM or designate must be able to activate emergency management coordination procedures as soon as possible. In order to activate these procedures, notification of the emergency management agency must be ensured in a timely and predictable manner.

Risk

The lack of clearly communicated notification procedures could result in failure to activate emergency coordination procedures in a timely manner. This failure to activate the emergency procedures could prevent the community from supporting the incident response as required and protecting public safety, property and the environment. The procedure and criteria for notification must be clear and communicated effectively to all agencies. The notification procedure forms part of the Emergency Plan (the Plan) and must be included in training, exercises and actual response.

Policy

To ensure timely and effective emergency management, notification of incidents shall be proactive, shall be based on incident criteria and shall be developed as part of the Plan. The notification procedures shall be communicated to all agencies, including those with the potential of responding to an incident or those who may become aware of an incident. The DEM shall establish, distribute and exercise these notification procedures as part of the Plan.

3.1 Procedure

All first responders and departments aware of an occurring or potential incident must ask the following questions to determine the necessity of contacting the Director of Emergency Management (DEM), Deputy DEM or Designate:

- Is there a need or potential need to evacuate residents beyond the initial isolation zone;
- Is environment/property/utility damage or potential damage critical;
- Does the incident require more resources than are available locally or through mutual aid;
- Will this incident attract media beyond the local or regional level and/or require public notification/information; and
- Is notification to regulatory, government or other external agencies required?

If the answers to the above questions are all "no", first responders are to proceed with their normal standard operating procedures and/or standard operating guidelines to resolve the incident. If the incident should escalate and/or any of the answers to the above questions changes to a "yes", notification is required as per below.

If the answer to any one question is "yes", the following notification must be made:

- Contact the DEM of jurisdiction as per notification protocols;
- In his/her absence, contact the Deputy DEM of jurisdiction as per notification protocols;
- In his/her absence, contact the next designate on the list;
- The following information needs to be provided by the Incident Commander:
 - Type of incident and details;
 - Incident location;
 - Nature of the incident;
 - Community impact;
 - Is immediate evacuation support or activation of the Alberta Emergency Alert system required?
 - What additional resources are required?
 - Who is reporting the incident?
 - Provide the contact name and number at emergency site.
 - Notifications requested
 - Other important information?

The DEM or Designate will record any notification received on the Incident Report Form for Community DEM and will decide if Plan activation is required, including activating the Emergency Coordination Centre (ECC). If the DEM believes that the ECC should be activated, the DEM will liaise with Council and Administration as per activation policy, and activate as directed.

3.1.1 Alberta Emergency Alert Users

ALBERTA EMERGENCY ALERT USERS			
Name	Business	Residence	Cell
Gabriel, Carol Director of Legislative & Support Services	927-3718	928-3172	926-6540
Munn, Doug Director of Community Services	927-3718	926-4155	841-3860
Peters, Byron Director of Planning & Development	928-3983	821-3278	821-3278
Roberts, Don Zama Site Manager	683-2378	683-2045	841-5050
Smith, Grant Agriculture Supervisor	927-3718	--	841-1686
Wiebe, Fred Director of Utilities	927-3983		841-1681
Racher, Len Chief Administrative Officer	927-3718	--	841-9166

4 Emergency Coordination Centre (ECC)

The primary ECC is located at the Fort Vermilion County Office, in Fort Vermilion. Should this location be unsuitable due to the nature of the emergency, an alternate site has been designated at the La Crete County Office or other locations as directed by the Director of the Mackenzie County Emergency Management Agency.

The ECC may be activated to the degree considered necessary by the Director of the Mackenzie County Emergency Management Agency to accommodate representatives of the Mackenzie County Management Agency.

The ECC (EOC), will be located in the Fort Vermilion Council Chambers, this is where key information is managed and displayed, activities are monitored, and coordination occurs.

A media room should be set up, this is best separated by access from the EOC.

4.1 ECC - Activation

Once the decision has been made to activate the ECC, a fan-out or call down procedure should be initiated by the DEM, or Designate. Depending on the nature and urgency of the incident (i.e.: mandatory evacuation requirement) this call down procedure must be made as quickly as possible. In essence, the call down procedure should be arranged to minimize the number of calls needed to be made by the DEM. For example, the DEM should only have to make one or two calls (call to the Administrator and/or Deputy DEM) and they will carry out the remaining calls as per the community fan-out process. This will allow the DEM to concentrate on the details of the incident and the requirements for immediate public protective actions and other higher level notifications.

4.2 ECC - Operational Guidelines

The following points should be considered by a community during an activation of their ECC and subsequent operations:

- **Security.** All ECCs should address the issue of security to ensure that only those essential personnel who are directly involved in operations and support to the site are allowed access into the ECC;
- **Staffing.** ECCs should be staffed using the principles of the adopted Incident Management System and as such, only those positions that are required to meet the operational needs of the incident are filled. Having said that, if the ECC Director (typically the DEM) does not fill a position, then it is understood that the ECC Director is responsible for those functions. Diagrams to illustrate suggested ICS structure and positions for ECC and Incident Site are available in the *"Incident Command System"* section. Consideration should also be given to business continuity and potential 24 hour staffing of the ECC. **Forms and Position Checklists for ECC and Site Personnel are available in the "Tools and Templates" section;**
- **ECC Planning Cycle Meetings.** There are many models describing the planning cycle process in ECCs. As the Community progresses with training under the ICS and the utilization of this Plan, the planning cycle process will be refined and standardized.
- **Emergency Social Services.** Emergency Social Services (ESS) is a planned emergency response program intended to meet the immediate and long term survival and psychological needs of individuals impacted by an emergency or disaster. ESS programs should include and plan for the provision of basic food, clothing, lodging, registration and inquiry and personal services in order to care for those evacuated during a major emergency or disaster.

Each community currently has some level of ESS capability. ESS is typically provided by the following organizations (depending on the community):

- Family and Community Support Services (FCSS);
- Non-Government Organizations (NGOs) such as the Red Cross, Salvation Army, etc.;
- Community Agency Staff; and
- Church and local service groups.

4.3.1 General

The objectives of this Plan are to:

- Save lives and reduce suffering;
- Protect property;
- Protect the environment; and
- Reduce economic impacts.

The ECC, when activated, will operate under an "all hazards" concept (see glossary). As Mackenzie County is faced with a wide variety of potential hazards, including natural, man-made (both non-intentional and intentional) and technological threats, notification, passage of information and quick reaction is critical to a successful response.

The strategies and tactics employed to respond to significant incidents will be developed on-site and in the ECC based on the hazards, scope and scale of the incident. The strategies and tactics will be shared with all involved.

The Plan activation may be activated in part or in a whole:

- On a declaration of State of Local Emergency by those authorized to do so in accordance with the Mackenzie County Emergency Bylaw.
- On a declaration of a Provincial State of Emergency by the Lieutenant Governor in Council in accordance with the Alberta Disaster Services Act.
- When NO declared state of emergency exists:
 - by Reeve or Council;
 - by the CAO/DEM or Designate and notification to Council when reasonably possible.

Plan Deactivation & Response Evaluation

- The formal deactivation of the plan or downgrading of emergency levels shall be communicated to all agencies and organizations by the CAO/DEM.
- Within 3 weeks of the deactivation of the plan, representatives from all the services/organizations involved shall meet to review the plan.

4.3.2 Incident Command System (ICS)

The Community uses the Incident Command System (ICS) as the incident management system at both the ECC and at the incident site. Training on the ICS for first responders and ECC personnel will be an on-going effort.

4.3.3 Priorities

In the event of a dangerous goods/hazardous materials incident, there may be a requirement for immediate public protective actions (shelter-in-place and/or mandatory evacuation) to be initiated. Incident Commanders (typically, senior first responders) have been delegated authority through their community bylaws or community contracts, to conduct evacuations within what is known as the initial isolation zone. If the incident requires a larger scale evacuation, the Incident Commander must notify the DEM immediately of the requirement and the DEM must initiate the process for a **declaration of a state of local emergency** to provide the necessary legal authority to conduct a mandatory evacuation and provide liability protection for emergency services providers.

2012 Emergency Response Guide (ERG2012)

This guide is made available in hard copy to all first responders throughout Alberta by the Alberta Transportation ministry and is intended to be a guidebook for first responders during the initial phase of a dangerous goods/hazardous materials transportation incident. It will also be a very valuable tool within the ECC in supporting site personnel. The guide is available in PDF document format and as a software version at Transport Canada's website at: www.tc.gc.ca/eng/canutec/guide-menu-227.htm

The following information on protective actions has been extracted from the guide to assist first responders and ECC Staff:

- **Protective Actions** are those steps taken to preserve the health and safety of emergency responders and the public during an incident involving the release of dangerous goods.
- **Isolate Hazard Area and Deny Entry** means keep everybody away from the area if they are not directly involved in emergency response operations. Unprotected emergency responders should not be allowed to enter the isolation zone. The "isolation" task is done first to establish control over the area of operations. This is the first step for any protective actions that may follow.
- **Evacuate** means move all people from a threatened area to a safer place. To perform an evacuation, there must be enough time for people to be warned, to get ready, and to leave an area. If there is enough time, evacuation is the best protective action. Begin evacuating people nearby and those outdoors in direct view of the scene. When additional help arrives (or ECC is activated), expand the area to be evacuated downwind and crosswind to at least the extent recommended in ERG2012. Even after people move to the distances (or place) recommended, they may not be completely safe from harm. They should not be permitted to congregate at such distances. Send evacuees to a definite place, by a specific route, far enough away so they will not have to be moved again if the wind shifts.

Forms for Voluntary and Mandatory Evacuations are available in the "Tools and Templates" section.

- Shelter-in-Place means people should seek shelter inside a building and remain inside until the danger passes. Sheltering-in-place is used when evacuating the public would cause greater risk the staying where they are, or when an evacuation cannot be performed. Direct the people inside to close all doors and windows and to shut off all ventilating, heating and cooling systems. Sheltering-in-place protection may not be the best option if (a) the vapors are flammable; (b) if it will take a long time for the gas to clear the area; or (c) if buildings cannot be closed tightly. Vehicles can offer some protection for a short period if the windows are closed and the ventilating systems are shut off. Vehicles are not as effective as buildings for sheltering-in-place.

Form for Shelter-in-Place Instructions is available in the "Tools and Templates" section.

- It is vital to maintain communications with competent persons inside buildings so that they are advised about changing conditions. Persons who are sheltered-in-place should be warned to stay far from windows because of the danger from glass and projected metal fragments in the event of a fire and/or explosion.

Emergency Plan for Community
Mackenzie County

- Every dangerous goods incident is different. Each will have special problems and concerns. Action to protect the public must be carefully considered. This information can help with initial decisions on how to protect the public. Site personnel and ECC Staff must continue to gather information and monitor the situation until the threat is removed.

4.3.4 Protective Action Decision Factors to Consider

The choice of protective actions for given situation depends on a number of factors. For some cases, evacuation may be the best option; in others sheltering-in-place may be the best course. Sometimes, these two actions may be used in combination. In any emergency, first responders and ECC officials need to quickly give the public instructions. The public will need continuing information and instructions while being evacuated or sheltered-in-place.

Proper evaluation of the factors listed below will determine the effectiveness of evacuation or sheltering-in-place. The importance of these factors can vary with emergency conditions. In specific emergencies, other factors may need to be identified and considered as well. The following list indicates what kind of information may be needed to make the initial decision.

The Dangerous Goods/Hazardous Material:

- Degree of health hazard;
- Chemical and physical properties;
- Amount involved;
- Containment/control of release; and
- Rate of vapor movement.

The Population Threatened:

- Location of incident;
- Number of people;
- Time available to evacuate or shelter-in-place;
- Building types and availability (reception centers in a safe location); and
- Special institutions or populations (e.g. seniors' facilities, hospitals, schools, etc.).

Weather Conditions:

- Effect on vapor and cloud movement;
- Potential for change in weather conditions; and
- Weathers effect on evacuation or sheltering-in-place efforts.

It is important to note that the protective actions detailed above are primarily intended for response to dangerous goods/hazardous materials release; however, these protective actions are also appropriate for consideration in the response to natural hazards such as urban, wildland, and/or urban interface fires; as well as meteorological events such as flooding and severe weather (tornados, windstorms).

4.3.5 State of Local Emergency

Conditions under which a State of Local Emergency (SOLE) exists or may exist include the need for extraordinary powers. The power to declare or renew a SOLE is typically delegated to the Chief Elected Official, or in their absence, two members of Council acting in concert.

Specifics on who can declare a SOLE are detailed in the emergency management bylaws of each community and are included in this Plan in the "Regional Partnership" section of the Appendices.

Community protocols, including forms associated with a SOLE, including the declaration, public announcement, termination and renewal, are available in the "Tools and Templates" section.

4.4.1 Evacuation Procedures

If an emergency or disaster makes it necessary to evacuate all or any portion of Mackenzie County, the following procedures will be followed:

Alert/Warning

- The CAO/DEM will be notified first by any first response agencies of an threat or the need to evacuate residents.
- The CAO/DEM will issue a warning to the public to evacuate and then coordinate evacuation procedures. The alert will be broadcast on the Alberta Emergency Alert App, County Facebook and local radio stations.
- The CAO/DEM will alert Mackenzie County Emergency Response Committee (elected officials) and mobilize those required.
- The CAO/DEM will alert the Municipal Emergency Agency and may issue one of them with the continuation of call down procedures, depending on the severity.
- The CAO/DEM will determine if any of the municipality needs to be evacuated and, if so, in what order.
- CAO/DEM will make recommendation to the elected officials to declare a local state of emergency, if necessary.
- Advise the DEM's of surrounding municipalities intended to receive evacuees and to activate their Reception Centres Plans. Also provide the expected numbers and times of arrival of evacuees.
- Alert all surrounding schools, the Regional Health Authority, inistitutions, etc.
- Assess for mutual aid assistance.
- Contact Alberta Emergency Managment Agency.

All evacuees are advised to do a "check-in" at the reception centre. The reception centre needs to be able to track where the evacuees are.

Instructions will be received at the reception centre

4.4.2 Social Services

4.4.3 Transportation For Evacuees

- It is anticipated that most people will provide their own transportation during an evacuation. However, any person in the need of transportation should contact the area reception centre office to make arrangements.
- Persons physically unable to go to the designated collection points must pre-arrange for pick-up by appropriate transportation.
- Persons with extra space in their vehicles will be requested to assist others needing transportation from collection points.
- Further instructions for evacuees will be given with the official public announcement and evacuation advisory.

4.4.4 Security

To ensure the evacuation is complete:

- security and safety checks of vacated premises will be performed by those emergency services responsible;
- during an evacuation, road blocks into the area will be maintained by the Police, supplemented by designated volunteer assistance, as required;
- access to an evacuated area will be restricted to persons in possession of "Official Emergency Passes";
- evacuees may be allowed to return during the event, and will be escorted by security until the operation is complete;
- only when the area is determined to be safe will the Director of Disaster Services give the general order to return.

4.5 Reception Centre

Reception Centre, a one stop service site where in a disaster or emergency, people evacuate to and their immediate needs will be met.

Registration and Inquiry (account for people and assist in re-uniting families);

Food Services (refreshments, snacks and meals);

Lodging (accommodation in congregate facilities, hotels/motels, billeting);

Clothing (personal hygiene items and clothing replacement/distribution as required);

Personal Services (medical/health support, counselling and other special care that is not provided by other service areas); and

Volunteer Services (registration and assignment of volunteers)

Call out and contact lists

1) Reception Centre falls under the Emergency Social Services Branch - Manager - located at the ECC

2) Reception Centre Manager (Supervisors may fill multiple roles)

- Registration and Inquiry Supervisor (Central Registry & Inquiry Bureau)
- Clothing Supervisor
- Food Services Supervisor
- Lodging Supervisor
- Personal Services Supervisor
- Volunteer Services

4.6 Neighboring ECC

There may be incidents whereby the impacted ECC is not suitable for activation (for example, the ECC is located in or near the impacted area). In these circumstances, the flexibility of the Partnership allows for a request to the closest neighboring community to activate/open their ECC in support of the impacted community. The decision to choose a neighboring ECC, as opposed to requesting activation of an Emergency Coordination Centre (ECC), should be made considering the capabilities of the supporting ECC.

Details for requesting support are contained in the "*Requests for Support*" section.

8 Administration

8.1 Purpose

The purpose of the Emergency Plan (the Plan) is to provide a prompt and coordinated response/recovery to emergencies within the geographical boundaries of Community Mackenzie County and to make arrangements for extraordinary measures to protect the people, property, environment and economy.

8.2 Scope

The Plan contains standard guidelines for the notification, activation and operations of the Emergency Coordination Centres (ECC) of each Community. The Plan is part of the overall Emergency Management Framework and meets all legislative and regulatory requirements under the Emergency Management Act. The Plan is intended to meet the basic needs for each community to respond effectively to all hazards. Notwithstanding this, communities are encouraged to build on the basics included in this Plan, based on their own particular Hazard Identification and Risk Assessment (HIRA).

8.3 Background

Comprehensive and integrated emergency management is a shared responsibility between all levels of government (municipal, provincial and federal), the private sector, non-governmental organizations and individual citizens. A key function of this Plan is to promote the safety and security of residents within the Community. With respect to the Community, Council is responsible for the prevention/mitigation of, preparedness for, response to and recovery from emergencies within their own jurisdiction.

8.4 Incident Management System

An incident management system defines the roles and responsibilities of personnel and the operating procedures to be used in the management and direction of emergencies and other events. An incident management system is required to ensure a coordinated response and management of an emergency situation.

8.5 Authority

The Plan is issued under the authority of the:

- Emergency Management Act, R.S.A 2000, Chapter E-6.8;
- Bylaw 420-04 Mackenzie County Director of Disaster Services
- Bylaw 1000-15Mackenzie County Emergency Management Agency

8.6 Governance

In accordance with the Emergency Management Act, each Community is required to appoint an emergency advisory committee consisting of a member or members of the local authority (Council) to advise on the development of emergency plans and programs.

Each Community shall maintain an emergency management agency to act as the agent of the local authority (Council) in exercising the local authority's powers and duties under the Act. Composition of the agency for each Community will be in accordance with their emergency management bylaw.

Each Community shall appoint a director of the emergency management agency (Director of Emergency Management (DEM)), who shall:

- Prepare and co-ordinate emergency plans and programs for the community;
- Act as director of emergency operations on behalf of the emergency management agency;
- Co-ordinate all emergency services and other resources used in an emergency; and
- Perform other duties as prescribed by Council.

To build depth and resiliency into the emergency management organization, it is highly recommended that Councils appoint Deputy Director(s) of Emergency Management to assist the DEM; as well as ensure continuity during absence or long-term incidents.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Karen Huff, Director of Finance
Title:	Bylaw 1069-17 - To Appoint an Assessor as a Designated Officer and Assign the Duties of the Position

BACKGROUND / PROPOSAL:

In Administration's research it was identified that Bylaw No. 502/05 - To Appoint an Assessor as a Designated Officer included the name of the Assessor.

Administration requested clarification from Municipal Affairs to see if the Assessor position could be named a designated officer and then appoint the Assessor by resolution or if the Assessor had to be named directly in the Bylaw.

Below is the reply that was received:

As per the Municipal Government Act (MGA), section 284(1)(d) defines an assessor as a person who has the qualifications set out in the regulations and is appointed by a municipality to the position of designated officer to carry out the duties and responsibilities of an assessor under the MGA.

You may pass a bylaw establishing the position of Assessor as a designated officer. A specific individual may then be appointed to the position in one of two ways.

1. A council may appoint an individual to the position of Assessor by a resolution;

or

2. The Chief Administrative Officer, if given that authority by council, may appoint an individual to the position of Assessor. In this instance, the Chief Administrative Officer should ensure that each individual clearly understands his or her responsibilities.

In the case of a municipality receiving assessment services from a private firm, another municipality, or a regional services commission, the individual appointed

Author: J Batt **Reviewed by:** K Huff **CAO:** _____

as assessor should normally be the individual that handles the majority of the municipality's assessment roll, or his or her supervisor or manager.

Administration recommends that Council approve first reading of Bylaw No. 1069-17 - To Appoint an Assessor position as a Designated Officer and then by resolution appoint an individual as an assessor.

OPTIONS & BENEFITS:

If an Assessor changes, Council may appoint a new Assessor by Resolution, and not have to rescind a Bylaw, and create another.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1069-17 being a Bylaw to Appoint an Assessor as a Designated Officer and Assign the Duties of the Position for Mackenzie County.

Author: J Batt Reviewed by: K Huff CAO: _____

BYLAW NO. 1069-17

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

**TO APPOINT AN ASSESSOR AS A DESIGNATED OFFICER AND
ASSIGNING THE DUTIES OF THE POSITION**

WHEREAS, Section 210 of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, as amended, describes the appointment of Designated Officers;

AND WHEREAS, Section 284 of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, as amended, requires that an Assessor be appointed as a Designated Officer;

NOW THEREFORE, the Council of Mackenzie County, duly assembled, enacts the following:

Definitions

1. In this Bylaw:

1.1 "Assessor" shall mean:

1.1.1 a person who has the qualifications set out in the Municipal Government Act Qualifications of Assessor Regulation – Alberta Regulation 233/2005 as amended.

1.1.2 Is appointed by the municipality by resolution of Council to the position of designated officer to carry out the duties and responsibilities of an Assessor under the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, as amended.

1.2 "Council" shall mean the Council of Mackenzie County.

1.3 "Designated Officer" shall mean the person designated pursuant to section 1.1 herein.

1.4 "Contractor" shall mean an independent party to Mackenzie County serving under a contract to provide assessment services and shall not be deemed to be an employee of Mackenzie County.

Appointment of Position

2 That the position of Assessor for Mackenzie County is hereby established.

Duties of Assessor

3 That the Assessor for Mackenzie County is the Designated Officer and shall carry out the duties of Assessor as described in Parts 9, 10, 11 and 12 of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, as amended.

Appointment of Assessor

4 Council will appoint a person by resolution to the position of Assessor.

Severance

5 If any provision herein is adjudged by a Court of competent jurisdiction to be invalid for any reason, then that provision shall be severed from the remainder of the Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.

6 This Bylaw shall repeal and replace Bylaw 502/05.

7 This Bylaw shall come into force upon third and final reading.

READ a first time this ____ day of _____, 2017.

READ a second time this ____ day of _____, 2017.

READ a third time and finally passed this ____ day of _____, 2017.

Bill Neufeld
Reeve

Len Racher
Chief Administrative Officer

BYLAW NO. 502/05

BEING A BYLAW OF THE MD OF MACKENZIE NO. 23 IN THE PROVINCE OF ALBERTA TO APPOINT AN ASSESSOR AS A DESIGNATED OFFICER

WHEREAS section 284 of the *Municipal Government Act* (Alberta), Chapter M-26, and amendments thereto require that an Assessor be appointed as a Designated Officer;

AND WHEREAS section 210 of the *Municipal Government Act* (Alberta), Chapter M-26, describes the appointment of Designated Officers;

NOW THEREFORE, the Council of the MD of Mackenzie No.23 in the Province of Alberta, duly assembled, enacts:

DEFINITIONS

1. In this Bylaw:
 - 1.1. "Assessor" shall mean a person who has the qualifications set out in the *Municipal Government Act* (Alberta) and:
 - 1.1.1. is designated by the Minister to carry out the duties and responsibilities of an Assessor under the *Municipal Government Act* (Alberta); or
 - 1.1.2. is appointed by the municipality to the position of designated officer to carry out the duties and responsibilities of an Assessor under the *Municipal Government Act* (Alberta); and includes any person to whom those duties and responsibilities are delegated by the person referred to in clause (1.1.1) or (1.1.2);
 - 1.2. "Council" shall mean the Council of the MD of Mackenzie;
 - 1.3. "Designated Officer" shall mean the person designated pursuant to section 1.1.1 herein;
 - 1.4. Words importing the masculine gender only include the feminine gender whenever the context so requires and vice versa.
 - 1.5. Words importing the singular shall include the plural whenever the context so requires and vice versa.

2. APPOINTMENT OF ASSESSOR

- 2.1. Council hereby appoints Randy Affolder, President of Alliance Assessment Consultants Ltd. of Edmonton, Alberta as a Designated Officer of the MD of Mackenzie pursuant to the provisions of the *Municipal Government Act* (Alberta), Chapter M-26, as amended.

3. DUTIES OF ASSESSOR

- 3.1. The Designated Officer shall carry out the duties of Assessor as described in Parts 9, 10, 11 and 12 of the *Municipal Government Act* (Alberta), Chapter M-26, as amended.

4. CONTRACTOR

- 4.1. For all purposes, Randy Affolder, President of Alliance Assessment Consultants Ltd. and his staff shall be deemed to be an independent contractor serving under contract to the MD of Mackenzie and shall not be deemed to be an employee of the MD of Mackenzie.

5. PREVIOUS APPOINTMENTS RECINDED

- 5.1. Council hereby rescinds any and all previous appointments of Assessor for the MD of Mackenzie.

6. SEVERANCE

- 6.1. If any provision herein is adjudged by a Court of competent jurisdiction to be invalid for any reason, then that provision shall be severed from the remainder of this Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.

Bylaw 502-05 Bylaw to appoint an assessor as a designated officer

7. COMING INTO EFFECT

7.1. This Bylaw shall come into force and effect on the final day of passing thereof.

First Reading given on the 10th day of May 2005.

"B. Neufeld" (signature on file)
Bill Neufeld, Reeve

"B. Spurgeon" (signature on file)
Barbara Spurgeon, Executive Assistant

Second Reading given on the 10th day of May 2005.

"B. Neufeld" (signature on file)
Bill Neufeld, Reeve

"B. Spurgeon" (signature on file)
Barbara Spurgeon, Executive Assistant

Third Reading and Assent given on the 10th day of May 2005.

"B. Neufeld" (signature on file)
Bill Neufeld, Reeve

"B. Spurgeon" (signature on file)
Barbara Spurgeon, Executive Assistant



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Karen Huff, Director of Finance
Title:	Request to Reduce Tax - Tax Rolls 077026,077027 & 077030

BACKGROUND / PROPOSAL:

Cancellation, reduction, refund or deferral of taxes

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

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

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

The County’s legal counsel advised:

“The important “pre-condition” to granting a reduction, cancellation or deferral is that council must be able to justify that it is “equitable to do so”. Any reduction, cancellation, or deferral of current taxes or tax arrears must be “equitable” having regard for what is fair and just for all taxpayers of the municipality in respect of the tax burden. Equity, in this context, requires that similarly-situated persons or entities receive the same treatment.

Section 347 empowers a municipality to extend the specified tax relief to individual properties or to an entire class of taxable property. A municipality may not extend this tax relief to one or more subclasses within a taxable class, or on the basis of any criterion other than taxable class, unless the relief is extended specifically to an individual property.

Author: J. Phillips **Reviewed by:** K. Huff **CAO:** L. Racher

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

Arnold Wilson applied for a decrease in 2015 when the new Tax Rate Bylaw came out and stated that a minimum tax for residential properties is \$200. Mackenzie County lowered that minimum tax from \$200 to \$35 in 2015 for Arnold Wilson on his Carcajou properties (Tax Rolls 077026,077027 & 077030).

In 2016 Arnold requested the same decrease which was denied by Council.

This year he wrote a letter requesting the same decrease on these properties. 2017 Tax Rate Bylaw 1064-17 states that a minimum tax for residential properties is \$200.

OPTIONS & BENEFITS:

Option 1: Deny request from Arnold Wilson adhering to 2017 Tax Rate Bylaw 1064-17.

Option 2: Approve the decrease in minimum tax for Tax Roll 077026, 077027 & 077030 to \$35.

COSTS & SOURCE OF FUNDING:

2017 Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: J. Phillips **Reviewed by:** K. Huff **CAO:** L. Racher

June 12, 2017

Carcajou Taxes
Chief Administrative Officer
@ Reeve & Council
Mackenzie County, AB (FAX: 780/927-4246)

Re: Tax Roll #'s 077026, 077027, 077030

I received my tax notice for property I own at Carcajou, AB. The rate noted for each lot is \$267.54. After discussions with County Administration last year I was advised to send a letter out stating why I thought the tax rate should be adjusted. I did and was told it was adjusted as other property owners in the old town site had theirs adjusted also. This was reasonable for the location and services provided.

I was also advised to send a letter for a tax review each year. Thank you for this opportunity.

It is requested that the tax rate be comparable to previous years. The following are not available as they are for the other residences of the county as the Peace River limits accessibility to the; road ways, stores, recreational facilities, police, fire department, medical services and/or clinics due to no all-weather roadways.

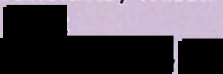
During freeze up and spring break up there is not access to any stores or clean water because the property is on the east side of the river. With the lack of any services & limited access resale is very limited. The people I've spoken to are interested in access to police, ambulance, medical response and roadway access.

When I purchased this property I accepted this fact because the taxes were within my ability to pay.

I would appreciate it if you could continue to take these liabilities into consideration for the 2016 tax assessment.

Respectfully submitted


Arnold Roy Wilson





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Karen Huff, Director of Finance
Title:	Request to Reduce Tax - Tax Roll 118524-118528 & 118535-118539

BACKGROUND / PROPOSAL:

Cancellation, reduction, refund or deferral of taxes

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

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

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

The County's legal counsel advised:

"The important "pre-condition" to granting a reduction, cancellation or deferral is that council must be able to justify that it is "equitable to do so". Any reduction, cancellation, or deferral of current taxes or tax arrears must be "equitable" having regard for what is fair and just for all taxpayers of the municipality in respect of the tax burden. Equity, in this context, requires that similarly-situated persons or entities receive the same treatment.

Section 347 empowers a municipality to extend the specified tax relief to individual properties or to an entire class of taxable property. A municipality may not extend this tax relief to one or more subclasses within a taxable class, or on the basis of any criterion other than taxable class, unless the relief is extended specifically to an individual property.

Author: J. Phillips **Reviewed by:** K. Huff **CAO:** L. Racher

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

Charles Shipley applied for a decrease in 2015 when the new Tax Rate Bylaw came out and stated that a minimum tax for residential properties is \$200. Mackenzie County lowered that minimum tax from \$200 to \$35 in 2015 and 2016 on his Carcajou properties (Tax Roll 118524-118528 & 118535-118539). This year he wrote a letter requesting the same decrease on these properties. 2017 Tax Rate Bylaw 1064-17 states that a minimum tax for residential properties is \$200.

OPTIONS & BENEFITS:

Option 1: Deny request from Charles Shipley adhering to 2017 Tax Rate Bylaw 1064-17.

Option 2: Approve the decrease in minimum tax for Tax Roll 118524-118528 & 118535-118539 to \$35 as requested in 2015 and 2016.

COSTS & SOURCE OF FUNDING:

2017 Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
- Requires 2/3
- Requires Unanimous

For discussion.

Author: J. Phillips Reviewed by: K. Huff CAO: L. Racher

CARCAJOU TAXES

18 05 2016

TO Chief Administrative Officer / County Council

Mackenzie County AB

From Chuck Shipley

[REDACTED]

[REDACTED]

[REDACTED]

TAX ROLL # 118524 to 118539 CARCAJOU SETTLEMENT

I received my 2016 tax notice for property I own at Carcajou AB

I see the tax rate is \$ 206.63 per lot.

After discussion with the County administration last year I was advised to send a letter out lining why I thought the tax rate should be adjusted .

I did that and the rate was adjusted to what I believe is a reasonable rate for the location of the property and services provided in 2015 .

I have been advised a letter out lining the reasons for a tax review are required every year as the tax adjustment is not automatic.

Thank you for this opportunity.

I would like to see the tax rate for 2016 comparable to the 2015 rate for these reasons .

The following services are not accessible to me the same as they are other residence in the rest of the county because of the Peace River.

The services I am concerned with accessing are : HOSPITAL
AMBULANCE, MEDICAL CLINIC, FIRE DEPT, POLICE, SCHOOLS,
STORES, LIBRARY, RECREATIONAL FACILITIES, ALL WEATHER
ROADS.

During break up and freeze up there is no ground or water access to go any where.

The lack of these services limits resale to people not requiring immediate road access or medical treatment.

This was recognized and gladly accepted at the time of purchase due to the low tax rate.

It would be appreciated if you could maintain the same adjusted tax rate for 2017 as in 2016 on this property for the above reasons.

Thank you

CHARLES SHIPLEY



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Karen Huff, Director of Finance
Title:	Request to Reduce Tax – Tax Roll 074356

BACKGROUND / PROPOSAL:

Cancellation, reduction, refund or deferral of taxes

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

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

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

The County’s legal counsel advised:

“The important “pre-condition” to granting a reduction, cancellation or deferral is that council must be able to justify that it is “equitable to do so”. Any reduction, cancellation, or deferral of current taxes or tax arrears must be “equitable” having regard for what is fair and just for all taxpayers of the municipality in respect of the tax burden. Equity, in this context, requires that similarly-situated persons or entities receive the same treatment.

Section 347 empowers a municipality to extend the specified tax relief to individual properties or to an entire class of taxable property. A municipality may not extend this tax relief to one or more subclasses within a taxable class, or on the basis of any criterion other than taxable class, unless the relief is extended specifically to an individual property.

Author: J. Phillips **Reviewed by:** K. Huff **CAO:** L. Racher

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

In 2016 Kathleen Meston requested the reduction of the minimum tax to be reduced to \$35 and it was approved by Council.

Kathleen Meston is requesting her minimum tax be reduced again to \$35 from \$200 due to the lack of services and the low assessment value on the property located at Little Red River.

OPTIONS & BENEFITS:

Option 1: Deny request from Kathleen Meston adhering to 2017 Tax Rate Bylaw 1064-17.

Option 2: Approve the decrease in minimum tax for Tax Roll 074356 to \$35 as requested.

COSTS & SOURCE OF FUNDING:

2017 Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: J. Phillips Reviewed by: K. Huff CAO: L. Racher

Jeri Phillips

From: kathy meston <[REDACTED]>
Sent: June-15-17 3:47 PM
To: Jeri Phillips
Subject: Tax roll 074356 Kathleen J Meston

Follow Up Flag: Follow up
Flag Status: Flagged

Dear CAO and Council

I am in receipt of the 2017 tax notice for my property at Little Red River, and once again am asking for a reduction on the total amount payable. This is due to the remote location of the land and the very tiny size of the property (1.06 acres). Additionally, no services are provided on this property, by the County of Mackenzie; hence I feel the tax should be lower.

Thank you in advance for considering my request.

Yours sincerely

Kathy Meston
[REDACTED]

Sent from my iPad



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Karen Huff, Director of Finance
Title:	Financial Reports – January 1 - April 30, 2017

BACKGROUND / PROPOSAL:

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

Future Project reports will be presented to Council quarterly.

OPTIONS & BENEFITS:

Please review the following financial reports for the period January 1- April 30, 2017:

- Projects Progress Report

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: J Batt **Reviewed by:** K Huff **CAO:** _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the financial reports for the period of January 1 – April 30, 2017 be accepted for information.

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

Mackenzie County NON TCA Projects - For The Four Months Ending April 30, 2017

Project Code	Description	Cost to Date	Budget	Variance (Balance \$ Remaining)	Variance (% of Funds Remaining to Budget)	% Project Completed	COMMENTS
Dpt 12 Administration							
7-12-01	Information Technology budget (CF)	\$2,427	\$17,700	\$15,273	86%	25%	Expected completion in Q3, 2017
7-12-02	Phase 3 - Security & Access control (2017)		\$21,000	\$21,000	100%	5%	Quote confirmed with vendor, need to schedule install.
7-12-03	(03)HL - Building Repairs (CF)		\$7,100	\$7,100	100%		
7-12-04	(04)Internet Security (2017)	\$6,643	\$10,000	\$3,357	34%		Server RAM upgrades complete and software license purchased, 60% setup and configuration Q3-Q4, 2017
7-12-05	(05)Information Technology budget (2017)	\$19,875	\$62,700	\$42,825	68%	50%	Ongoing until the end of 2017
7-12-06	(06)Removal of MARA Admin Building (2017)	\$105	\$80,000	\$79,895	100%	30%	First RFP was unsuccessful. In the process of a second RFP.
7-12-14	(14)Disaster Emergency Risk Assessment & Planning (CF)		\$8,010	\$8,010	100%		
7-12-15	(15)Wolf bounty (CF)	\$30,132	\$89,052	\$58,920	66%	34%	On going project
7-12-16	(16)Caribou/industry protection strategy (CF)	\$48,748	\$238,464	\$189,716	80%		
7-12-17	(17)Zama Firesmart Program (2017)	\$163,350	\$169,400	\$6,050	4%		COMPLETED
	Total applied - Administration	\$271,281	\$703,426	\$432,145	61%		
Dpt 32 Public Works							
7-32-02	(02)ZA - Zama Access Road Geotech (CF)		\$49,036	\$49,036	100%		
7-32-04	(04)ZA - Aspen Drive Ditch Repair (CF)		\$60,000	\$60,000	100%		
7-32-05	(05)ZA - Lot Clean up (CF)		\$1,177	\$1,177	100%		
7-32-10	(10)FV - Antique fire truck restoration (CF)		\$2,463	\$2,463	100%		
7-32-12	(12)LC & FV - Road disposition - Survey work (CF)		\$41,359	\$41,359	100%		On Going
7-32-13	(13)Assumption Hill Improvement (ditching) (CF)		\$17,290	\$17,290	100%		
7-32-14	(14)Zama Road LOC (CF)		\$100,000	\$100,000	100%		
7-32-15	(15)ZA-Dust Control Oil (2017)		\$97,610	\$97,610	100%		
7-32-16	(16)Goertzen Sub Division Oil (2017)		\$140,000	\$140,000	100%		To begin end of June
7-32-18	(18)HL south Road Oil Dust Control (2017)		\$105,000	\$105,000	100%		To begin end of June
7-32-19	(19)Rocky Land Oil dust Control (2017)		\$125,000	\$125,000	100%		To begin end of June
7-32-20	(20)LC Lakeside Estates Oil Dust Control (2017)		\$22,000	\$22,000	100%		To begin end of June
7-32-21	(21)LC Blumenort Road West Oil Dust Control (2017)		\$60,000	\$60,000	100%		To begin end of June
	Total applied - Public Works	\$0	\$820,935	\$820,935	100%		
Dpt 33 Airport							
7-33-01	(01)Airport Master Plan (CF)	\$5,724	\$72,220	\$66,496	92%		
7-33-02	(02)FV & LC Papi Lights (CF)		\$5,613	\$5,613	100%	80%	On going
7-33-03	(03)FV Airport Development (CF)	\$6,000	\$16,382	\$10,382	63%	40%	On going
7-33-04	FV- Rename FV Airport to Wop May Memorial Airport		\$6,000	\$6,000	100%		
	Total applied - Airport	\$11,724	\$100,215	\$88,491	88%		
Dpt 41 Water							
7-41-04	(04)FV - Exhaust Thimbles (CF)	\$18,252	\$20,000	\$1,748	9%	100%	Complete
7-41-05	(05)LC - Exhaust Thimbles (CF)	\$17,197	\$20,000	\$2,803	14%	100%	Complete
7-41-06	(06)ZA - Exhaust Thimbles (CF)	\$19,129	\$20,000	\$871	4%	100%	Complete
7-41-07	(07)FV/HL Rural Comprehensive Water Study (2017)		\$20,000	\$20,000	100%	0%	On hold as we are waiting for more information/confirmation of grant availability to provide First Nations with potable water.
	Total applied - Water	\$54,577	\$80,000	\$25,423	32%		
Dpt 43 Solid Waste							
7-43-01	(01)FV - Transfer Station Composting Program (CF)		\$5,000	\$5,000	100%		
7-43-02	(02)LC - Transfer Station Composting Program (CF)		\$5,000	\$5,000	100%		
7-43-03	(03)LC - Waste Packer Plan (CF)		\$5,000	\$5,000	100%		
7-43-04	(04)Rocky Lane WTS Survey (2017)	\$3,600	\$10,000	\$6,400	64%		Survey started. Awaiting application process with AEP
	Total applied - Solid Waste	\$3,600	\$25,000	\$21,400	86%		

	Dpt 61 Planning & Development						
7-61-02	(02)Infrastructure Master Plans (CF)		\$12,559	\$12,559	100%		
7-61-03	(03)Land Use Bylaw Update (CF)	\$5,737	\$59,653	\$53,916	90%		
7-61-09	(09)Rural addressing signs (CF)		\$88,600	\$88,600	100%		
7-61-10	(10)Natural Disaster Mitigation Program (2017)		\$50,000	\$50,000	100%		
	Total applied - Planning & Development	\$5,737	\$210,812	\$205,075	97%		
	Dpt 71 Recreation						
7-71-30	(30)ZA - Hall electrical upgrades (CF)		\$31,887	\$31,887	100%		
7-71-14	(14)LC- Ice Rink Foam Dividers (2017)		\$2,500	\$2,500	100%		Ordered
7-71-15	(15)LC- Sidewalk to Tennis Court (2017)		\$4,400	\$4,400	100%		
	Total applied - Recreation	\$0	\$38,787	\$38,787	100%		
	Dpt 72 Parks						
7-72-01	(01)FV - Bridge Campsite - Clear Trees (CF)		\$5,000	\$5,000	100%		Awaiting AEP approval of design
7-72-02	(02)Fire Pits & Picnic Tables (2017)		\$10,000	\$10,000	100%		
7-72-05	(05)La Crete Street Scape Implementation Committee (CF)		\$18,227	\$18,227	100%		
7-72-10	(10)Wadlin Lake - Blocking for dock (CF)		\$2,500	\$2,500	100%		
7-72-11	(11)LC - Shelters (2017)		\$4,500	\$4,500	100%		
7-72-12	(12)Wadlin Lake Land Purchase (2017)		\$15,000	\$15,000	100%		
	Total applied - Parks	\$0	\$55,227	\$55,227	100%		

Mackenzie County TCA Projects For The Four Months Ending April 30, 2017

Project Code	Description	Cost to Date	Budget	Variance	Variance Remaining to Budget	% Project Completed	COMMENTS
				(Balance \$ Remaining)			
Dpt 12 Administration							
6-12-01	Signs with Flags for FV Office (CF)		\$18,060	\$18,060	100%	50%	Waiting for metal works to be completed correctly.
6-12-02	(02)Payroll software (CF)	\$3,040	\$7,203	\$4,163	58%	75%	Software installed. Outstanding - fixing upgrade errors and completion of first year cycle in December 2017.
6-12-03	(03)LC - Xerox Replacement (2017)	\$7,891	\$60,000	\$52,109	87%	90%	Installed January 2017. Waiting for correct high capacity tray to be installed prior to processing invoice.
6-12-04	(04)FV - Server & 911 Dispatch UPS replacement (2017)		\$9,500	\$9,500	100%	0%	Expected completion August 2017
6-12-05	(05)FV - Server room air conditioner replacement (2017)		\$10,000	\$10,000	100%	0%	situation will be monitored and replacement may be required at a later date.
6-12-06	(06)FV - Mail Folder Inserter (2017)		\$15,000	\$15,000	100%	0%	Setting up vendor demonstrations.
6-12-07	(07)FV/LC - Administration Vehicles x 2 (2017)		\$76,000	\$76,000	100%	100%	Ordered
6-12-08	(08)FV - Fireproof Storage Cabinet (Records) (CF)	\$8,282	\$8,000	(\$282)	-4%	100%	Completed.
6-12-09	(09)LC - Floor Washer (2017)	\$3,500	\$11,860	\$8,360	70%		
6-12-10	(10)LC - Admin building tree planting (2017)		\$15,000	\$15,000	100%		
6-12-16	(16)MARA Court House (CF)		\$50,000	\$50,000	100%		
6-12-18	(18)Land Purchase (South of High Level) (CF)		\$13,000	\$13,000	100%	0%	Province seems to be moving backwards on this file. Now asking how FN consultation is proceeding, when they first said they would do it.
	Total applied - Administration	\$22,713	\$293,623	\$270,910	92%		
Dpt 23 Fire							
6-23-01	(01)FV - Training Facility (2017)		\$20,000	\$20,000	100%	50%	Purchased C-Cars. Need to complete set-up
6-23-02	(02)LC - Aerial Unit Upgrade (CF)	\$5,953	\$9,003	\$3,050	34%	50%	Repaired one issue. One more to deal with
6-23-03	(03)LC - New Tanker / Pumper (2017)	\$41,872	\$418,722	\$376,850	90%	50%	Contract for construction has been awarded. Delivery will be April 2018
	Total applied - Fire	\$47,826	\$447,725	\$399,899	89%		
Dpt 26 Enforcement							
6-26-04	(04)FV - RCMP Trailer for the Safety Trailer Program	\$6,650	\$6,650	\$0	0%	100%	Completed
	Total applied - Enforcement	\$6,650	\$6,650	\$0	0%		
Dpt 32 Public Works							
6-32-04	(04)FV - 43rd Ave. East of 50th Street (CF)		\$134,950	\$134,950	100%	95%	Final Inspection & Invoicing
6-32-05	(05)FV - 45 Ave Cul-de-sac. East of 52nd Street (CF)		\$139,950	\$139,950	100%	95%	Final Inspection & Invoicing
6-32-09	(09)New Road Infrastructure (CF)	\$5,275	\$251,072	\$245,797	98%	10%	On Going
6-32-19	(19)LC - Engineering & Design for 113 Street and 109 Ave (CF)	\$2,378	\$44,053	\$41,675	95%		
6-32-20	(20)LC - 94th Ave Asphalt Overlay (CF)		\$608,341	\$608,341	100%	95%	Final Inspection & Invoicing
6-32-21	(21)LC - Lagoon Access Paving (CF)		\$25,000	\$25,000	100%	95%	Final Inspection & Invoicing
6-32-31	(31)LC - Access Pave (PH V) (CF)	\$0	\$6,000,000	\$6,000,000	100%		
6-32-45	(45)Snow Plow truck Replacement (2016 CF)		\$1,838	\$1,838	100%		COMPLETED
6-32-50	(50)Gravel Reserve (to secure gravel source) (CF)		\$113,943	\$113,943	100%		Ongoing
6-32-57	(57)FV - Sand and salt shelter (CF)		\$234,445	\$234,445	100%	10%	Awarded - To Begin in June
6-32-65	(65)FV - Goose Neck Trailer 32' (2017)		\$28,000	\$28,000	100%	10%	Ordered
6-32-66	(66)FV - Gravel truck (2017)	\$77,104	\$90,000	\$12,896	14%	100%	Complete
6-32-67	(67)FV - Pickup Crew Cab - 3/4 Ton (2017)		\$40,000	\$40,000	100%	10%	Ordered
6-32-68	(68)FV - Sand Spreader (2017)		\$6,074	\$6,074	100%		
6-32-69	(69)FV - Skidsteer (2017)	\$70,860	\$80,000	\$9,140	11%	100%	Complete
6-32-70	(70)FV - Tilt Deck trailer (2017)		\$8,000	\$8,000	100%	10%	Ordered
6-32-71	(71)FV - 46 Ave Road Pave (2017)		\$35,000	\$35,000	100%		
6-32-75	(75)LC - Road Rebuild - Prairie Packers to West La Crete Road (2017)	\$1,780	\$710,000	\$708,220	100%	90%	Near Final Inspection & Invoicing
6-32-76	(76)LC - Teachers Loop Asphalt & Sidewalk (2017)		\$266,000	\$266,000	100%	5%	Engineering Stage
6-32-77	(77)LC - Street Improvements (2017)		\$550,000	\$550,000	100%	90%	Several Location Completed - On Going
6-32-78	(78)LC - Bridges to new lands-Range Rd180 (2017)	\$20,442	\$2,000,000	\$1,979,558	99%	5%	Received Grant Confirmation
6-32-79	(79)LC - Bridges to new lands-Township Rd1020 (2017)	\$16,877	\$1,000,000	\$983,123	98%	5%	On Hold
6-32-80	(80)LC - 98Ave Crosswalk Lights (2017)		\$9,950	\$9,950	100%	10%	Ordered
6-32-81	(81)LC - Pressure Washer (2017)	\$11,100	\$10,900	(\$200)	-2%	100%	Complete
6-32-84	(84)LC - Trucks x 3 (2017)	\$102,287	\$145,000	\$42,713	29%	100%	Complete
6-32-85	(85)LC - Dump Trailer (2017)		\$30,200	\$30,200	100%		
6-32-86	(86)LC - Steel drum packer (2017)	\$50,000	\$50,000	\$0	0%	100%	Complete

Project Code	Description	Cost to Date	Budget	Variance	Variance	% Project Completed	COMMENTS
				(Balance \$ Remaining)	Remaining to Budget)		
6-32-87	(87)LC - Asphalt Miller (2017)	\$25,757	\$27,000	\$1,243	5%	100%	Complete
6-32-88	(88)LC/FV - Dozer Blades x 4 (2017)		\$71,800	\$71,800	100%	10%	Ordered
6-32-89	(89)Rubber truck mini excavator (2017)	\$31,020	\$106,020	\$75,000	71%	100%	Complete
6-32-90	(90)LC - Packer/ Roller x 2 (2017)	\$49,959	\$50,000	\$41	0%	100%	Complete
6-32-91	(91)RL Road Ditching Improvement (2017)	\$48,471	\$48,780	\$309	1%		COMPLETED
	Total applied - Public Works	\$513,310	\$12,916,316	\$12,403,006	96%		
Dpt 33 Airport							
6-33-01	(01)FV - Pole Tarp Storage Shed (CF)	\$49,681	\$45,000	(\$4,681)	-10%	100%	Completed
6-33-02	(02)FV/LC - Automated Weather Observation System (AWOS) (2017)	\$47,600	\$74,000	\$26,400	36%	75%	Ordered, Waiting for installation
6-33-03	(03)FV - Parking lot drainage improvements (2017)		\$20,000	\$20,000	100%	0%	Hope to be Complete in October
	Total applied - Airport	\$97,281	\$139,000	\$41,719	30%		
Dpt 41 Water							
6-41-01	(01)LC - Paving Raw Water Truckfill Station (CF)		\$48,000	\$48,000	100%	99%	Complete. Inspection to be completed in case of deficiencies
6-41-03	(03)FV - Paving for Water Treatment Plant (CF)		\$233,640	\$233,640	100%	99%	Complete. Inspection to be completed in case of deficiencies
6-41-05	(05)LC - Well number 4 (CF)	\$5,490	\$109,871	\$104,381	95%	20%	Well driller scheduled for June.
6-41-06	(06)ZA - Distribution pump house upgrades (CF/2017)		\$850,788	\$850,788	100%	0%	Just got notice of announcement that project was approved under AMWWP Grant. Awaiting official letter then will do design and tender
6-41-08	(08)FV - Frozen Water Services Repairs (River Road) (CF)		\$142,608	\$142,608	100%	5%	Contractor to start in June.
6-41-11	(11)LC - Waterline Bluehills (CF)		\$833,250	\$833,250	100%	0%	Researching grants that could be available for this project.
6-41-12	(12)LC - Rural Potable Water Infrastructure (CF)	\$1,204,135	\$2,253,408	\$1,049,273	47%	90%	BHP opened on June 9th and FV to open within approximately 2-3 weeks later.
6-41-19	(19)FV - 50th St - Water & sewer extension (CF)	\$6,843	\$329,480	\$322,638	98%	5%	Land Purchased. Hoping to tender end of June.
6-41-20	(20)FV - 49th Avenue Water Re-servicing (CF)		\$228,000	\$228,000	100%	10%	will be tendered in June.
6-41-21	(21)FV - Storage Work (2017)		\$11,000	\$11,000	100%	0%	Will be completed this summer.
6-41-22	(22)LC - Hydrant Replacement (2017)		\$50,000	\$50,000	100%	95%	Hydrant is replaced and curb and asphalt has also been replaced. Some landscaping needed
6-41-23	(23)FV - Re-route Raw Water Truckfill (2017)		\$35,000	\$35,000	100%	3%	Quotes received, just waiting for new truckfill to be completed before proceeding
	Total applied - Water	\$1,216,467	\$5,375,045	\$4,158,578	77%		
Dpt 42 Sewer							
6-42-02	(02)ZA - Lift station upgrade (CF/2017)		\$1,848,000	\$1,848,000	100%	0%	Awaiting grant funding.
6-42-07	(07)FV - Main Lift Station Grinder (2017)		\$50,000	\$50,000	100%	1%	Quotes being obtained.
6-42-08	(08)LC - Sanitary sewer Expansion (CF)	\$3,344	\$100,000	\$96,656	97%	10%	WSP currently working on the proposal study.
	Total applied - Sewer	\$3,344	\$1,998,000	\$1,994,656	100%		
Dpt 43 Waste							
6-43-02	(02)ZA - WTS Fence (CF)		\$24,620	\$24,620	100%	0%	
6-43-03	(03)LC - Blue Hills - Build up ramp (CF)		\$3,590	\$3,590	100%	0%	
6-43-04	(04)Waste Bins 40 & 6 yd (2017)		\$20,000	\$20,000	100%	50%	Order has been placed. Awaiting delivery
6-43-05	(05)Build up Berm - Blumenort WTS (2017)		\$9,000	\$9,000	100%	0%	
	Total applied - Waste	\$0	\$57,210	\$57,210	100%		
Dpt 61 Planning & Development							
6-61-02	(02)LC - New Truck (2017)		\$40,000	\$40,000	100%	100%	Complete
6-61-03	(03)FV - Streetscape (2017)		\$25,000	\$25,000	100%		pole banners ordered, determining approvals for lookout deck
6-61-04	(04)LC - Streetscape (2017)		\$25,000	\$25,000	100%		2 signs to be installed this summer
	Total applied - Planning & Development		\$90,000	\$90,000	100%		
Dpt 63 Agriculture							
6-63-01	(01)HL - Rural Drainage - Phase II & Phase III (CF)		\$77,808	\$77,808	100%		Ongoing
6-63-02	(02)LC - Buffalo Head/Steep Hill water mangement (Phase I) (CF)	\$72,116	\$1,456,088	\$1,383,972	95%		Final design complete, project is being publicly tendered.
6-63-03	(03)FV - Flood Control Channel Erosion Repair (2017)		\$180,000	\$180,000	100%		Construction has started. Completion date July 15
	Total applied - Agriculture	\$72,116	\$1,713,896	\$1,641,780	96%		

Project Code	Description	Cost to Date	Budget	Variance	Variance Remaining to Budget	% Project Completed	COMMENTS
			(Balance \$ Remaining)				
Dpt 71 Recreation							
6-71-01	(01)FV - Ball Diamonds (CF)	\$13,000	\$18,500	\$5,500	30%	90%	Outstanding deficiencies to complete.
6-71-04	(04)Grounds Improvements (2014 - FV Walking Trail) (CF)		\$25,394	\$25,394	100%		Ongoing
6-71-07	(07)LC - Splash Park (CF)		\$255,000	\$255,000	100%	20%	Design completed and utilities installed
6-71-09	(09)FV - Rodeo Grounds (CF/2017)		\$17,933	\$17,933	100%		Ongoing
6-71-23	(23)FV - Skate Shack (CF)		\$30,000	\$30,000	100%		
6-71-28	(28)ZA - Com. Hall: Property Full landscaping (CF)		\$2,302	\$2,302	100%		
6-71-32	(32)FV - Ice plant Repair (2017)	\$215,764	\$1,000,000	\$784,236	78%	50%	Contract awarded and under construction
6-71-33	(33)FV - Hall Reno (kitchen) (2017)		\$20,000	\$20,000	100%	10%	Plans in place
6-71-34	(34)FV - Bathroom Reno (2017)		\$15,000	\$15,000	100%	25%	Project has been awarded
6-71-35	(35)LC - Fire Alarm (2017)		\$12,000	\$12,000	100%		
6-71-36	(36)LC - Natural Gas, hot water tank (big), 4 new baseboards (2017)		\$10,800	\$10,800	100%	50%	Gas line has been ordered
6-71-37	(37)LC - One set of lights for outdoor rink (2017)		\$12,000	\$12,000	100%	20%	Design Completed
6-71-38	(38)LC - Curling Rink Lights (2017)		\$18,000	\$18,000	100%		
6-71-39	(39)LC - 2" water line to the ball diamonds (2017)		\$10,000	\$10,000	100%	50%	Admin is working with LCRB
6-71-40	(40)LC - 3 windows upstairs overlooking the ice (2017)		\$8,000	\$8,000	100%		
6-71-41	(41)LC - Dressing room expansion including gym/weight room (2017)		\$100,000	\$100,000	100%	5%	Drawings done
6-71-42	(42)ZA - Water Repair in Furnance Room (2017)		\$10,000	\$10,000	100%		
6-71-43	(43)ZA - Re-shingling hall (2017)		\$35,000	\$35,000	100%		
6-71-44	(44)ZA - Energy efficiency upgrade (2017)		\$30,000	\$30,000	100%		
	Total applied - Recreation	\$228,764	\$1,629,929	\$1,401,165	86%		
Dpt 72 Parks							
6-72-04	(04)Machesis Lake - Horse camp - road (CF)		\$12,693	\$12,693	100%	0%	Signs on trails installed
6-72-05	(05)Bridge campground - Survey & improvements (CF)		\$6,807	\$6,807	100%	10%	Historical Assessment completed. Waiting for road closures
6-72-07	(07)FV - D.A. Thomas Park - Retaining Wall (CF)		\$5,445	\$5,445	100%	0%	Working on design
6-72-10	(10)Wadlin Lake - Grounds Improvements (CF/2017)	\$28,966	\$45,588	\$16,622	36%	90%	Some clean-up to be completed
6-72-11	(11)Machesis Lake Site Development (2017)		\$75,000	\$75,000	100%		
6-72-12	(12)Improvements to Provincial Park - Bridge Campground (2017)		\$60,000	\$60,000	100%	10%	Historical Assessment has been assigned. No work can be completed until this is finished.
6-72-13	(13)Hutch Lake Cabins - Playground (2017)		\$35,000	\$35,000	100%	20%	RFP is due June 12, 2017 for playground equipment. Lot to be cleared in June 2017.
6-72-14	(14)Hutch Lake Campground Improvements (2017)		\$112,000	\$112,000	100%		Lease does not allow for overnight camping. Working on changing lease designation
6-72-15	(15)Hutch Lake Dock Blocks (2017)		\$10,000	\$10,000	100%		
6-72-16	(16)FV - Mackenzie Housing Park Toddler Playground Equipment (2017)		\$20,000	\$20,000	100%	20%	RFP is due June 12 2017.
6-72-17	(17)LC - Slide & swings Big Back Yard (2017)		\$35,000	\$35,000	100%	20%	RFP is due June 12 2017.
6-72-18	(18)LC - Playground Expansion (2017)		\$95,000	\$95,000	100%	20%	RFP is due June 12 2017.
	Total applied - Parks	\$28,966	\$512,533	\$483,567	94%		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Dave Fehr, Director of Operations
Title:	Oil Dust Control – Isaac Dyck Subdivision

BACKGROUND / PROPOSAL:

Cost estimates were requested for oil for dust control for the Isaac Dyck Subdivision, for approximately 1 (one) mile of road. The approximate cost would be \$130,000.00.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: J. Ruskowsky **Reviewed by:** L. Racher, D. Fehr **CAO:** CAO Racher

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the oil dust control for the Isaac Dyck Subdivision be deferred to the 2018 budget deliberations.

Author: J. Ruskowsky **Reviewed by:** L. Racher, D.Fehr **CAO:** CAO Racher



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Dave Fehr, Director of Operations
Title:	Oil Dust Control – Blumenort Road

BACKGROUND / PROPOSAL:

Cost estimates were requested for the additional oil for dust control for the 1.5 miles (mile and a half) of Blumenort road. The approximate cost is \$180,000.00.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: J. Ruskowsky **Reviewed by:** L. Racher, D. Fehr **CAO:** CAO Racher

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the additional oil dust control for the Blumenort Road be deferred to the 2018 budget deliberations.

Author: J. Ruskowsky **Reviewed by:** L. Racher, D.Fehr **CAO:** CAO Racher



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Byron Peters, Director of Planning and Development
Title:	Bylaw 1066-17 Land Use Bylaw Repeal and Replace

BACKGROUND / PROPOSAL:

Mackenzie County awarded Green Space Alliance (GSA) the Land Use Bylaw Repeal and Replace project in August of 2016. As part of the project, public engagement was a critical element. There have been several opportunities for the public to be involved and to ask questions or share their concerns.

GSA has reformatted the entire document and made it more readable and consistent. The land use districts have been made more specific to each hamlet and less ambiguous. The definitions have been cleaned up and clarified for a better understanding of uses and all regulation within the definitions have been removed.

Before starting this project there were many issues identified by both Council and administration that needed to be corrected. Some of the major highlights and corrections are as follows:

- Tarp Shelters are now considered temporary with a 2 year permit and a limit on 2 extensions
- Garage doors are now allowed to have a height of 15 feet for RV's
- Size restriction on Garage – Attached
- 3 hens are allowed per hamlet lot
- Requirement for signage on rezoning applications
- Apiary is a use (bees)
- Stronger regulation for Home Based Businesses including separation between minor and medium, size of business, hours of operation, allowable employees, and 2 year expiry on permit
- Completion expiry on all permits 2 years from start date
- FireSmart regulations which includes requirement to keep 10m surrounding all structures free from trees, shrubs, and fine fuels.
- Tourist Home is now a use put in place to deal with short term online rentals

Author: CS Reviewed by: BP CAO: _____

- Amalgamation of several zoning districts such as RCR, HCR, and MHS
- Created new zoning district Remote Recreation for all remote buildings and specific to Carcajou
- DC2 zoning is delegated to MPC
- Integrated the Streetscape Design plans into the document for Fort Vermilion and La Crete

After review with Council on April 13, 2017 this bylaw received first reading:

MOTION 17-04-290 **MOVED** by Deputy Reeve Wardley

That first reading be given to Bylaw 1066-17 being the Land Use Bylaw for Mackenzie County as amended, subject to public hearing input.

CARRIED

The public hearing was held and second reading was received on May 24, 2017:

MOTION 17-05-382 **MOVED** by Councillor Driedger

That second reading be given to Bylaw 1066-17, being the Land Use Bylaw for Mackenzie County as amended.

CARRIED

OPTIONS & BENEFITS:

Options are to pass, defeat, or table third reading of the bylaw.

COSTS & SOURCE OF FUNDING:

The final cost of the Land Use Bylaw still has to be determined. \$100,000 was allocated to the project.

SUSTAINABILITY PLAN:

Strategy C6.2 Integrate FireSmart principles into all levels of the County’s planning documents to ensure that all reasonable measures are taken to reduce the risk of forest fires devastating a community.

Author: _____ Reviewed by: _____ CAO: _____

COMMUNICATION:

Since the beginning there were several public engagement opportunities where each session/open house had a low attendance. Each open house was advertised in the local newspaper, Mackenzie County social media, and with posters in each community:

September 2016 – Open House in La Crete and Zama (All local developers were mailed an invitation)

November 2016 – Focus Group Sessions (Invitation Only) and Open House in Fort Vermilion (Local developers were mailed an invitation)

March 2017 – Open Houses in La Crete, Zama, and Fort Vermilion

April 2017 – La Crete Trade Show

May 2017 – High Level Trade Show

Public Hearing on May 24, 2017 was advertised in the local newspaper for 3 weeks.

June 2017 – Ratepayer meetings

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1066-17, being the Land Use Bylaw for Mackenzie County.

Author: _____ Reviewed by: _____ CAO: _____

BYLAW NO. 1066-17

**BEING A BYLAW OF MACKENZIE COUNTY
TO ADOPT A LAND USE BYLAW
FOR THE MACKENZIE COUNTY**

WHEREAS: Section 639 of the *Municipal Government Act*, R.S.A. 2000, C. M-26, as amended, states that every municipality must adopt a Land Use Bylaw; and

The Mackenzie County Land Use Bylaw was prepared, public consultations were held, and the bylaw was advertised; and

A public hearing shall be held on May 24, 2017 at 1:00 p.m. at the Fort Vermilion Council Chambers, Fort Vermilion, Alberta.

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

1. This Bylaw may be cited as the Mackenzie County Land Use Bylaw.
2. The document entitled "Mackenzie County Land Use Bylaw", attached to and forming part of this bylaw as Schedule "A", is adopted as the Mackenzie County Land Use Bylaw.
3. This bylaw shall come into force and take effect upon the date of third reading by Mackenzie County Council.
4. The adoption of this bylaw repeals and replaces Bylaw 791-10, and any amendments thereto, in its entirety.

READ a first time this 13th day of April, 2017.

PUBLIC HEARING held this 24th day of May, 2017.

READ a second time this 24th day of May, 2017.

READ a third time and finally passed on this _____ day of _____, 2017.

Bill Neufeld
Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Byron Peters, Director of Planning and Development
Title:	Bylaw 1072-17 Land Use Bylaw Amendment to Rezone Plan 032 5939, Block, Lot 5 from Hamlet Country Residential “HCR1” to Hamlet Industrial “HI1” (La Crete)

BACKGROUND / PROPOSAL:

Mackenzie County has received a request to rezone Plan 032 5939, Block 1, Lot 5 from Hamlet Country Residential “HCR1” to Hamlet Industrial 1 “HI1” to accommodate the development of a Contractor’s Business/Yard.

This re-zoning request was first reviewed by Council in 2016. On November 23, 2016, the following motion was made after holding a Public Hearing that received opposition from adjacent land owners.

MOTION 16-11-883 **MOVED** by Councillor Driedger

That second reading be given to Bylaw 1054-16 being a Land Use Bylaw Amendment to rezone Plan 032 5939, Block 1, Lot 5 from Hamlet Country Residential 1 “HCR1” to Hamlet Industrial 1 “HI1” to accommodate light industrial development and to ensure that an adequate buffer is maintained on the north and east side of the parcel.

DEFEATED

In the Land Use Bylaw, a defeated rezoning application can be re-applied for after waiting a minimum of six months. The applicant is therefore re-applying.

Author: LL Reviewed by: BP CAO: _____

BACKGROUND/HISTORY

Generally, when residential developments are created next to a district other than residential the county requires a 10-meter buffer between the two developments.

When the Goertzen subdivision was developed, the subject land was already developed, being the first parcel from the quarter section. Therefore, this parcel did not have the typical 10-meter buffer that the remainder of the quarter has and placed it directly adjacent to the gravel stock yard.

The applicant is in the process of purchasing this Lot (5) and the adjacent Lot (4). He would like to develop a shop on Lot 5 for the purpose of a Contractor’s Business/Yard while maintaining Lot 4 as a residential lot. The applicant feels that the shop/contractors business would be an excellent buffer between the residences and the gravel piles.

Bylaw 10XX-16 was presented to the Municipal Planning Commission on October 2, 2016, where they made the following motion:

MPC-16-10-169

MOVED by Erick Carter

That the Municipal Planning Commission recommend to Council to approve Bylaw 10XX-16 being a Land Use Bylaw Amendment to rezone Plan 032 5939, Block 1, Lot 5 from Hamlet Country Residential 1 “HCR1” to Hamlet Industrial 1 “HI1” to accommodate light industrial development, subject to public hearing input.

CARRIED

The planning department has no issues or direct concerns with this request and feels that if the adjacent land owners have no fears that this could be a positive move to bettering the neighboring community.

OPTIONS & BENEFITS:

There is a small border of trees between Lot 5 and the gravel stock yard, giving it a small buffer area with minimal protection from blowing dust and noise. This dust and noise devalue the lot for residential use. By allowing a lighter industrial type development that doesn’t produce noise or offensive smells and omissions upon the land, it could diminish the effects of the gravel yard from the remainder of the residential homes.

The Permitted uses within the Hamlet Industrial 1 “HI1” district are of a non-obnoxious nature. All of the Discretionary uses that could be deemed as non-desirable adjacent to a residential dwelling can be regulated by the Municipal Planning Commission.

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

Options are to pass, defeat, or table first reading of the bylaw.

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant

SUSTAINABILITY PLAN:

The Sustainability Plan does not directly address re-zoning of districts within the County. As such, the proposed re-zoning neither supports nor contradicts the Sustainability Plan.

COMMUNICATION:

The bylaw amendment will be advertised as per MGA requirements, this includes all adjacent landowners.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1072-17 being a Land Use Bylaw Amendment to rezone Plan 032 5939, Block 1, Lot 5 from Hamlet Country Residential 1 “HCR1” to Hamlet Industrial 1 “HI1” to accommodate light industrial development, subject to public hearing input.

Author: _____ Reviewed by: _____ CAO: _____

BYLAW NO. 1072-17
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

WHEREAS, Mackenzie County has a Municipal Development Plan adopted in 2009, and

WHEREAS, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2011, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate light industrial development.

NOW THEREFORE, THE COUNCIL OF THE MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the land use designation of the subject parcel known as:

Plan 032 5939, Block 1, Lot 5

within the Hamlet of La Crete, be rezoned from Hamlet Country Residential 1“HCR1” to Hamlet Industrial 1 “HI1” as outlined in Schedule “A” hereto attached.

READ a first time this ___ day of _____, 2017.

PUBLIC HEARING held this ___ day of _____, 2017.

READ a second time this ___ day of _____, 2017.

READ a third time and finally passed this ___ day of _____, 2017.

Bill Neufeld
Reeve

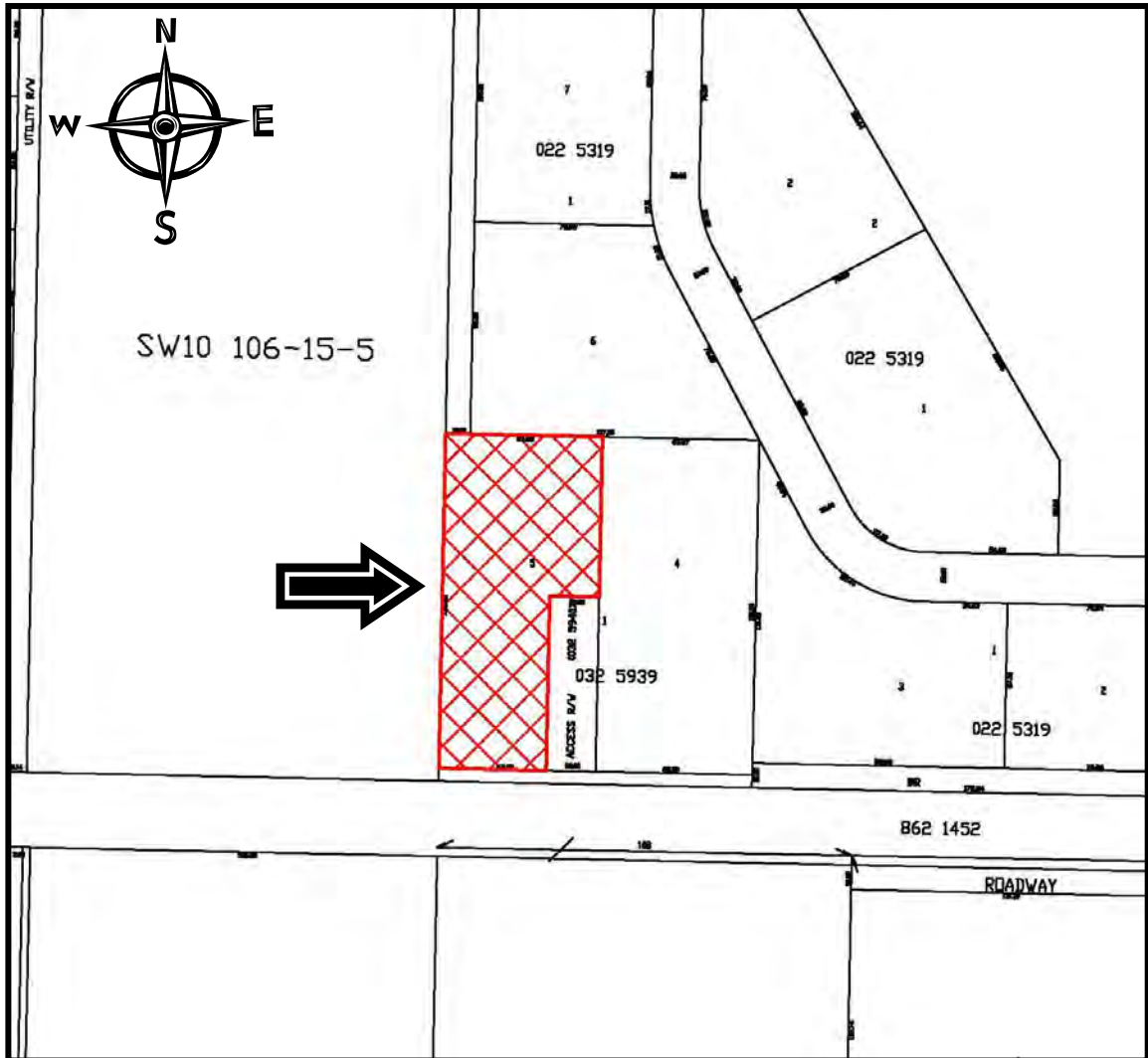
Len Racher
Chief Administrative Officer

BYLAW No. 1072-17

SCHEDULE "A"

1. That the land use designation of the following property known as:

Plan 032 5939, Block 1, Lot 5 within the Hamlet of La Crete, be rezoned from Hamlet Country Residential 1 "HCR1" to Hamlet Industrial 1 "HI1" as outlined in Schedule "A" hereto attached.



FROM: Hamlet Country Residential 1 "HCR1"

TO: Hamlet Industrial 1 "HI1"



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT <i>George Zacharias</i>		
ADDRESS <i>Box 415</i>		
TOWN <i>La Crete AB</i>		
POSTAL CODE <i>T0H 2H0</i>	PHONE (RES.) <i>928-3681</i>	BUS. <i>841-1995</i>

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF REGISTER OWNER <i>Mike Roy</i>		
ADDRESS <i>#27 349 Harrisburg Box 44</i>		
TOWN <i>Harrison Hot Springs</i>		
POSTAL CODE <i>V0M-1K0</i>	PHONE (RES.)	BUS. <i>867-445-3001</i>

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN <i>032 5939</i>	BLK <i>1</i>	LOT <i>5</i>
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: *HCR1* TO: *HI1*

REASONS SUPPORTING PROPOSED AMENDMENT:

Ideal Highway lot for shop with good access with big frontage for future use of sales lot considering it touches industrial lots of which all neighbours move to after they built industrial lots neighbour across the road is also considering doing the same thing I own the property to the east side which I want to leave residential

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ *400.⁰⁰* RECEIPT NO. *send invoice*

[Signature]
APPLICANT

May 23 2017
DATE

NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

REGISTERED OWNER

DATE

BYLAW AMENDMENT APPLICATION



NOT TO SCALE

File No. Bylaw 1072-17

Disclaimer

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Mackenzie County



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Byron Peters, Director of Planning & Development
Title:	Bylaw 1073-17 Partial Road Closure Adjacent to NW 11-104-17-W5M and Purchase of County Owned Land (Bluehills Rural)

BACKGROUND / PROPOSAL:

Mackenzie County has received a request for a partial road closure located in the Bluehills area. The applicant is looking at expanding the boundary lines to his 5 acre parcel on the SW 14-104-17-W5M in order to build a new house and install a proper sewer system.

The applicant's subdivision is an old C of T (Certificate of Title). C of T's are acreages that were created before 1990. (Subdivisions are now given a lot, block, and plan number). He also owns part of a closed road allowance. Administration has researched this road closure and cannot find any documentation. It "appears" as though it has been part of the title since 1990.

The applicant plans on improving his acreage and building a new house that is in compliance with current setback requirements. As shown on the attached 1993 Real Property Report, the existing house does not meet setback requirements. The applicant would like to place the new house more in the center of the existing 5 acres where there use to be a shallow dugout (shown on the aerial map). He would also like to relocate the pump out sewer system; to do so the boundary lines need to be expanded.

To create a 10-acre parcel, the owner of the SW 14-104-17-W5M has agreed to sell the applicant approximately 2.44 acres (the portion of land shown in green on the attached map). The applicant would have asked for all of the additional 5 acres from the SW 14-107-17-W5M; however, this would have taken up cultivated farmland.

To make up the rest of the 5 acres, the applicant would like to purchase approximately 2.06 acres from the NW 11-104-17-W5M which belongs to Mackenzie County (shown in blue on attached map) and 0.32 acres from the Government Road Allowance (shown in red).

Author: LL Reviewed by: BP CAO: _____

Note the land owned by Mackenzie County was purchased for the Bluehills Waste Transfer Station. The parcel that the applicant is interested in purchasing is a portion of this quarter that is fragmented by Highway 697.*

Bylaw 107x-17 was presented to the Municipal Planning Commission on June 8, 2017 where they made the following motion:

MPC-17-06-082 **MOVED** by Beth Kappelar

That the Municipal Planning Commission recommend to Council to approve Bylaw 10XX-17 being a partial road closure bylaw, should Council be in agreement to sell Part of NW 11-104-17-W5M, for the purpose of it all being consolidated with C of T SW 14-104-17-W5M.

CARRIED

Before hiring a surveyor to draft a tentative plan with the exact measurements and acreage portions, the applicant wanted to know if the County was willing to consider his request. Should Council be prepared to sell the land and close the small part of road allowance, the applicant will then hire a surveyor to start the process of a boundary adjustment and consolidation.

OPTIONS & BENEFITS:

The Planning Department has no concerns with this proposal as it will help the landowner bring his development into compliance and take on the ownership of underutilized land.

Recently a small internal study was conducted by Administration on the property values in this area. By using copies of current 'Offers to Purchase' (provided by a client) and values found on Land Titles, the average price of agricultural land has been observed as selling for approximately \$2000.00 per acre. Land for residential subdivisions is typically in the \$6000 - \$8000/acre range for this area.

Note The County has historically charged a fee in line with the value of lands for a subdivision, rather than agricultural land, when selling small parcels.*

Should Council decide to accept a farmland price, the applicant's cost to the County would be as follows: $2.06 + 0.32 \text{ ac} = 2.38 \times \$2000.00 = \$4,760.00$

Note the exact amount of acres would be determined once administration received a tentative plan from a surveyor.*

Options are to pass, defeat, or table first reading of the bylaw.

Author: _____ Reviewed by: _____ CAO: _____

COSTS & SOURCE OF FUNDING:

Funding for this closure, sale and consolidation will be the responsibility of the developer.

SUSTAINABILITY PLAN:

The Sustainability Plan does not address road closures in the Municipality. As such, the proposed land use bylaw amendment neither supports nor contradicts the Sustainability Plan.

COMMUNICATION:

The bylaw will be advertised as per Municipal Government Act requirements as well as all adjacent landowners

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That administration be authorized to sell a portion of NW 11-104-17-W5M located on the north side of Highway 697 for the purpose of consolidation into the C of T, at market value, and that the applicant covers all costs to facilitate the transaction.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1073-17 being a partial road closure bylaw to close, sell and consolidate a portion of Government Road Allowance adjacent to SW 14-104-17-W5M, subject to public hearing input.

Author: _____ Reviewed by: _____ CAO: _____

BYLAW NO. 1073-17
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF CLOSING A PORTION OF
GOVERNMENT ROAD ALLOWANCE IN ACCORDANCE
WITH SECTIONS 22, 24 AND 606 OF THE MUNICIPAL GOVERNMENT ACT,
CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000

WHEREAS, Council of Mackenzie County has determined that a portion of GOVERNMENT ROAD ALLOWANCE as outlined on Plan 172 _____ attached hereto, be subject to a road closure, and

WHEREAS, notice of intention of the Council to pass a bylaw will be published in a locally circulated newspaper in accordance with the Municipal Government Act, and

NOW THEREFORE, be it resolved that the Council of Mackenzie County does hereby close, for the purpose of consolidation, that portion of Government Road Allowance described as follows, subject to the rights of access granted by other legislation or regulations:

Area 'A' Plan 172 _____

As outlined on Plan 172 _____

READ a first time this _____ day of _____, 2017.

Bill Neufeld
Reeve

Len Racher
Chief Administrative Officer

PUBLIC HEARING held this ____ day of _____, 2017.

APPROVED this _____ day of _____, 2017.

Minister of Transportation

Approval valid for _____ months.

READ a second time this ___ day of _____, 2017.

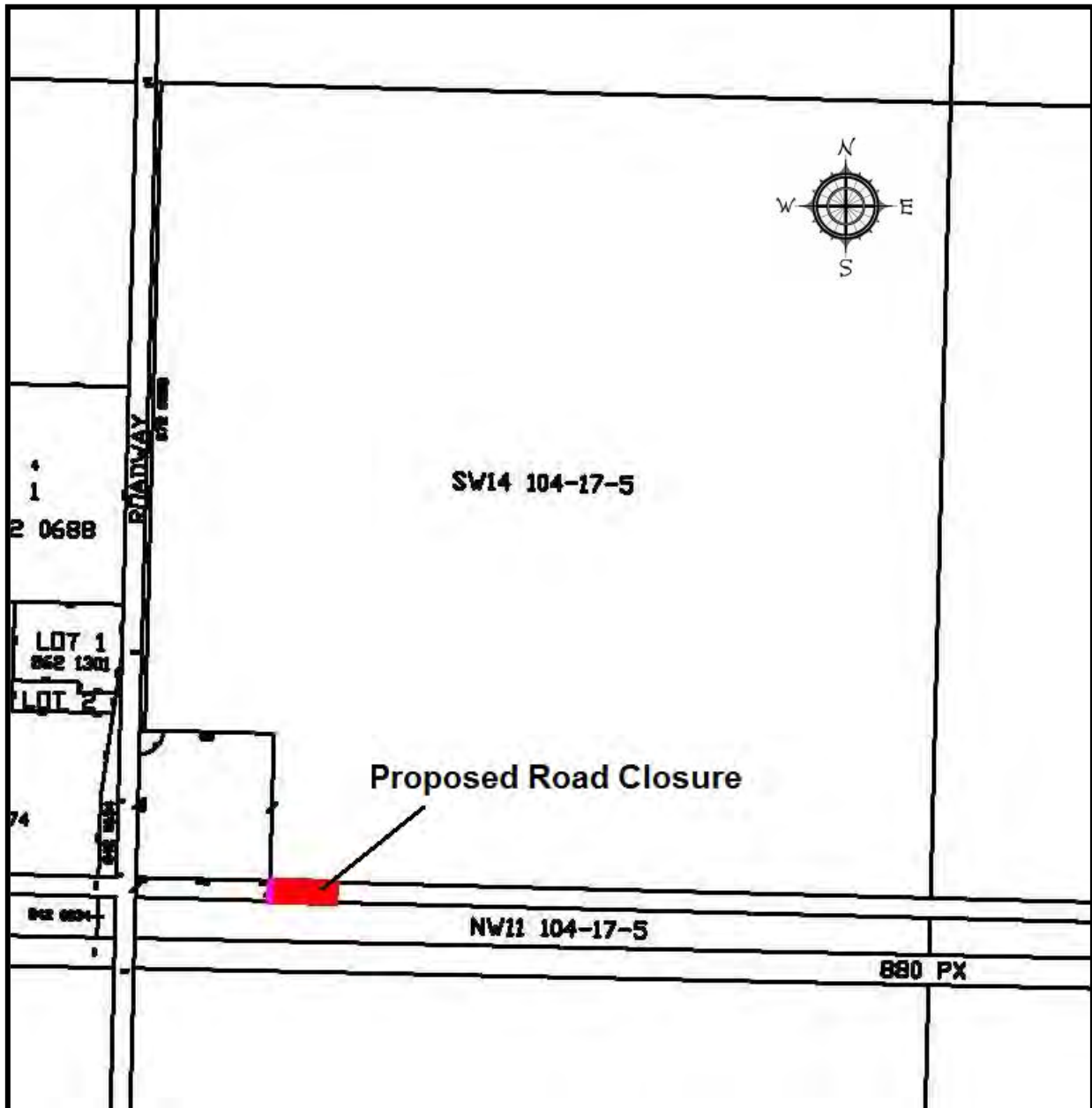
READ a third time and finally passed this ___ day of _____, 2017.

Bill Neufeld
Reeve

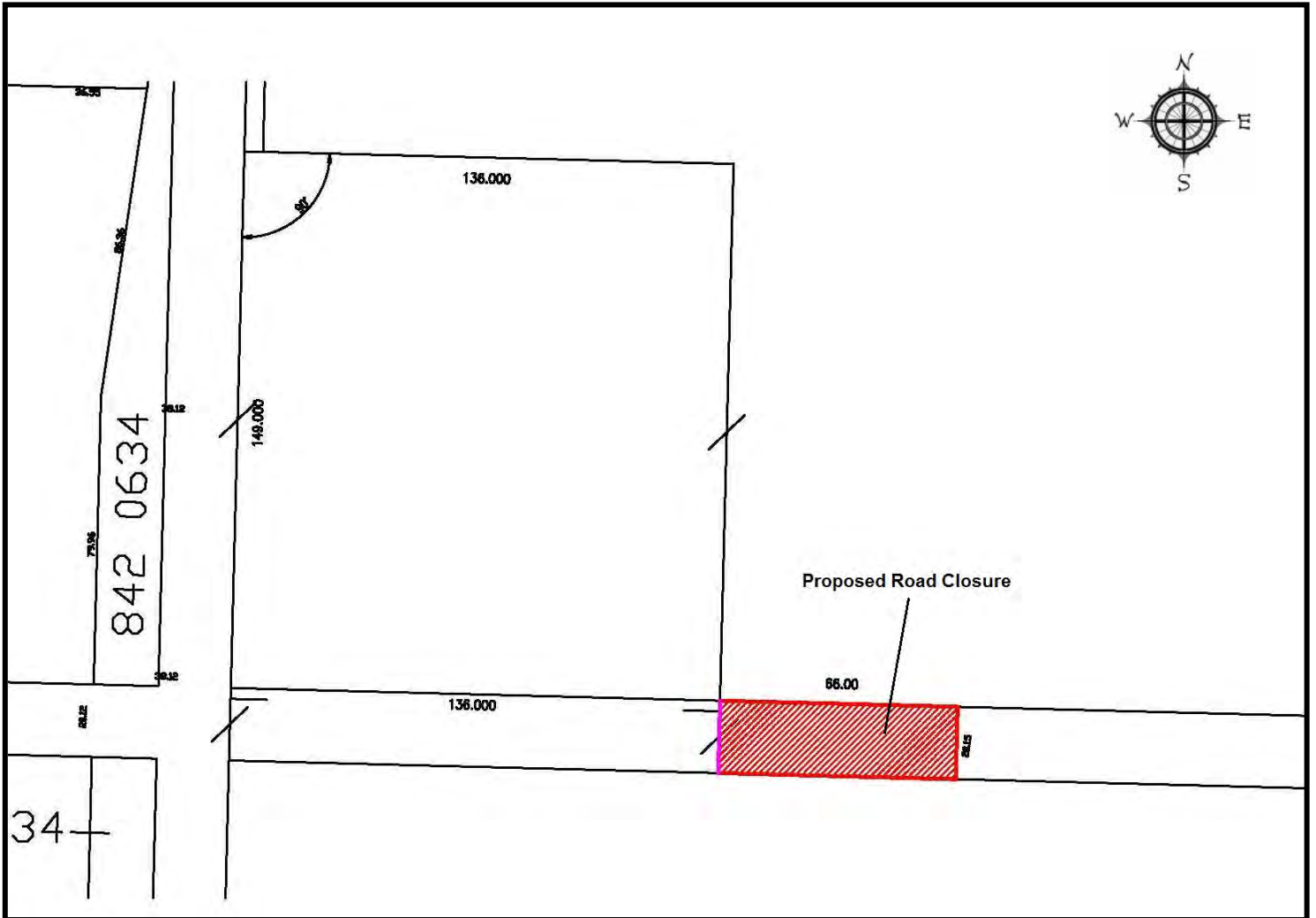
Len Racher
Chief Administrative Officer

BYLAW No. 1073-17

Plan 172 _____



BYLAW No. 1073-17





LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT <i>John P Krahn</i>		
ADDRESS <i>Box 1518</i>		
TOWN <i>LaCrete AB</i>		
POSTAL CODE <i>T0H 2H0</i>	PHONE (RES.) <i>(780) 285-9505</i>	BUS.

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF REGISTER OWNER		
ADDRESS		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS. <i>SW E</i>	SEC. <i>14</i>	TWP. <i>104</i>	RANGE <i>17</i>	M. <i>5</i>	OR	PLAN	BLK	LOT
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: *Road Closure Request* TO: _____

REASONS SUPPORTING PROPOSED AMENDMENT:

Would like to do a boundary adjustment to increase the size of my acreage.

I own a portion of closed road in which I propose to consolidate into my existing acreage along with additional lands should the County agree to sell it to me.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$*400.00*

RECEIPT NO. _____

APPLICANT _____

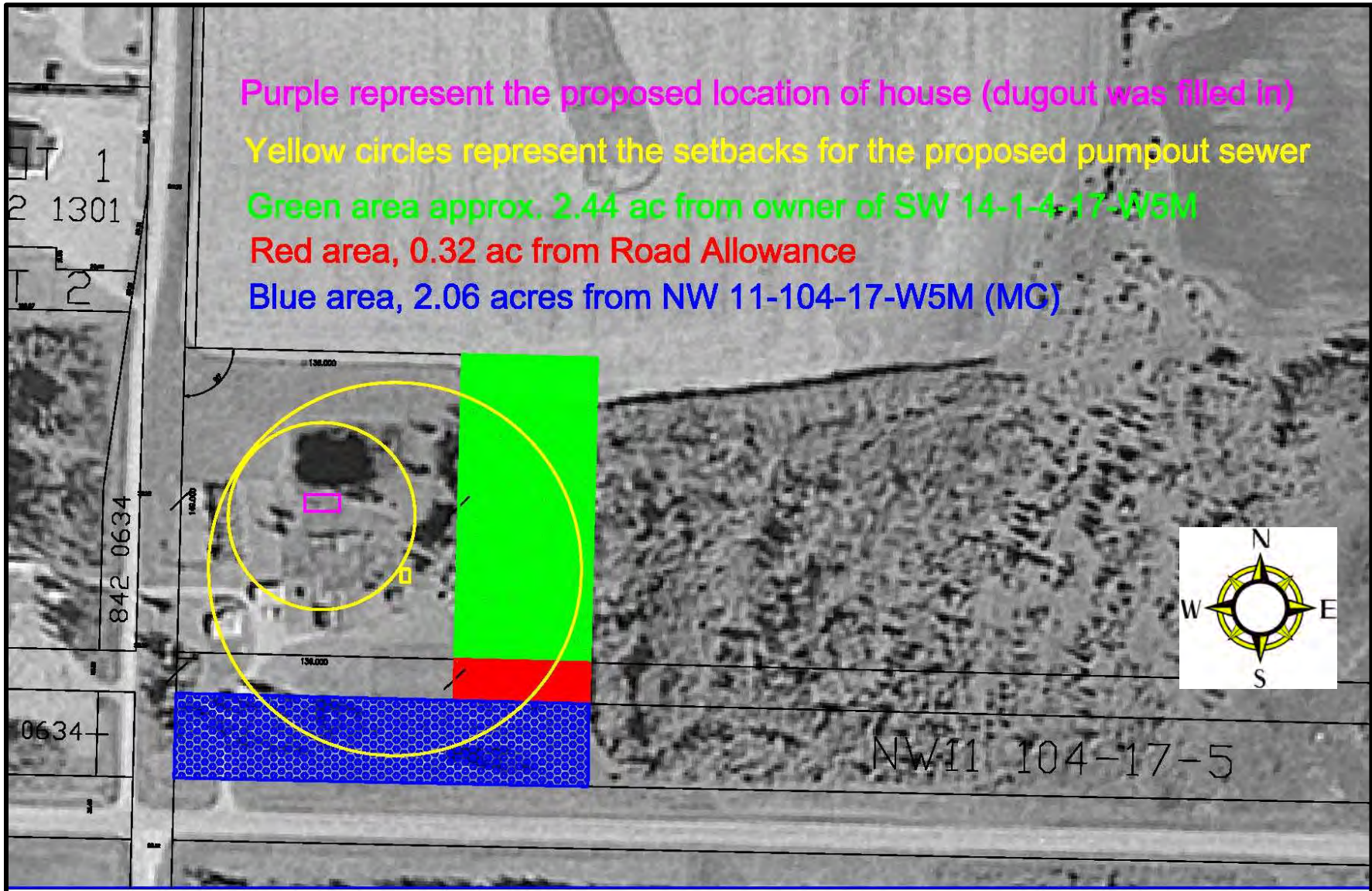
DATE _____

NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

[Signature]
REGISTERED OWNER

May 16, 2017
DATE

ROAD CLOSURE



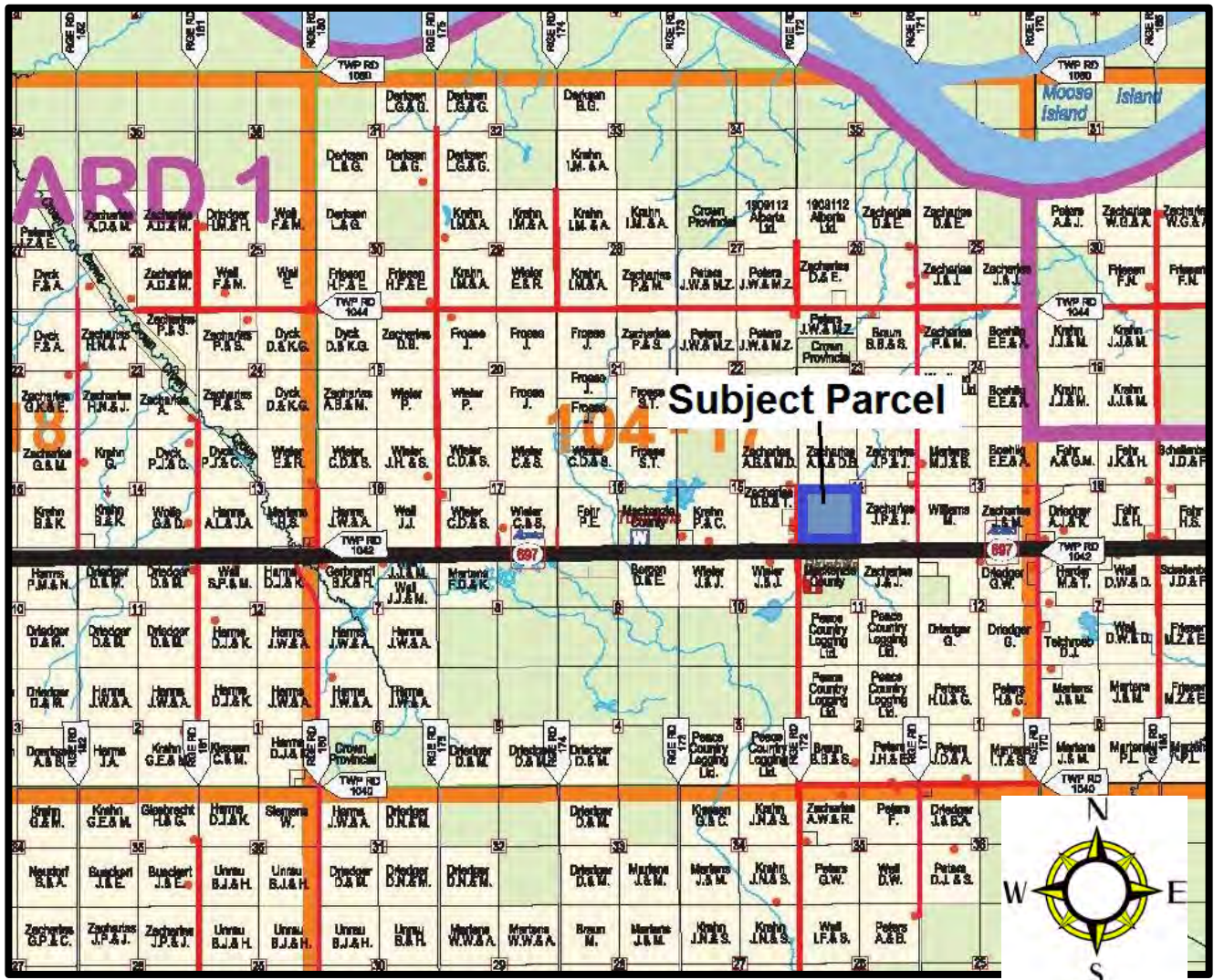
File No. Bylaw 1073-17

Disclaimer

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BYLAW AMENDMENT APPLICATION



File No. Bylaw 1073-17

NOT TO SCALE

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Mackenzie County



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Fred Wiebe, Director of Utilities
Title:	Bylaw 1074-17 Water and Sewer System

BACKGROUND / PROPOSAL:

At the June 13, 2017 Council meeting where the following motion was made administration was asked to bring back the Water and Sewer System bylaw:

UTILITIES: **15. a) Bylaw 909-13 Water and Sewer Systems**

MOTION 17-06-433 **MOVED** by Councillor Braun

That Bylaw 909-13 Water and Sewer Systems be brought back to amend sections 4.6.2 and 4.7.1 (a).

CARRIED

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

Author: S. Martens **Reviewed by:** F. Wiebe **CAO:** _____

COMMUNICATION:

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1074-17 being the Water and Sewer System Bylaw for Mackenzie County.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1074-17 being the Water and Sewer System Bylaw for Mackenzie County.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1074-17 being the Water and Sewer System Bylaw for Mackenzie County at this meeting.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1074-17 being the Water and Sewer System Bylaw for Mackenzie County.

Author: S.Martens Reviewed by: F. Wiebe CAO: _____

BYLAW NO. ~~909-13~~ 1074-17

**BEING A BYLAW OF THE MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA
RESPECTING THE WATER AND SEWER SYSTEM**

WHEREAS Part 3 Division 3 Section 7(g) of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or repealed and replaced from time to time, empower municipalities to provide municipal utility services, and

WHEREAS Mackenzie County Council may pass a bylaw governing the management of the Municipality's water system, sewer system and storm drainage system,

WHEREAS Mackenzie County operates utilities within its boundaries

WHEREAS this Mackenzie County bylaw applies to all users of municipal water and or sewer systems.

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

1. SHORT TITLE

This bylaw may be cited as the "Water and Sewer Bylaw".

2. INTERPRETATION

In this bylaw, unless the context otherwise requires,

- a) "**Authorized Employee**" is a person appointed by the County's Chief Administrative Officer to act on behalf of the County with regard to the County's water and sewer and storm drainage systems.
- b) "**Bulk Water**" means any container that exceeds 200 litres.
- c) "**CAO**" means the Chief Administrative Officer of Mackenzie County, a person duly appointed pursuant to the Municipal Government Act and the County's Chief Administrative Officer Bylaw.
- d) "**Catch Basin**" means Storm Sewer inlets that filter out debris such as leaves and litter. They are typically located next to street curbs or within Utility Right of Way.

- e) “**Code**” means the National Plumbing Code of Canada, the Safety Codes Act of Alberta – Plumbing Code Regulation, the Alberta Building Code and/or Mackenzie County’s Engineering Guidelines and/or General Municipal Improvement Standards. If a conflict exists between portions of these documents, the document with the most restrictive applicable portion shall govern.
- f) “**Commercial**” means a service provided to a commercial or industrial establishment owned and operated by a business or individual for profit, or any property assessed as a commercial or industrial property.
- g) “**Consumer**” means any individual, corporation, partnership or other legal entity that receives the Municipal Utility services and, where the context or circumstances so require, includes any individual, corporation, partnership or other legal entity who makes or has made an application for the Municipal Utility services or otherwise seeks to receive the Municipal Utility services.
- h) “**Council**” means the Council of Mackenzie County elected pursuant to the *Local Authorities Election Act*, R.S.A. 2000, c. L-21.
- i) “**County**” means Mackenzie County.
- j) “**Designate**” means a person appointed by the CAO to act on the County’s behalf with regard to the County’s Water System and Sanitary Sewer and Storm Sewer systems.
- k) “**Hamlet(s)**” means the unincorporated communities of Zama, Fort Vermilion, and La Crete as established with designated boundaries and approved by Mackenzie County.
- l) “**His**” shall mean his and/or her and/or a corporate entity, in the singular or plural, as the context requires.
- m) “**Interceptor**” means a receptacle that is installed to prevent oil, grease, sand or other materials from passing into a drainage system.
- n) “**Municipal Utility**” means the County Water System, Sanitary Sewer system and Storm Sewer system.
- o) “**Point of Delivery**” shall mean at the property line between the County’s property, right-of-way and/or easement and the Consumers property.
- p) “**Registered Owner**” means the person registered as the owner of the property pursuant to the provisions of the *Land Titles Act*, R.S.A. 2000, c. L-4.

- q) **“Rural Waterline”** a municipal potable waterline operated as a trickle system, which is not part of any Hamlet’s distribution system.
- r) **“Rural Water User”** means any Consumer, located outside of Hamlet boundaries, that is connected to the Rural Waterline.
- s) **“Sanitary Sewer”** means municipal sanitary sewer system including all mains, treatment and storage facilities.
- t) **“Storm Sewer”** means municipal storm drainage system, including ditches, Catch Basins, underground works, and outflows.
- u) **“Trickle System”** means a water distribution system with reduced pressure and flow.
- v) **“Urban Subdivided Parcel – To Rural Standards”** shall mean a lot that exists or has been allowed to be created within the boundaries of a Hamlet and not being in accordance to Hamlet lot standards by way of size and development layout. This includes subdivisions that were completed as a farmstead or homestead separation out of a quarter section and/or any lots that have been created or exist contrary to the current land use and/or the use intended as specified in the applicable Hamlet Area Structure Plan.
- w) **“Utility Connections policy”** shall mean policy UT004, Utility Connections policy, as approved by Council and as amended or repealed and replaced from time to time.
- x) **“Water System”** means municipal waterworks system including all the mains, storage and treatment facilities, and all appurtenances thereof.

3. USE AND CONTROL OF THE WATER, SANITARY SEWER AND STORM SEWER SYSTEM

3.1. GENERAL RULES

- 3.1.1. Council hereby delegate to the CAO all those powers stipulated by this bylaw to be exercised by the County and all necessary authority to exercise those powers, excluding thereout, the power to set Municipal Utility rates or enact bylaws, or do anything else reserved exclusively for Council pursuant to the provisions of the Municipal Government Act. Without limiting the generality of the foregoing, the CAO may deal with the following subject matters:
 - a) Procedures or requirements that a customer must comply with before a utility connection is installed or activated, or before a Municipal Utility services are provided, or as a condition of ongoing

- b) provision of Municipal Utility services;
 - b) Consumer accounts, including without limitation provisions or requirements concerning opening an account and making payments on the account;
 - c) Measurement of water consumption;
 - d) Procedures or requirements concerning investigating customer complaints and concerns;
 - e) Procedures or requirements for upgrading, resizing, relocating or otherwise changing a service connection, whether at the instigation of the County or at the request of the Consumer;
 - f) Turn – on and turn – off of water services, whether at the instigation of the County or at the request of a Consumer;
 - g) Supply of water for firefighting purposes, including without limitation procedures or requirements concerning the maintenance of public or private fire hydrants and permissible use of water from fire hydrants; and
 - h) Delegate any powers, duties or functions under this bylaw to an employee of the County.
- 3.1.2. All water, sewer and drainage systems must be constructed in accordance with the Code and any applicable Federal/Provincial regulatory requirements.
- 3.1.3. All construction and/or installations of utilities shall cease on November 1 of each calendar year and commence again on May 1 of each calendar year. Any variance to the mentioned dates shall be at the discretion of the CAO or Designate.
- 3.1.4. No person shall receive a Municipal Utility service without approval of the County.
- 3.1.5. No person shall do any work upon or interfere in any way with the Municipal Utility system unless specifically authorized, in writing, to do so by the CAO or Designate.
- 3.1.6. The Registered Owner of any building connected to the Municipal Utility shall, at all reasonable times allow or permit the utilities officer or Designate to enter into and upon the premises for the purpose of inspecting connections, drains, and any other apparatus used in connection with the Municipal Utility system.
- 3.1.7. The Consumer shall, at His own expense, maintain all utilities within His property lines, unless otherwise stated within this bylaw.
- 3.1.8. Service calls outside of regular working hours shall be levied a fee as per the Fee Schedule bylaw.

3.2. REQUIREMENT TO CONNECT TO WATER AND SEWER MAINS

- 3.2.1. No water and sewer connections other than that specified in the County's Land Use Bylaw shall be undertaken, unless an application for it has been approved by the County and all required permits have been issued.
- 3.2.2 Each and every dwelling and every occupied building situated on land abutting the water and/or sewer mains in the Hamlet shall be connected with connections approved by the County to the Municipal Utility.
 - a) Any Urban Subdivided Parcel – To Rural Standards shall not be required to connect to the Municipal Utility. Should the Registered Owner and/or developer desire to connect to the Municipal Utility, the utilities must be installed in accordance with the current Area Structure Plan.
- 3.2.3 If the Consumer refuses to connect within one (1) year, the County may enter on the land, building, erection, or structure to install the Municipal Utility and charge the cost thereof against the land, building, erection or structure in question, in the same manner as taxes and with the same priority as to lien and to payment thereof, as in the case of ordinary municipal taxes.
 - a) The one (1) year period shall begin when the construction of either the building, erection, structure or Municipal Utility is deemed to have been substantially completed.
- 3.2.4. At such time as the Development Permit is applied for, the Consumer shall apply for Municipal Utility services. If the application is approved by the County, the County shall provide the water and/or sewer service to the property line. All costs pertaining to the construction and supplies used for the utility service and connection shall be charged back to the Consumer.
- 3.2.5. Where a rural multi-lot subdivision is developed immediately adjacent to the Rural Waterline, each lot shall be serviced at a minimum, in accordance with the development application, to the property line.
 - a) The developer shall provide a meter lift for the purpose of regulating water flow and protection of the water meter. The servicing shall be completed using products equivalent to the products the County uses when installing Rural Waterline services.
 - b) The developer shall pay the County a fee, as specified in the Fee Schedule bylaw and as required within the development agreement, as compensation for the cost of the Rural Waterline.
- 3.2.6. Potential Rural Water Users that are not part of a rural multi-lot subdivision

may be given the option to connect to the Municipal Utility.

3.3. TAPPING WATER AND SEWER MAINS

- 3.3.1. No person except Authorized Employees of Mackenzie County, or persons authorized by the County, shall make any connection to any Municipal Utility.
- 3.3.2. All water service/sewer pipes laid in private property, between the property line and the water meter, and all sewer service pipes laid in private property, between the property line and the interior of the building, shall be of a material that meets the Code.
- 3.3.3. No connection shall be made to the water service pipe between the property line and the water meter, unless such connection is metered and is approved by the CAO or Designate.
- 3.3.4. Unless otherwise approved in writing by a certified engineer, all sewer connections must have a backflow prevention device installed, and such device must meet the Code and may be inspected by the County. All tapping and backfilling shall be done to meet the Code and be at the cost of the developer.
- 3.3.5. A separate and independent utility service connection shall be provided to every lot, or, to every unit that is divided vertically through all levels, where the subdivision of the building and property may occur at a later date (eg. dwelling-duplex, dwelling-multiple)

3.4. INSPECTIONS

- 3.4.1. All connections shall be inspected and approved by an Authorized Employee prior to back fill. Any damage during backfilling shall be the responsibility of the Registered Owner. If any connections to the Municipal Utility are covered or concealed before it is inspected, or tested, it shall be uncovered if the Authorized Employee so directs.
- 3.4.2. Due to the potential impact on the Municipal Utility, before any repairs to utilities on private property are started, the County must be notified of the existing problem and the timeframe and method of the proposed repairs.
 - a) Any required repairs performed by a Consumer to a utility service, where there is the potential need to excavate on County property, shall receive prior written approval from the CAO or Designate.
- 3.4.3. A minimum of one (1) working day notice is required for all inspections. If the inspection is an urgent situation requiring a response in less than the

required one (1) working day, and the County agrees to respond in less than one (1) working day, the cost of responding to such a request may be billed at a rate in accordance with the Fee Schedule bylaw, in addition to normal fees to the person, corporation, or other such entities to whom the Municipal Utility charges are being billed, have been billed or will be billed.

3.5. ADMINISTRATION OF WATER AND SEWER COSTS

- 3.5.1. All Municipal Utility accounts shall be approved by the Registered Owner of the property. Any charge on a Consumer's account remaining unpaid after the due date will be in arrears and constitute a debt owing to the County and is recoverable by adding the outstanding account balance to the tax roll of the Registered Owner of the property.
- 3.5.2. Municipal Utility service charges and rates shall be levied and collected from Consumers connected to and utilizing the Municipal Utility system in accordance with the Fee Schedule bylaw.
- 3.5.3. Mackenzie County may shut off or discontinue water service for non-payment of account or failure to make application for a Municipal Utility connection. Fee to reconnect such service as per the Fee Schedule bylaw.
- 3.5.4. Failure of the Consumer, being charged for water service, to receive a statement of account shall in no way affect the liability of such Consumer to pay such levies and charges.

4. WATER SYSTEM

4.1. TAMPERING AND CROSS CONNECTIONS

- 4.1.1. No person shall cause or permit the breaking, damaging, destruction, defacing or tampering with any part of the water services or any permanent or temporary device installed in the water services for the purpose of measuring, sampling and testing of matter in the water services, and any person who does perform such acts shall be liable for any damage incurred.
- 4.1.2. No Consumer of any house, building or other premises which is connected to the Water System shall increase the supply of water beyond that fixed by the rating of the premises.
- 4.1.3. No person shall connect, cause to be connected or permit to remain connected to the Water System a cross connection that has not been adequately protected and approved by the County.

4.1.4. Where the County believes a cross connection exists in contravention to Subsection 4.1.2, the County may carry out an inspection:

- a) upon reasonable notice to the Consumer;
- b) without notice where the County believes that an immediate threat of contamination to the Water System exists

4.1.5. Upon inspection, where the County continues to believe that a cross connection exists in contravention of Subsection 4.1.2, the County may terminate the water service to that parcel or premises with reasonable notice, and where the County believes that such a cross connection poses an immediate threat of contamination of the Water System, the County may terminate such water service without notice.

4.2. GENERAL RULES

4.2.1. The Consumer shall be liable for the costs of installations of all piping within His own premises including the piping from the Point of Delivery to the buildings and shall assume all risk and responsibility with respect to such piping and His equipment and protection of the same.

4.2.2. Any such piping shall be done in conformity with all by-laws and Codes.

- a) The County shall have the right to inspect such piping but such inspection shall not relieve the Consumer of His responsibility.

4.3. WATER METERS

4.3.1. Each and every water service attached to the Water System shall be metered and the water consumed, as indicated by the meter, shall be paid for in accordance with the Fee Schedule bylaw.

4.3.2. All water meters shall be supplied and installed by Authorized Employees of Mackenzie County or person authorized by the County, at the expense of the Consumer, as per the Fee Schedule bylaw.

4.3.3. All meters, are and shall remain the property of Mackenzie County and as such shall be moved, changed, repaired, etc. only by Authorized Employees of Mackenzie County or person authorized by the County, and at the discretion of the County.

4.3.4. All water meters and remote readers must be installed in an approved location set by the utilities officer, with input from the Consumer, and be readily accessible to authorized person for the purpose of reading, inspecting or changing same.

- 4.3.5. The Consumer shall give access to Authorized Employees of Mackenzie County, or person authorized by the County, to a meter for the purpose of reading, inspecting, or changing same, and shall be responsible to keep said meter free from damage. The Consumer shall be liable for any damage which occurs to the meter.
- 4.3.6. The Consumer must report to Mackenzie County any damage caused to the water meter within one regular working day upon discovering the damage.
- 4.3.7. Any damage caused to meters and/or remote water meter readers by, but not limited to, abuse, tampering, freezing or hot water shall be considered the responsibility of the Consumer, and all repairs shall be assigned to the account of the Consumer.
- 4.3.8. An Authorized Employee of Mackenzie County, or person authorized by the County, may undertake water meter repairs and/or replacements, and charge all costs to the account of the Consumer.
- 4.3.9. Repairs necessitated to meters through normal operation and wear and tear will be repaired by the County, and will be considered as an operating expense and as such, charged to the Utilities Department.
- 4.3.10. No meter by-pass line shall be installed without having obtained prior written approval by the CAO or Designate.
 - a) Where a by-pass line and valve are installed around the meter, this valve shall be sealed and the seal is not to be broken. In the case of an emergency, the seal on a by-pass valve may be broken.
 - b) The breaking of any seals whether by accident or emergency shall be reported immediately to the County.
- 4.3.11. Should any Consumer claim a meter is not reading properly, the Consumer shall pay a fee to the County, the sum set out in the Fee Schedule bylaw, to have the meter tested. The meter will then be removed from service and given a proper bench test. Should the said meter be found to over read by more than 3%, the Consumer shall be refunded their fee. Any meter which meets the requirements previously stated shall be considered adequate and the Consumer shall forfeit the said fee to the County to cover costs of removal and testing of the said meter. All conveniences during business hours shall be afforded the Consumer to witness meter tests.
- 4.3.12. The size of all meters installed shall be determined by the County and

will not necessarily conform to the size of service pipe installed in the building, but will be based on the estimated rate of consumption.

- 4.3.13. Should a meter cease to operate between reading periods; billing of the account will be done on an estimated consumption for the period. This estimate will be based on previously obtained consumption figures.

4.4. FIRE HYDRANTS AND VALVES

- 4.4.1. Except as hereinafter provided, no person other than authorized person set out by the County shall open, close, operate, or interfere with any valve, hydrant, or draw water there from.
- 4.4.2. The Chief of a Rural Fire Protection Association or a Voluntary Fire Brigade, His assistants and officers, are authorized to use the hydrants for the purpose of extinguishing fires, for making trail of hose pipe or for fire protection, but all such uses shall be under the direction and supervision of the said Chief or His authorized assistants and in no event shall an inexperienced or incompetent person be permitted to manipulate or control in any way any hydrant.
- 4.4.3. No person shall in any matter obstruct the free access to any hydrant or valve or curb stop. No vehicle, building, rubbish or any other matter which could cause obstruction shall be placed nearer to a hydrant than the property line of the street in which the hydrant is located, nor within twenty (20) feet of the hydrant in the direction parallel with the said property line. Fines for violations will be charged in accordance with the Fee Schedule bylaw.

4.5. CONNECTION OR DISCONNECTION OF WATER SERVICES

- 4.5.1. A minimum of one (1) working day notice is required for connection or disconnection of water services. If the service connection or disconnection requires a response in less than one (1) working day, and the County agrees to respond in less than one (1) working day, the fee for responding to such a request may be billed at a rate in accordance with the Fee Schedule bylaw.
- 4.5.2. After any construction, reconstruction, alteration, change or the completion of any work requiring a permit, water shall not be turned on to any building or premises until the work has been done to the satisfaction of a Mackenzie County employee or person authorized by the County.
- 4.5.3. Water shall be turned on or off at the curb stop only by Mackenzie County employees, or person authorized by the County.

- 4.5.4. The County shall not be held responsible for damages caused within a residence, or other building, as a result of turning water on or off at a curb stop.

4.6. RESALE AND WASTING OF WATER

- 4.6.1. No residential customer of any house, building or other premises which is connected to the Water System, shall vend, sell, or dispose of Bulk Water therefrom, or give away, or permit the same to be taken or carried away.

- 4.6.2. A Consumer shall not use water from the Water System, or allow water obtained from the Water System to be used:

- a) In an unauthorized manner;
- b) In a manner that will impede water use by other Consumers;
- c) Unless a Municipal Utility account has been opened by the Consumer; or
- d) Unless the water has first passed through a meter

- 4.6.3. A Consumer shall not vend or sell water withdrawn from a private well within hamlet boundaries.

4.7. WELLS AND OTHER SOURCES OF SUPPLY OF WATER

- 4.7.1. No Consumer located in a Hamlet, other than an Urban Subdivided Parcel – To Rural Standards, shall use any source of water supply other than the municipal Water System without ~~the written consent of the CAO or Designate~~ a motion of Council.

- a) Any such permission may be withdrawn by order of ~~the CAO or Designate~~ Council at any time, without notice, and no person shall use a well or other source of supply of water after a permit for use of the same has been withdrawn.
- b) Should any other source of water supply other than the municipal Water System be approved its use shall only be used for non-potable purposes and shall have no effect on the municipal wastewater system.

4.8. RURAL WATERLINE CONNECTIONS

- 4.8.1. All Municipal water lines located outside of any Hamlet boundary be deemed as Rural Waterlines and all **new** residential connections require meter pits with flow restrictors. Industrial / commercial connections shall be reviewed and approved by Council / CAO on a case by case basis.

- 4.8.2. A Registered Owner requesting a water service from the Rural Waterline

shall apply for Municipal Utility services. If the application is approved by the County, the County shall provide the water service to the property line.

- 4.8.3. Where water service has been brought to the property line of a vacant parcel of land, the developer and/or Registered Owner of the property is required to connect to the water service and pay for the costs of the same upon the construction and/or placement of any dwelling or occupied building on the lands.
- 4.8.4. The Consumer shall pay a fee as set out in the Fee Schedule bylaw for the connection to the Rural Waterline.
- 4.8.5. The County shall sell and deliver water to the Consumer, so far as is practical to do so at the service location indicated in the Utility Connections policy. The County will install and operate the Rural Water Line as a Trickle System at a maximum rate of 1 gallon per minute for residential users and 2 gallons per minute for Commercial users, unless otherwise approved in writing by the CAO.
- 4.8.6. Title of water supplied by the County shall pass from the County to the Consumer at the outlet of the meter lift.
- 4.8.7. The Consumer shall not add or sell water to other structures, including houses, trailers, or businesses that are not directly owned by him, exist on the serviced yard and/or are further than 200 meters from the primary dwelling, unless approved in writing by the CAO or Designate. The County reserves the right to discontinue service to the primary service location on the decision of the County that a service violation has been installed.
- 4.8.8. In the event that the Consumer subdivides the parcel of land to which water is supplied hereunder, the water service shall apply to that portion of the subdivided land upon which the Point of Delivery is located.
 - a) Water service shall only be available to the other subdivided parcel or parcels pursuant to a new application being submitted and subsequently being approved by the County.
- 4.8.9. The Consumer must construct, at His own sole cost and expense, a holding tank for reserve purposes that will be suitable and adequate for His anticipated water requirements. Anticipated water requirement shall be calculated as specified within Mackenzie County's Engineering Guidelines and/or General Municipal Improvement Standards

5. SANITARY SEWER AND STORM SEWER SYSTEM

5.1. SEWER SYSTEM

- 5.1.1 No person shall turn, lift, remove, or tamper with the cover of any manhole, ventilator, or other appurtenance of any Hamlet's sewer, except Mackenzie County employees, or person authorized by the County.
- 5.1.2 No person other than Mackenzie County employees, or person authorized by the County, shall cut, break, pierce, or tap any Hamlet sewer or appurtenance thereof, or induce any pipe, tube, trough, conduit, or appurtenance thereof, into any Hamlet's sewer.
- 5.1.3 No person shall interfere with the free discharge of any Hamlet's sewer, or part thereof, or do any act or thing which may impede, obstruct the flow, or clog up any Hamlet's sewer or appurtenance thereof.
- 5.1.4 Provisions of Interceptors:
- a) All establishments defined in the Code as requiring an Interceptor shall install and maintain the appropriate Interceptor as specified in the Code.
 - b) All Interceptors shall be:
 - 1) of a type and capacity approved and certified under the Code,
 - 2) located to be readily and easily accessible for cleaning and inspection, and,
 - 3) maintained by the Registered Owner or occupier at His expense.

5.2. USE AND PROTECTION OF SANITARY SEWER SYSTEM

- 5.2.1. No person shall without the prior written approval of the County, discharge, deposit, or cause or permit the discharge or deposit into a Sanitary Sewer system the following:
- a) Matter which because of its type, temperature or quantity, may be or may become a health or safety hazard to any person or which may or may become harmful to a Sanitary Sewer system or the operation thereof, or which may cause the Sanitary Sewer system's effluent or operation to contravene any federal, provincial or local legislation or requirement;
 - b) Matter which, because of its type, temperature or quantity, may cause the restriction or blockage of the Sanitary Sewer system;
 - c) Matter that may cause an offensive odor to emanate from a Sanitary Sewer system;
 - d) Subsurface drainage, including weeping tile drainage;
 - e) Water that had originated from a source separate from the Water System of the County, unless there is no Water System abutting the premises;

- f) Matter resulting from site remedial activities at spill sites or at petroleum leak sites, and
- g) Hauled sewage in any amount without the prior written approval from the County

5.2.2. Any person who releases or causes or permits the release into any Storm Sewer system any matter set out in Section 5.2.1 above shall:

- a) Notify the County immediately upon becoming aware of the release;
- b) Provide the County with information respecting the release, to the satisfaction of the County;
- c) Be liable for all costs incurred by the County respecting the release for containment, sampling, testing, removal, cleanup, disposal and any other related activity.

5.2.3. Mackenzie County employees, or person authorized by the County shall have the right at all reasonable times to enter dwellings or structures which have been connected with the Hamlet Sanitary Sewer system. The County shall have the power to stop or prevent any person from discharging into the Sanitary Sewer system any substances which are set out in Section 5.2.1.

5.3. USE AND PROTECTION OF THE STORM SEWER SYSTEM

5.3.1. No person shall, without the County's prior written approval, release matter of any kind listed below into any land drainage works, private bench drains, or connections to any Storm Sewer system:

- a) Matter which because of its type may:
 - 1) Interfere with the proper operation of a Storm Sewer;
 - 2) Result in a hazard to any person, animal, property or vegetation;
 - 3) Impair the quality of water in any well, lake, river, pond, spring, stream, reservoir or other water or watercourse;
 - 4) Result in a contravention of any federal, provincial or municipal legislation including an approval, requirement, direction or other order issued by Alberta Environmental Protection or other enforcing agency with respect to the Storm Sewer or its discharge;
- b) Matter containing more than fifty (50) milligrams per liter of suspended solids;
- c) Mater containing dyes or coloring material which discolor the water;
- d) Matter containing solvent extractable matter or vegetable origin or a mineral or synthetic origin which causes a visible film, sheen or discoloration on the water surface;
- e) Any matter which by itself or in combination with other substances is

- capable of causing or contributing to any explosion or supporting combustion;
- f) Matter that is considered Sanitary Sewer sewage

5.3.2. Any person who releases or causes or permits the release into any Storm Sewer system any matter set out in Section 5.3.1 above shall:

- a) Notify the County immediately upon becoming aware of the release;
- b) Provide the County with information respecting the release, to the satisfaction of the County;
- c) Be liable for all costs incurred by the County respecting the release for containment, sampling, testing, removal, cleanup, disposal and any other related activity.

6. CONTRAVENTION

6.1. A person who contravenes a provision of this Bylaw is guilty of an offence and is liable to a fine in an amount not less than that established in the Fee Schedule bylaw and not exceeding \$10,000.00.

6.2. Without restricting the generality of section 6.1, the fine amounts established for use on violation tickets if a voluntary payment options is offered are as set out in the Fee Schedule bylaw

6.3. A bylaw enforcement officer may issue a violation ticket to any person whom the bylaw enforcement officer has reasonable and probable grounds to believe has contravened any provision of this bylaw

6.4. A violation ticket issued with respect to a contravention of this bylaw shall be served upon the person responsible for the contravention in accordance with the *Provincial Offences Procedure Act*.

6.5. If a violation ticket is issued in respect of an offence, the violation ticket may:

- a) Specify the fine amount established by the Fee Schedule bylaw for the offence; or
- b) Require a person to appear in court without the alternative of making a voluntary payment.

6.6. A person who commits an offence may:

- a) If a violation ticket is issued in respect of the offence; and
- b) If a violation ticket specifies the fine amount established by the Fee Schedule bylaw for the offense;

Make a voluntary payment equal to the specified fine.

- 6.7. When a clerk records in the court records the receipt of a voluntary payment pursuant to the Fee Schedule bylaw and the *Provincial Offences Procedures Act*, the act of recording receipt of that payment constitutes acceptance of the guilty plea and also constitutes a conviction and the imposition of a fine in the amount of the specified penalty.

7. RESCINDING OF FORMER BYLAWS

- 7.1. This Bylaw hereby rescinds Bylaw ~~849-12~~ 909-13.

8. DATE OF COMMENCEMENT

- 8.1. This Bylaw shall take effect after receiving three readings.

READ a first time this ____ day of _____, 2017.

READ a second time this ____ day of _____, 2017.

READ a third time and finally passed this ____ day of _____, 2017.

Bill Neufeld
Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 28, 2017
Presented By:	Len Racher, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Action List
- Correspondence – Town of Manning (NWSAR Committee Membership)
- Correspondence – Parks Canada (Disease Risk Bison)
- Correspondence – Minister of Small Business & Tourism (NWSAR Meeting Request)
- Correspondence – Community Facility Enhancement Program (La Crete Splash Park Letter of Support)
- Correspondence – Alberta Environment and Parks (Caribou)
- Correspondence – Alberta Municipal Affairs (Mineral Surface Leases)
- Correspondence – Canadian Union of Postal Workers (Recommendations of the Standing Committee on Government Operations and Estimates)
- Correspondence – Alberta Transportation (Blue Hills Site 2 – Culvert Crossing – STIP Funding)
- AAMDC Resolution Process
- AUMA Board News
- High Level Forests Public Advisory Committee Meeting Minutes
- Alberta Trappers Association Annual Rendezvous
-
-
-
-
-
-

Author: CG Reviewed by: CG CAO: _____

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

Mackenzie County Action List as of June 13, 2017

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.	Doug	Waiting for road closures, could be August or September 2017
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.	CAO	Discussed with Debbie Jabbour. She suggested a potential ring road joined with Assumption Hill and Zama Access and possibly incorporate the LOC in motion 15-03-191
March 10, 2015 Council Meeting			
15-03-191	To ensure, assist and stimulate the continued financial and economic growth and well-being of our oil and gas industry, that Mackenzie County explore transferring the following LOC roads to Mackenzie County: Zama Plant Road approximately 47 kilometers (connecting Zama Access with the Assumption High Grade) and the first approximately 60 kilometers of the Shekilie Road.	CAO	Waiting for a reply from Env. & Parks on the process to attempt to transfer the LOC's. Potentially a project in conjunction with the Zama Access Road in the above motion 13-05-375
July 29, 2015 Council Meeting			
15-07-531	That administration be authorized to negotiate a Mutual Aid Agreement with Tall Cree First Nation.	Doug	Waiting on agreement to be signed and returned
February 9, 2016 Regular Council Meeting			
16-02-093	That administration draft a policy for the appointment of Members at Large.	Carol	Completed.
February 22, 2016 Council Meeting			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Initial report received, still awaiting final report Investigated by Director of Surveys. Anticipate a couple year deadline.
March 8, 2016 Regular Council Meeting			
16-03-178	That administration pursues taking possession of the southerly gravel pit lease DRS 834, and delays pursuing possession of the northerly gravel pit lease DRS 780149.	Dave	Waiting for a response from Scott at Land and Lease
March 23, 2016 Regular Council Meeting			

Motion	Action Required	Action By	Status
16-03-216	That administration proceeds with obtaining access in Mackenzie County's name for the E½ 30-101-17-W5M and the S½ 3-102-17-W5M.	Dave	In progress (Roads to New Lands – Blue Hills) Awaiting announcement
May 10, 2016 Regular Council Meeting			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> cancel PLS 080023; pursue acquisition of land parcels as identified on the map presented in red; identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator. 	Don	PLS Cancelled Need to submit 2 different applications. Asset list with all leases, caveats, dispositions, easements, etc Waiting for a response
June 14, 2016 Regular Council Meeting			
16-06-440	That Bylaw 1030-16 being a road closure bylaw for the closure of government road allowance between Section 28 and 29 Township 108, Range 13, W5M for the purpose of consolidation be forwarded to the Minister of Transportation for approval.	Byron	Waiting for Ministerial Order
16-06-441	That Bylaw 1031-16 being a road closure bylaw for the closure of all of Plan 2982PX within SE ¼ Section 28, Township 108, Range 13, W5M lying north and east of Plan 1508PX for the purpose of consolidation be forwarded to the Minister of Transportation for approval.	Byron	Waiting for Ministerial Order
16-06-442	That Bylaw 1032-16 being a road closure bylaw for the closure of all of the uncanceled portion of Plan 2144EU within SE ¼ Section 28, Township 108, Range 13, W5M lying northeast of Plan 1508PX and northwest of Plan 2982PX for the purpose of consolidation be forwarded to the Minister of Transportation for approval.	Byron	Waiting for Ministerial Order
16-06-443	That Bylaw 1033-16 being a road closure bylaw for the closure of all of the uncanceled portion of Plan 2144EU within SE ¼ Section 28, Township 108, Range 13, W5M lying south of Plan 2982PX for the purpose of consolidation be forwarded to the Minister of Transportation for approval.	Byron	Waiting for Ministerial Order
July 12, 2016 Regular Council Meeting			
16-07-526	That the County pursue purchasing the leased lands at the Wadlin Lake and Hutch Lake campgrounds.	Doug Len	Request made to Minister. Ordered Wadlin survey. See motion 17-03-222 about project specifics.
16-07-529	That the County agree to the request from Alberta Transportation to create a municipal road allowance on the 14 km access from the Wentzel River to the Peace River crossing accessing Fox Lake and that the County	CAO Bill K.	Feb 2017 - Received direction form GOA to proceed with First Nations Consult.

Motion	Action Required	Action By	Status
	not be responsible for capital, operational and maintenance costs; or liability for the public road way and the ferry/ice-bridge.		Waiting for response from A.T. on status
August 9, 2016 Regular Council Meeting			
16-08-570	That administration meet with sawmills/forestry companies in regards to summer log hauling and Road Use Agreements.	Dave	LC Sawmills – current Norbord – seeking legal opinion Tolko & Evergreen – waiting for Norbord’s model
16-08-599	That administration proceed with registering the utility right of way on NE 3-106-15-W5M and NW 3-106-15-W5M. (La Crete SE Drainage Ditch)	Byron	Re-negotiating with landowners.
August 24, 2016 Regular Council Meeting			
16-08-649	That administration be authorized to place pit run on a section of trail through section 7-108-9-W5M up to a maximum of \$3,000 with funding coming from the operating budget.	Dave	Completed.
16-08-656	That administration draft an endeavor to assist policy for lateral water lines.	Fred	2017-06-27 COW meeting presentation
September 13, 2016 Regular Council Meeting			
16-09-630	That the range management plans for Northwestern Alberta address the future of both Wood Bison and Woodland Caribou within the existing protection areas.	Byron	Draft report release prior to 2017-06-26
October 11, 2016 Regular Council Meeting			
16-10-743	That Mackenzie County proceeds with acquiring the additional right-of-way from SE 17-106-15-5 that is required for future road improvements in the Hamlet of La Crete.	Byron	Tammy from E.&P. noted amendments to the Rec Lease
October 25, 2016 Organizational Council Meeting			
16-10-753	That Bylaw 977-14 Organizational and Procedural Matters of Council, Council Committees and Councillors be brought back with the following amendments: <ul style="list-style-type: none"> Section 60 – remove “by providing a statutory declaration or affidavit sworn or declared before the CAO or Commissioner for Oaths prior to the next regular Council meeting”. Include a section to allow for the rotation of the Chair. 	Carol	2017 Organizational Meeting
November 23, 2016 Regular Council Meeting			
16-11-868	That Mackenzie County initiate discussions with First Nations with the intention of creating a Memorandum of Understanding for a communication protocol between Mackenzie County and our First Nation neighbours.	Doug	Working on establishing relationships that will inform the communication protocol
16-11-879	That Mackenzie County requests the Registrar to cancel	Karen	Title has changed to

Motion	Action Required	Action By	Status
	the existing Certificate of Title for the following parcels of land and issue new Certificates of Title in the name of Mackenzie County. <ul style="list-style-type: none"> Tax Roll 219457 		Mackenzie County. Waiting to receive certificate in the mail.
16-11-880	That the following properties remain in the current owners name and that the County continues to attempt to collect property taxes and that the property be inspected and reassessed. <ul style="list-style-type: none"> Tax Roll 300574 	Karen	Property has been re-assessed and included in the 2017 tax run
December 13, 2016 Regular Council Meeting			
16-12-913	That administration change equipment values as determined and to engage in an appraisal for buildings over \$100,000 as per amended list in 2017.	Karen Doug	Waiting on appraisal service
January 9, 2017 Regular Council Meeting			
17-01-011	That the request to alter fire invoicing process with the Town of High Level be discussed at the 2018 review of the Regional Service Sharing Agreement.	Len	RRSA Review in 2018
January 23, 2017 Regular Council Meeting			
17-01-071	That direction be given by Council to Erick Carter on or before June 30, 2017 regarding the P3 Fire Hall Proposal.	Byron	Letter to Erick notifying council decision.
February 14, 2017 Regular Council Meeting			
17-02-113	That third reading of Bylaw 1050-16 being a Land Use Bylaw Amendment to rezone part of SE 16-106-15-W5M from La Crete General Commercial District "GC1" to Manufactured Home Subdivision 1 "MHS1" to accommodate the development of residential lots be TABLED until the area structure plan and servicing requirements have been reviewed for the area.	Byron	In discussion with the developers Summer 2017 plans
March 14, 2017 Regular Council Meeting			
17-03-192	That administration apply for federal grant funding for the following projects: <ul style="list-style-type: none"> Blue Hills Waterline Waterline north of the Peace River 	Fred	Waiting for program announcement and opening for applications
March 29, 2017 Regular Council Meeting			
17-03-222	That the budget be amended to include \$15,000 for the Wadlin Lake Land Purchase project, for the purpose of completing the land survey, with funding coming from the Parks & Recreation Reserve and that administration move forward with completing the survey and that administration bring back costs relating to First Nations Consultation prior to initiating the consultation process.	Karen Doug	Additional funds reflected in the final budget Contractor has been secured to complete survey
April 11, 2017 Regular Council Meeting			
17-04-250	That the First Nations Consultation Session in Edmonton on April 26, 2017 be received for information and that administration formulates a written submission for review by Council.	Doug	Written submission to 2017-06-27 COW Meeting for review

Motion	Action Required	Action By	Status
17-04-254	That administration bring back options for an additional sub-class under residential for lots too small to legally develop.	Karen Byron	Waiting on second opinion
17-04-278	That the Community Services Committee be authorized to open the Playground Equipment Tenders, and bring a recommendation to Council for awarding.	Doug	Completed. Council 2017-06-13
April 26, 2017 Regular Council Meeting			
17-04-319	That administration proceed with the gravel negotiations as discussed.	Dave	See motion 16-03-178
May 9, 2017 Regular Council Meeting			
17-05-324	That the La Crete Recreation Board be authorized to proceed and that the funding be released for the La Crete Splash Park project according to budget.	Karen	Cheque request made to Accounts Payable on 2017-06-19
17-05-325	That the budget be amended to include an additional \$382,500 for the La Crete Recreation Board – Dressing Room Expansion, Lobby Renovation and Arena entrance upgrade with funding coming from the General Capital Reserve for a total project cost of \$482,500 and that administration bring back alternate funding options.	Karen	Completed.
17-05-336	That Bylaw 1063-17 being a Road Closure Bylaw to close a portion of Road Plan 3884PX for the purpose of consolidation be forwarded to the Minister of Transportation for approval.	Byron	Has been forwarded to the Minister. Waiting for approval.
17-05-340	That the 2017 Regravelling Program Tender be awarded to the lowest qualified bidder of each schedule.	Dave	Completed.
17-05-341	That Mackenzie County sponsor the 2017 Trappers Rendezvous as the Ultimate Trapper Competition Sponsor and the Fur Handling Competition Sponsor in the amount of \$6,000.00 with funding coming from the General Operating Reserve.	Karen	Completed.
17-05-343	That the Fee Schedule Bylaw be brought back with the addition of the following roads to the TRAVIS Permits for Over Weight and Over Dimensional Vehicles: • Heliport Road • Golf Course Road (High Level)	Carol	Completed.
17-05-346	That the quote from Tiger Calcium be accepted as it has been a proven product and the application process is measurable, and that the lowest quote from Sands be accepted for the oil product for the 2017 dust control program.	Dave	Completed.
17-05-348	That a letter be sent the Minister of Municipal Affairs in regards to the ability to assess Mineral Surface Leases.	Len	Completed.
17-05-360	That administration proceeds with the land negotiations	Fred	Purchased, sub-dividing

Motion	Action Required	Action By	Status
	as discussed.		and title transfer in progress
May 24, 2017 Regular Council Meeting			
17-05-370	That administration re-advertise the Asbestos Abatement from a Two Story Office Building – Fort Vermilion, AB tender and increase advertising.	Doug	Council Meeting 2017-06-28
17-05-381	That Mackenzie County pay for the flags and install them at Jubilee Park.	Karen Doug	Installation underway
17-05-386	That Alliance Assessment releases assessment information as per contract section 4.19	Karen	Ongoing.
17-05-387	That administration develops and distributes a RFP for assessment services.	Karen Byron I.T.	RFP is out and due 2017-06-27@4:30pm.
17-05-388	That Policy ADM055 be amended to “county owned residential properties”	Carol	Completed.
17-05-390	That the Machesis Lake Campground Caretaker contract be awarded to Elizabeth Parchment.	Doug	Completed.
17-05-392	That administration contact Jacob Marfo of MARA to check our spruce trees and provide opinion on why they are dying.	Grant	Completed.
17-05-393	That the \$12,500 in funding towards the Town of High Level for Fire Department Air Resupply Project be tabled until next meeting for administration to have further discussion.	Doug	Completed. Council Meeting 2017-06-13
17-05-394	That the La Crete Recreation Board – Dressing Room Expansion, Lobby Renovation and Arena Entrance Upgrade be funded by debenture and that a borrowing bylaw be brought back to Council	Carol Karen	Borrowing bylaw passed 2017-06-13 Council meeting.
17-05-395	That Mackenzie County contributes \$10,000 towards Organic Alberta’s proposed Mackenzie County Organic Success Program with accompanying letter of support towards the CARES grant application, with funding coming from the General Operating Reserve.	Karen Byron	Completed.
June 13, 2017 Regular Council Meeting			
17-06-404	That a letter of support be provided to CanWest Air for their proposal to provide air ambulance service for Alberta Health Services.	Len	Waiting for draft from CanWest.
17-06-407	That administration be authorized to negotiate the terms and conditions for construction and lease of a new terminal building at the Fort Vermilion Airport, as discussed, and that administration bring back options for the removal of the old building to the next meeting.		Reviewing options for the building.
17-06-408	That Policy ADM058 Appointments to Boards/Committees be approved as amended with the removal of:	Carol	Completed.

Motion	Action Required	Action By	Status
	• Not currently employed by the municipality		
17-06-412	That the request for funding from the Rainbow Lake Youth Centre Society be approved in the amount of \$7,500.00 with funding coming from the Grants to Other Organizations Reserve.	Karen	Completed.
17-06-414	That the oil dust control in the Isaac Dyck subdivision be TABLED to the next meeting and that administration bring back costs.	Dave	Costing in progress to go to Council Meeting 2017-06-28
17-06-418	That Policy ENF003 Peace Officer Public Complaints and Disciplinary Policy be amended as presented.	Carol	Completed.
17-06-419	That Policy ENF005 Peace Officer Video Recording Policy be amended as presented.	Carol	Completed.
17-06-422	That the Town of High Level cost sharing request for Fire Department Air Resupply Project be received for information.	Doug	Letter notifying High Level of the decision.
17-06-423	That the funding request by the Fort Vermilion Recreation Board be approved in the amount of \$3,127, for the purposes of training for the new ice plant equipment, with funding coming from the General Operating Reserve.	Doug Karen	Completed.
17-06-424	That the 2017 Budget for the Improvement to Provincial Park - Bridge Campground be amended such that the \$15,000 allocated by the County for the historical assessment be used for this project without requiring matching funds.	Doug Karen	Historical Assessment project has been awarded
17-06-425	That a letter be sent to all cell service providers requesting that they provide cell service along all major Highway (Highway 35, 58, 88 & 697) corridors and with a copy going to our Members of Parliament, Member of Legislative Assembly, Regional Economic Development Initiative, Northern Transportation Advocacy Bureau, Northern Alberta Development Council, Alberta Urban Municipalities Association, and the Alberta Association of Municipal Districts and Counties.	Byron Len	Drafting Process
17-06-426	That administration prepare a cost estimate to complete the preliminary work for the development of additional lots at Hutch Lake Cabins and bring back to Council for review.	Doug	Beginning the process.
17-06-432	That third reading be given to Bylaw 1070-70 being the Short Term Borrowing bylaw for the La Crete Recreation Board – Dressing Room Expansion, Lobby Renovation and Arena Entrance Upgrade.	Karen	Debenture application in progress
17-06-433	That Bylaw 909-13 Water and Sewer Systems be brought back to amend sections 4.6.2 and 4.7.1 (a).	Fred	Council Meeting 2017-06-28

Motion	Action Required	Action By	Status
17-06-438	That administration continue to complete gravel negotiations as discussed.	Dave	
17-06-439	That administration look at options for a future fire hall in the Hamlet of Fort Vermilion, outside of the downtown core.	Byron Doug	Ongoing.

Town of Manning

BOX 125
MANNING, ALBERTA
T0H 2M0
Tel: (780) 836-3606
Fax: (780) 836-3570
E-MAIL: info@manning.ca



May 30, 2017

Lisa Wardley, Chair
Northwest Species at Risk Committee
PO Box 640
Fort Vermillion, AB
T0H 1N0

Re: Northwest Species at Risk Committee Membership

In reference to your correspondence on May 19th, 2017 Town Council discussed membership on the above committee and approved the following motion # 17-12801:

“To appoint Mayor Walker as committee member and Councilor Kerr as an alternate committee member on the “Northwest Species at Risk Committee.”

Finally, council has decided to not appoint an administrative representative to the committee. If you have any questions or concerns please feel free to contact me directly at 780-836-3606.

Respectfully,

A handwritten signature in blue ink that reads "Dennis M. Egyedy".

Dennis M. Egyedy, BPA, AMCT
Chief Administrative Officer



Parks
Canada

Parcs
Canada

Chief Executive Officer

Directeur général



JUN 05 2017

Mr. Len Racher
Chief Administrative Officer
Mackenzie County Council
4511-46 Avenue
P.O. Box 640
Fort Vermillion AB T0H 1N0

Dear Mr. Racher:

Thank you for your correspondence of March 16, 2017, regarding bovine tuberculosis and brucellosis in bison within and surrounding Wood Buffalo National Park of Canada.

I understand your concern with regard to the potential for transmission of bovine tuberculosis and brucellosis from herds in and around Wood Buffalo National Park to disease-free wood bison and cattle herds in neighbouring agricultural areas. While depopulation of diseased bison herds has been proposed as a solution in the past, it has never received widespread support from all stakeholders and governments. Finding a permanent solution to this issue remains a challenge due to the need to recover wood bison—a threatened species important to Canadians, with major cultural significance to Indigenous Peoples—as well as the need to maintain the ecological integrity of its habitat in Wood Buffalo National Park, while reducing the risk of disease transmission to neighbouring disease-free bison and cattle. I am encouraged to see ongoing cooperation between federal officials and colleagues in the province of Alberta and the Northwest Territories as they explore a full range of options for the development of a long-term solution to the issue.

I anticipate that recent undertakings, including a review of the effectiveness of the management zone between Wood Buffalo National Park and the Mackenzie Bison Sanctuary, as well as recent work by the Canadian Food Inspection Agency to quantify the risk of disease transmission, will help to inform this process in the management of the issue. One key remaining priority is to ensure the early and full engagement of concerned Indigenous groups in the context of federal and provincial commitments to a renewed relationship with Indigenous Peoples.

RECEIVED .../2
JUN 14 2017

Canada

MACKENZIE COUNTY
FORT VERMILION OFFICE

For further discussion on this matter, please contact Mr. Jonah Mitchell, Field Unit Superintendent, Southwest Northwest Territories, Parks Canada, at jonah.mitchell@pc.gc.ca or by telephone at 867-872-7943, and Dr. Gilles Seutin, Chief Ecosystem Scientist, Parks Canada, at gilles.seutin@pc.gc.ca or by telephone at 819-420-9269.

I trust this information is helpful.

Yours sincerely,

A handwritten signature in black ink, consisting of a stylized 'D' followed by a cursive 'W' and a horizontal line.

Daniel Watson

Office of the
Minister of Small
Business and Tourism



Cabinet de la
ministre de la Petite
Entreprise et du Tourisme

Ottawa, Canada K1A 0H5

MAY 06 2017

Ms. Lisa Wardley
Chair
Northwest Species at Risk Committee
4511 46 Avenue
P.O. Box 640
Fort Vermilion, Alberta T0H 1N0

Dear Ms. Wardley:

On behalf of the Honourable Bardish Chagger, Minister of Small Business and Tourism, thank you for your letter of April 26, 2017, requesting to meet with her in Ottawa between June 1 and 4 to discuss the application of the *Species at Risk Act* on non-federal lands.

Minister Chagger was pleased to receive your kind invitation. While she would like to accept your offer, regrettably, she is unable to meet with you at that time due to a heavily committed schedule.

As the matter you raise falls more directly under the purview of the Honourable Catherine McKenna, Minister of Environment and Climate Change, I encourage you to continue your engagement with her and Mr. Jonathan Wilkinson, her Parliamentary Secretary.

Please accept the Minister's best wishes.

Sincerely,

John Matheson
Director of Policy and Stakeholder Relations

Canada



Mackenzie County

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

June 8, 2017

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

Dear Sir/Madam:

RE: SUPPORT FOR A SPLASH PARK

The La Crete Recreation Society wishes to apply for a Community Facility Enhancement Program (CFEP) grant to assist in building a splash park in the Hamlet of La Crete and this is to confirm that Mackenzie County is in support of this project. The County will provide land for this facility and has budgeted \$255,000 that is available to the Society once they are prepared to begin the project.

The County is looking forward to the completion of this project and your support of this project would be much appreciated.

If you require additional information, please contact myself at (780) 841-1806 or Len Racher, Chief Administrative Officer at (780) 927-3718.

Sincerely

Bill Neufeld
Reeve

c: Mackenzie County Council
La Crete Recreation Society

87180

June 9, 2017

Ms. Lisa Wardley, Deputy Reeve
Mackenzie County
Email: lisa@mackenziecounty.com

Dear Ms. Wardley,

Caribou are a threatened species and range plans for their recovery are required to be in place and approved by the Government of Canada by October 2017 as directed by the federal recovery strategy.

We recently launched an online engagement tool called Alberta's Action on Caribou: Caribou Range Planning to gather public feedback on caribou range planning in the province. The primary focus of this online tool is to gather knowledge, input and perspectives from the general public and other stakeholders, some of whom may not yet have had the opportunity to provide feedback. The online engagement tool can be found here: <https://talkaep.alberta.ca/caribou-range-planning>.

Please feel free to provide feedback through the online survey, and to encourage others to do the same. I want to assure you that it is not necessary to re-submit any feedback you have already provided to us over the last few months. In addition, we have been working with industry partners in your municipality and will continue to engage with them throughout the planning process. Caribou are an important feature of Alberta's landscapes and our approach is designed to help encourage the recovery of our caribou population while also supporting jobs and the local economy.

Through the online survey and our work with you, draft caribou range plans will be developed. We anticipate that draft plans will be released in the fall and there will be further opportunity to provide feedback at that time.

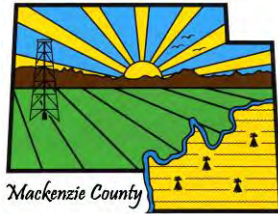
We are committed to creating made in Alberta caribou range plans that fulfill our responsibility to meet federal legislative requirements while at the same time striking a balance between social, economic, environmental and Indigenous values.

If you have any questions, please contact me.

Sincerely,



Ronda Goulden
Assistant Deputy Minister



Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266
www.mackenziecounty.com

June 13, 2017

Honourable Shaye Anderson
Minister of Municipal Affairs
Office of the Minister
Municipal Affairs
132 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister Anderson:

RE: MINERAL SURFACE LEASE ASSESMENT ABILITY

In our loss of assessments this year, it is extremely important for counties to protect what assessments they have. Therefore, we would like to draw attention to the fact that grazing leases can be assessed and taxed, gravel leases can be assessed and taxed, but apparently, oil leases that do not have a hole or a structure cannot be exposed to a minimum tax rate.

If we take these three identical leases, one gravel, one grazing, and one mineral surface, we are able to assess for taxes on the first two but not the third. It is to our understanding that we are not able to assess this mineral surface lease until development. However, we can assess and apply a minimum tax to the gravel lease without any development, and we may assess and apply a minimum tax to the grazing lease without livestock on it, so why is it the same minimum tax cannot be applied to the mineral surface lease?

Mackenzie County has over 7000 of these surface mineral leases that oil companies are holding onto for future development and we are unable to apply our minimum commercial tax to. If we had the ability to apply our \$400/year minimum commercial tax, our ratepayers would benefit from an additional \$2.8 million dollars – softening the \$2.5 million dollar loss we have experienced over the last two years.

We are asking that the MGA be reviewed and amended to accommodate this issue and ensure other leases do not fall through the cracks of county assessments and

Minister of Municipal Affairs

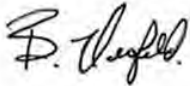
Page 2

June 13, 2017

taxation rolls. It is unfair to expect taxes from only a portion of the lease holders in our county. Please help us ensure that the tax burden is shared equally between all leases by reviewing this issue and providing an explanation or a solution.

We look forward to working with your department to remediate this issue so these leases are not slipping through. If you have any question please feel free to contact myself at (780) 841-1806, or our Chief Administrative Officer, Len Racher, at (780) 841-9166.

Regards,



Bill Neufeld

Reeve

Mackenzie County

- c. Debbie Jabbour, MLA Peace River
Mackenzie County Council
Len Racher Chief Administrative Officer, Mackenzie County
Karen Huff Director of Finance, Mackenzie County

From: [Ellen Bowles](#)
To: [Office](#)
Subject: Request to be placed on next county agenda.
Date: June-09-17 1:42:56 PM
Attachments: [Letter to Mackenzie County \(request\).pdf](#)
[Scanned - Conclusion and Recommendations from OGGO Report on Canada Post - The Way Forward for Canada Post - Dec 2016.pdf](#)
[Alberta portion of the Moratorium list.pdf](#)
[Future of Canada Post Template.pdf](#)
[Rural Post Offices and the Communities that rely on them are being abandoned- Survey April 2014 \(2\).pdf](#)

Good Afternoon Len Racher,

Ellen Bowles here again with the Canadian Union of Postal Workers, Grande Prairie. I am writing you today to provide information to council with regards to the recommendations made by the Standing Committee on Government Operations once they completed the Canada Post review at the end of December.

Please see attached a letter to the Reeve Bill Neufeld along with the other members of council for you to review. As the letter to council indicates we are urging councils to write a letter to the Honourable Minister Judy Foote.

I had heard through the grapevine that La Cretes post office is expected to have some renovations. I'm sure that has made many of the people happy in the community.

We hope to see that this request be placed on your next council meetings agenda. If council carries a motion to support the recommendations, could you please email us a copy of said letter at beterservicesforallcanadians@gmail.com

Kind Regards,

Ellen Bowles and Julee Sanderson
Canadian Union of Postal Workers
Representatives

June 9th 2017

To : The Reeve Bill Neufeld and Council of the Mackenzie County, AB

RE: Recommendations of the Standing Committee on Government Operations and Estimates (OGGO)

Please be advised that The Canadian Union of Postal Workers requests that the above mentioned Public representatives review a list of recommendations of the Standing Committee on Government Operations and Estimates (OGGO) and add this content to the next session of your Council. The Canadian Union of Postal Workers believes that this information should warrant a motion from council to author a letter to the Honourable Minister Judy Foote, requesting that consideration be given to the communities and areas you represent. The letter should call on the Federal Government to accept the recommendations of the OGGO to maintain the Moratorium list, that protects Post offices from potential closures and place each of the towns within your respective Counties/Municipal Districts on the newly released list expected by the end of June.

In an effort to familiarize each of you with the details of this request we have provided an information package, this package includes the following information:

- A report of the Standing Committee on Government operations and estimates, entitled "The Way Forward for Canada Post" (This contains a summary of their recommendations) a copy of the full report will be provided to council, if you require one.
- A copy of the current Moratorium List.
- A report from CPAA called Rural Post offices and the communities that rely on them are being abandoned.
- Future of Canada Post Template Letter

A recent study done by ANGUS REID INSTITUTE found that **"Canadians are near-unanimous in their dislike of the idea of closing rural post offices" with results of 89% opposed to the suggestion.** The Moratorium that covers Post offices from closures is the single most reliable source of protection for post offices in Rural settings, the last time a list was created was in 2007, prior to that was in 1994. There is not a process that allows for an automatic carryover of towns; the list from 1994 is not the same list that was released in 2007. Therefore, we suggest that now would be the perfect occasion to address this matter on behalf of your constituents.

Countless other Cities, Towns and municipalities have advocated on municipal levels, urging the Minister responsible for Canada Post, Hon. Judy Foote to accept the recommendations of the Standing Committee. We acknowledge that this matter is a decision to be made on a federal level, however we must be optimistic that much consideration will be given to opinions of selected leadership at the municipal level regarding the results of this public review.

On behalf of the Canadian Union of Postal Workers, we ask that council move a motion to send a letter to Minister Judy Foote, calling for the Federal Government to accept the recommendations of the Standing Committee on Government operations and Estimates to maintain and protect the current moratorium list and if necessary add any towns to that list that may fall within your jurisdiction (you may confirm the placement of those towns by searching the copy of the Moratorium list provided).

Thank you for your time and consideration.

Ellen Bowles and Julee Sanderson

Representatives of CUPW

Subject: Future of Canada Post

(**This letter would have to be modified to be send to Prime Minister Trudeau)

Date: _____

The Honourable Judy M. Foote
Minister of Public Services and Procurement
Place du Portage, Phase III, Suite 18A1
11 Laurier Street
Gatineau, Quebec
K1A 0S5

Dear Minister Foote:

Subject: Future of Canada Post

The review of Canada Post has now been completed and the Standing Committee on Government Operations and Estimates (OGGO) has tabled its 45 recommendations. We are now expecting the Government's decision on the future of Canada Post. (WRITE IN THE NAME OF THE MUNICIPALITY OR OF THE ORGANIZATION) would like to provide its views on the recommendations tabled by the Parliamentary Committee.

We are pleased that the Committee would like to see the moratorium on post office closures maintained and that it recommends assessing how Canada post could offer more services through its existing retail network.

Here are some of the Committee's recommendations that, we hope, will be among those of your Government:

- Maintain the moratorium on post office closures and examine how to expand their opening hours;
- Assess how Canada Post could offer more services through its existing retail network;
- Study how to transform post offices into community hubs;
- Study the possibility of using Canada Post to offer wide band Internet services and better cellular phone services in rural areas;
- Develop a specific and rigorous process for collaboration between Canada Post and municipalities.

Surprisingly, even though more than 600 municipalities as well as many organizations adopted resolutions in favour of postal banking services, we have noticed a total lack of reflection and instructions on this matter in the Parliamentary Committee's report. We would like the Government to seriously study the possibility of offering such services when it tables its reply to the Parliamentary Committee's report.

We believe that these proposals represent an excellent opportunity to expand the mandate of the Corporation and thereby develop new services that would better respond to citizens' needs and that would reflect what a 21st century post office should look like.

(WRITE IN THE NAME OF THE MUNICIPALITY OR OF THE ORGANIZATION) is also concerned with (INDICATE THE OTHER CONCERNS OF YOUR MUNICIPALITY OR ORGANIZATION, IF APPLICABLE).

We hope you will take our concerns into consideration in drafting your recommendations.

Sincerely yours,

Signature: _____

Name of Municipal District or County: _____

Address: _____



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

THE WAY FORWARD FOR CANADA POST

Report of the Standing Committee on Government Operations and Estimates

**Tom Lukiwski
Chair**

DECEMBER 2016

42nd PARLIAMENT, 1st SESSION

5. CONCLUSION

Canada Post is an essential public service that Canadians across the country rely on to communicate with each other and with various levels of government. The Committee believes that, by implementing the recommendations outlined in this report, Canada Post will be able to better meet the needs and expectations of Canadians by providing quality services while ensuring the Corporation is financially self-sufficient over the long term.

In the Committee's opinion, Canada Post's priority must continue to be providing quality mail and parcel delivery services at affordable prices. To accomplish this, the Corporation should focus on the following five themes:

- Align the interests of management and Labour;
- Update the *Canadian Postal Service Charter* to meet the demands of the 21st century;
- Modernize Canada Post's defined benefit pension plan;
- Focus on excellence on its core competencies and generate additional revenue in the digital markets; and,
- Continue the moratorium on community mailbox conversion and reinstate home mail delivery services.

Canada Post is important to Canadians. The Committee is of the opinion that it is essential for Canada Post to maintain good communication with its employees, clients and stakeholders. In addition, the Corporation should focus its activities and decisions on maintaining reliable service, on mail security, on infrastructure safety and on its unique, well-established communication infrastructure that extends across Canada. Furthermore, Canadians' needs are affected by where they live, how old they are, their state of health, their mobility, and their ties to Canada Post. As a result, Canada Post cannot use a one-size-fits-all approach; it must adapt its services to the specific needs of its clients, offering solutions tailored to rural communities and businesses, as well as seniors and people with disabilities or reduced mobility. The Corporation's success depends on its employees, as they are its most valuable resource.

With regard to the current service model, the many witnesses who appeared as part of this study made it clear that delivering mail to community mailboxes was not acceptable to everyone, and that certain changes will have to be made due to the various issues associated with the community mailbox conversion plan. In addition, given its well-established infrastructure, Canada Post is in a position to build on and profit from providing parcel delivery services to meet the increased demand. The Committee believes that the current five-day-a-week delivery schedule should be maintained, because cutting delivery frequency could accelerate the decline of mail volume. Furthermore, service standards must be maintained and must be taken into consideration when the Corporation consolidates its processing activities, and postage rates should increase based on the rate

of inflation. Moreover, the Committee believes that the 1994 moratorium on closing rural post offices should be updated to reflect demographic changes, and that it would be beneficial to make the best use of the Corporation's real property holdings, such as its post offices.

Lastly, with regards to the Corporation's challenges and opportunities, the Committee believes that Canada Post must find ways to increase its revenues without jeopardizing its core business by exploring private-sector partnerships, as well as focus its activities on its areas of expertise, explore the possibility of converting some post offices into community hubs, and consider the possibility of providing broadband Internet services and cellular services.

LIST OF RECOMMENDATIONS

RECOMMENDATION 1

Canada Post be maintained as a universal public service for all Canadians and conduct its operations on a self-sustaining financial basis while ensuring that profits generated are reinvested within the Corporation..... 66

RECOMMENDATION 2

Canada Post prioritize and concentrate efforts in protecting its core mandate to provide high-quality, affordable letter and parcel delivery services to all Canadians in an innovative manner befitting the 21st century. 66

RECOMMENDATION 3

The Minister of Public Services and Procurement consider broadening the mandate of Canada Post to include delivering critical digital communications infrastructure to rural Canadians..... 66

RECOMMENDATION 4

The *Canadian Postal Service Charter* be reviewed by the Minister of Public Service and Procurement to ensure that it is relevant for the 21st century and onwards. 68

RECOMMENDATION 5

The review of the *Canadian Postal Service Charter* by the Minister of Public Services and Procurement include a Gender-based analysis Plus..... 68

RECOMMENDATION 6

The Minister of Public Services and Procurement investigate options for greater oversight of Canada Post, to ensure transparency, accountability and good governance through the establishment of a regulator..... 70

RECOMMENDATION 7

Canada Post examine better synergy with Purolator, SCI Group and Innovapost for augmenting revenue and efficiencies..... 72

RECOMMENDATION 8

To ensure better relations between the Corporation and its employees, Canada Post use arbitration and mediation processes effectively to enhance renewed co-operation and trust between Labour and management and provide a venue for discussion of creative ideas from employees. 75

RECOMMENDATION 9

Canada Post appoint a labour representative to the Canada Post Board and that they meet regularly. 75

RECOMMENDATION 10

The Minister of Public Services and Procurement establish a tripartite advisory council composed of the federal government, the various unions representing Canada Post employees and Canada Post Corporation for the expansion and implementation of new service offerings at the Corporation. The council's goal would be to develop a more proactive, collaborative relationship between employees and management, anchored by specific governance reforms that formalize this partnership. 75

RECOMMENDATION 11

Canada Post develop a defined and rigorous collaborative process with municipalities, respecting their fundamental jurisdiction over land use and planning, in order to reach agreements with them, and avoid litigation, regarding conditions for the installation of equipment as it is already the case in the telecommunications sector. 77

RECOMMENDATION 12

The federal government create a formal, transparent and accountable, consultation process to ensure stakeholder engagement is significant and undertaken regularly in accordance with the *Canadian Postal Service Charter*. 77

RECOMMENDATION 13

Canada Post and the federal government take steps to modernize Canada Post's defined benefit pension plan so that it can operate on a going-concern basis and no longer be subject to solvency funding requirements, including examining the feasibility of the following options:

- Adopting a shared-risk model between the employer and plan members;
- Pursuing joint management between the employer and plan members; and,
- Incorporating the Canada Post defined benefit pension plan into the Public Service Pension Plan..... 80

RECOMMENDATION 14

Canada Post maintain its focus on excellence in service in its core competencies in meeting the *Canadian Postal Service Charter* standards and explore additional venues of revenue within those competencies, e.g. e-commerce..... 82

RECOMMENDATION 15

Canada Post continue investing in the growth of its parcel/e-commerce services, which provide needed infrastructure for Canadian businesses..... 83

RECOMMENDATION 16

Canada Post look to other industry leaders that have successfully adopted innovative service models, to develop a more innovative growth agenda to expand its services, without marginalizing rural and remote areas..... 83

RECOMMENDATION 17

Canada Post consult with stakeholders on placement and accessibility of the community mailboxes as well as door-to-door delivery to meet the needs of seniors and people with disabilities and reduced mobility..... 84

RECOMMENDATION 18

Canada Post communicate options available to seniors and people with disabilities and reduced mobility..... 84

RECOMMENDATION 19

Canada Post focus on expanding services to the small- and medium-sized enterprises and provide excellence in service so that businesses have confidence in Canada Post's service delivery model..... 85

RECOMMENDATION 20

Canada Post review the impact on efficiency of delivery before implementing strategies, e.g. local processing versus centralized processing. 85

RECOMMENDATION 21

Canada Post provide training on different aspects of business to its employees as the Corporation moves into newer areas..... 86

RECOMMENDATION 22

Canada Post align the interests of employees with those of the Corporation by including labour representatives at the design stage of any change management project and not simply at the implementation stage..... 86

RECOMMENDATION 23

Canada Post continue the moratorium on community mailboxes conversion, and develop a plan to re-instate door-to-door delivery for communities that were converted after 3 August 2015..... 90

RECOMMENDATION 24

Canada Post consider greening its operation through addition of recycling containers and garbage containers at community mailboxes..... 90

RECOMMENDATION 25

Canada Post continue to focus on growing its share of the parcel market through new and innovative services to meet market and customer expectations. 92

RECOMMENDATION 26

Canada Post work with businesses to ensure that it maintains a level of service commensurate with business and Canadian needs when looking at frequency of delivery..... 94

RECOMMENDATION 27

Canada Post look at ways to make its processing more efficient, while maintaining its delivery standards, especially in rural areas, where depot rationalization may have negatively impacted service standards. 95

RECOMMENDATION 28

Canada Post be transparent about the service-level impact of processing plan rationalization on different communities. 95

RECOMMENDATION 29

Canada Post examine ways to provide more services and meet service level commitments in all types of communities using its existing retail network..... 95

RECOMMENDATION 30

Canada Post be permitted to raise postal rates based on the rate of inflation, while maintaining a single price for lettermail delivery across Canada..... 97

RECOMMENDATION 31

Canada Post work at being competitive in the parcel delivery area and utilize its distribution network and last mile delivery services to its advantage, when working with its competitors, e.g. UPS, FedEx, DHL, etc..... 97

RECOMMENDATION 32

Canada Post work with Global Affairs Canada officials to ensure either:

- that international postal rates from other countries reflect the true delivery cost; or**
- that Global Affairs Canada compensate Canada Post for the cost of delivering mail at a lower cost, which is offered to other countries as a form of development assistance. 99**

RECOMMENDATION 33

Canada Post undertake a demographic analysis to ensure rural areas are truly protected and reflected in the moratorium on the closure of rural post offices. 100

RECOMMENDATION 34

Canada Post examine ways to increase the hours of operations in rural post offices, and perform more regional sortation of mail and packages so that rural customers can access their local market easily. 100

RECOMMENDATION 35

Canada Post develop synergistic partnerships for increasing revenue at each location and optimize usage of its real estate in areas where there are multiple post offices. 102

RECOMMENDATION 36

Canada Post preserve its post offices, along with the associated moratorium on the closure of rural post offices, even in areas where there are franchise postal outlets. 102

RECOMMENDATION 37

Canada Post focus on investing in growth in parcel services, e-commerce and exploring partnerships to remain competitive, without sacrificing its core business. 104

RECOMMENDATION 38

Canada Post focus on its core competencies to help Canada meet the challenges of the 21st century. 107

RECOMMENDATION 39

Canada Post explore location-specific opportunities for post offices to act as community hubs and respond to the local needs of its surrounding community. 109

RECOMMENDATION 40

Canada Post leverage its reputation and extensive network to identify customized solutions that its post offices can offer as community hubs. 109

RECOMMENDATION 41

Canada Post explore partnering with government departments and agencies at all levels, to provide services and enhance the use of post offices as economic hubs. 109

RECOMMENDATION 42

Canada Post pilot the community hub model for franchise postal outlets in a representative sample of urban, suburban, rural and remote rural post offices, operating on both a corporate and franchised service model, with a view to increasing profitability. 109

RECOMMENDATION 43

The federal government examine, with the Minister of Innovation, Science and Economic Development Canada and the Canadian Radio-television and Telecommunications Commission, the possible delivery of broadband Internet and improved cellular service to rural Canada using Canada Post real estate to house servers and offer retail services to customers. 110

RECOMMENDATION 44

Canada Post look at new revenue streams from government customers such as expanding the Nutrition North Program..... 112

RECOMMENDATION 45

Canada Post explore the possibility of partnering with e-commerce companies to expand the footprint and synergize services that add value and revenue. 112



From anywhere... De partout...
to anyone jusqu'à vous

Moratorium Post Offices

Open May 14, 2007

3,838 TOTAL
3,479 CPAA
359 CUPW

OUTLET NAME / BUREAU DE POSTE	CITY / LOCALITE	PR	P.C./C.P.
1 ABEE PO	ABEE	AB	T0A 0A0
2 ACADIA VALLEY PO	ACADIA VALLEY	AB	T0J 0A0
3 ACME PO	ACME	AB	T0M 0A0
4 AIRDRIE STN MAIN	AIRDRIE	AB	T4B 1A0
5 ALBERTA BEACH PO	ALBERTA BEACH	AB	T0E 0A0
6 ALDER FLATS PO	ALDER FLATS	AB	T0C 0A0
7 ALHAMBRA PO	ALHAMBRA	AB	T0M 0C0
8 ALIX PO	ALIX	AB	T0C 0B0
9 ALTARIO PO	ALTARIO	AB	T0C 0E0
10 AMISK PO	AMISK	AB	T0B 0B0
11 ANDREW PO	ANDREW	AB	T0B 0C0
12 ARDMORE PO	ARDMORE	AB	T0A 0B0
13 ARDROSSAN STN MAIN	ARDROSSAN	AB	T8E 0E0
14 ARMENA PO	ARMENA	AB	T0B 0G0
15 ARROWWOOD PO	ARROWWOOD	AB	T0L 0B0
16 ATHABASCA STN MAIN	ATHABASCA	AB	T9S 1A0
17 ATMORE PO	ATMORE	AB	T0A 0E0
18 BANFF MAIN PO	BANFF	AB	T1L 1A0
19 BARNWELL PO	BARNWELL	AB	T0K 0B0
20 BARONS PO	BARONS	AB	T0L 0G0
21 BARRHEAD STN MAIN	BARRHEAD	AB	T7N 1A0
22 BASHAW PO	BASHAW	AB	T0B 0H0
23 BASSANO PO	BASSANO	AB	T0J 0B0
24 BAWLF PO	BAWLF	AB	T0B 0J0
25 BAY TREE PO	BAY TREE	AB	T0H 0A0
26 BEAR CANYON PO	BEAR CANYON	AB	T0H 0B0
27 BEAUMONT STN MAIN	BEAUMONT	AB	T4X 1A0
28 BEAUVALLON PO	BEAUVALLON	AB	T0B 0K0
29 BEAVERLODGE PO	BEAVERLODGE	AB	T0H 0C0
30 BEISEKER PO	BEISEKER	AB	T0M 0G0
31 BELLEVUE PO	BELLEVUE	AB	T0K 0C0
32 BERWYN PO	BERWYN	AB	T0H 0E0
33 BIG VALLEY PO	BIG VALLEY	AB	T0J 0G0
34 BITTERN LAKE PO	BITTERN LAKE	AB	T0C 0L0
35 BLACK DIAMOND PO	BLACK DIAMOND	AB	T0L 0H0
36 BLACKFALDS PO	BLACKFALDS	AB	T0M 0J0
37 BLACKIE PO	BLACKIE	AB	T0L 0J0
38 BLAIRMORE PO	BLAIRMORE	AB	T0K 0E0
39 BLUFFTON PO	BLUFFTON	AB	T0C 0M0
40 BON ACCORD PO	BON ACCORD	AB	T0A 0K0
41 BONNYVILLE MAIN PO	BONNYVILLE	AB	T9N 1A0
42 BOTHA PO	BOTHA	AB	T0C 0N0
43 BOW ISLAND PO	BOW ISLAND	AB	T0K 0G0
44 BOWDEN PO	BOWDEN	AB	T0M 0K0
45 BOYLE PO	BOYLE	AB	T0A 0M0
46 BRAGG CREEK PO	BRAGG CREEK	AB	T0L 0K0
47 BRANT PO	BRANT	AB	T0L 0L0
48 BRETON PO	BRETON	AB	T0C 0P0
49 BROCKET PO	BROCKET	AB	T0K 0H0
50 BROOKS STN MAIN	BROOKS	AB	T1R 1A0
51 BRUCE PO	BRUCE	AB	T0B 0R0
52 BRUDERHEIM PO	BRUDERHEIM	AB	T0B 0S0



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	OUTLET NAME / BUREAU DE POSTE	CITY / LOCALITE	PR	P.C. / C.P.
53	BUCK CREEK PO	BUCK CREEK	AB	T0C 0S0
54	BUCK LAKE PO	BUCK LAKE	AB	T0C 0T0
55	BUFFALO PO	BUFFALO	AB	T0J 0K0
56	BURDETT PO	BURDETT	AB	T0K 0J0
57	BUSBY PO	BUSBY	AB	T0G 0H0
58	CADOGAN PO	CADOGAN	AB	T0B 0T0
59	CADOTTE LAKE PO	CADOTTE LAKE	AB	T0H 0N0
60	CALLING LAKE PO	CALLING LAKE	AB	T0G 0K0
61	CALMAR PO	CALMAR	AB	T0C 0V0
62	CAMROSE STN MAIN	CAMROSE	AB	T4V 0S0
63	CANMORE PO	CANMORE	AB	T1W 1A0
64	CARBON PO	CARBON	AB	T0M 0L0
65	CARDSTON PO	CARDSTON	AB	T0K 0K0
66	CARMANGAY PO	CARMANGAY	AB	T0L 0N0
67	CARROT CREEK PO	CARROT CREEK	AB	T0E 0G0
68	CARSELAND PO	CARSELAND	AB	T0J 0M0
69	CARSTAIRS PO	CARSTAIRS	AB	T0M 0N0
70	CASLAN PO	CASLAN	AB	T0A 0R0
71	CASTOR PO	CASTOR	AB	T0C 0X0
72	CHAMPION PO	CHAMPION	AB	T0L 0R0
73	CHERRY GROVE PO	CHERRY GROVE	AB	T0A 0T0
74	CHERRY POINT PO	CHERRY POINT	AB	T0H 0T0
75	CHINOOK PO	CHINOOK	AB	T0J 0R0
76	CHIPMAN PO	CHIPMAN	AB	T0B 0W0
77	CHISHOLM MILLS PO	CHISHOLM MILLS	AB	T0G 0N0
78	CLANDONALD PO	CLANDONALD	AB	T0B 0X0
79	CLARESHOLM PO	CLARESHOLM	AB	T0L 0T0
80	CLIVE PO	CLIVE	AB	T0C 0Y0
81	CLUNY PO	CLUNY	AB	T0J 0S0
82	CLYDE PO	CLYDE	AB	T0G 0P0
83	COALDALE STN MAIN	COALDALE	AB	T1M 1A0
84	COALHURST PO	COALHURST	AB	T0L 0V0
85	COCHRANE STN MAIN	COCHRANE	AB	T4C 1A0
86	COLD LAKE STN MAIN	COLD LAKE	AB	T9M 1A0
87	COLINTON PO	COLINTON	AB	T0G 0R0
88	COMPEER PO	COMPEER	AB	T0C 1A0
89	CONKLIN PO	CONKLIN	AB	T0P 1H0
90	CONSORT PO	CONSORT	AB	T0C 1B0
91	COOKING LAKE STN MAIN	COOKING LAKE	AB	T0B 0Y0
92	CORONATION PO	CORONATION	AB	T0C 1C0
93	COUTTS PO	COUTTS	AB	T0K 0N0
94	COWLEY PO	COWLEY	AB	T0K 0P0
95	CREMONA PO	CREMONA	AB	T0M 0R0
96	CROSSFIELD PO	CROSSFIELD	AB	T0M 0S0
97	CZAR PO	CZAR	AB	T0B 0Z0
98	DAYSLAND PO	DAYSLAND	AB	T0B 1A0
99	DEADWOOD PO	DEADWOOD	AB	T0H 1A0
100	DEBOLT PO	DEBOLT	AB	T0H 1B0
101	DEL BONITA PO	DEL BONITA	AB	T0K 0S0
102	DELBURNE PO	DELBURNE	AB	T0M 0V0
103	DELIA PO	DELIA	AB	T0J 0W0
104	DEVON STN MAIN	DEVON	AB	T9G 1A0



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OUTLET NAME / BUREAU DE POSTE	CITY / LOCALITE	PR	PC / C.P.
105 DEWBERRY PO	DEWBERRY	AB	T0B 1G0
106 DIDSBURY PO	DIDSBURY	AB	T0M 0W0
107 DIXONVILLE PO	DIXONVILLE	AB	T0H 1E0
108 DONALDA PO	DONALDA	AB	T0B 1H0
109 DONNELLY PO	DONNELLY	AB	T0H 1G0
110 DRAYTON VALLEY STN MAIN	DRAYTON VALLEY	AB	T7A 1A0
111 DRUMHELLER PO	DRUMHELLER	AB	T0J 0Y0
112 DUCHESS PO	DUCHESS	AB	T0J 0Z0
113 EAGLESHAM PO	EAGLESHAM	AB	T0H 1H0
114 ECKVILLE PO	ECKVILLE	AB	T0M 0X0
115 EDBERG PO	EDBERG	AB	T0B 1J0
116 EDGERTON PO	EDGERTON	AB	T0B 1K0
117 EDSON STN MAIN	EDSON	AB	T7E 1A0
118 ELK POINT PO	ELK POINT	AB	T0A 1A0
119 ELMWORTH PO	ELMWORTH	AB	T0H 1J0
120 ELNORA PO	ELNORA	AB	T0M 0Y0
121 EMPRESS PO	EMPRESS	AB	T0J 1E0
122 ENDIANG PO	ENDIANG	AB	T0J 1G0
123 ENILDA PO	ENILDA	AB	T0G 0W0
124 ENTWISTLE PO	ENTWISTLE	AB	T0E 0S0
125 ETZIKOM PO	ETZIKOM	AB	T0K 0W0
126 EVANSBURG PO	EVANSBURG	AB	T0E 0T0
127 EXSHAW PO	EXSHAW	AB	T0L 2C0
128 FAIRVIEW PO	FAIRVIEW	AB	T0H 1L0
129 FALHER PO	FALHER	AB	T0H 1M0
130 FALLIS PO	FALLIS	AB	T0E 0V0
131 FAWCETT PO	FAWCETT	AB	T0G 0Y0
132 FLATBUSH PO	FLATBUSH	AB	T0G 0Z0
133 FOREMOST PO	FOREMOST	AB	T0K 0X0
134 FORESTBURG PO	FORESTBURG	AB	T0B 1N0
135 FORT ASSINIBOINE PO	FORT ASSINIBOINE	AB	T0G 1A0
136 FORT CHIPEWYAN PO	FORT CHIPEWYAN	AB	T0P 1B0
137 FORT KENT PO	FORT KENT	AB	T0A 1H0
138 FORT MACLEOD PO	FORT MACLEOD	AB	T0L 0Z0
139 FORT MCMURRAY MAIN PO	FORT MCMURRAY	AB	T9H 2T0
140 FORT SASKATCHEWAN STN MAIN	FORT SASKATCHEWAN	AB	T8L 2E0
141 FORT VERMLION PO	FORT VERMLION	AB	T0H 1N0
142 FOX CREEK PO	FOX CREEK	AB	T0H 1P0
143 FROG LAKE PO	FROG LAKE	AB	T0A 1M0
144 GAINFORD PO	GAINFORD	AB	T0E 0W0
145 GALAHAD PO	GALAHAD	AB	T0B 1R0
146 GIBBONS PO	GIBBONS	AB	T0A 1N0
147 GIFT LAKE PO	GIFT LAKE	AB	T0G 1B0
148 GIROUXVILLE PO	GIROUXVILLE	AB	T0H 1S0
149 GLEICHEN PO	GLEICHEN	AB	T0J 1N0
150 GLENDON PO	GLENDON	AB	T0A 1P0
151 GLENEVIS PO	GLENEVIS	AB	T0E 0X0
152 GLENWOOD PO	GLENWOOD	AB	T0K 2R0
153 GOODFISH LAKE PO	GOODFISH LAKE	AB	T0A 1R0
154 GOODRIDGE PO	GOODRIDGE	AB	T0A 1S0
155 GRANDE CACHE PO	GRANDE CACHE	AB	T0E 0Y0
156 GRANUM PO	GRANUM	AB	T0L 1A0



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OUTLET NAME / BUREAU DE POSTE	CITY / LOCALITE	PR	P.C. / C.P.
157 GRASSLAND PO	GRASSLAND	AB	T0A 1V0
158 GRIMSHAW PO	GRIMSHAW	AB	T0H 1W0
159 GROUARD PO	GROUARD MISSION	AB	T0G 1C0
160 GROVEDALE PO	GROVEDALE	AB	T0H 1X0
161 GUY PO	GUY	AB	T0H 1Y0
162 GWYNNE PO	GWYNNE	AB	T0C 1L0
163 HAIRY HILL PO	HAIRY HILL	AB	T0B 1S0
164 HALKIRK PO	HALKIRK	AB	T0C 1M0
165 HANNA PO	HANNA	AB	T0J 1P0
166 HARDISTY PO	HARDISTY	AB	T0B 1V0
167 HAY LAKES PO	HAY LAKES	AB	T0B 1W0
168 HAYTER PO	HAYTER	AB	T0B 1X0
169 HEINSBURG PO	HEINSBURG	AB	T0A 1X0
170 HEISLER PO	HEISLER	AB	T0B 2A0
171 HIGH LEVEL PO	HIGH LEVEL	AB	T0H 1Z0
172 HIGH PRAIRIE PO	HIGH PRAIRIE	AB	T0G 1E0
173 HIGH RIVER STN MAIN	HIGH RIVER	AB	T1V 1A0
174 HILDA PO	HILDA	AB	T0J 1R0
175 HILL SPRING PO	HILL SPRING	AB	T0K 1E0
176 HILLCREST MNES PO	HILLCREST MINES	AB	T0K 1C0
177 HILLIARD PO	HILLIARD	AB	T0B 2B0
178 HINES CREEK PO	HINES CREEK	AB	T0H 2A0
179 HINTON STN MAIN	HINTON	AB	T7V 1A0
180 HOBBEWA PO	HOBBEWA	AB	T0C 1N0
181 HOLDEN PO	HOLDEN	AB	T0B 2C0
182 HUGHENDEN PO	HUGHENDEN	AB	T0B 2E0
183 HUSSAR PO	HUSSAR	AB	T0J 1S0
184 HYTHE PO	HYTHE	AB	T0H 2C0
185 INNISFAIL STN MAIN	INNISFAIL	AB	T4G 1A0
186 INNISFREE PO	INNISFREE	AB	T0B 2G0
187 IRMA PO	IRMA	AB	T0B 2H0
188 IRON RIVER PO	IRON RIVER	AB	T0A 2A0
189 IRVINE PO	IRVINE	AB	T0J 1V0
190 ISLAY PO	ISLAY	AB	T0B 2J0
191 JAMES RIVER BRIDGE PO	JAMES RIVER BRIDGE	AB	T0M 1C0
192 JARVIE PO	JARVIE	AB	T0G 1H0
193 JASPER PO	JASPER	AB	T0E 1E0
194 JENNER PO	JENNER	AB	T0J 1W0
195 JOUSSARD PO	JOUSSARD	AB	T0G 1J0
196 KEG RIVER PO	KEG RIVER	AB	T0H 2G0
197 KELSEY PO	KELSEY	AB	T0B 2K0
198 KIKINO PO	KIKINO	AB	T0A 2B0
199 KILLAM PO	KILLAM	AB	T0B 2L0
200 KINGMAN PO	KINGMAN	AB	T0B 2M0
201 KIRRIEMUIR PO	KIRRIEMUIR	AB	T0C 1R0
202 KITSCOTY PO	KITSCOTY	AB	T0B 2P0
203 LA COREY PO	LA COREY	AB	T0A 2E0
204 LA CRETE PO	LA CRETE	AB	T0H 2H0
205 LA GLACE PO	LA GLACE	AB	T0H 2J0
206 LAC LA BICHE PO	LAC LA BICHE	AB	T0A 2C0
207 LACOMBE STN MAIN	LACOMBE	AB	T4L 1A0
208 LAMONT PO	LAMONT	AB	T0B 2R0



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Moratorium Post Offices

Open May 14, 2007

3,838 TOTAL
3,479 CPAA
359 CUPW

OUTLET NAME / BUREAU DE POSTE	CITY / LOCALITE	BR	P.C. / C.P.
209 LANGDON PO	LANGDON	AB	T0J 1X0
210 LEDUC STN MAIN	LEDUC	AB	T9E 2E0
211 LEGAL PO	LEGAL	AB	T0G 1L0
212 LETHBRIDGE MAIN PO	LETHBRIDGE	AB	T1J 0N0
213 LINDALE PO	LINDALE	AB	T0C 1W0
214 LINDBERGH PO	LINDBERGH	AB	T0A 2J0
215 LINDEN PO	LINDEN	AB	T0M 1J0
216 LODGEPOLE PO	LODGEPOLE	AB	T0E 1K0
217 LONGVIEW PO	LONGVIEW	AB	T0L 1H0
218 LOUGHEED PO	LOUGHEED	AB	T0B 2V0
219 LOUSANA PO	LOUSANA	AB	T0M 1K0
220 LYALTA PO	LYALTA	AB	T0J 1Y0
221 MAGRATH PO	MAGRATH	AB	T0K 1J0
222 MALLAIG PO	MALLAIG	AB	T0A 2K0
223 MANNING PO	MANNING	AB	T0H 2M0
224 MANNVILLE PO	MANNVILLE	AB	T0B 2W0
225 MANYBERRIES PO	MANYBERRIES	AB	T0K 1L0
226 MARIÉ REINE PO	MARIE REINE	AB	T0H 2N0
227 MAYERTHORPE PO	MAYERTHORPE	AB	T0E 1N0
228 MCLENNAN PO	MCLENNAN	AB	T0H 2L0
229 MEDICINE HAT MAIN PO	MEDICINE HAT	AB	T1A 0A0
230 METISKOW PO	METISKOW	AB	T0B 3A0
231 MILK RIVER PO	MILK RIVER	AB	T0K 1M0
232 MILLET PO	MILLET	AB	T0C 1Z0
233 MIRROR PO	MIRROR	AB	T0B 3C0
234 MONARCH PO	MONARCH	AB	T0L 1M0
235 MORINVILLE MAIN PO	MORINVILLE	AB	T8R 1A0
236 MULHURST BAY PO	MULHURST BAY	AB	T0C 2C0
237 MUNDARE PO	MUNDARE	AB	T0B 3H0
238 MYRNAM PO	MYRNAM	AB	T0B 3K0
239 NACMINE PO	NACMINE	AB	T0J 2E0
240 NANTON PO	NANTON	AB	T0L 1R0
241 NEW BRIGDEN PO	NEW BRIGDEN	AB	T0J 2G0
242 NEW DAYTON PO	NEW DAYTON	AB	T0K 1P0
243 NEW SAREPTA PO	NEW SAREPTA	AB	T0B 3M0
244 NEWBROOK PO	NEWBROOK	AB	T0A 2P0
245 NISKU STN MAIN	NISKU	AB	T9E 7M0
246 NOBLEFORD PO	NOBLEFORD	AB	T0L 1S0
247 NORDEGG PO	NORDEGG	AB	T0M 2H0
248 OKOTOKS STN MAIN	OKOTOKS	AB	T1S 1A0
249 OLDS STN MAIN	OLDS	AB	T4H 1A0
250 ONOWAY PO	ONOWAY	AB	T0E 1V0
251 OYEN PO	OYEN	AB	T0J 2J0
252 PARADISE VALLEY PO	PARADISE VALLEY	AB	T0B 3R0
253 PEACE RIVER STN MAIN	PEACE RIVER	AB	T8S 1A0
254 PENHOLD PO	PENHOLD	AB	T0M 1R0
255 PICKARDVILLE PO	PICKARDVILLE	AB	T0G 1W0
256 PICTURE BUTTE PO	PICTURE BUTTE	AB	T0K 1V0
257 PINCHER CREEK PO	PINCHER CREEK	AB	T0K 1W0
258 PLAMONDON PO	PLAMONDON	AB	T0A 2T0
259 PONOKA STN MAIN	PONOKA	AB	T4J 1A0
260 PRIDDIS PO	PRIDDIS	AB	T0L 1W0



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261 PROVOST PO	PROVOST	AB	T0B 3S0
262 RAINBOW LAKE PO	RAINBOW LAKE	AB	T0H 2Y0
263 RAINIER PO	RAINIER	AB	T0J 2M0
264 RANFURLY PO	RANFURLY	AB	T0B 3T0
265 RAYMOND PO	RAYMOND	AB	T0K 2S0
266 REDCLIFF PO	REDCLIFF	AB	T0J 2P0
267 REDWATER PO	REDWATER	AB	T0A 2W0
268 RIMBEY PO	RIMBEY	AB	T0C 2J0
269 ROCKY MOUNTAIN HOUSE STN MAIN	ROCKY MOUNTAIN HOUSE	AB	T4T 1A0
270 ROLLING HILLS PO	ROLLING HILLS	AB	T0J 2S0
271 ROLLY VIEW PO	ROLLY VIEW	AB	T0C 2K0
272 ROSALIND PO	ROSALIND	AB	T0B 3Y0
273 ROSEDALE STATION PO	ROSEDALE STATION	AB	T0J 2V0
274 ROWLEY PO	ROWLEY	AB	T0J 2X0
275 RUMSEY PO	RUMSEY	AB	T0J 2Y0
276 RYCROFT PO	RYCROFT	AB	T0H 3A0
277 RYLEY PO	RYLEY	AB	T0B 4A0
278 SANGUDO PO	SANGUDO	AB	T0E 2A0
279 SCANDIA PO	SCANDIA	AB	T0J 2Z0
280 SEBA BEACH PO	SEBA BEACH	AB	T0E 2B0
281 SEDALIA PO	SEDALIA	AB	T0J 3C0
282 SEDGEWICK PO	SEDEWICK	AB	T0B 4C0
283 SEXSMITH PO	SEXSMITH	AB	T0H 3C0
284 SLAVE LAKE PO	SLAVE LAKE	AB	T0G 2A0
285 SMITH PO	SMITH	AB	T0G 2B0
286 SMOKY LAKE PO	SMOKY LAKE	AB	T0A 3C0
287 SPIRIT RIVER PO	SPIRIT RIVER	AB	T0H 3G0
288 SPRING COULEE PO	SPRING COULEE	AB	T0K 2C0
289 SPRUCE GROVE STN MAIN	SPRUCE GROVE	AB	T7X 1A0
290 SPRUCE VIEW PO	SPRUCE VIEW	AB	T0M 1V0
291 SPUTINOW PO	SPUTINOW	AB	T0A 3G0
292 ST LINA PO	ST LINA	AB	T0A 2Z0
293 ST MICHAEL PO	ST MICHAEL	AB	T0B 4B0
294 ST PAUL PO	ST PAUL	AB	T0A 3A0
295 ST VINCENT PO	ST VINCENT	AB	T0A 3B0
296 STAND OFF PO	STAND OFF	AB	T0L 1Y0
297 STANDARD PO	STANDARD	AB	T0J 3G0
298 STAVELY PO	STAVELY	AB	T0L 1Z0
299 STETTLER PO	STETTLER	AB	T0C 2L0
300 STIRLING PO	STIRLING	AB	T0K 2E0
301 STONY PLAIN STN MAIN	STONY PLAIN	AB	T7Z 1A0
302 STRATHMORE STN MAIN	STRATHMORE	AB	T1P 1A0
303 STROME PO	STROME	AB	T0B 4H0
304 SUNDRE PO	SUNDRE	AB	T0M 1X0
305 SUNNYBROOK PO	SUNNYBROOK	AB	T0C 2M0
306 SUNSET HOUSE PO	SUNSET HOUSE	AB	T0H 3H0
307 SWAN HILLS PO	SWAN HILLS	AB	T0G 2C0
308 SYLVAN LAKE STN MAIN	SYLVAN LAKE	AB	T4S 1A0
309 TABER STN MAIN	TABER	AB	T1G 1A0
310 TANGENT PO	TANGENT	AB	T0H 3J0
311 THORHILD PO	THORHILD	AB	T0A 3J0
312 THORSBY PO	THORSBY	AB	T0C 2P0



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313 THREE HILLS PO	THREE HILLS	AB	T0M 2A0
314 TOFIELD PO	TOFIELD	AB	T0B 4J0
315 TORRINGTON PO	TORRINGTON	AB	T0M 2B0
316 TROCHU PO	TROCHU	AB	T0M 2C0
317 TROUT LAKE PO	TROUT LAKE	AB	T0G 2N0
318 TURIN PO	TURIN	AB	T0K 2H0
319 TURNER VALLEY PO	TURNER VALLEY	AB	T0L 2A0
320 TWIN BUTTE PO	TWIN BUTTE	AB	T0K 2J0
321 TWO HILLS PO	TWO HILLS	AB	T0B 4K0
322 VALLEYVIEW PO	VALLEYVIEW	AB	T0H 3N0
323 VAUXHALL PO	VAUXHALL	AB	T0K 2K0
324 VEGREVILLE STN MAIN	VEGREVILLE	AB	T9C 1A0
325 VERMILION STN MAIN	VERMILION	AB	T9X 1A0
326 VETERAN PO	VETERAN	AB	T0C 2S0
327 VIKING PO	VIKING	AB	T0B 4N0
328 VILNA PO	VILNA	AB	T0A 3L0
329 VIMY PO	VIMY	AB	T0G 2J0
330 VULCAN PO	VULCAN	AB	T0L 2B0
331 WABAMUN PO	WABAMUN	AB	T0E 2K0
332 WABASCA PO	WABASCA	AB	T0G 2K0
333 WAINWRIGHT STN MAIN	WAINWRIGHT	AB	T9W 1A0
334 WANDERING RIVER PO	WANDERING RIVER	AB	T0A 3M0
335 WANHAM PO	WANHAM	AB	T0H 3P0
336 WARBURG PO	WARBURG	AB	T0C 2T0
337 WARNER PO	WARNER	AB	T0K 2L0
338 WASKATENAU PO	WASKATENAU	AB	T0A 3P0
339 WATERTON PARK PO	WATERTON PARK	AB	T0K 2M0
340 WEMBLEY PO	WEMBLEY	AB	T0H 3S0
341 WESTLOCK STN MAIN	WESTLOCK	AB	T7P 1A0
342 WETASKIWIN STN MAIN	WETASKIWIN	AB	T9A 1L0
343 WHITECOURT STN MAIN	WHITECOURT	AB	T7S 1A0
344 WILDWOOD PO	WILDWOOD	AB	T0E 2M0
345 WILLINGDON PO	WILLINGDON	AB	T0B 4R0
346 WIMBORNE PO	WIMBORNE	AB	T0M 2G0
347 WINFIELD PO	WINFIELD	AB	T0C 2X0
348 WORSLEY PO	WORSLEY	AB	T0H 3W0
349 YOUNGSTOWN PO	YOUNGSTOWN	AB	T0J 3P0
350 100 MILE HOUSE PO	100 MILE HOUSE	BC	V0K 2E0
351 70 MILE HOUSE PO	70 MILE HOUSE	BC	V0K 2K0
352 ABBOTSFORD STN A	ABBOTSFORD	BC	V2T 1X0
353 AGASSIZ PO	AGASSIZ	BC	V0M 1A0
354 AHOUSAT PO	AHOUSAT	BC	V0R 1A0
355 ALDERGROVE STN ALDERGROVE	ALDERGROVE	BC	V4W 1A0
356 ALERT BAY PO	ALERT BAY	BC	V0N 1A0
357 ALEXIS CREEK PO	ALEXIS CREEK	BC	V0L 1A0
358 ALTONA PO	ALTONA	BC	V0C 2T0
359 ANAHIM LAKE PO	ANAHIM LAKE	BC	V0L 1C0
360 ANGLEMONT PO	ANGLEMONT	BC	V0E 1A0
361 ARGENTA PO	ARGENTA	BC	V0G 1B0
362 ARMSTRONG PO	ARMSTRONG	BC	V0E 1B0
363 ARRAS PO	ARRAS	BC	V0C 1B0
364 ASHCROFT PO	ASHCROFT	BC	V0K 1A0

Deputy Minister
2nd Floor, Twin Atria Building
4999 - 98 Avenue
Edmonton, Alberta T6B 2X3
Canada
Telephone 780-427-6912
Fax 780-422-6515
www.transportation.alberta.ca

June 15, 2017

AR70857

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

Dear Reeve Neufeld:

I wish to acknowledge your application for cost-shared grant funding for Blue Hills Site 2 - Culvert Crossing under the Resource Road Component of Strategic Transportation Infrastructure Program (STIP).

As you may be aware, a significant number of applications were received, exceeding budget availability. Applications received for 2017 were reviewed by a committee of department staff. Unfortunately your application was not recommended for funding approval.

If your municipality wishes to resubmit this application and/or submit new eligible projects for 2018, please note that the application due date is November 30, 2017.

If you have any questions regarding STIP, please contact Danny Jung, Regional Infrastructure Manager, Peace Region, Provincial Building, 3rd Floor, 9621 - 96 Avenue, Peace River, AB, T8S 1T4, (780) 624-6384.

Sincerely,



Barry Day
Deputy Minister

cc: Danny Jung
Regional Infrastructure Manager, Alberta Transportation

RECEIVED
JUN 22 2017

**MACKENZIE COUNTY
FORT VERMILION OFFICE**

New AAMDC Resolution Process Policy Now Available

Resolutions form an important part of AAMDC's advocacy work and having clear processes in place is essential. With direction provided through member resolutions, the 2017 Board Governance Review Committee, and the AAMDC Resolutions Committee, the AAMDC is pleased to release a **new AAMDC Resolution Process Policy** to guide the resolutions process, effective immediately.

The Policy has been structured to guide the resolutions process from start to finish, with the following sections:

- A. Resolutions Oversight
- B. Resolution Writing Guidelines
- C. Resolution Submission Guidelines
- D. Resolution Types
- E. Emergent Resolutions
- F. Resolutions Session
- G. Amendments
- H. Endorsed Resolutions

What are the major changes?

- The AAMDC Vice President will be offered first right of refusal to chair the Resolutions Committee. Should the Vice President choose not to chair the Resolutions Committee, another board member will be appointed by the President.
- Districts are required to appoint a Resolutions Committee member and an alternate, and notify the AAMDC of these appointments on an annual basis.
- The Resolutions Committee will have more authority in the resolution review process, specifically to:
 - Amend resolutions providing the intent does not change
 - Consolidate multiple resolutions of similar intent or subject matter and notify sponsoring municipalities of the consolidation
 - Inform the resolution sponsor if a resolution will materially change or contradict a current AAMDC position
 - Notify the resolution sponsor of any deficiencies in meeting the writing guidelines for resolutions as identified in the Policy
 - Refer resolutions that directly or indirectly duplicate the requests made in an active resolution(s) back to the resolution sponsor for revision or withdrawal
 - Determine whether emergent resolutions meet the required definition to be debated on the floor
- Clarification is provided on the definition and purpose of board-endorsed resolutions.
- Clarification is provided regarding emergent resolutions and associated processes:

- An emergent resolution is defined as one submitted to the AAMDC after the resolution deadline that deals with an issue, legislative, or policy change that has arisen after the resolution deadline, and needs to be addressed prior to the next AAMDC convention.
 - Justification explaining why a resolution is emergent must be clearly stated upon submission.
 - Resolutions accepted by the Resolutions Committee as emergent will be added to the order paper at the start of the resolutions session. No debate from the floor as to whether a resolution is emergent will occur.
- Voting requirements for resolutions will continue to be released in the resolutions package prior to each convention. If the voting requirement assigned to a resolution is to be disputed, an elected official from an AAMDC full member municipality is to notify a Resolutions Committee member in advance of the resolutions session and voting requirement amendments may be presented at the introduction of the order paper.
 - Deferral of resolutions back to the sponsor, or tabling a resolution until a future convention will not be permitted. All resolutions included in the order paper will be voted on during the resolutions session in which they are introduced.
 - If the resolutions session runs short of time, the Chair will be permitted to recess the session until a later time within the same convention to accommodate the presentation, debate and voting on remaining resolutions.

What are the key components to keep in mind?

- Resolution-writing guidelines must be followed and all resolutions must include a title, preamble (whereas), operative clause (therefore be it resolved) and member background. Resolutions requesting legislative changes must clearly identify the legislation that the resolution is directing changes to in the operative clause.
- Resolutions must deal with issues that have a provincial or federal scope, not focus on a local issue.
- District-endorsed and individual resolutions **MUST be submitted in Microsoft Word format** in their entirety (including member background) prior to the resolutions deadline.
- Emergent resolutions are only intended to deal with issues that have arisen since the resolution deadline has passed.

AAMDC will be working with districts on the implementation of the new AAMDC Resolution Process Policy and members are requested to ensure resolutions being developed are reflective of the new criteria.

To support resolution development, members are encouraged to utilize the [2017 Resolution Template](#) and refer to a [sample resolution](#) for guidance.

AAMDC staff will continue to be a resource to provide advice on the policy and review and provide input on draft resolutions. AAMDC staff will not draft resolutions on behalf of members. Members wishing to have a draft resolution reviewed for content prior to it being presented at district meetings or submitted as an individual resolution are encouraged to submit them in Microsoft Word to Tasha Blumenthal at tasha@aaamdc.com.

The resolutions deadline for the Fall 2017 Convention is Monday, October 16, 2017 at 4:00 pm.

The AAMDC would like to thank our membership, the members of the Board Governance Review Committee, and the Resolutions Committee for their input into this important process.

Enquiries may be directed to:

Tasha Blumenthal

Policy Analyst

780.955.4094

Kim Heyman

Director, Advocacy & Communications

780.955.4079

BRD-2017-06-3: AAMDC Resolution Process
Date Approved: June 15, 2017

Next Review Date: June 2019

Purpose: The purpose of this policy is to formalize the parameters involved for the resolution process used by the AAMDC. It includes aspects of the resolution process including oversight, guidelines, resolution types, writing and submission guidelines, the resolution session and the handling of endorsed resolutions.

Policy Statement: As a method of deriving member direction, the resolution process is fundamental to informing the AAMDC's advocacy priorities. As such, this policy formalizes all aspects of the resolution process to provide clarity and consistency.

A. Resolution Oversight

1. The board shall establish a Resolutions Committee that comprises the five district chairs, or appointed designates, and is chaired by a board representative. The AAMDC Vice President shall be offered first right of refusal to chair the Resolutions Committee. Should the Vice President choose not to chair the resolution committee, another board member will be appointed by the President. The board representative is determined at the AAMDC board organizational meeting.
2. Each district shall appoint a committee member and an alternate and notify the AAMDC of appointments on an annual basis. Districts may amend committee members as needed when extraordinary circumstances arise.
3. The AAMDC will provide annual training on the resolutions policy for all committee members.
4. A parliamentarian shall be engaged to support the chair during the Resolutions Session. The parliamentarian shall be appointed by the AAMDC Board of Directors or the Resolutions Committee on an annual basis.
5. The Resolutions Committee shall have power to rank the resolutions per their relative importance thus determining the order paper.
6. The AAMDC and/or Resolutions Committee may, in consultation with the sponsoring municipality(ies):
 - a. Amend the grammar, wording or format of the resolution provided it does not change the intent,
 - b. Provide comments on each resolution with regards to its background,
 - c. Consolidate resolutions of similar intent or subject matter and notify sponsoring municipalities of the consolidation,
 - d. Inform the sponsoring municipality(ies) where the resolution will materially change or contradict a current AAMDC position,

- e. Notify the sponsoring municipality(ies) of any deficiencies in meeting the guidelines of resolutions as outlined in this policy, and
- f. Refer district-endorsed or individual resolutions that duplicate the requests made in an active resolution(s) either directly or indirectly back to the resolution sponsor.

B. Resolution Writing Guidelines

1. Resolutions must include a title, preamble (whereas), operative clause (therefore be it resolved) and member background and shall be in the form:

WHEREAS ...; and
 WHEREAS ...;
 THEREFORE, BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties...
 Member Background

2. Resolutions must address a topic of concern that is relevant to municipalities on a provincial or federal basis.
3. The title must provide a clear indication of the resolution’s intent.
4. The preamble must provide clear, brief, factual context for the operative clause.
5. The operative clause must clearly set out what the resolution is meant to achieve and indicate a proposal for action. The wording should be straightforward and brief so that the intent of the resolution is clear. Resolutions requesting legislative changes must clearly identify the legislation that the resolution is directing changes to.
6. Resolutions must be accompanied by background information outlining the following where appropriate:
 - a. The history of the issue,
 - b. Issue impacts, noting the provincial and/or federal impacts of the issue, where applicable,
 - c. Past or current advocacy efforts by the AAMDC or other organizations,
 - d. Recent incidents or developments,
 - e. Specific legislation linkages, and
 - f. Other stakeholders with a vested interest.

C. Resolution Submission Guidelines

1. Resolutions may be submitted for consideration at the convention by:
 - a. A group of full members (AAMDC districts, see section D.1)
 - b. A full member (individual municipality, see section D.2)
 - c. The Board of Directors (see section D.3)
2. Resolutions must be approved by a motion of the council(s) of the sponsoring municipality(ies) or by the AAMDC Board of Directors, in the event of board-endorsed resolutions.

3. Resolutions must be received by the AAMDC at least four (4) weeks prior to each convention.
4. Resolutions and supporting member background must be submitted electronically in Microsoft Word by the resolutions deadline.

D. Resolution Types

1. District-endorsed resolutions are those submitted by a full member or group of full members through their respective district-approved process, provided it receives endorsement at a duly constituted district meeting.
2. Individual resolutions are those submitted by a full member or group of full members directly to the AAMDC.
3. Board-endorsed resolutions are those submitted by the AAMDC Board of Directors. These resolutions may be brought forward to allow membership endorsement on a formal plan or report, or to address an issue the board deems pertinent. Board-endorsed resolutions shall follow the same timelines and process as district-endorsed or individual resolutions.

E. Emergent Resolutions

1. Resolutions submitted after the resolution deadline assigned for each AAMDC convention will be forwarded to the Resolutions Committee for consideration as emergent resolutions.
2. An emergent resolution is defined as one submitted to the AAMDC after the resolution deadline that deals with an issue, legislative, or policy change that has arisen after the resolution deadline, and needs to be addressed prior to the next AAMDC convention. Justification explaining why a resolution is emergent must be clearly stated upon submission.
3. Any resolution not meeting the definition of being an emergent resolution will not be accepted by the Resolutions Committee. The Resolutions Committee Chair or designate will inform the resolution sponsor(s) of the decision of the Resolutions Committee.
4. Resolutions accepted by the Resolutions Committee as emergent in nature will be added to the order paper at the start of the resolutions session. Acceptance of the order paper, including the additions of emergent resolutions, will be voted on using a simple majority.
5. The sponsoring municipality(ies) must provide and distribute adequate copies of the emergent resolution to all full members in attendance at convention prior to the start of the resolutions session. Convention registration numbers will be shared with the resolution sponsor to advise of the number of emergent resolution copies required.

F. Resolutions Session

1. For the purposes of the resolutions session only, quorum shall be defined as representation of 50% plus one of the AAMDC full member municipalities who are eligible to vote. Quorum will be counted at the start of each resolutions session.

2. Only elected officials of full members are eligible to vote on resolutions and can only cast their individual vote on each resolution. Elected officials will be issued one voting device, and shall only use one voting device during the resolutions session.
3. Voting may be by electronic means or by show of voting credentials as determined by the AAMDC.
4. Only elected officials of full members shall be allowed to speak during the resolutions session. Associate members, member administrative staff and guests may be permitted to speak upon recognition by the chair and consent of majority of the voting members. They may not move or second a resolution, or vote. Those speaking during the resolutions session must clearly state their name, position and jurisdiction.
5. The resolution session shall be carried out per Robert's Rules of Order, except where those rules may be in conflict with the bylaws and policies of the AAMDC.
6. The resolution session shall include the acceptance of the order paper and the consideration of resolutions.
7. If any emergent resolutions are to be presented, they will be incorporated into the order paper, which will be voted on at the start of the resolutions session.
8. Voting requirements to pass resolutions are as follows:
 - a. Where legislative changes are requested, a three-fifths (3/5) majority shall be required. Resolutions requesting legislative changes must clearly state what legislative amendments are being requested.
 - b. Where no legislative changes are being requested, a simple majority vote shall be required.
 - c. Motion to accept the Order Paper identifies the majority status required for the vote for each resolution.
9. If the voting requirement assigned to a resolution is to be disputed, an elected official from an AAMDC full member municipality is to notify the Resolutions Chair or a Resolutions Committee member in advance of the resolutions session. Voting requirement amendments may be presented at the introduction of the order paper by the Resolutions Chair prior to the introduction of resolutions.
10. A sponsoring municipality may declare its intent to withdraw a proposed resolution when the resolution is introduced. Before making a motion, the sponsor shall request to withdraw the resolution. Pending no opposition from the floor, the session chair shall declare the resolution withdrawn and no further debate or comments will be allowed.
11. The title, sponsor(s), resolution type and operative clause shall be read aloud by a resolutions committee members to introduce the resolution at the during the session.
12. Each resolution requires a mover and a seconder and will be allowed up to five (5) minutes combined to present the resolution.
13. A member of the AAMDC Board of Directors shall be permitted to speak, to provide clarity on a resolution intent as presented, that may be impacted by AAMDC advocacy efforts.

14. Following the initial speaker(s), the chair will then call for members requesting clarification, amendments or speaking in opposition to the resolution. The speaker will have a two (2) minute time limit. If no one rises to speak in opposition to a proposed resolution, the question will be immediately called.
15. Once a member has spoken in opposition of the resolution, debate will continue with each speaker having a two (2) minute time limit. When debate ends, the chair will allow the mover and seconder two (2) minutes total to present final comments.
16. Deferral of resolutions back to the sponsor, or tabling a resolution until a future convention will not be permitted. All resolutions included in the order paper will be voted on during the resolutions session in which they are introduced.
17. If the resolutions session runs short of time, the Chair has the authority to recess the session until a later time within the same convention to accommodate the presentation, debate and voting on remaining resolutions.

G. Amendments

1. Friendly amendments are those that are so simple or uniformly acceptable that they can be adopted by unanimous consent during debate. This eliminates the necessity for formal amendment including seconding, debate, voting and incorporation back into the main motion.
2. Friendly amendments must be agreed to by the mover of the main motion and there must be no objection from voting delegates to the amendment being made on a friendly basis.
3. Each amendment (except friendly amendments) requires a mover and a seconder. The spokesperson(s) for the amendment will be allowed two (2) minutes combined to present the amendment.
4. Amendments (except friendly amendments) will be accepted when duly moved and seconded. Submission of amendments to the chair or AAMDC designated staff in writing in advance of the start of the resolutions session is encouraged, unless an amendment to the amendment has been brought to the floor as outlined in section G.4 of this Policy.
5. Discussion of amendments follows the same guidelines and timeframes as outlined for resolution debate.
6. Only one amendment will be accepted at a time, and only one amendment to the amendment is permitted at a time.
7. A simple majority vote is required to pass all amendments.

H. Endorsed Resolutions

1. Resolutions passed by the voting delegates shall not be amended or modified.

2. Endorsed resolutions informs the advocacy efforts of the AAMDC. As such, relevant government ministries and other organizations are sent the relevant resolutions and asked to provide responses.
3. Concurrently, the AAMDC incorporates the positions outlined in the endorsed resolutions into the organization's advocacy strategy.
4. Resolutions that receive the endorsement of the voting delegates shall be effective for three (3) years.
5. The AAMDC disseminates advocacy responses and updates on a regular basis formally through the Advocacy Report biannually, and in various meetings and speaking opportunities directly with AAMDC members. The AAMDC's resolution database is publicly accessible on the AAMDC website.
6. Twice yearly, typically following each convention, the AAMDC will advise members of what resolutions are expiring.
7. Expired resolutions may be renewed by following the regular resolution procedure of bringing resolutions forward as outlined in section C.

Items noted in red font will be completed by AAMDC

Resolution **?-17F**

Resolution Title

Sponsoring Municipality Name

*Three-fifths (3/5) Majority Required
Endorsed by Central District*

Comment [TB1]: MEMBER – Resolution Policy B(3):

The title must provide a clear indication of the resolution's intent.

Comment [TB2]: MEMBER

WHEREAS; and

WHEREAS ...;

Comment [TB3]: MEMBER – Resolution Policy B(4):

The preamble must provide clear, **brief**, factual context for the operative clause.

THEREFORE, BE IT RESOLVED ...

FURTHER BE IT RESOLVED THAT ...

Comment [TB4]: MEMBER – Resolution Policy B(5):

The operative clause must clearly set out what the resolution is meant to achieve and indicate a proposal for action. The wording should be straightforward and brief so that the intent of the resolution is clear. **Resolutions requesting legislative changes must clearly identify the legislation that the resolution is directing changes to.**

Member Background

AAMDC Background

AAMDC will provide after resolution is endorsed at district level.

Comment [TB5]: MEMBER – Resolution Policy B(6):

Resolutions must be accompanied by background information outlining the following where appropriate:

- a. The history of the issue,
- b. Issue impacts, noting the provincial and/or federal impacts of the issue, where applicable,
- c. Past or current advocacy efforts by the AAMDC or other organizations,
- d. Recent incidents or developments,
- e. Specific legislation linkages, and
- f. Other stakeholders with a vested interest.



WE ARE economies OF SCALE

WE ARE THE support YOU NEED

WE ARE THE experts IN MUNICIPALITIES

WE ARE YOUR advocate

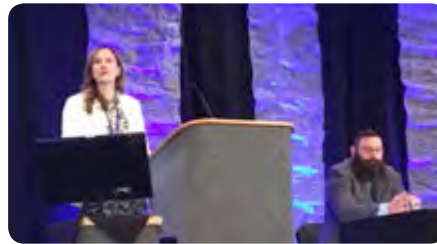
AUMA BOARD NEWS



Lisa Holmes
AUMA President
Mayor, Town of Morinville

March Mayors' Caucus

Thank you to the more than 200 mayors, councillors and administrators who came together for AUMA's spring Mayors' Caucus in Edmonton. The Caucus included sessions on marijuana legalization, climate change, and the modern electricity market



Minister Anderson addressing delegate questions during AUMA's Provincial Leaders Breakfast

New this year, AUMA welcomed municipal districts and counties to attend the first day's provincial-municipal leaders' breakfast and dialogue with Ministers on top of mind municipal matters. The breakfast was kicked off by the Honourable Shaye Anderson, Minister of Municipal Affairs on behalf of the Premier, followed by presentations from the Honourable Deron Bilous, Minister of Economic Development

and Trade, the Honourable Shannon Phillips, Minister of Environment and Parks, and the Honourable Brian Mason, Minister of Transportation and Minister of Infrastructure. Delegates posed a number of questions to the Ministers and the answers are expected to be posted later this month once we have their responses.

The second day of the program was for urban municipalities only so they could provide input on how carbon levy revenue should be used, how to advance broadband connectivity, and considerations for the MSI replacement program.

- [View the presentations](#)
- [View the update from The Honourable Shaye Anderson, Minister of Municipal Affairs](#)

Courses and Events

[Elected Officials Education Program](#)

Emergency Preparedness Planning
June 12, Okotoks

[Summer Mayors' Caucus](#)
June 13 – 15, Okotoks

[AUMA Public Risk Conference](#)
June 22 - 23, Edmonton

[2017 AUMA Convention & Tradeshow](#)
November 22 – 24, Calgary

Visit the [AUMA YouTube channel for webinars](#), caucus and convention highlights, AMSC tool tips, and more.

Summer Mayors' Caucus

Registration is now open for AUMA's summer Mayors' Caucus being held from June 13 to 15, at the Best Western Inn, Okotoks.

[Register online and access hotel information.](#)

Mayors, Councillors and Chief Administrative Officers are encouraged to attend.

Members attend on the date according to municipal population size:

- June 13 - under 2,500
- June 14 - 2,500 to 10,000
- June 15 - over 10,000

The [Okotoks Dawgs](#) have donated tickets to their baseball game on Tuesday, June 13 at 7 p.m. If you would like to attend, the tickets will be available at the Mayors' Caucus registration desk on June 13.



photo credit: www.dawgsbaseball.ca

ADVOCACY UPDATES

Federal and Provincial Budgets

[AUMA pleased to see commitment to infrastructure in the 2017 Federal Budget](#)

[AUMA cautiously optimistic with the 2017 Provincial Budget](#)

Municipal Government Act – Bill 8

With the recent passing of Bill 8, the AUMA was pleased we were able to influence some positive changes to the Municipal Government Act, including clearer notification requirements to Indigenous communities on land use planning, the creation of new inter-municipal offsite levies, and the extension of municipal development plans to three years.

[As noted in our news release](#), the Province’s portrayal of Bill 8 being the “finishing touches” is a concern given the number of unresolved issues including a municipal funding model, notice requirement for changes to municipal funding, and the lack of joint and several liability changes. We will be sending a formal response to the Minister. More information can be found on the [AUMA’s Bill 8 analysis document](#).

Infrastructure

AUMA met with the Minister and Parliamentary Secretary of Infrastructure Canada to express appreciation for the new cost sharing formula that was adopted for the first phase of federal infrastructure funding (e.g., 50% federal /40% provincial/10% municipal cost sharing for water-related projects). We also [drew attention](#) to the lengthy delays and lack of transparent application and project selection processes.

AUMA is calling for municipalities to be very engaged in the next phase of federal funding, with clear identification of funding envelopes for municipal projects. Ideally, we would like to move away from an application process and use a flow-through allocation model, like the gas tax. If an application approach is retained, then there needs to be an application process that is clear and transparent with timely decisions.

As the federal government has stated that their share of the infrastructure costs will be a maximum 40% share for the second phase, [AUMA has proposed](#) the remainder be shared based on a 40% provincial / 20% municipal model. As the federal government has indicated that the next phase of funding for “small and rural” communities will be defined by each province, AUMA has suggested a population threshold of 10,000 be used, rather than the 100,000 that was used previously.

AUMA also continues to press the Minister of Municipal Affairs for a discussion on the replacement program for the MSI funding.

Marijuana legalization

The federal government tabled legislation earlier this spring to legalize the recreational use of cannabis (marijuana), stating a target date of July 2018. The [AUMA immediately responded](#) as the first municipal organization in Canada to take action. [Our news release](#) profiled concerns relating to the importance of an integrated approach between federal, provincial and municipal governments so we can collectively ensure appropriate systems are in place to educate the public, restrict inappropriate usage, address health and safety issues, and enable coordinated enforcement through RCMP and municipal law enforcement bodies.

As well, AUMA shared our concerns with the provincial government since they will be responsible for developing a legislative and regulatory framework for the distribution and retail sales of cannabis. [We called on the Province to strike a task force](#) to inform the development of provincial regulations and the associated education and enforcement actions, and recommended that AUMA be a task force member to ensure municipal perspectives are considered.

AUMA is fielding a [members’ survey](#) to solicit views on other matters relating to the distribution, sale and consumption of marijuana. The survey results will be discussed at the June Mayors’ Caucus so our formal submission to the Province can be made in July.

Building on our work to date, AUMA will continue to work with the FCM and are leading some joint advocacy with other municipal associations, including AAMDC, in western Canada.

Marijuana Survey

AUMA is calling on our member municipalities to [respond to our survey](#) about additional issues pertaining to the legalization of marijuana.

The survey contains a number of questions relating to the distribution, sale and consumption of marijuana. As we plan to discuss the survey results at the June Mayors Caucus, we are seeking responses by June 7. Municipal elected officials, CAOs, and their human resources and other staff are encouraged to respond to the survey.

If you have any questions about this [survey](#), please contact Kelly Santarossa, Senior Policy Advisor, at 780-409-4315 or ksantarossa@auma.ca.

New Drone Restrictions

The federal government introduced new [interim restrictions on drone use](#), based on advocacy by AUMA and other organizations and [recommendations](#) from the

Standing Committee on Transport, Infrastructure, and Communities. The interim restrictions apply to recreational drones, controlling their use through heavy restrictions on flying near people and structures.

While AUMA has applauded these changes, [we reminded the federal Minister](#) that municipalities do not have clear ability to pass bylaws controlling the use of drones, nor can our local law enforcement agencies enforce the restrictions as they fall under the federal Aeronautics Act.

The AUMA will continue to stress the importance of enabling municipal control in the permanent regulations, particularly around the ability for passing bylaws controlling use and local law enforcement.

Photo Radar Use

AUMA has [requested information](#) from the Ministers of Transportation and Justice and Solicitor General about the objective, scope, process, and timing of the photo radar review. AUMA also stressed that municipalities should retain the ability to determine whether to use photo radar locally.

Provincial Broadband Strategy

[AUMA is calling for the Province](#) to develop and implement a provincial broadband strategy to provide solutions for areas that are unserved or underserved. The lack of access and affordability of a fibre optic network is a key concern, and we will be looking for an approach that addresses current gaps in broadband access, as well as solutions to problematic connection speeds, especially in rural areas.

Mandatory Training for Elected Officials

AUMA and AAMDC are modernizing our [Elected Officials Education Program \(EOEP\)](#) to align with the MGA amendments. A new two-day course called [Municipalities 101: The Essentials of Municipal Governance](#) will fully address the mandatory requirement for municipalities to provide training to their elected officials.

This course includes: governance and legislation; role of elected officials and decision processes; financial management; planning and development; and collaboration.

The cost of this course is only \$200 and it is being offered through 14 locations so that it is very accessible. Two offerings are scheduled for September for officials elected in the summer village election. The other 12 offerings run from October 2017 to January 2018.

Vegreville Processing Centre

AUMA is supporting an advocacy campaign to help preserve the Case Processing Centre (CPC) in Vegreville which the federal government has scheduled to relocate to

Edmonton by the end of 2018. The closure will significantly impact the town given the lost annual economic contributions of nearly \$16 million and the consequential doubling of the unemployment rate to 16%.

AUMA supported an emergency resolution to the Federation of Canadian Municipalities (FCM) encouraging the federal government to consult with municipalities and establish a policy framework to guide office moves. As well, AUMA and AAMDC called on municipal associations across the country to support Vegreville's #ruralCanadaMatters and #respectVegreville campaigns.

President Holmes spoke strongly in support of the resolution during the recent FCM conference, where 95% of municipalities endorsed this resolution.



AUMA President Lisa Holmes and AAMDC President Al Kemmere representing Team Alberta at the recent FCM Conference

Municipalities 101: The Essentials of Municipal Governance - Course Dates

Summer Villages only:

- Sept. 11 - 12 – Ponoka
- Sept. 16 - 17 – Edmonton

All other municipalities:

- Oct. 30 - 31 – Camrose
- Nov. 2 - 3 – Grande Prairie
- Nov. 4 - 5 – Lacombe
- Nov. 27 - 28 – Vermilion
- Nov. 30 - Dec. 1 – Drumheller
- Dec. 2 - 3 – Medicine Hat
- Dec. 4 - 5 – Cochrane
- Dec. 7 - 8 – Westlock
- Dec. 11 - 12 – Manning
- Dec. 14 - 15 – Lac La Biche
- Jan. 8 - 9, 2018 – Lethbridge
- Jan. 11 - 12, 2018 – High Prairie

[Online Registration opens July 5, 2017.](#)

For more information, contact registrar@eoep.ca.



HIGH LEVEL FORESTS PUBLIC ADVISORY COMMITTEE

MINUTES

Tuesday, May 30th, 2017
5pm, High Level Seniors Center

PRESENT:

Tiffany Olsen (Norbord)	Marissa Green (Norbord)
Boyd Langford (Member of Public)	Mike Alsterlund (Member of the Public)
John Thurston (Hungry Bend Sandhills Society)	Walter Sarapuk (MacKenzie County)
Jenna Gardner (Member of the Public)	Evan Gardner (Peace River Constituency)
Dave West (Tolko)	Allen Plantinga (Tolko)
Melanie Plantinga (Tolko)	Mike Morgan (Town of High Level)
Trevor LaFreniere (Tolko)	Paul Ebert (Agriculture & Forestry)
Michaela Jenkins (Tolko)	Hilary Wait (Tolko)

INFORMATION SENT:

Baptiste Metchooyeah (Dene Tha')	Exact Harvesting
Bernie Doerksen (LaCrete Polar Cats)	Fort Vermilion Heritage Center
Clifford Starr (Peerless Trout First Nation)	Christine Malhmann (Agriculture & Forestry)
Carol Gabriel (Mackenzie County)	Fred Radersma (Norbord)
Barry Toker (Watt Mountain Wanderers)	Keith Badger (Netaskinan Development)
Jon McQuinn (Norbord)	Kieran Broderick (Beaver First Nation)
Claude Duval (Watt Mnt Wanderers)	Lindee Dumas (LRRCN)
Connie Martel (Dene Tha')	Terry Jessiman (Agriculture & Forestry)
Cory Ferguson (Paddle Prairie Metis Settlement)	Marilee Cranna Toews (Hungry Bend Sandhills Society)
Chris Mitchell (Town of Rainbow Lake)	Paddle Prairie Metis Settlement
Dan Coombs (Agriculture & Forestry)	Sugu Thuraisamy (LRRF)
Harvey Sewpagaham (LRRCN)	Treetech
Terry Batt (Trapper's Association)	Tracey Laboucan (Lubicon Lake Nation)
Brent Holick (LaCrete Polar Cats)	Crystal McAteer (Town of High Level)
Mike Cardinal (Tallcree First Nation)	Tristina Macek (N'Deh Ltd. Partnership)
Margaret Carrol (High Level & District Chamber of Commerce)	Cheryl Ernst (High Level & District Chamber of Commerce)
Matt Marcone (Echo Pioneer)	Fred Didzena (Dene Tha)
Aaron Doepel (LaCrete Sawmills)	

1. WELCOME – INTRODUCTIONS

2. AROUND THE TABLE

2.1. Mike Alsterlund –

- Has there been a chemical analysis done on the hog fuel?
- Can we have a report on the potential carcinogens produced by the burner?
- What percentage of FMA is affected by the proposed Caribou protection area. Approximately 47% of the FMA is in Caribou range.

2.2. Melanie Plantinga –

- Has received an e-mail, forwarded from Paul Ebert, from Paul Lemay. Mr. Lemay is past president of the Association of Alberta Forest Public Advisory Committees (AAFPAC). He is trying to form a list of all Alberta Forest Public Advisory Committees. They are also planning a session and field trip to EMEND. Melanie has responded to Paul Lemays e-mail and will inform the HLFAC of further developments.

3. NEW BUSINESS

3.1 Presentations

- Environmental Management System (EMS) Certification – Tolko – Moving in a new direction – Hilary Wait

If Sustainable Forestry Initiative (SFI) was built on the US system of timber holding, and CSA was built on the Canadian or crown timber holding, why choose a standard designed for big business? There is a Canadian contingent, it is not exclusively American. The standard has changed to meet the needs of Canadian businesses. Canadian groups and members of the public have influenced changes to the SFI standard.

Is it possible to get copies of this presentation? Yes, Hilary will provide copies for distribution.

Will the HLFAC have to discuss and approve Values, Objectives, Indicators and Targets (VOIT)'s again? Not for SFI certification. The Forest Management Plan still has VOITs.

If Canadian companies are being certified to the same standard through SFI as American why should the softwood lumber dispute be continuing? Should some of the grounds for dispute be null? Good question. This is something that the company representatives have not considered before.

After Tolko is SFI certified they will move away from CSA. What are the implications for the plans aligning with the planning standard? The companies will still be obligated to meet the planning standard.

We haven't heard of SFI, but have heard of CSA. SFI is starting to do more marketing. They are marketing to children. They are having to consider what the needs of the Canadian producers are. Brand recognition through schools,

donations, charity groups, volunteering. Marketing through traditional TV may not get delivered. People getting media through internet.

They have an interesting Smart phone Application which can track where a buyers product came from. The purchaser scans the product wrap and the app will tell them where the source fiber was harvested.

What if you are required (have a legal obligation) to do something but it doesn't fit with SFI? It will still be done but it might not be reported with the SFI reporting.

- EMS – High Level Norbord becoming SFI certified – Tiffeny Olson

Norbord has a multisite SFI certification. They are adding High Level to this certification. They had to cut some wood before they could be audited and certified. They are scheduled to be audited in February.

During an audit problems or shortcomings can fall into three categories. There can be Major Non-Conformances, Minor Non-Conformances and Opportunities for Improvement. Major non-conformances if not addressed will result in a company losing certification.

The end customer often drives the certification that companies get. Different markets look for different types of certification.

- General Development Plan (GDP) for High Level 2017-18 – Trevor LaFreniere

Outstanding obligations are reported in the GDP.

The Fire control plan is part of the GDP.

Integration of activities of the multiple forestry companies is one of the primary goals of the GDP. This reduces wildlife disturbance.

Dave West – North West Alberta Collaboration Project

- A goal is to maintain access to fiber and balance different values on the landscape.
- Pursue a new relationship with First Nations.
- John T is being questioned by first nation community members who want to know what is going on. Efforts are being made to get information out to communities.
- Tolko wants to hear from community members. There is a legal obligation to consult with whomever the band selects as their representatives. We are trying to get into the communities talk to more people.
- **Questions –**
 - o Are there carcinogens in the ash from the burner?
 - o Are chemicals leaching from hog fuel? Tiffeny Olson, has seen recently seen research on this topic. She will forward this to the PAC for distribution.
- Mike has seen division over the caribou protection issue. There are people who say caribou protection will be a disaster for the economy. Or continued economic development will be a disaster for the environment. Perhaps the PACs role is to help protect both.

- People need to know. What is being done to balance multiple objectives? Dave West mentions a researcher, Tom Nudds who is working on this question of how to balance economic and conservation values on the landscape. Trying to find the spot between the two values where much of both objectives is met.
- The burner is a very short term solution. There is work being done to find long term solutions. The variance for the burner expires September 22nd. Will the pile be gone? It is expected to be.

4. NEXT MEETING – July 11, 2017

5. MEETING ADJORNED

Alberta Trappers Association 44th Annual Rendezvous
Under the Midnight Sky
Friday, June 30, 2017

MASTER OF CEREMONIES: REUBEN WIEBE

NOTE: FH -FUR HANDLING STATIONS 1-5 * SMNR - SEMINARS 1-2 * OUTEV -OUTSIDE EVENT

7:00 - 8:30	BREAKFAST SPONSORED BY CENTURY 21 ATA REGISTRATION
8:45 - 9:00	OPENING ADDRESS: PRESIDENT ANNE COLES
9:00 - 9:15	WELCOME to HIGH LEVEL FROM MAYOR CRYSTAL McATEER
9:15 - 9:30	GREETINGS FROM BILL NEUFELD, REEVE for MACKENZIE COUNTY
9:30 - 9:45	GREETINGS FROM DEBBIE JABBOUR, MLA for DISTRICT OF PEACE RIVER
9:45 - 10:00	GREETINGS FROM CHRIS WARKENTIN, MP for GRANDE PRAIRIE-MACKENZIE
10:00 AM	TRADE SHOW OPENS DAILY SILENT AUCTION & RAFFLES OPEN SUBMISSIONS FOR PHOTO CONTEST SPONSORED BY GRANDE PRAIRIE TRAPPERS LOCAL DROP OFF FURS FOR FUR HANDLING COMPETITION BEGINS SPONSORED BY EDSON TRAPPERS LOCAL & MACKENZIE COUNTY
10:00 - 11:00	SMNR 1: PETE WISE – ANIMAL DAMAGE CONTROL DO'S AND DONT'S FH1: WOLF- JIM CROY FH2: CANADA LYNX - MARC McOUAT FH3: FISHER - RENE SCHAUB FH4: WOLVERINE - DALE DRYHERB SPONSORED BY KAREN ANDREWS FH5: WEASELS/ SQUIRRELS / MARTEN- LYLE DUPERRON
11:00 - 12:00	SMNR1: DUNCAN ABERCROMBIE - SHARPENING KNIVES

- SMNR2: KEN BAILEY - ALBERTA TRAPPER COMPENSATION PROGRAM
- FH3: OTTER - PAUL PADLESKY
- FH2: GORDY KLASSEN - SYSTEM FOR SPEED SKINNING BEAVERS
- FH4: COYOTE FUR HANDLING - CARL GITSCHIEFF
- FH5: AMERICAN MARTEN - LINDA HOLIDAY
- 12:00 - 1:00 LUNCH; BURGERS AND HOT DOGS
- SPONSORED BY TIM HORTONS**
- 1:00 -1:20 GUEST SPEAKER: MLA TODD LOEWEN
- 1:30 -2:30 SMNR 1: JUSTIN WASYLCIW - BEAVER FOOTHOLDING
- SMNR 2: MEL STOCKING TURNING FUR & BOARDING
- FH1: BLACK BEAR – PAUL PADLESKY
- FH2: CANADA LYNX- ERNEST KIPLING
- FH3: BEAVER – DUNCAN ABERCROMBIE
- FH4: MARTEN - LYLE DUPERRON
- FH5 MINK - ROSS HINTER
- 2:30 – 3:30 KIDS CORNER - SQUIRREL SNARING AND FUR HANDLING
- SPONSORED BY LAC LA BICHE LOCAL**
- SMNR1: COREY GROVER - FIELD OBSERVATIONS ON COYOTE SNARING
- SMNR2: KEVIN SCHAUB - WOLVERINE TRAPPING
- FH2: JUSTIN WASYLCIW -SYSTEM FOR SPEED SKINNING COYOTES
- SPONSORED BY SOUTH COUNTRY TRAPPERS ASSOCIATION**
- FH3: CANADA LYNX - TERRY BATT
- FH4: MARTEN - ERNEST KIPLING
- FH5: BEAVER - LINDA HOLIDAY
- 3:30 – 4:15 SMNR 1: ALBERTA CONSERVATION ASSOCIATION WOLVERINES
- OUTEV: DISARMING AND BOARDING A SKUNK -GORDY KLASSEN
- SPONSORED BY KAREN ANDREWS**
- 4:30 FRIDAY SILENT AUCTION AND RAFFLES CLOSE
- FRIDAY 50/50 RAFFLE DRAW

- 4:30 PM FRIDAY TRADE SHOW CLOSSES
- 5:00 OUTEV: COYOTE SPEED SKINNING CONTEST
SPONSORED BY DECHANT CONSTRUCTION
- 5:00 - 6:00 BEER HOUR SPONSORED BY NAFA
- 5:20 - 5:50 LADIES BEAVER/SKILLET TOSS (ONE TOSS. WINNER TAKES ALL)
- 6:00 – 7:00 PM SUPPER: STEW & BANNOCK SERVED BY ALBERTA GAME WARDENS
SPONSORED BY M&M REAL ESTATE
- 7:00 – 9:00 EVENING ENTERTAINMENT: VENTRILOQUIST AND TRAPPER MARK CROCKER
SPONSORED BY PEACE RIVER TRAPPERS LOCAL
- 9:30 -10:30 FIRESTARTING & EXPLODING BEAN CAN CONTEST

Alberta Trappers Association 44th Annual Rendezvous

Under The Midnight Sky

SATURDAY, JULY 1, 2017

NOTE: FH -FUR HANDLING STATIONS 1-5 * SMNR - SEMINARS 1-2 * OUTEV -OUTSIDE EVENT

-
- 7:00 - 8:30 BREAKFAST AT SPIRIT OF THE NORTH SCHOOL
COURTESY OF TOLKO
- 9:00 AM TRADE SHOW OPENS
 DAILY RAFFLES AND SILENT AUCTION OPENS
 PHOTOS ACCEPTED FOR PHOTO CONTEST
 DROP OFF FURS FOR FUR HANDLING COMPETITION
SPONSORED BY MACKENZIE COUNTY
- 9:00-10:00 SMNR1: ROSS HINTER- RESIDENT TRAPPING OPPORTUNITIES
SPONSORED BY SOUTH COUNTRY TRAPPERS
 OUTEV: JUSTIN WASYL CIW – FOOTHOLDING COYOTES & WOLVES
SPONSORED BY MACKENZIE COUNTY

FH1: WOLF – DALE DRYHERB

SPONSORED BY MACKENZIE COUNTY

FH2: WOLVERINE- KEVIN SCHAUB

FH3: COYOTE EAR CARTILAGE - AMY RUTH WIEBE

FH4: RED FOX & MARTEN - EDDY PIEROT

FH5: WEASELS /SQUIRRELS/ LYNX – LYLE DUPERRON

10:00 - 11:00

SMNR1: CARL GITSCHIEFF ON COYOTES

SMNR2: TERRY BATT- USING A FUR SHAVING WHEEL

FH2: BEAVER - AMY RUTH WIEBE & GORDY KLASSEN

FH3: CANADA LYNX - MARC McOUAT

FH4: FISHER - RENE SCHAUB

FH5: CANADA LYNX – ABE DRIEDGER

SPONSORED BY MACKENZIE COUNTY

11:00

HIGH LEVEL JULY 1ST PARADE

11:00 - 12:00

SMNR1: GORDY KLASSEN – KILLING WOLVES

SPONSORED BY MACKENZIE COUNTY

SMNR2: ROGER TOWES - FUR HARVESTER GRADING SESSION

FH2 CANADA LYNX -MARC McOUAT

FH3: BOBCAT - PETE WISE

SPONSORED BY KAREN ANDREWS

FH4: COYOTE BOARDING -VOLUNTEER TRAPPERS

FH5: MINK – ROSS HINTER

12:00 - 1:00

LUNCH; CHILI **SPONSORED BY PINNACLE SERVICES**

CUTOFF FOR FUR HANDLING COMPETITION ENTRIES

1:00 -1:30

LUNCH TIME SPEAKER; COMEDIAN MARK CROCKER -TRAPLINE STORIES

1:45 -2:30

OUTEV: KIDS CORNER – FUR SACK RACE

SPONSORED BY LAC LA BICHE TRAPPERS LOCAL

2:30 – 3:15

SMNR1: TRAPPING INC, RICH & SANDY MELLON BEHIND THE SCENES

2:30 -4:00 SMNR2: MARTY SENNEKER- THE SENNEKER SNARING SYSTEM
FH1 WOLVERINE – DALE DRYHERB
FH2: COYOTE – JUSTIN WASYLCIW
FH3 OTTER/BEAVER – AMY RUTH WIEBE & GORDY KLASSEN
FH4 MARTEN AND SUNDRY FURS– VOLUNTEER TRAPPERS
FH5 CANADA LYNX – ABE DRIEDGER
OUTEV DISARMING AND BOARDING A SKUNK- COREY GROVER

SPONSORED BY KAREN ANDREWS

4:00 PM TRADE SHOW CLOSES
4:15 SATURDAY SILENT AUCTION AND RAFFLES CLOSE
50/50 RAFFLE DRAW
4:30 OUTEV: BEAVER SPEED SKINNING CONTEST

SPONSORED BY MACKENZIE COUNTY

5:30 -6:45 BANQUET
6:45 PRESIDENT ANNE COLES
7:15 AWARDS
8:00 LIVE AUCTION
10:00 DANCE –WITH THE BAND OVERFLOW

SPONSORED BY:

INFINITY VEGETATION RECOVERY

STRIKE GROUP LP

STAY

EAT

EXPLORE

Circle Tour

Via Motor Coach
Sunday July 2, 2017

TOUR ALBERTA'S

North

Mackenzie Frontier cordially invites
you to explore & relax in beautiful
Northern Alberta

\$50.00 per person

Pre-Book

Contact Beth @

780-926-4674

Tickets available @

ATA Trade Show

June 30 & July 1

